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**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  
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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 the space need is known. Facilities Management shall review the requests with the Deans / Senior Director 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 EMG through the VP, Finance & Administration for review and approval.
7. University contractual obligations (e.g. Part-time Faculty) shall be considered during space allocation or change of space.
8. Change of classroom space to other use requires the approval of the VP Academic and Research, and the VP, Finance & Administration.
9. Facilities Management and the Department requesting additional space will apply the following principles in the functional review as part of the process of looking for the additional space:
  - a) Space requests shall be initially evaluated based on accommodating the needs within the department's area.
  - b) Space requests shall be evaluated based on the requirements of the building code and safety legislation.
  - c) Department's space requirements shall be prioritized:- computer rooms, honor students rooms, classrooms, study rooms, libraries, graduate student rooms and offices for visiting faculty, Emeritus and Retired Faculty.
  - d) Large McNally faculty offices shall be used for multiple persons use such as part-time offices. Two part-time office requirements could fit in one large office resulting in the addition of one office.
  - e) Utilization of faculty and staff lounges shall be assessed and prioritized to meet the identified requirements.
  - f) University requirements for meeting rooms shall be assessed based on common use.
  - g) Utilization of large meeting, theatre and conference spaces shall be assessed and prioritized.
  - h) Classroom utilization should be matched to room capacity.
  - i) The benefits in terms of space utilization of a central classroom booking system that would include general and department classrooms shall be assessed.
  - j) The number of general computer labs required to meet the student demands shall be assessed.
  - k) The utilization of the Art Gallery support space shall be assessed and prioritized.
  - l) Use of off campus space (rental) shall be considered where feasible.
  - m) Programs of a definite time period shall be assigned space for that period.
  - n) Space requests may have to be accommodated in temporary swing space.

- o) Swing space that can be assigned for short-term uses shall be created and maintained.
  - p) The cost effectiveness of all proposed space changes shall be considered.
10. Design Principles are as follows:
- a) Access
    - Objective:  
To design space in each facility so it is easy and convenient for students, faculty members and other users to access various departments/groups.
    - Examples:
      - Improve way-finding
      - Accessibility for persons with disabilities
      - Improve vertical access to various departments/groups
  - b) Consolidation:
    - Objective:  
To bring together or to maintain close proximity of like departmental spaces, functions, programs in order to improve efficiency and effectiveness, and to reduce unnecessary duplication of services and space utilization.
  - c) Increased Department/Group Space:
    - Objective:  
To increase the space available for department functions and services by freeing up or reassigning existing space within or in the vicinity of the department in question, if available.
  - d) Changing Needs of Department/Groups:
    - Objective:  
To meet the changing needs of departments, programs and other groups in a planned, timely fashion which will result in the most efficient and effective use of space.
  - e) Consistent Standards:
    - Objective:  
To reduce conflicts over assignment of space in each building on Saint Mary's University campus and to ensure that the assigned spaces meet the needs of specific and users.
  - f) Cost Effectiveness:
    - Objective:  
To ensure that proposed solutions reflect an effort to minimize construction costs without infringing on any applicable building codes.
  - g) User Participation:
    - Objective:

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:

- As the basis for future space planning decisions.
- As a component of the fire evacuation and disaster planning programs.
- To control and monitor future changes in the use of space.
- As base sheets for future architectural projects.
- 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
- To ensure that the space planning information used by Senior Administrators is up to date.
- 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.

- ii. Working with the department head or senior director of program, the Manager, Projects & Facility Planning will develop a solution based on the previously stated objectives of the department head.
  - iii. Based on the agreed to solution, the Manager, Projects & Facility Planning will provide an estimate construction and project costs for the proposed solution. This estimate will take into account the impact of the proposed change in use of space on the architectural/mechanical/electrical/structural systems, asbestos removal, other safety related concerns, phasing, building and fire codes, taxes and professional fees, if applicable. Once the estimate is received, this may necessitate reconsideration of the scope of the proposed solution.
  - iv. The agreed to solution will be put into the Capital Budget Process. Each project request will be reviewed based on how closely it meets the stated objectives for Facilities Management.
  - v. Once the Capital Budget is approved, the applicable design work and construction/renovation will proceed.
12. Assigned selected users (management, trades representatives and the department) are to be involved during the programming, design and construction stages. These participants would be responsible to provide input to the project in a timely manner. They would sign off on the different stages of the project to indicate their approval and acceptance of the solutions and/or changes.
13. Facilities Management shall maintain floor plans of each facility, at the same scale, on Auto CAD identifying the room number, room name, room area and the departmental area. A database of existing room numbers, room names, room areas, departmental areas and a master list of departmental categories, applicable to all campus facilities, shall be maintained. Specific plans and the applicable database information shall be updated, as required, when changes are made to the use of each facility.