

# Space Planning Procedures



TABLE OF CONTENTS

- 1. Roles and Responsibilities ..... 3
- 2. Annual Space Review ..... 4
- 3. Requests for Additional Space..... 4
- 4. Requests for Change of Use (Existing Space) ..... 4
- 5. Renovation of Space ..... 4
- 6. Furniture, Fixture, Equipment (FF&E) Purchases..... 4
- 7. General ..... 4

## Introduction

The intent of these Space Planning Procedures is to establish roles and responsibilities and a framework for the use, allocation and review of UConn's physical space assets.

These Procedures are to be applied in the context of the [Space Management Policy](#). The Policy provides in part that:

All space belongs to the University and is assigned to units, schools, departments, or programs based on University's priorities and the functional requirements of each user group. The University may reallocate space at any time as needs and priorities change.

Decisions regarding the allocation of occupied and unoccupied space are based on campus and program priorities, Academic and Strategic Plans, the Master Plan for the campus, and overall need.

The President of the University has ultimate authority over space assignments. The Provost, Vice Presidents, and Division of Athletics Director are responsible for allocating and managing space occupied by activities under their control or within their divisions in accordance with the University's Space Planning Guidelines.

## 1. Roles and Responsibilities

Day-to-day responsibility for assigning and managing specific spaces and uses within a department/unit is delegated to Director or Chair of that department/unit with the understanding that all need to be approved by the Dean of the College/School or Lead Administrator for the Unit in which the department/unit is located.

This authority, which is contingent on compliance with applicable [Space Planning Guidelines](#) provides flexibility to the Deans and Lead Administrators to address the space needs of their respective units. They are responsible for:

- Identifying the needs of teaching faculty, research faculty, instructors, staff, and students within the Space Management Policy, these Space Planning Procedures and the Space Planning Guidelines.
- Designating a Space Coordinator for the School/College/Unit who will be tasked with gathering and reporting data on the assignment and utilization of spaces within the School/College/Unit.
- Managing space assigned to their various departments and units and will notify The Office of University Space Planning and Management when any of the following occurs:
  - There is a change in the internal allocation of space from one department to another department/unit.
  - The nature of the use of any space is changed (for example a classroom converted into an office).
  - The delineation or configuration of a space is changed by the installation or removal of partitions or walls and/or the relocation of doorways.
  - The configuration of a space is changed by the installation or removal of furniture, resulting in a change in the number of occupants.
  - The assigned space is greater than the functional needs of a department or unit.
  - New faculty need to be accommodated.

### **University Space Planning and Management**

The Office of [University Planning, Design and Construction \(UPDC\)](#) is responsible for developing policies, procedures, guidelines, and recommendations regarding the use and allocation of existing space, planning for future space needs, and responding to unit requests for new assignments or release of space. The Office of

University Planning, Design and Construction (UPDC) is the central receiving unit for all space requests. Upon receipt of a space request, the Office of [Space Planning and Management](#) within UPDC will:

- Review the requests and as needed, make recommendations regarding appropriate space allocations, timelines, budgets and scope of work to the appropriate authorities identified in the Space Management Policy.
- Advise on issues pertaining to building condition and teaching suitability and the location, quality, and configuration of spaces included in the request.

## 2. Annual Space Review

The Office of Space Planning and Management compiles annually a summary of space utilization and space needs across the campus. Under these Space Planning Procedures and Space Planning Guidelines, space allocation summaries and recommendations for correcting space deficits and efficient resource allocations will be available to University senior leadership.

## 3. Requests for Additional Space

Departments and units can submit a [Space Request](#) for additional space to the Office of Space Planning and Management for review and approval. Space requests are reviewed according to priorities for academic programs, research, and support services as established by the Academic, Strategic and Master Plans of the University and senior administration.

## 4. Requests for Change of Use (Existing Space)

Change of Use requires the submission of a [Space Notification Update](#) to document changes in space function within academic, research and non-academic units. The request should include a needs assessment supporting the change.

The rearranging of furniture or other such minor changes in space configuration does not require a Space Update Request Form submittal.

## 5. Renovation of Space

Renovation of space requires the submission of a [Project Request Form](#) and a Memorandum of Understanding, according to the procedures established by University Planning, Design and Construction.

## 6. Furniture, Fixture, Equipment (FF&E) Purchases

The Office of Space Planning and Management reviews requests for new furniture and equipment if any of the following occurs:

- IT/AV equipment purchase, and installation requires coordination with UITS and Facilities Operations;
- The installation of new equipment requires the alteration of existing space. The purchase of new equipment requires an [Equipment Form](#).
- Means of egress are modified (access to exits, distance to exits, etc).

## 7. General

The following space allocation procedures must be followed:

- Academic and research space allocations are made to units, schools, departments, or programs, not individuals, and the scheduling of space allocated to a unit is the responsibility of that unit.
- Academic and research space allocated and scheduled by a unit must be made available for other units when not in use (i.e., conference rooms, seminar rooms, etc.).

- Requests for renovations of existing space or requests for additional space assignments require a minimum of 12 weeks to process and plan the work needed. The length of time required to implement the request differs based on the type of assignment. The proposed schedules for any project type is based on the assignment typology and may be lengthened by the need for renovation, custom remodeling, installation of equipment, installation of networking equipment, and moving. Decommissioning of vacated and /or re-allocation of laboratories generally requires more time.
- The Office of Space Planning and Management will review any circumstances not covered by these Space Planning Procedures and will evaluate all requests in the context of the users' need for privacy, meeting space, specific equipment, and furniture. Alternative recommendations will be presented to the authorities identified in the Space Management Policy.