

# UNIVERSITY OF NORTH CAROLINA GREENSBORO

## Guidelines for Space and Room Allocation

The space assignment guidelines and processes outlined below are designed to guide allocation decisions, to help identify surpluses and deficits, and to establish procedures that assure the best and most efficient use of space.

All University of North Carolina at Greensboro (UNCG) space resources belong to the University as a whole and are not the sole ownership of any one division or department. Current users or occupants do not “own” space, nor can they solely control the use or conversion of campus space. Basic occupancy and use assignments of campus space at UNCG are delegated by University Space and Property Review Committee (USPRC) to the Office of Space Utilization and Planning (OSM). Advanced occupancy and use assignments will be considered and decided upon by the USPRC.

A request for space or change of space usage from a department or unit is considered first by the dean or director and then is referred to OSM for analysis and action. Decisions over contested space, the strategic move of a department or unit, or a change in standard or use will be made by the USPRC. **(See USPRC Role)** Although all efforts will be made to locate appropriate space, the campus cannot guarantee that the quality or configuration of space requested can be provided.

### Space Allocation Process

All requests for assignment to existing or newly constructed space at UNCG are to be submitted to OSM via the appropriate dean or director. Requests shall be submitted in writing through the Space and Lease Request form found on the OSM web site and include an explanation of specific needs. Space requested through this process includes all University and non-university (lease) space **(see Leasing Process)**, ranging from offices, research and instructional laboratories, to storage. Call OSM at 336-256-0467 with any questions or for clarification.

Acting on space requests typically requires substantial lead times. To implement assignments, space must be identified, use and requirements must be analyzed, release and reassignments negotiated, and timetables for any preparatory work must be established. To facilitate this process, campus units should review, document, and submit their requests to the dean’s or director’s office with as much lead time as possible. It is desirable for OSM to receive the request six months in advance of the semester for which space is needed. If

remodeling of newly assigned space is required, additional lead time must be allowed. Depending on the scope of the necessary work, lead and design preparation as well as State approvals may take an additional six months or more.

Space can be assigned in the context of a dedicated project or for an open-ended period. Assignments for dedicated projects typically are made in the context of a funded grant project or any specifically time-limited event such as temporary relocations to accommodate remodeling, construction or short-term program assignments. Open ended assignments can be expected to last at least one academic year, and these are generally considered for a term of many years. Re-allocation of open-ended space assignments may become necessary if changes in business practices allow greater efficiency, or if space pressures in surrounding areas make a more equitable assignment necessary. Possible re-allocations are handled in the context of university-wide space needs and may be initiated in the context of larger re-allocations involving several units.

All space that is vacated, for whatever reason, will return to OSM for re-assignment, unless the vacated space will be re-assigned with in the current user's department. If the College or School would like to re-assign the space to another department within that unit, that re-assignment should be done with the approval of the Provost in coordination with OSM.

Units vacating space are responsible for returning that space to a move in condition, less ordinary wear and tear or routine needs. In general, units must remove and take with them all purchased equipment that was not an original part of the building. A manifest of unwanted items can be provided to the next occupant for potential re-use. Disposal of any un-used items are the responsibility of the original owner.

Equipment and furnishings that were acquired within a building project budget are generally considered to belong to the institution and stay with the building. Similarly, installed equipment that serves other building occupants may not be removed without coordination with other users.

### **Leasing Process**

All requests for space must be entered on the Space and Lease Request form that is found on the OSM, Facilities, Design, and Construction (FDC), and Facilities Operations (PPO) web sites. OSM will review the request for potential solutions that can be found on campus. If none are available, your request will be directed to the Real Estate Office (REO). The requestor will be advised as to the status of the request.

The REO will work within the State Property office guidelines to identify a space which meets the requestor's needs. When the location and exact dollar amount of a space has been determined, the REO will contact the requestor for funding certification.

Once a site has been selected and approved, the REO will work with the requestor to finalize the lease and documentation. OSM will be notified when the lease has been completed.

### **Minor Renovation Process**

All remodeling of currently assigned or newly assigned space must be coordinated through OSM. This request is to be initiated through the Minor Renovation Request form that can be found on the OSM web site as well as the FDC and PPO web sites. OSM will review the request to assure that such plans do not conflict with other plans for a building, floor, or area. OSM will then verify that the room(s) or area to be remodeled is properly assigned to the units making the request, that the proposed plan is in accordance with University Space Guidelines, and that the campus has no conflicting goals with those proposed in the remodeling request.

Once reviewed by OSM, the request will be forwarded to FDC. Most remodeling or physical conversion of space on campus will be handled by FDC. A Project Manager from FDC will be assigned who will initiate a kick-off meeting referred to as a Joint Assessment Meeting (JAM). All interested parties will be invited to this meeting, including Environmental Health and Safety and PPO. Once assigned, questions regarding projects can be directed to FDC at 336-334-5269.

### **Swing Space Solutions for Renovation and Construction Projects**

If a construction project requires that a unit be relocated temporarily, a review of the unit's existing space assignment will be carried out prior to moving the unit. A typical process would be for OSM, the FDC Project Manager, and unit representative to survey the existing space in detail, including collection of relevant data and a physical tour of the space in question. Such a review will be supplemented by discussion of space use and both current and future needs with the unit. This process is an opportunity to evaluate the needs that can be met within existing unit space as well as the needs that must be addressed for the unit to function in swing space.

Swing space is defined as a temporary working environment developed to support a UNCG unit during a period of renovation or construction.

Once programmatic space requirements have been determined space solutions will first be developed by utilizing (or re-utilizing) the units already assigned space resources. This may require a temporary compression of essential space needs for the period of construction or renovation. Once all assigned space resources have been maximized, then resources outside of the originating unit will be identified to meet the remaining space needs as best as possible. Outside resources to be considered are:

1. Existing university space in other units
2. Flexible work arrangements, including hoteling, touchdown spaces, and remote working
3. Modular solutions, and
4. Leased space

In general, swing space solutions should match existing type of space-to-space need. Research lab needs can be met in teaching labs, and teaching lab needs should be met by consolidating uses of existing spaces. Office needs can be met in any general-purpose space as is appropriate. General purpose teaching space will be available through the scheduling process in rooms under the stewardship of other units

### **Research and Related Support Space**

Faculty with a research agenda, creative project or programs approved by the relevant dean(s), should be assigned suitable space to carry out their responsibilities. If space has been provided to a research or project team, the principal investigator will be primarily responsible for ensuring that the space is utilized in accordance with the assignment approval. Shared support space such as prep rooms, autoclaves, fume hoods and the like, that are shared among several researchers, should be assigned, and administered within the School/College or at the department level. At the discretion of the College or School, laboratory research space also could be shared space.

Funded research will be given priority for space. If the project is funded, space will be provided. If non-funded research is occupying space and no other location can be found for funded research, the non-funded research could be asked to give up their space. Sharing of space can be arranged if agreed upon by all parties involved.

### **University Space and Property Review Committee Role (USPRC)**

The USPRC is charged to approve all 1) allocations of indoor and outdoor University-controlled space, 2) acquisitions and dispositions of property by lease, and 3) real property transactions other than leases. In addition to approving delegated property transactions,

the USPRC shall set priorities, establish standards, and provide direction for delegated activities.

The USPRC is chaired by the Executive Vice Chancellor and Provost and includes the Vice Chancellor for Finance and Administration and Chancellor's appointee. The USPRC agendas and material preparation will be assembled and reviewed by the Director of Space Utilization and Planning, Director of Real Estate, University Architect, AVC for Facilities, and AVC of Campus Enterprises & Real Estate with input from other members of the USPRC support staff. The support staff members may be involved in the preparation for the recurring USPRC meetings and attending the meeting on an as-needed basis.

### **Scheduling guidelines and Procedures for Academic Spaces**

The [University Reservations Office](#) in the Elliott University Center will manage reservations in academic buildings for non-course sections (seminars, break-out rooms, orientations, meetings, etc.).

The [University Registrar's Office](#) will continue to manage space assignments for academic course sections with CRNs (Course Reference Number) and exams.

### **Student Housing Assignments**

Student housing assignments are assigned and managed by [Housing and Residence Life](#) (HRL).