

## SPACE ALLOCATION, UTILIZATION AND ALTERATIONS POLICY

---

**Effective Date:** February 8, 1999

**Originating Office:** Office of the  
Vice-President, Services and Sustainability

**Supersedes /Amends:** VRS-60/October 1, 1995

**Policy Number:** VPSS-60

---

### SCOPE

This policy covers all requests for additional space, for re-location and for alterations or renovations to existing University facilities.

### POLICY

#### General

1. University space is the property of the University as a whole and it is only its usage which is allocated to individual faculties, departments and administrative and service units. Usage is for an indefinite term and space may be re-allocated by the University at any time.
2. The Vice-President, Services and Sustainability shall have the authority to initiate changes in the use of space in order to meet particular needs of the University.
3. To ensure a sufficient number of classrooms and seminar rooms, no classroom or seminar room may be converted to other uses or be used in a way that restricts its availability as a centrally controlled classroom or seminar room, without the authorization of the Vice-President, Services and Sustainability.
4. To ensure a sufficient number of faculty offices, no faculty office may be converted to other uses without the authorization of the Vice-President, Services and Sustainability and no faculty member may have more than one office without the authorization of the Vice-President, Services and Sustainability. Normally a faculty member is required to vacate his or her office when on sabbatical (or other) leave.
5. A request for a change in space usage other than those covered in 3 and 4 above shall be submitted to the appropriate Dean's office (in the case of academic units) or to the appropriate administrative unit head (in the case of non-academic units). If the space concerned is entirely within the jurisdiction of the Dean or unit head and no alterations are required, the Dean or unit head may approve the request. However, before reaching

## SPACE ALLOCATION, UTILIZATION AND ALTERATIONS POLICY

---

Page 2 of 4

a decision, the Dean or unit head shall consult with Facilities Planning and Development Unit to determine the feasibility and implications of the change.

If the space concerned is not entirely within the jurisdiction of the Dean or unit head, the request shall be submitted to the Vice-President, Services and Sustainability for discussion and decision.

6. All changes must conform to University standards as set by the Facilities Planning and Development Unit and to applicable building codes. Any request for a change in space usage requiring alterations, renovations or refurbishment requires approval from the Vice-President, Services and Sustainability and shall follow the procedures outlined below.
7. No construction or renovation work may take place on University premises (owned or leased) unless the work is undertaken by Facilities Management personnel or contracted or arranged through Facilities Management.
8. All requests for additional space or for re-location of a department or unit shall follow the procedures outlined below.
9. To fulfil the University's obligation to maintain an accurate space inventory, all changes in space utilization shall be reported to the Facilities Planning and Development Unit.

### Procedures

10. Requests for additional or new space and for alterations or renovations in the Faculties should be submitted to the appropriate Office of the Dean. Normally, these requests shall be reviewed within the context of Faculty plans and priorities. Those requests that are supported by the Dean shall be forwarded to the Vice-President, Services and Sustainability in accordance with the schedule established for this purpose.
11. Requests for additional or new space and for alterations or renovations in administrative and service units should be submitted directly to the Vice-President, Services and Sustainability in accordance with the schedule established for this purpose. Where appropriate, the Vice-President, Services and Sustainability shall consult with the members of the President's Cabinet to determine the priorities of each sector.

## SPACE ALLOCATION, UTILIZATION AND ALTERATIONS POLICY

---

Page 3 of 4

12. The Vice-President, Services and Sustainability may, from time to time, convene a consultative committee to review and to make recommendations with respect to the approval of requests for additional or new space and for alterations or renovations.
13. Proposals may be:
  - a. approved, in which case they are referred to the Facilities Planning and Development Unit for implementation; or
  - b. approved in principle, in which case they are referred to the Facilities Planning and Development Unit for feasibility studies and estimates before a final decision is made;
  - c. rejected, a proposal that is rejected will not automatically be reconsidered the following year and must be re-submitted.

Approved projects are generally scheduled for implementation in the context of either a one-year plan or a five-year plan.

14. The Vice-President, Services and Sustainability may give consideration to urgent or minor requests at any time.
15. Space requirements for new programmes or research projects should be discussed with the Facilities Planning and Development Unit prior to the submission for funding.
16. The Facilities Planning and Development Unit has the sole authority to effect changes or revisions to a project.
17. All drawings and plans pertaining to a project remain the property of the Facilities Planning and Development Unit.
18. Before April 30 of every year, each Department Chair shall forward to the Vice-President, Services and Sustainability a list of full-time faculty offices, indicating which ones are assigned to faculty members who will be on leave for any part of the following academic year.

**SPACE ALLOCATION, UTILIZATION AND ALTERATIONS POLICY**

---