



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.21, **Institutional Space Allocation Policy**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish an institutional policy to assess utilization and to allocate space as appropriate to support the Academic, Research, Clinical and Administrative missions in accordance with the Strategic and Master Plans of the University.

REVIEW: This HSC OP will be reviewed by October 1 of every even-numbered year (ENY) by the Vice President of Facilities and Safety Services (FSS) and by the Provost, with recommendations for revision forwarded to the Executive Vice President of Finance and Operations by November 1.

TERMS

1. **TTUHSC Department:** For the purpose of this policy, any group or organization within TTUHSC with a unique, 6-digit Organizational Code.
2. **Net Assignable Square Footage:** This is the sum of floor space within interior walls of rooms that is assigned to, or available for assignment to, occupants for use, in accordance with the THECB definition.
3. **Campus:** Buildings and properties owned or controlled by TTUHSC within the same reasonable contiguous geographic area. Identified TTUHSC Campus Space Committees are: Lubbock, Amarillo, Odessa/Midland, Abilene, and Dallas.

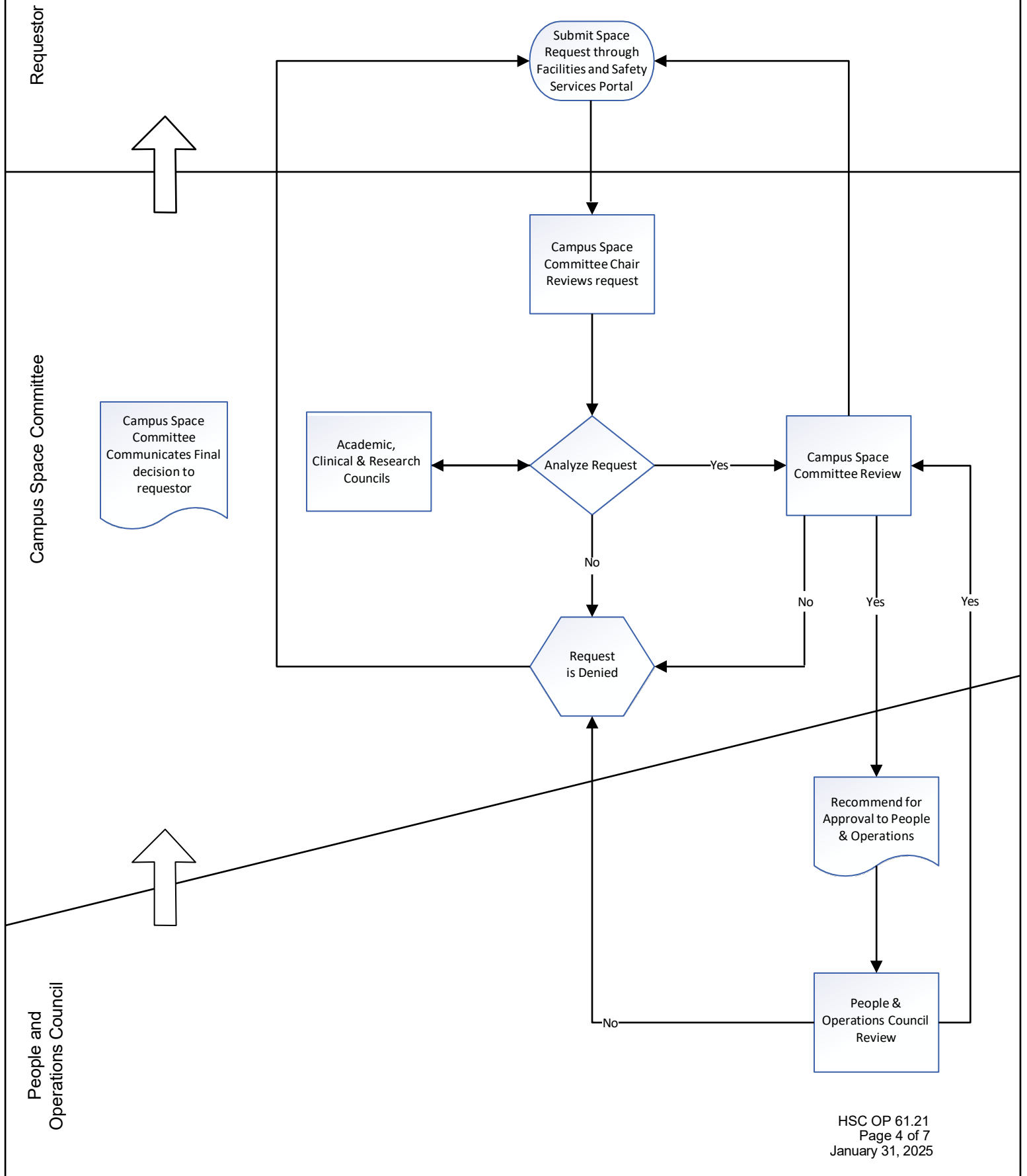
POLICY/PROCEDURE:

1. All TTUHSC physical space (internal and external) is institutional space and is controlled, allocated and maintained by the Institution, not by any department, school, or subdivision. This includes, but is not limited to, all clinical, administrative, research, academic, and storage space.
2. Institutional space will be assigned in the most efficient and effective manner to best serve the missions of the institution. Any space that is no longer occupied by a department reverts to institutional space and will be reallocated by the appropriate Campus Space Committee. Space may also be temporarily assigned by Facilities Operations in the event of an emergency (ie. water leak, mechanical system failure, etc.), with notification to the appropriate Campus Space Committee.
3. Administration:
 - a. Each campus will maintain a Campus Space Committee.
 - b. Each school or other major institutional division operating on a campus are afforded an opportunity to provide representation on the Campus Space Committee. All TTUHSC schools/divisions shall be represented on the appropriate Campus Space Committee. Additional representatives may attend individual meetings as appropriate to provide information/clarification on a specific space request, but the school/division shall only have one vote.
 - c. The Chair of the Campus Space Committees will be appointed by the People and Operations Council.
 - d. The Office of the Provost shall have a representative on each Campus Space Committee as a non-voting resource.
 - e. Facilities & Safety Services – Facilities Space Administration shall have representatives on each Campus Space Committee as a non-voting resource. This individual may vote as a proxy only if the regular Facilities representative is not in attendance.

4. Any agreement for a department to occupy a space will be reviewed annually. All temporary assignments of space shall be documented and shall have a specific end date; this end date can be extended upon review of space needs with the appropriate Campus Space Committee. Space assigned to a department for storage needs will include specific time limits and will be reevaluated on an annual basis to determine continued need.
5. Procedure:
 - a. Requests requiring construction or renovation are to be submitted in accordance with OP 61.20.
 - b. All space requests are to be submitted through the Request for Service link on the Facilities and Safety Services Tab of the Webraider Portal.
 - c. The Space Request Form details all relevant information related to the request including location, ownership, permanency, access, and funding (if needed). (Appendix B)
 - d. Space requests requiring Campus Space Committee review (See Para 7a. below) will be sent to the appropriate Campus Space Committee Chair. The Chair will research the validity of the request and will ensure that the appropriate Dean/VP is supportive of the request. This research will also include seeking support/recommendation for approval from the Council responsible for the type of space being discussed (Academic, Clinical, or Research).
 - e. Campus Space Committee meetings shall be scheduled at the discretion of the chair based on submitted requests requiring review. Space committee meetings may be virtual, and emergency items can be approved by email voting.
 - f. Following the receipt of a written submission/request, the Campus Space Committee may reach out to and/or invite a representative to present a request for space if additional information is needed. The Campus Space Committee may tour the relevant space to better understand and evaluate any space request.
 - g. Space request evaluations differ depending on the type of space requested. The evaluation processes for different types of space are outlined in attached appendices.
 - h. Campus Space Committees are empowered to disapprove any request. Recommendations for approval, however, must be routed to the People and Operations Council. Recommendations for approval shall be submitted using the template found at Appendix D by e-mail to the council chair or designated alternate.
 - i. People and Operations Council shall notify the Campus Space Committee of approval status and the Campus Space Committees shall notify the end user. If approved, the end user shall work through FSS to execute the space change as there may be maintenance performed while the space is in transition. The end user shall engage FSS to act upon the approval within 6 months of receiving notification?
6. Leased spaces are addressed by OP 72.06 and are not covered by this policy.
7. Space issues/needs/requests review:
 - a. Requests requiring Campus Space Committee Review include:
 - i. Repurposing of space within or between departments (i.e. office space change to conference room space)
 - ii. Reallocation of space between departments.
 - iii. Assignment of space to an individual that exceeds the University square footage guidelines (Appendix C)
 - iv. Potential facility and/or property acquisitions/dispositions.
 - b. Requests not requiring submission to the Campus Space Committee include:
 - i. Reallocation of existing space within a department where the purpose or function of the space does not change and no renovation or maintenance is required.
 - ii. Minor maintenance (paint, patch, carpet) work to be done on space changes qualifying under b.i above.

8. Whenever a space is returned, it shall be free of any personal or departmental items. Any items or furnishings left in the space at the time of vacating will be transferred to Surplus Property at the expense of the vacating department; noting that Facilities Operations shall have the first right of refusal to claim any items left by the vacating department prior to items going to surplus. Facilities will evaluate the space to identify any repairs or custodial services required. All repairs or custodial services required above normal wear and tear will be at the vacating department's expense. All repairs shall be made prior to the space being reoccupied.
9. Members of the TTUHSC Campus Space Committees serve at the discretion of, and are advisory to, the People and Operations Council. Each Campus Space Committee shall provide a list of Committee membership as membership changes. Campus Space Committee members are to be recommended by the department that they represent.

APPENDIX A Space Request Approval Flow Chart



APPENDIX B Space Request Format/Requirements/Procedure

Space Requests shall be submitted through the Submit a Request for Service link listed under the Facilities & Safety Service Requests on the Facilities and Safety Services Tab of the Webraider Portal. This form has been developed to request all relevant information for evaluating a Space Request:

1. New/Existing Space

Is the department requesting additional space **or** is the space already assigned to the requesting department and a change in space use is being requested?

2. Location

Where is the space located? For new space requests, identifying a specific space can help the Campus Space Committee better understand the “ideal” location for additional space. There is no guarantee that this space will be assigned as new space, this is only put forth as a recommendation or “ideal” solution by the requestor.

3. Ownership

Is the space owned, leased, or part of a short-term rental?

4. Permanency

Is this a limited need (overlap of a new employee and an exiting employee with a known end date), or will this space be needed for the foreseeable future?

5. Space Function Change

Will the use of the space be changing?

6. Public Access

Will the general public need access to this space?

7. Funding Source

If renovations/alterations are requested beyond cleaning and repair of existing space, how will this be funded?

8. Vacancy

If this request is approved, will it result in space(s) being vacated?

9. Painting

Is painting wanted?

10. Construction

Are construction changes anticipated?

11. Furniture

Will furniture be purchased for this space?

12. Equipment

Will any specialized equipment need to be installed or removed in this space?

13. IT Equipment

Will any AV/IT equipment (including data drops) be added or removed?

14. Telecomm

Will any telecommunications equipment be added or removed?

15. Safety

Will disposal of any chemicals, biological waste, or radiation be needed?

16. Custodial

Will any special cleaning be needed?

17. Surplus

Will any surplus property need to be removed?

18. Keys

Will new keys be requested or will there be a change in assigned keys?

19. Badges

Will there be a change or addition of security card readers or badge access?

20. Description

Any additional information that the requestor would like to include.

Appendix C Recommended Space Standards Space Request Format/Requirements

When formulating the amount and type of space to include in a space request, a department should conform to the following recommended standards:

Executive Admin: Dean, Regional Dean, VP, Provost	NTE 200 NASF
Departmental Admin: AVP, Vice Provost, Chair, Director	NTE 140 NASF (min 60 NASF/person)
Office Staff	NTE 120 NASF (min 60 NASF/person)
Professors (all ranks) - Office	NTE 140 NASF
Instructors	NTE 120 NASF (min 60 NASF/person)
Office Services (general purpose room for mail, file storage, support)	NTE 700 NASF
Residents and Postdoctoral Trainees - Office	NTE 120 NASF (min 60 NASF/person)
Conference Room	Based on number of seats (25 NASF/seat)
Conference Room Service/Storage	NTE 45 NASF

NTE = Not To Exceed

APPENDIX D

Space Committee Recommendation to appropriate council and People and Operations Council

Space Committee Analysis of space request

1. Description/Justification

Summary description of the space needed and justification for the need

2. Analysis of Alternatives (Pro and Con)

3. Results of investigation/validity of justification

4. Space Committee Recommendation: