

**Name:** Space Management  
**Policy Number:** 3-5019  
**Origin:** Facilities Management  
**Approved:** December 2001  
**Issuing Authority:** Senior Director, Facilities Management  
**Responsibility:** Manager, Projects and Facilities Planning  
**Revision Date(s):** February 2003; July 2013, June 1, 2015  
**Effective Date:** June 1, 2015

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Policy:

To ensure the appropriate prioritized use of space, taking into account the needs of the university community and the physical capabilities of the facilities, space management shall be coordinated in accordance with the following procedure.

The use of space shall reflect Saint Mary's University's mission, long term planning and the University's operational and capital budgets.

Procedures:

1. Facilities Management space planning shall be the responsibility of the Manager, Projects & Facility Planning or the Senior Director, Facilities Management in consultation with the Vice-President, Finance & Administration, Vice-President Academic & Research, the faculty deans, and the appropriate department heads and senior director of the program.
2. Each department head or senior director of programs shall be generally responsible for their assigned space/area.
3. Prior to making any changes to an existing facility or to change the use of a space or a change of occupancy, the dean, department head or senior director of programs shall seek the approval of Facilities Management. The Manager, Projects and Facilities Planning shall ensure the building systems can meet the requirements of the new use of the space and that renovations meet all applicable building codes and safety legislation.
4. Facilities Management shall coordinate all university space in cooperation with Senior Administrators. This shall include maintaining a space inventory.
5. Departments shall submit projected space needs, for the next three years, as part of the budget process. Facilities Management shall review the requests with the appropriate Senior Administrators and develop a space plan to meet the requested needs. This will involve a functional review of the use of all appropriate space. The proposal shall be submitted to the Executive

Management Group (EMG) through the VP, Finance & Administration for review and approval.

6. Immediate space needs shall be submitted to Facilities Management, as per section 11 in this policy, as soon as

- o) Swing space that can be assigned for short-term uses shall be created and maintained.

To ensure that the final proposed changes in the use of space accurately reflect the needs of the end users; staff, faculty, students, and other groups.

h) Existing Space Inventory:

Objective: To document the use of existing space as the basis for future space planning decisions and to assist the plant maintenance staff with their day to day work. Specifically, this information will be used:

- x As the basis for future space planning decisions.
- x As a component of the fire evacuation and disaster planning programs.
- x To control and monitor future changes in the use of space.
- x As base sheets for future architectural projects.
- x As the starting point of the long range plan to develop Auto CAD drawings of structural, mechanical and electrical drawings of each University facility, and
- x To ensure that the space planning information used by Senior Administrators is up to date.
- x To facilitate comparisons of individual space and departmental areas between all University facilities as a basis for maintaining and monitoring consistent guidelines for the use of space on campus and in downtown facilities.

11. All requests for renovations, additional space or changes to space shall be submitted in writing by the department head, senior director of programs to the appropriate dean or vice-president. The space change process shall be as follows:

- a) The department head or director of program will notify the appropriate dean or vice-president of an interest to modify their current space.
- b) If the request for change in the use of space will not require any construction or modifications of building systems and remains solely within previously agreed to boundaries for a given department or program, the dean or vice-president may proceed with the change(s). The Manager, Projects & Facility Planning, Facilities Management will be notified of the changes so that the space plans can be updated to reflect the current use of space, name(s) of occupant(s), how long the change is for if it is a temporary assignment, etc. The Manager, Projects & Facility Planning will also ensure the space is appropriately used.
- c) If the request for change in the use of space will require construction, modification of building systems or require expansion into space beyond that occupied by a given department or program, then the department head or senior director of program will obtain approval of the appropriate dean or vice-president.
  - i. The Manager, Projects & Facility Planning will meet with department head or senior director of program to discuss the space request and determine a way to resolve the issues and find a solution to the problem.

