

Code: QA162

Title: **Space Management**

Date: 7th April, 2011

Approval: SSC/11/M7

1. **Purpose**

This document explains the policy & procedures which are implemented by Buildings & Estates to ensure the best possible utilisation of the University’s space and facilities.

1. **Description**
   1. Principles

Buildings & Estates are guided by the following principles:

* + 1. Equitable allocation and efficient utilisation of space should be based on the defined needs of teaching, learning and research activities and the services which support those activities.
    2. In the interest of achieving all objectives pertaining to the University’s Strategic Plan, space allocation responsibilities will, without exception, be centralised in order to achieve utilisation which is managed in the interests of the whole University community.
    3. Space will be managed to achieve appropriate contiguity, synergies and overlaps within units and between complementary units.
    4. Space allocation, review criteria and processes will be clear, fair, transparent and inclusive.
    5. Space allocation decisions will be made following appropriate consultation and discussion to ensure due regard to the needs of units, students and service users.

2.2 Policy

* + 1. All space is owned by the University and is allocated on the basis of greatest demonstrable need. Management responsibility and authority to allocate space is devolved to the Director of Physical Resources and his/her nominees. The Director will consult appropriately.
    2. The allocation of space to any unit will not be regarded as permanent.
    3. Space is an expensive University resource and will be subject to annual review and justification by the Director of Physical Resources and his/her nominees.
    4. Head of Schools/Units are responsible for ensuring that their allocated space is used efficiently.
    5. Research Groups will be clustered to maximise the use of shared core facilities and make best use of available space.
    6. Sharing of space will become the norm rather than the exception.
    7. Established space norms will be used for NUI Galway space planning.
    8. The achievement of space norms is predicated on the availability of sufficient space. Pending the achievement by the University of such norms, space will be allocated, in so far as is possible, on a pro rata discount to the relevant norm. Benchmarking systems and policies of other institutions/organisations nationally and internationally will be a feature of the system.
    9. Schools and units, which plan to change their activity or resource levels, shall also include plans as to how these changes in resource and activity levels can be accommodated within their existing space allocation or identify the additional space requirement.
    10. Prime assignable space should not be used for storage, the determination of such space will be made by Buildings & Estates.

**3.0 Responsibility**

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| **Name** | **Responsibility** |
| Head of Business Support Services | Policy Owner |
| Strategic Space Planning Group | Approval of strategic decisions re. space allocations |
| Heads of School/Units | Optimal utilisation of space allocated to Unit |
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**4.0 Related Documents**

4.1 Appendix A: Procedures for Space Management

**Appendix A – Procedures for Space Management**

1. A SpaceManagement Strategy Group has been established to deal with forward planning and policy issues concerning space management. The group comprises:

* Chief Operating Officer
* Academic Secretary
* Director of Physical Resources
* Dean of Arts, Social Sciences & Celtic Studies
* Dean of Science
* Head of Business Support Services

1. Heads of Schools/Units are responsible for the optimum utilisation of space allocated to their School/Unit, in accordance with the Strategic Plan of the University and the achievement of the goals set out therein.
2. Full time academic staff will normally be provided with an office space. Part-time, contract, visiting and emeritus staff will be allocated office space if such is available. Post-doctoral researchers and graduate students will have access to shared desk space. Graduate students may not always be assigned individually allocated desks.
3. Buildings & Estates will endeavor to find appropriate office space for all support staff. It is intended, whenever possible, that senior staff will be provided with individual office space.
4. In order to optimise office usage, it is necessary to maintain accurate records and projections of office occupancy and availability. Schools/Units are required to keep Buildings & Estates updated on recruitment, sabbatical leave, retirements, long term sick leave, etc. Human Resources Office will supply Buildings & Estates with regular leavers and recruitment reports.
5. On retirement, staff must surrender allocated space even if no hot desk arrangement exists. (A hot desk arrangement is a shared desk arrangement). Human Resources will provide information on retirees, and where contracts have terminated, to Buildings & Estates. Office or desk space occupied by staff who retire or whose employment has terminated will revert to Buildings & Estates no later than 5 working days following retirement/contract end date. Any entitlements to office space (such as an agreed extension of time) for retirees and former employees must be approved in advance by Buildings & Estates.
6. Spaces vacated by staff on temporary leave (e.g. sabbatical/long term sick leave/maternity leave) must be surrendered for the duration of that leave to Buildings & Estates for reallocation, unless the staff member’s application for leave shows an intention to remain at the University.
7. Laboratory and desk space will be allocated within Schools/Units according to established norms. Consideration must be given to minimising the amount of laboratory areas which are considered ‘dedicated’ rather than ‘multi-functional’. Laboratory space that becomes available at the conclusion of a research project will be reassigned. Space becoming available during the lifecycle of a project (e.g. short-term secondment of personnel) will also be reassigned.
8. Heads of School/Unit will ensure that obsolete materials, equipment and resources shall not take up valuable space. Electronic storage of records shall be encouraged where appropriate.
9. All refurbishment requests involving the change of use of a space will be examined to see if the planned use is in accordance with the University, College, School and Support Units policies.
10. Conversion of any space to common room type usage is no longer permitted. All such existing facilities will be surveyed with a view to reallocation or sharing of those spaces, as appropriate.
11. Buildings & Estates will consider the desirability of locating, so far as is reasonably practicable, all the activities of an academic or other unit in proximity to each other. However, staff will be required to move to space allocated by Buildings & Estates, regardless of location, and to vacate existing space as soon as practicable.
12. Inter-unit space allocations/reallocations (even on a temporary basis) must be approved in advance by Buildings & Estates.
13. All existing non-centrally booked meeting rooms/seminar rooms and teaching venues will be placed on a central scheduling system.
14. All teaching laboratories will be placed on a central scheduling system to facilitate monitoring of usage.
15. New programme proposals and modifications to existing programmes must specify teaching space requirements in documentation presented to The Registrar’s Office. The relevant College Office will forward this information to Buildings & Estates. Cross College co-ordination is necessary before additional core hours are established.
16. Schools and disciplines must ensure that systems are in place to ensure accuracy when submitting teaching space requests. Module codes must be provided for every teaching venue booking. Requirements must be notified for each academic year rather than relying on information and roll-over from previous years.
17. Actual usage of space will be spot-checked and formal surveys of all teaching venues will continue once each Semester. Under utilised spaces will revert to the central space pool for reallocation.
18. Buildings & Estates will expect co-operation from Schools & Disciplines in utilising all available hours and days of the week including weekends to enable optimal use of teaching space.
19. Buildings & Estates will engage in continuous analysis and surveys to determine the optimum assignment of current space, plan for future space needs and identify and recommend solutions to space problems. Examples of such problems may be poor utilisation and inefficient use of space.
20. Any space vacated for any reason is immediately centralised.

**Submission of requests for space**

All requests for space should be emailed to [annemarie.forde@nuigalway.ie](mailto:annemarie.forde@nuigalway.ie). All requests will be acknowledged, examined and a response provided as soon as possible thereafter.

On receipt of an application for additional space from a unit, the inventory of the relevant unit’s current space will be examined, including the number and status of staff and/or students occupying each room.

Buildings & Estates will work closely with units to clarify their requirements and outline options available to suit their needs.