



Last Approved: N/A
Next Review: 3 years after approval
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Document Area: Vice President for Facilities
References:
Applicability: Saint Louis University Campus Wide

Space Management and Allocation Policy

Responsible University Official: Vice President of Facilities Services, Michael Lucido

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1.0 Reason for Policy

To establish a uniform process for the management and allocation of all campus space in a manner that advances the mission and strategic priorities of the university and encourages responsible stewardship of the university's physical and financial resources.

2.0 Policy Statement

This policy applies to the use and management of university-controlled space including how space is allocated, assigned, and vacated, the design and creation of new space and/or the design, modification and renovation of existing space. Oversight of the *Space Management and Allocation Policy* is the responsibility of the Division of Facilities Services.

Space is a university resource that is allocated to the university's administrative units (see 8.0 Definitions) based on the university's priorities and the functional requirements of each user group. Space should therefore be allocated wisely, with the overall success of Saint Louis University serving as the context for space allocation decisions. The President of the university has ultimate authority over space allocations. The Provost and Vice Presidents of the university's administrative units are responsible for assigning and managing space occupied by activities under their control in accordance with the university's space management and allocation guiding principles.

Space Management and Allocation Guiding Principles

- All university owned space belongs to the university, regardless of funding source.
- Space assignments are not permanent; they are subject to periodic review and reassignment as needed

for strategic growth.

- All space will be utilized by the university to further its mission. Space that is deemed to be underutilized or not used to its maximum capacity will be reassigned or reallocated to increase efficiency and guarantee program stability.
- Space is assigned to activities and not individuals. Space may be reassigned as activities change.
- Space that is vacated by reallocation, construction of new space, or any other reason must be returned to the control of the university to be reallocated by the Space Advisory Committee.
- Decisions regarding space allocation and assignment must be consistent with the Campus Master Plan.
- All requests for new or renovated space will be reviewed by the designated authorities in an impartial manner. Space requests that are denied will be allowed one appeal to the Space Advisory Committee.
- All faculty and staff are entitled to an environment that supports their day-to-day functions in a space that meets applicable ADA (Americans with Disabilities Act) regulations and health and safety standards.

3.0 Scope

This policy applies to all operating units of Saint Louis University, excluding Saint Louis University - Madrid, including all faculty, staff, students, volunteers, and other workforce members not otherwise identified.

4.0 Procedures

Administration

The sole authority for the allocation of university space resides with the President. The President has delegated the authority to manage and assign space to their primary delegates as follows:

Space Advisory Committee

PRESIDENT

SPACE ADVISORY COMMITTEE

VP for Facilities (Committee Chair)
VP and Chief Information Officer
VP for Student Development
VP and Chief Financial Officer
VP for Medical Affairs
VP for Diversity and Innovative Community Engagement
Provost
Vice President for Research
President, Faculty Senate Executive Committee
Chair, Staff Advisory Committee

MAJOR ADMINISTRATIVE DIVISIONS AND OFFICES

Academics
Business and Finance
Compliance and Ethics
Diversity and Innovative Community Engagement
Enrollment and Retention
Fundraising and Alumni Engagement
Facilities
Human Resources
Information Technology
Legal Affairs
Marketing and Communication
Medical Affairs
Mission and Identity
Research Administration
Student Development

The Space Advisory Committee serves as an advisory committee to the President and makes recommendations in conjunction with the university's Campus Master Plan, space allocations, policies, and resource management. The committee will advise the President on issues in the following areas:

- Capital priorities for the addition of new space
- Capital priorities for the renovation of existing space
- Priorities for the reallocation of existing space, as stipulated in the *University Space Management and Allocation Policy*

- Input into the Campus Master Plan

The committee is to meet at the call of the chair, as needed to advise on space planning, requests and reallocations, and make recommendations on space in support of the university's mission and strategic planning goals and objectives.

Allocation of Space

Space is administered through the University Space Advisory Committee. Decisions on the allocation of space will be based on campus and program priorities, strategic plans, the Campus Master Plan, and overall need. The President may reallocate space that is underutilized or required to address an important campus priority or strategic need. In such cases, the University Space Advisory Committee will develop a plan for the reallocation of the space and make a recommendation to the President.

Space planning should take place concurrently with the planning for any programmatic growth. Space allocations must be requested and appropriate space identified in conjunction with the development of new programs and initiatives.

Assignment of Space

The President has delegated to the Provost and the Vice President of Medical Affairs the assignment of all academic, instructional, and research space under their control. The Provost and Vice Presidents of the university's administrative units may defer decisions regarding assignments within allocated space to an individual school, department, division, or program. To assure effective use of office space, the Guidelines on Office Space Standards should govern assignments.

Guidelines on Office Space Standards

The Guidelines on Office Space Standards will be used as a guide to assess office space allocation and assignments. However, currently occupied space will not be modified solely to meet the criteria outlined in the Guidelines on Office Space Standards. Space standards are not a guarantee that an employee or affiliate of the university will receive a specific office type or amount of square footage. The Guidelines on Office Space Standards outline the maximum recommended assignable square footage of a space based on the type of work an individual performs.

Requests for Space

All requests for new space or reallocation of space should be submitted to the Division of Facilities Services via the Request for Space Allocation form. It is the responsibility of the requesting unit to secure necessary approvals and provide all initial information outlined on the Request for Space Allocation form. The Division of Facilities Services will work with the requesting unit to program their space needs. The program will include an evaluation of both current space and future needs of the requesting unit. The space request will also be evaluated based on how it fits with the Campus Master Plan. The space request will be presented to the Space Advisory Committee for a recommendation, denial or tabling for more information. The recommendation of the Space Advisory Committee and the funding source identified by the requesting unit will be forwarded to the President for approval.

Modification of Space

Requests to modify space in a manner that will change its use, alter its dimensions or configuration, or substantially upgrade and refurbish it should be made on the New Project Request form in the facilities services space management system. It is the responsibility of the requesting unit to secure necessary approvals and provide all initial information outlined on the New Project Request Form. After receiving the

completed form, Construction Services will review the request and provide programming and an estimated project cost.

Unoccupied/Vacant Space

Space vacated as a result of a unit relocation, new construction, reduction, or elimination of a school, department, division, or program will revert to the university to be reallocated by the Space Advisory Committee.

Space unoccupied as a result of a personnel retirement, resignation or non-reappointment should have a timely removal of the occupant's name from the facilities services space management system by the department. The department assignment will remain unchanged.

Reduction in research program funding or a research program elimination is outlined in the *School of Medicine Policy for Evaluation of Productivity and for Assignment of Laboratory Research Space* and the *Research Space Allocation Policy for Academic Units Outside of the School of Medicine*.

When vacating space, it is the responsibility of the department assigned to that space to leave it clean, free of all items (other than furniture if it is not part of a move), and to update the facilities services space management system of changes. If the space being vacated is part of a construction project, these responsibilities become that of facilities services. Once vacated, the space is no longer accessible to the vacating department.

Underutilized Space

Unit leaders should evaluate and improve the usage of space allocated to their unit and report their unit's underutilized space to facilitiesdatamanagement@slu.edu.

Leased Space

Where there is a definable benefit for the university in having a tenant on-campus, the university is entitled to lease space to external organizations subject to the approval of the University Office of Real Estate. All inquiries regarding leasing space, to and from a third party, are to be directed to the University Office of Real Estate. The SLU tenant sponsor should submit a request to the University Office of Real Estate, describing the benefit to the university in hosting the tenant. Rent levels will be based on current market valuation.

Emergency Space Management

In emergency situations, space management functions will be moved into an emergency management process. University executive leadership may decide to reallocate space to meet university priorities, mission, and goals.

Annual Space Survey

The mandatory annual space survey is administered by the Division of Facilities Services for the purposes of updating and maintaining the facilities space management system. The primary purpose of the space survey is to maintain accurate information about space owned or rented by the university. This information is used for a variety of purposes, predominant among them, is the safety and security of students and personnel, and the calculation of the indirect cost rate that is applied to sponsored research.

It is the responsibility of each administrative leader, dean, department chair, and division director to ensure their units provide the requested survey information. While space updates are required during the audit cycle, unit leadership should conduct regular site visits and continuously update their space records throughout the year. Facilities Services is authorized to perform periodic audits of the space inventory.

5.0 Sanctions

Individuals who fail to comply with this policy and the associated procedures may be subject to disciplinary actions guided by the University's *Staff Performance Management Policy*, *SLU Faculty Manual (St. Louis Campus)*, or *Student Handbook*. Non-compliance with this policy may result in disciplinary action, up to and including separation from the university.

6.0 Responsibilities

The President of the university has ultimate authority over space allocations. The university may reallocate space at any time as needs and priorities change. Allocation of space will be the President's decision, with the University Space Advisory Committee providing recommendations for all space to the President. Space is allocated using metrics for space efficiency as established in the Guidelines on Office Space Standards.

The Provost and the Vice Presidents of the university's administrative units have overall responsibility for the equitable and optimal use of space resources occupied by activities under their control in accordance with this policy.

The University Space Advisory Committee reviews university space policies and guidelines, and makes recommendations on reallocations of space and matters of space resource management, renovation, and construction to the President.

Unit leaders have a responsibility to manage their space assignment in a manner which complies with the Guidelines on Office Space Standards; ensure their unit's space data is updated in the facilities services space management system; identify and report underutilized space to the Facilities Services Data Analyst; adhere to safety standards; and ensure that university facilities are maintained by timely reporting maintenance issues.

The Division of Facilities Services is responsible for planning, constructing, operating, maintaining, and enhancing university campuses. The Division serves as a professional resource regarding space assets by overseeing stewardship of the space management system, managing a mandatory annual space survey, supporting campus moves, and providing accurate and timely space inventory and utilization reports to inform decision-making administrators about short- and long-term space needs.

7.0 References

University Policies Including But Not Limited To:

[Americans with Disabilities Act \(ADA\) Policy](#)

[Class Scheduling Policy](#)

[Non-Retaliation Policy](#)

[Reporting Concerns of Misconduct Policy](#)

[Research Space Allocation Policy for Academic Units Outside of the School of Medicine](#)

[School of Medicine Policy for Evaluation of Productivity and for Assignment of Laboratory Research Space](#)

[Staff Performance Management Policy](#)

University Resources Including But Not Limited To:

Guidelines on Office Space Standards (link will be live when policy is active)

[New Project Request Form](#)

Request for Space Allocation Form

[SLU Faculty Manual \(St. Louis Campus\)](#)

Space Audit Guidelines

[Student Handbook](#)

8.0 Definitions

Allocation: The delegated custody of space to a university administrative unit.

Assignment: The current designation of allocated space within a school, department, division, or program for an extended period of time.

Modification: Physical changes to improve a space, including accessibility and technology upgrades, movement of doors or walls, HVAC modifications, which may also involve changing the use or type of space. Space modifications do not include minor improvements, such as painting, carpeting, installation of furniture and equipment, and similar tasks that are charged to the requesting unit's operating account. Requests are made in the facilities services space management system.

Reallocation: The process whereby primary jurisdiction of space is transferred from one user to another.

Administrative Units: Academics, Business and Finance, Compliance and Ethics, Diversity and Innovative Community Engagement, Enrollment and Retention, Fundraising and Alumni Engagement, Facilities Services, Human Resources, Information Technology, Legal Affairs, Marketing and Communication, Medical Affairs, Mission and Identity, Research, and Student Development.

Space: An area, usually defined by some form of constructed boundary, structure or building.

Space Advisory Committee: The advisory committee that serves the President and makes recommendations on the development of the University's Campus Master Plan, space allocations, policies, and resource management.

Space Management System: A comprehensive database of university space.

Space Standards: The university adheres to standard office calculations as set forth by the Guidelines on Office Space Standards.

Unit: A school, department, division, or office delineated on the university organizational chart.

Unoccupied Space: Space assigned to a school, department, division, or program that does not have personnel physically occupying the space.

Underutilized Space: Space assigned to a school, department, division, or program that is not utilized to its full potential or is a vacant space.

Vacant Space: Space not occupied by a school, department, division, or program and devoid of all people, items and property.

9.0 History

This is a new policy.

Attachments

No Attachments

Approval Signatures

Approver	Date
Michael Reeves	pending

Applicability

SLUCare, Saint Louis University