

## **UNIVERSITY OF NORTH CAROLINA GREENSBORO**

### **Space Utilization and Analysis**

The efficient use of campus facilities is of increasing concern to most colleges and universities. The concern is partially a reflection of high costs involved in constructing and maintaining buildings, but it also stems from a broader recognition of the importance of facilities planning. The effective allocation and utilization of space is essential if an institution of higher education is to maximize its resources in accomplishing its objectives in the areas of instruction, research and public service. (University of North Carolina System, 2014)

The primary data source for all UNCG space is the Room Inventory File Database which is maintained by the Office of Space Utilization and Planning (OSM) through an annual departmental space inventory. Data collected includes instructional, administrative, residential and support spaces. This information is reported to UNC-GA each October for utilization analysis. UNC-GA produces an annual Facilities Inventory and Utilization Study which provides detailed statistical data that aids in the space planning process.

Space Utilization and Planning makes space assignments and recommendations based on several criteria. UNC Space Planning Standards were developed in 1998 by Eva Klein & Associates. These standards were developed to assist all UNC campuses to assess current space availability as well as future needs. It should be noted that these standards reflect the ideal conditions, and are used system wide for preliminary planning, extensive renovations and new construction projects.

All standards apply for funded staff, including administrative, instructional and professional, technical and clerical, graduate assistants and funded student positions. These standards do not address space allocations for emeritus faculty or fellowship recipients. For these individuals, space needs can be considered in consultation between a department, the respective deans office and the Office of Space Utilization and Planning, as space availability allows.

Requests for additional space should be initiated from the dean or director and then referred to the Office of Space Utilization and Planning through the [Space and Lease Request](#) form. (A link is also found on the OSM web site.) Once the request space is received OSM reviews previous data collected from the department. A review of the current space assignments and its use is applied to the space survey. Depending on the type of request, information reviewed may include specifics on research grants (duration, special needs, time frame for activities, etc.), enrollment data, trends and projections, utilization review of instructional spaces (labs and classrooms), verification of FTE payroll sources and enrollment and staffing projections.

The data may be gathered for the unit requesting the space, as well as for units nearby. OSM also initiates space reviews in support of new construction or major remodeling initiatives, or when academic/research program shifts offer opportunities to reassign space. These reviews are designed to assist departments, colleges, and schools to make the best possible use of space, to suggest alternatives, and to help identify options.

For requests that involve non-contested personnel space or non-personnel space, the Office of Space Utilization and Planning will determine and implement an appropriate solution and communication this resolution as an Information Item to the University Space and Property Review Committee (USPRC). For requests that are contested, require the strategic move of a department or unit, or require a change to existing standards or guidance, the Office of Space Planning and Utilization will research and provide potential solution scenarios to the USPRC as an Action Item. The USPRC will evaluate these solutions along with other potential scenarios and decide as a formal action of the committee based on their understanding of the best and highest use of these space resources. The resolution of the USPRC will be communicated to the requestors (and other parties as appropriate).

### **Other Relevant Data**

A primary data source for all space reviews is the UNCG “Room Inventory File” data base, which is maintained by OSM through the space inventory process. It is in the best interest of campus units to help maintain this data base accurately, and to help update room records during the annual survey or when major internal rearrangements are contemplated by departments. Please contact OSM at 336-334-3502 to report changes to room assignments.

A site visit and consultation with the requesting unit’s staff provides an excellent means for understanding a department’s space use and needs. OSM staff site visits are conducted by walking through all or most of the space assigned to a given department with department staff, and by comparing room utilization data from the space survey to observed activities. This procedure will help assure a better understanding by OSM staff of the space needs and may also help identify space options not apparent to the current users.

### **References**

University of North Carolina System. (2014). *Facilities and Inventory Utilization Study*. Chapel Hill, NC: The University of North Carolina.