**Polasaí agus Nósanna Imeachta / Policies and Procedures**

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| **Code** | QA174 |
| **Title** | Modifications to existing space |
| **Policy Owner** | Director of Buildings and Estates or nominee(s) |
| **Date** | 13 December, 2022 |
| **Approved By** | University Management Team |

1. **Purpose**

This procedure document is associated with the Space Management Policy (QA162) and sets out the process and procedure for requesting modifications to existing space.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

1. **Description**

**Requesting Modifications to Existing Space**

**2.1** To request modifications to space within your College/Unit’s allocated footprint, please complete the project assessment form using [this link.](https://forms.office.com/Pages/ResponsePage.aspx?id=hrHjE0bEq0qcbZq5u3aBbNiQVxso8G5EveREG1FdwP1UNFRSUE4xMk5LMUFZTFo5MFVCM0w0NTdDUSQlQCN0PWcu)

**2.2** 1If you are procuring equipment for installation within your College/Unit’s allocated footprint and there are associated infrastructural requirements, please refer to New Equipment Request form, on the Buildings & Estates website.

1. **Responsibilities**

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| **Name** (Office or position) | **Responsibility** |
| Director of Buildings & Estates or nominee(s) | Policy Owner: space allocations will be assigned by Director of  Buildings & Estates or nominee(s) to the activity |
| Head of Business Support Services | Responsible for the implementation of the Space Policy and  related procedures |
| Head of Engineering & Infrastructure | Responsible for determination of the maximum allowed  capacity in any space |
| Strategic Space Planning Group | Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives. |
| University Management Team (“UMT”), Colleges, Units, Research Institutes | Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with  the University’s strategic objectives. |

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| Head of  College/School/Unit | Responsible for specifying facilities requirements in connection  with staff hires, new programme proposals or research awards. |

1. **Related Documentation**
   1. QA162 Space Management Policy
   2. Space Management Procedures (multiple)
   3. University Health & Safety Policies and Procedures (multiple)
   4. QA100 Procurement Policy
   5. Guidance document on Space Norms (in development)
   6. QA180 Hybrid Working Policy
   7. QA140 University of Galway Retired Staff Policy

*Visit the* [***P&P Repository***](https://www.universityofgalway.ie/quality/repository/)*on the* ***Quality Office website***

*for policies, procedures, regulations and guidelines*