

Effective Date	2023-02-24
Next Review Date	2030-02

SPACE MANAGEMENT – PROCEDURES

Responsible Department	Campus Planning and Facilities Management
Responsible Executive	CFO/VP Administration, Provost/VP Academic
Related policy	Space Management (220)

Space Planning Process

Given the university’s need to benefit fully from its building space, all space will be subject to ongoing review and may be reassigned if not fully utilized.

Senior Administrators, as part of their duties and responsibilities, will review space allocation requirements and submit requests for renovation, reallocation and space additions as necessary to advance the university in achieving its mission.

Major space needs will be considered during the capital planning cycle to be prioritized and developed into capital plans and the University’s Five-Year Capital Plan.

Campus Planning Advisory Committee (CPAC)

CPAC provides opportunity for input to shape UFV’s campus master plans and Five-Year Capital Plan. The work of CPAC is guided by UFV’s Vision, Mission, Values and Integrated Strategic Plan. This committee oversees the allocation of occupied space in accordance with space utilization principles and university plans. CPAC is forward thinking, considering the influence of technology, the future of education, economic, socio-cultural and environmental factors.

The committee provides insight and advice and may make recommendations related to campus capital plans to the CFO & VP Administration to be brought forward to the President and Board of Governors as appropriate. Committee consultation and advice may be requested by the President related to capital opportunities or plans.

Composition of CPAC:

- CFO & VP, Administration
- Provost & VP, Academic
- VP, Community Engagement
- VP, Students
- Vice-Provost and AVP, Academic
- AVP, Resource Planning & Enterprise Risk
- AVP, Institutional Research & Planning
- AVP, Research & Graduate Studies

- AVP, Teaching & Learning
- AVP, Campus Planning & Facilities Management
- Chief Information Officer
- Registrar & AVP, Enrolment Management
- Executive Director, Advancement & Alumni Relations
- Director, Financial Services
- Dean, Applied & Technical Studies
- Dean, College of Arts
- Dean, Education, Community & Human Development
- Dean, Health Sciences
- Dean, Business and Computing
- Dean, Science

Campus Planning Working Group (CPWG)

CPWG is a sub-committee of the Campus Planning Advisory Committee (CPAC) and serves an important role in supporting the development of UFV's capital renovation project list for consideration and inclusion in the annual budget process. CPWG is to review and evaluate capital project proposals based on a set of annually reviewed and approved criteria and guiding principles set forth by CPAC (<https://www.ufv.ca/campus-planning/campus-planning/vision-principles-process/space-planning/>).

CPWG will review, prioritize, assess and where appropriate refer Space Request Proposals for:

- Change of function of space
- Requests for additional space
- Requests for alterations to space
- Office space reassignment through the year

CPWG duties include, but are not limited to, the following:

- Review all renovation and space use proposals
- Review substantial instructional space use changes
- Evaluate proposals based on set principles and criterion
- Recommend major capital renovation projects to go forward to the CFO and VP Admin for approval
- Use the Criterion Matrix to determine the proposal's priority
- Prioritize the proposal considering other submissions
- Make recommendations to the submitter for proposal improvement
- Make recommendations to the CFO and VP Admin on emerging project support
- Make recommendations to the submitter for the further development of the business case
- Advise the submitter of the decision
- Ensure that a biased free qualitative review is undertaken for each proposal submitted

Composition of CPWG:

- AVP, Campus Planning & Facilities Management (Chair)
- Executive Director, Student Affairs
- Director, Financial Services
- Provost designate – AVP, Research & Graduate Studies
- 2 Deans (or designates) for a 2-year term
- Manager, Enrolment Planning
- Registrar & AVP, Enrolment Management (or designate)

Space Changes and Requests Process

Deans/Administrators, as part of their annual planning, will consult with the Campus Planning office regarding their space needs. Space changes and requests may be initiated by a Dean/Administrator and must be approved by the respective Vice-President prior to submitting a [Space Changes and Requests form](#) to the Campus Planning office for review.

1. Reassignment of Space within an Existing Allocation

Reassignment of space within a department, school, or administrative unit is within the authority of the respective Dean/Administrator and must be coordinated through the Campus Planning office to ensure appropriate office move procedures are met.

Instructional space is not permitted to change function without approval of the Provost.

Changes in space function require submission of a [Space Changes and Requests form](#), and the approval of the respective Vice-President. The change request will be reviewed by the Campus Planning office for compliance with building use.

2. Reassignment of Space Across Departments, Schools or Administrative Units

Requests for reassignment of space across departments, schools or administrative units require submission of a [Space Changes and Requests form](#) by the respective Vice-President and will be reviewed by the Campus Planning office. Space plans related to the Reassignment of Space will be vetted by the CPWG and approved by the Provost and CFO.

3. Requests for New, Additional, or Alterations to Space

Requests for new, additional, or alterations to space require submission of a [Space Changes and Requests form](#) submitted by the respective Dean/Administrator and Vice-President. Requests will be reviewed by the Campus Planning office in consultation with the respective Dean/Administrator and Vice-President; the Project Office will provide design and budget information to assist the requestor. Space plans related to the request for additional space will be vetted by the CPWG and approved by the Provost and CFO.

4. Office Space Assignment Process

The authority of office space assignment for offices within an area lies within the respective Dean/Administrator. The planning and coordination of office space changes is a joint effort between the Campus Planning office and the respective Dean/Administrator. Changes in office space

assignment must be communicated to the Campus Planning office for updating institutional databases. (See '1. Reassignment of Space within an Existing Allocation'.)

Management of Space Inventory

It is the responsibility of the Campus Planning and Facilities Management (CPFM) office to be the resource and data steward for the university's space inventory. Periodic space audits will be conducted by CPFM.

It is the responsibility of each administrator, assigned space management responsibilities respective to their unit, to ensure that changes in space are reported in a timely fashion using a Space Inventory Update form.