

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES SECTION

SECTION: General Administration

Number: 04.01.04

AREA: Facilities and Physical Plant

TITLE/SUBJECT: Space Allocation and Change Management Policy
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I. POLICY STATEMENT

This policy controls property and space management in the growth and operation of the University. The ultimate authority for the allocation of space is with the University President.

All space within state-owned facilities of Texas Southern University is the property of the State of Texas, and is provided to deliver the programmatic services for which the space was designed, approved, and funded. Our facilities are resources that must be managed, maintained, and controlled in a manner that continually contributes toward the University's mission.

Thoughtful space planning consistent with this University policy and procedure is a critical element in the allocation of University space which must address not only growth, but also the changing needs of the University and those to whom it serves. The University values flexibility and recognizes changing curricula, programs, and technologies. Accordingly, space assignments can and will change to achieve optimal utilization and respond to current and emerging needs.

The University is required to maintain a detailed inventory of all space on campus. Any projects on university property resulting in modifications to existing space, regardless of funding source or degree of complexity must be submitted to the Facilities Planning Office for approval and tracking purposes. Modifications include reassignments of space, changes in room function, and/or physical alterations which cause a change in assignable square footage, station count, or capacity.

University space needs will be evaluated on the basis of programmatic need, academic priority, and operational/business plans. Space standards will be used to gauge space needs. For example, course enrollments, contact hours, staffing levels, etc., are some of the factors used in space need assessments. General space standards exist for various space types.

II. ACRONYMS

THECB - Texas Higher Education Coordinating Board

SUE - Space Usage Efficiency

SFDB – Space and Facilities Database

MP1 – Master Plan Annual Report

III. DEFINITIONS

CBM005 - The purpose of the Building and Room Report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only.

CBM011 - This report includes distinctions for all types of space within a building and intended design function. Information to code rooms according to architectural features can best be obtained by a visual inspection of each room or as-built drawings.

CBM014 - This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures.

IV. SCOPE / APPLICABILITY

Any projects on University property resulting in modifications to existing space, movement as well as changes of equipment, infrastructure components (*e.g.*, walls, outlets, video monitors, gear, paint, flooring, lighting, façades, signage, HVAC, material selections and finishes, etc.), regardless of funding source, degree of complexity or academic unit, and all campus facilities must be vetted through the Facilities, Maintenance and Construction Department, to ensure safety, compliance, regulatory and facilities-related activities align properly with the current space utilization and space allocation profile.

V. CAMPUS SPACE PLANNING OFFICE

The university will have a Campus Space Planner who will report to the Executive Director of Facilities, Maintenance and Construction and be responsible for maintaining the campus facility inventory, reporting all facility information to the Texas Higher Education Coordinating Board (THECB), analyzing space information and availability, and providing information to upper level management for use in making space allocation and reallocation decisions.

Campus Space Planning Office will be the central receiving unit for all space requests. The Campus Space Planner is responsible for space management reporting for the university. The Campus Space Planner and staff (*e.g.*, coordinator of Facilities Inventory) will:

- Provide leadership and support for the Campus Master Plan
- Maintain an accurate physical space inventory of all buildings the university owns or leases as required by state and federal regulations
- Provide maintenance, oversight, updates, and improvements to the SFDB,
- Conduct routine audits of selected buildings and divisions/units to verify accuracy of space inventory,
- Conduct routine audits of selected buildings and divisions/units to verify accuracy of space inventory

- Receive and analyze requests for new space, alterations of space, or change in space use,
- All moves, relocation, and/or changes to the space must be formally approved through Space Management
- Forward requests for space modifications to the appropriate Vice President, as needed, for approval,
- Report space changes and alterations to the Campus Planning Committee, and
- Conduct routine analysis and reports of campus space needs at the department and division level and for selected space types such as classrooms, laboratories, research space, and faculty offices.
- Perform space utilization studies for the allocation and reallocation of space based on programmatic needs and departmental growth
- Participate in and provide input during the design phase of capital improvement projects to ensure compliance with the space standards and master plan design guidelines developed by the university
- Prepare the annual master plan report (MP1) for the Texas Higher Education Coordinating Board

VI. SPACE REQUESTS

Requests for additional space requires that one or more of the following criteria must be met in order to be considered for new space:

- Campus Master Planning – Space analysis needs and planning campus-wide.
- Academic Master Planning - Space needs resulting from curricular and program development.
- Faculty and Staff Recruitment Plans – Faculty office, laboratory, and research space needs resulting from approved faculty and staff recruitments.
- Administrative – Space needs to support the administrative functions of the University.
- University Strategic Plan – Space needs resulting from approved strategic initiatives in the university's annual budget process.

Other space as needed and recommended by the appropriate Vice President.

VII. APPROVALS REASSIGNMENT OF EXISTING SPACE

Academic Affairs: with the written approval of the Provost and Vice President for Academic Affairs (or designee) and appropriate notification and approval by the Executive Director, Facilities, Maintenance and Construction, Academic Affairs, can reassign space within their schools, colleges or administrative units.

Administrative: with the written approval of the Vice President for Administration and Finance and appropriate notification and approval by Executive Director, Facilities, Maintenance and Construction, Administrative can reassign space within their units.

Student Affairs: with the written approval of the Vice President for Student Affairs and appropriate notification and approval by Executive Director, Facilities, Maintenance and Construction, Student Affairs can reassign space within their units.

University Advancement: with the written approval of the Vice President for University Advancement and appropriate notification and approval by the Executive Director, Facilities, Maintenance and Construction, University Advancement can reassign space within their units.

Office of the President: with the written approval of the President and appropriate notification and approval by Executive Director, Facilities, Maintenance and Construction, Office of the President can reassign space within their units.

Therefore, any major space reassignment decisions made below the divisional level should be discussed with immediate supervisors and the respective Vice President.

All space and facilities “use” changes (*e.g.*, signage, functional category, space classification, occupancy, etc.) should be reported to the Space Planner, by filling out the Facilities Space Change Reporting Form*.

***Facilities Space Changes Reporting Form is linked in the Facilities, Maintenance, and Construction Department Website**

VIII. REVIEW AND CONSULTATION

The following requests require review and consultation with the Executive Director, Facilities Maintenance and Construction and the appropriate Vice President (or designee):

- Temporary space assignments made for a specified period of time (*e.g.*, space allocated for 6 months or more for special project usage research including, but not limited to, uses requiring retrofits for specialized equipment and/or technology),
- Changes in the primary function or seating capacity of the space (*e.g.*, request to change a faculty office into a conference room or renovations changing the assignable square footage of a room).

IX. REPORTING SPACE CHANGES

THECB requires the campus to maintain accurate records of space inventory, space reassignments, and changes in room function or seating capacity, and physical alterations which cause a change in the square footage of a room. All space reassignments must be reported to Facilities, Maintenance, and Construction Department within 30 days of approval to ensure timely updates and accuracy of the SFDB.

The SFDB serves as the sole official record of campus facilities and space which is used in determining our annual support budget and in the analysis of the capital outlay budget change proposals, space needs, space utilization, and other space and facility related issues and reports submitted by the Space Planner.

X. FUNDING

Funding must be identified in advance for costs associated with space moves or renovations and included in the Space Allocation/Change Request Form. Space requests that are dependent upon unconfirmed funding sources should clearly indicate that contingency.

The following procedures are related to funding:

- Facilities Planning will provide cost estimates, if necessary;
- Renovation costs will generally be paid for by the requesting department;
- Requests for minor capital outlay funds for space renovations may be made in accordance with the minor capital outlay policy and procedure and will be subject to availability of funds and approval by the Provost, Vice President for Academic Affairs and the Vice

President for Administration and Finance.

XI. APPROVAL OF SPACE REQUESTS

The Space Allocation/Change Request Form must be submitted to the appropriate Vice President (or designee) for review and approval prior to being forwarded to Facility, Maintenance and Construction Department.

Facilities Planning analyzes the proposal and prepares a recommendation to the appropriate Vice President (or designee), if required, within 60 days of receiving the request.

The decisions of appropriate Vice President (or designee) are communicated in writing to the requesting department and Facility, Maintenance and Construction Department. Failure to adhere to the requirements of this MAPP may result in disciplinary action up and including letters of reprimand.

XII. PERIODIC SPACE INVENTORY

The Space Planner will evaluate and report space assignment and utilization to the Vice President for Administration and Finance, the Provost and Vice President for Academic Affairs prescribed reoccurring schedule below:

- Spring Break,
- Summer Break, and
- Winter Break.

XIII. CAMPUS PLANNING

1. Campus Space Planner (CSP) - The University will have a Campus Space Planner who will report to the Executive Director Facility, Maintenance, and Construction and will be responsible for maintaining the campus facility inventory, reporting all facility information to the Texas Higher Education Coordinating Board (THECB), analyzing space information and availability, and providing information to appropriate chain of command for use in making space allocation and reallocation decisions.
2. Campus Space Planning Committee (CSPC) - The Campus Space Planning Committee is an administrative committee composed of the University Provost, Vice Presidents, Academic Affairs, Enrollment, Operation Information and Technology (OIT), Building Managers, Deans/Faculty, and Registrar reporting to the President.

Other procedures include:

- Personnel in the above departments will be selected per Department Head;
- This CSPC will pull in others, as needed, to analyze and plan for space needs; and
- The committee will consider the Campus Strategic Plan, the Campus Master Plan, and the

Capital Improvement Plan and is charged with developing long range and general space allocation plans, reviewing university facility inventory data, utilization statistics and other productivity measures, and providing recommendations to the President.

3. President and Executive Committee will establish the Strategic Plan and Campus Master Plan based upon the recommendations of the Campus Space Planning Committee and Facilities Space Planning Office
4. Directors, Chairs, Deans, and Vice Presidents - Comply with the Space Management Policy by ensuring all room information is properly reported in accordance with procedures established by the Space Planner.

XIV. POLICY PROVISIONS

(1) Allocation of New Academic Spaces through the Construction Process:

- The allocation of new academic space(s) is/are accomplished through the construction program documents and it is reviewed and approved by the Provost Vice President for Administration and Finance and President as required for each specific project to construct new space(s).
- Proposed assignments of new space(s) is/are evaluated against campus-wide space needs, current campus utilization of classrooms and class laboratory space, academic program priorities, the Strategic Plan, the Campus Master Plan and the Capital Improvement Plan.
- All new space(s) allocation will meet the guidelines and rule set forth by the Texas Higher Education Coordinating Board.

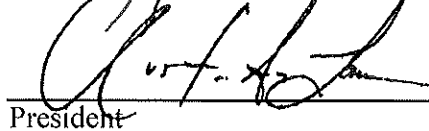
(2) Form - Space Allocation/Change Request Form

XV. APPROVALS

Executive Director, Facilities, Maintenance and Construction



Vice President



President

Effective Date

_____ 8/6/19 _____

FACILITIES SPACE CHANGES REQUEST FORM

Facilities Space Management
Kirk Paul
713-313-7790

This form is for the approval & notification of CHANGES in facilities space. However, it does not include funding approval for the renovation or alteration of space. Please follow the usual process to secure funding for your space change.

Requesting Date:

Department & Contact Information

Requesting Dept: Contact Name: Phone: Email:

Location of Change

Building: Room: Current Bldg. Liaison:

Note: For a series of rooms or for a whole building, please attach a room number listing with associated changes. Put "attachment" in the room field.

Type of Change

- 1 Building Liaison Changed From: To:
- 2 Department Changed From: To:
- 3 Room Contact Changed From: To:
- 4 Add/Del Room No. Explain:

PLEASE INCLUDE DRAWING OR FLOOR PLAN WITH NOTES FOR ALL CHANGES. (Room number to be assigned by the Campus Space Planner.)

- 5 Space Use Space use describes the primary activity of a room such as classroom, office, conference room, storage, laboratory, assembly, etc. Space use cannot be prorated because there is only one predominant designed use for a room.
Describe use of space:

- 6 CIP This is the classification of instructional program (CIP) or academic discipline that the space is used for. This would include general use, biological sciences, visual & performing arts, etc. Because academic disciplines sometimes share space, rooms can be prorated up to 3 times. Must total 100%.
- Instructional Program 1: %
- Instructional Program 2: %
- Instructional Program 3: %

- 7 Function The function is often determined by the program's funding and by whom the program serves. Examples are instructional, research, public service, academic support, student services, etc. Rooms can serve multiple programs and therefore space can be prorated up to 3 times. Must total 100%.
- Program Function 1: %
- Program Function 2: %
- Program Function 3: %

- 8 Capacity Student capacity changes in a classroom or class lab require the approval of the Dept. Chair, Dean/Assoc. VP, and Provost or Assoc. Provost.
Changed From: To:

- 9 Dimensions Explain:

PLEASE INCLUDE DRAWING OR FLOOR PLAN WITH NOTES FOR ALL CHANGES. (Measurements will be taken by the Facilities Planning Dept.)

- 10 Other Explain:

- 11 Room Features See page 2 for an alphabetical listing of room features.

Feature	Qty	Feature	Qty	Feature	Qty	Feature	Qty
<input type="checkbox"/> ADA Station	<input type="checkbox"/>	<input type="checkbox"/> Drwg/Design Tables	<input type="checkbox"/>	<input type="checkbox"/> Microphone	<input type="checkbox"/>	<input type="checkbox"/> Sewing Stations	<input type="checkbox"/>
<input type="checkbox"/> Art Lab	<input type="checkbox"/>	<input type="checkbox"/> DVD Player	<input type="checkbox"/>	<input type="checkbox"/> Microwave	<input type="checkbox"/>	<input type="checkbox"/> Sink	<input type="checkbox"/>
<input type="checkbox"/> Audio/Visual Devise	<input type="checkbox"/>	<input type="checkbox"/> Easel	<input type="checkbox"/>	<input type="checkbox"/> Mini-DV	<input type="checkbox"/>	<input type="checkbox"/> Sound Equipment	<input type="checkbox"/>
<input type="checkbox"/> Ballet Bar	<input type="checkbox"/>	<input type="checkbox"/> Elmo Projector	<input type="checkbox"/>	<input type="checkbox"/> Mirror	<input type="checkbox"/>	<input type="checkbox"/> Sound System	<input type="checkbox"/>
<input type="checkbox"/> Banked Lighting	<input type="checkbox"/>	<input type="checkbox"/> Eye Wash Station	<input type="checkbox"/>	<input type="checkbox"/> Moveable Chairs	<input type="checkbox"/>	<input type="checkbox"/> Sprung Floor	<input type="checkbox"/>
<input type="checkbox"/> Black & White Printer	<input type="checkbox"/>	<input type="checkbox"/> Fan	<input type="checkbox"/>	<input type="checkbox"/> Moveable Desks	<input type="checkbox"/>	<input type="checkbox"/> Stock Ticker	<input type="checkbox"/>
<input type="checkbox"/> Blu-Ray Player	<input type="checkbox"/>	<input type="checkbox"/> Fax Machine	<input type="checkbox"/>	<input type="checkbox"/> Moveable Tables	<input type="checkbox"/>	<input type="checkbox"/> Stove	<input type="checkbox"/>
<input type="checkbox"/> Broadcasting Studio	<input type="checkbox"/>	<input type="checkbox"/> Fixed Chairs	<input type="checkbox"/>	<input type="checkbox"/> MP3/MP4 Player	<input type="checkbox"/>	<input type="checkbox"/> Symposium	<input type="checkbox"/>
<input type="checkbox"/> Bulletin Board	<input type="checkbox"/>	<input type="checkbox"/> Fixed Desks	<input type="checkbox"/>	<input type="checkbox"/> Nexus System	<input type="checkbox"/>	<input type="checkbox"/> Tiered-Fixed Seating	<input type="checkbox"/>
<input type="checkbox"/> CD Player	<input type="checkbox"/>	<input type="checkbox"/> Fixed Tables	<input type="checkbox"/>	<input type="checkbox"/> Oven	<input type="checkbox"/>	<input type="checkbox"/> Tracking Camera	<input type="checkbox"/>
<input type="checkbox"/> Ceiling Mtd Projector	<input type="checkbox"/>	<input type="checkbox"/> Flat Panel Screen	<input type="checkbox"/>	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/>	<input type="checkbox"/> Tracking Microphone	<input type="checkbox"/>
<input type="checkbox"/> Ceramic Equipment	<input type="checkbox"/>	<input type="checkbox"/> Mac Lab	<input type="checkbox"/>	<input type="checkbox"/> PC	<input type="checkbox"/>	<input type="checkbox"/> TV	<input type="checkbox"/>
<input type="checkbox"/> Chalk Board	<input type="checkbox"/>	<input type="checkbox"/> IT Lab	<input type="checkbox"/>	<input type="checkbox"/> Phone	<input type="checkbox"/>	<input type="checkbox"/> Two Way Mirror	<input type="checkbox"/>
<input type="checkbox"/> Chalk Board With Lines	<input type="checkbox"/>	<input type="checkbox"/> ITV Equipment	<input type="checkbox"/>	<input type="checkbox"/> Photography Studio	<input type="checkbox"/>	<input type="checkbox"/> VCR	<input type="checkbox"/>
<input type="checkbox"/> Clock	<input type="checkbox"/>	<input type="checkbox"/> Lab Preparation Rooms	<input type="checkbox"/>	<input type="checkbox"/> Piano	<input type="checkbox"/>	<input type="checkbox"/> Vent Hood	<input type="checkbox"/>
<input type="checkbox"/> Color Printer	<input type="checkbox"/>	<input type="checkbox"/> Lectern	<input type="checkbox"/>	<input type="checkbox"/> Powered Screen	<input type="checkbox"/>	<input type="checkbox"/> Wall Talker Board	<input type="checkbox"/>
<input type="checkbox"/> Commercial Appliances	<input type="checkbox"/>	<input type="checkbox"/> Lectern & Microphone	<input type="checkbox"/>	<input type="checkbox"/> Printmaking Equip	<input type="checkbox"/>	<input type="checkbox"/> White Board	<input type="checkbox"/>
<input type="checkbox"/> Computer for Dietary	<input type="checkbox"/>	<input type="checkbox"/> Lecture Capture	<input type="checkbox"/>	<input type="checkbox"/> Pull Down Screen	<input type="checkbox"/>	<input type="checkbox"/> White Board With Lines	<input type="checkbox"/>
<input type="checkbox"/> Copy Machine	<input type="checkbox"/>	<input type="checkbox"/> Lighting Equipment	<input type="checkbox"/>	<input type="checkbox"/> Radiation Area	<input type="checkbox"/>	<input type="checkbox"/> Writing Center	<input type="checkbox"/>
<input type="checkbox"/> Critique Rm-Photo	<input type="checkbox"/>	<input type="checkbox"/> Living Room Set Up	<input type="checkbox"/>	<input type="checkbox"/> Reading Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cutting Table	<input type="checkbox"/>	<input type="checkbox"/> Locking Cabinets	<input type="checkbox"/>	<input type="checkbox"/> Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Demonstration Stage	<input type="checkbox"/>	<input type="checkbox"/> Mac	<input type="checkbox"/>	<input type="checkbox"/> Rocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dining Room	<input type="checkbox"/>	<input type="checkbox"/> Machine Shop	<input type="checkbox"/>	<input type="checkbox"/> Rock Cut/Polish Equip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> DJ Booth	<input type="checkbox"/>	<input type="checkbox"/> Maps	<input type="checkbox"/>	<input type="checkbox"/> RTV Editing Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Document Camera	<input type="checkbox"/>	<input type="checkbox"/> Math Lab	<input type="checkbox"/>	<input type="checkbox"/> Scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drafting Tables	<input type="checkbox"/>	<input type="checkbox"/> Microfilm Reader	<input type="checkbox"/>	<input type="checkbox"/> Sculpture Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chair/Director
OBTAINING or
RETAINING
space:

Signature

Printed Name

Dean/AVP
OBTAINING or
RETAINING
space:

Signature

Printed Name

VP
OBTAINING or
RETAINING
space:

Signature

Printed Name

Chair/Director
RELEASING
space:

Signature

Printed Name

Dean/AVP
RELEASING
space:

Signature

Printed Name

VP
RELEASING
space:

Signature

Printed Name

Building
Liaison
(Required for
all changes.)

Signature

Printed Name

Printed Name

Please send signed originals to Bertrand Harrison and Kirk Paul
at Bertran.Harrison@tsu.edu, Kirk.Paul@tsu.edu;
Facilities, Maintenance & Construction

Provost or Assoc
Provost must sign
ALL CLASSROOM &
CLASS LAB change
requests.

Signature

Printed Name

ALL CHANGES TO FACILITY SPACE
MUST BE DOCUMENTED THROUGH THE
FACILITIES MAINTENANCE & CONSTRUCTION
OFFICE.