

---

## **SPACE MANAGEMENT**

---

<b>Approval Authority</b>	President
<b>Responsible Executive</b>	CFO, Vice-President Administration/Provost, Vice-President Academic
<b>Related Policies / Legislation</b>	Use of University Space (132)

### **PURPOSE**

The purpose of this policy is to enable the University to plan, allocate, and manage the effective and efficient use of space, using transparent processes and procedures consistent with best practices in post secondary facilities management.

---

### **SCOPE**

This policy applies to all UFV property and space, including leased space. All UFV property and space is considered university space and is subject to assignment and reassignment to meet the overall needs and best interests of the institution.

---

### **POLICY**

Space is a vital but finite resource that must be administered fairly, transparently, and efficiently to meet the priorities of the university. All property and university space assignments remain in effect until formal reassignment occurs.

The university ensures space planning and renovations align with institutional goals as identified in the university’s mission, vision and values, and integrated strategic plan. Space allocation/reallocation decisions will be made following consultation with space users, informed by space management data and analysis, financial consideration, and aligned with university priorities.

---

### **ROLES AND RESPONSIBILITIES**

#### **Authority and Decisions**

The President has overall authority for the allocation and reallocation of space. The President has delegated authority for approval of the allocation and reallocation of space to the Provost & VP Academic (Provost) and the CFO & VP Administration (CFO).

#### **University Campus Planning Advisory Committee**

The university campus planning advisory committee provides insight, advice, and recommendations to shape UFV’s allocation/reallocation of space. The committee will be

chaired by the CFO and VP Administration and will be comprised of a broad representation of senior administrators as outlined in the procedures.

### **Senior Administrators**

As part of their duties and responsibilities, senior administrators will make space allocation and reallocation requests as necessary to advance the university in achieving its mission.

### **Campus Planning Office**

The Campus Planning Office (CPO) is responsible for maintaining an accurate space inventory, and acts as data stewards. It is the responsibility of each administrator who is assigned space for their units to ensure that changes in space are reported annually to the Campus Planning Office.

The CPO will maintain procedures for Space Management and can be found at <https://www.ufv.ca/media/assets/secretariat/policies/Space-Management-Procedures.pdf>