



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.06: Teaching Space Renovation or Usage Changes**

**DATE:** October 8, 2014

**PURPOSE:** This Operating Policy/Procedure (OP) establishes a standard university procedure to renovate or change campus teaching space. This OP is necessary to ensure compliance with The Higher Education Coordinating Board facilities inventory reporting requirements, Space Usage Efficiency (SUE), and university standards to maintain an appropriate amount of teaching space now and in the future.

**REVIEW:** This OP will be reviewed in September of even-numbered years by the director of Planning and Administration and the director of Academic Support and Facilities Resources with substantive revisions forwarded through the assistant vice president for operations to the vice president for administration and finance and CFO.

#### **Applicability**

This OP ensures that use of teaching space at TTU is accurately represented and reported and that the space meets the university's current and future demands. This OP ensures that teaching space is accurately coded in the facilities inventory for scheduling purposes. Scheduling of teaching space must meet SUE metric requirements, which depend on correct space use codes.

#### **POLICY/PROCEDURE**

##### **1. Classrooms (110)**

- a. All planned changes in classroom **use** must be submitted to and approved by Operations Division Planning and Administration (ODPA) and Academic Support and Facilities Resources (ASFR).
- b. All planned classroom **renovations that alter a room's footprint** must be submitted to and approved by ODPA and ASFR.
- c. Any planned addition of a classroom must be submitted to and approved by ODPA and ASFR.

##### **2. Class Labs (210)**

- a. All planned changes in class lab **use** must be submitted to and approved by ODPA and ASFR.
- b. All planned class lab **renovations that alter a room's footprint** must be submitted to and approved by ODPA and ASFR.

c. Any planned addition of a class lab must be submitted to and approved by ODPa and ASFR.

### 3. **Other Teaching Spaces**

Modifications to other teaching spaces do not require ODPa or ASFR approval, but notification to these offices is required.

Other teaching space includes the following space use codes:

<b>Space Use Code</b>	<b>Space Use</b>
220	Special Class Laboratory
230	Individual Study Laboratory
610	Assembly
680	Meeting Room

All planned changes in use, renovations, or additions of any of the above teaching spaces require notification through ODPa and ASFR.