OP 61.10: Space Allocation Committee

DATE: May 22, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to standardize the allocation and review procedures for Texas Tech University space.

REVIEW: This OP will be reviewed in September of even-numbered years by the Space Allocation Committee with substantive changes consolidated by the assistant vice president for operations and forwarded to the vice president for administration and finance and chief financial officer and the Office of the President.

POLICY/PROCEDURE

1. Space Requests

   All allocations for new space outside of an organization’s current space allocation will require approval by the Space Allocation Committee (SAC).

   a. All requests for new space will require the department to submit the following documents to Operations Division Planning & Administration:

      (1) A completed Program of Requirements form available at http://is.operations.ttu.edu/planadmin/forms/RelocatePOR_Distri.pdf;

      (2) A current organization chart; and

      (3) An organization chart indicating the need for additional office space.

   b. Operations Division Planning & Administration will develop space allocation options and submit it to the SAC for approval.

   c. Operations Division Planning & Administration will coordinate with the department if the request is approved or not approved.

2. Addition of New Space

   The SAC will review all space that is added to the TTU space inventory. Projects must be submitted to the SAC using the Addition of Space form (Attachment A).

   a. New Construction – This includes buildings that were designed and constructed by TTU and TTUS personnel.

   b. Leased – Lease agreements must be submitted and approved by the SAC since the addition of space affects the university’s total square footage. This does not include storage units that are
not serviced by utilities. The addition of unplanned space to the facilities inventory affects various university departments including Property Inventory, Telecommunications, Utilities, Grounds Maintenance, and Custodial Services and may negatively affect state funding. All changes/additions of space must be reflected on the facilities inventory within 30 days.

c. Other – This includes buildings or properties that were purchased, donated, or otherwise acquired by the university.

3. **Removal of Space**

The SAC will review all space that is removed from the TTU space inventory. Projects must be submitted to the SAC using the Removal of Space form (Attachment B).

Types of space removal include:

a. Demolition – Buildings that are scheduled for demolition;

b. Mothballed – Buildings that remain standing but are not fit for use; and

c. Lease Termination – Buildings that are no longer controlled or operated by TTU.

4. **Space Assignments – Memorandum of Understanding (MOU)**

a. Loaning of Space

Instances of temporary space allocation are accompanied with the MOU in order to communicate clearly that the space is not a permanent allocation. In prescribed amount of times, users of the space will be asked to review and resubmit paperwork to continue to use the space. Should the department not demonstrate a significant need to keep the space, it will be re-distributed back to the department that loaned the space. The Loaning of Space form (Attachment C) will be used.

b. Co-Use of Space

Instances of temporary space allocation are accompanied with the MOU in order to communicate clearly that the space is not a permanent allocation. In prescribed amount of times, users of the space will be asked to review and resubmit paperwork to continue to use the space. Should the department not demonstrate a significant need to keep the space, it will be re-distributed back to the department that is currently sharing the space. The Co-Use of Space form (Attachment D) will be used.

c. Space Allocation Review

Space allocations will be reviewed on a regular basis to ensure that departments are using space effectively and efficiently. Spaces will be targeted based on permanent changes to organization structure or responsibilities, increases in responsibilities, or shifts in strategic priority based on other department needs. Space allocation reviews will also be conducted for departments that were allocated additional space based on a projected increase in need for space. The Allocated Space form (Attachment E) will be used.
5. **Construction/Renovation Review**

Construction/renovation projects that change the functional use of a space will be reviewed by the SAC to create a comprehensive overview of the current/planned use of space. This will allow the committee to make informed decisions related to space allocations. Construction/renovation projects that alter the current use of existing space will need to be submitted to the SAC for review using the *Construction/Renovation* form (Attachment F).

6. **Meeting Schedule**

The SAC is scheduled for the third Thursday of the month, and all requests need to be received at least 10 days prior to the meeting. Requestors may attend the meeting to present additional information and/or justification.

7. **Land Assignments**

   a. Requests for additional land will be reviewed and approved through the SAC (Attachment G). Duration (start date/end date) of land assignments will be determined by the SAC and will be moved back into general inventory upon termination.

   b. Assigned land will be tracked by Operations Division Planning & Administration and will be reviewed on a regular basis to verify use.

8. **Space Allocation Committee Membership**

   Voting Members:
   
   - Vice President for Administration and Finance and Chief Financial Officer
   - Senior Vice Provost
   - Senior Vice President for Diversity, Equity, & Community Engagement
   - Assistant Vice President for Auxiliary Services
   - Research Facilities Manager, Office of the Vice President for Research

   Non-Voting Members:

   - Assistant Vice President for Operations (Facilitator)
   - Director of Operations Division Planning & Administration (Facilitator)
   - Unit Manager of Space Planning and Graphics, Operations Division Planning & Administration (Facilitator)

9. **Voting**

   Approval of requests submitted to the SAC will be determined by the majority vote of the voting members. Should a vote end in a tie, the Office of the President will provide the deciding vote.

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**Attachment A**: *Addition of Space*

**Attachment B**: *Removal of Space*

**Attachment C**: *Loaning of Space*

**Attachment D**: *Co-Use of Space*
Attachment E: Allocated Space
Attachment F: Construction/Renovation
Attachment G: Acreage/Land Allocation