

# Utah Tech University Policy

## 442: University Facilities Space Committee, Facilities Renovations, and Space Allocations



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### I. Purpose

- 1.1 To establish a Utah Tech University (“the University”) committee responsible for coordinating University planning, outlining how requests for facility modifications are approved, and determining how space allocations will be processed.

### II. Scope

- 2.1 This policy applies to all faculty, staff, students, departments, colleges, and other entities occupying University facilities.

### III. Definitions

- 3.1 **Space Modification:** Any physical or categorical alteration, remodel, refresh, or improvement project other than routine maintenance or repair work.

### IV. Policy

- 4.1 The University President has delegated authority to the Facilities Space Committee (FSC) to categorize and provide oversight of all University buildings and grounds.
  - 4.1.1 The University President has the authority to override the Facilities Space Committee.
- 4.2 Facilities Space Committee Responsibilities:

- 4.2.1 Review, prioritize, and approve changes to space modification and space categorization in regards to University needs and priorities.
- 4.2.2 Approve, deny, or recommend alternative solutions to space modification requests that require remodeling or changing use of space in existing University facilities.
- 4.2.3 Evaluate and assign space for faculty, staff, students, departments, and colleges.
  - 4.2.3.1 The Facilities Space Committee will assign office space to members of President's Cabinet for allocation to colleges and/or departments within their scope of responsibility. Colleges and/or departments will allocate office space using the following prioritization model:
    - 4.2.3.1.1 Priority 1: Full-time faculty and full-time staff working primarily on University Premises (e.g. no Alternative Work Arrangement in place).
    - 4.2.3.1.2 Priority 2: Part-time faculty and part-time staff working primarily on University Premises (e.g. no Alternative Work Arrangement in place). Office space expected to be shared amongst two or more workers, depending on work schedules and department needs.
    - 4.2.3.1.3 Priority 3: Student workers and student interns working 100% on University Premises. Office space expected to be shared amongst two or more workers, depending on work schedules and department needs.
    - 4.2.3.1.4 Priority 4: Full-time faculty and full-time staff with Alternative Work Arrangements in place, who work a portion of time on University Premises. Office space may be shared amongst two or more workers, depending on work schedules and department needs.
    - 4.2.3.1.5 Priority 5: Part-time faculty and part-time staff with Alternative Work Arrangements in place, who work a portion of time on University Premises. Office space may be shared amongst two or more workers, depending on work schedules and department needs.
  - 4.2.3.2 The FSC will evaluate data from the annual office space

inventory conducted by the Central Scheduling Office to ensure that working environments and infrastructure will be adequate in capacity and function to support the University's current needs and projected growth.

4.2.3.2.1 To meet the University's needs and objectives, office space may be reallocated by majority vote of the space committee to appropriate members of President's Cabinet for reassignment to colleges and/or departments within their scope of responsibility.

4.2.3.2.2 Reassignment of office space will follow the prioritization model in sections 4.2.3.1.1-4.2.3.1.5.

4.2.4 Maintain, review, and revise space modification policy and procedures.

4.2.5 Conclude the facilities modification request process in a timely manner.

4.2.6 Conduct the space allocation/space modification processes professionally, effectively, and with the utmost integrity.

4.2.7 Advise the University President, the University President's Cabinet, and other constituents about space needs, facilities improvements, and capital projects.

4.3 Facilities Space Committee members serve as representatives of the University and work on its behalf. Based on a committee member's qualifications and/or experiences, a committee member brings unique perspectives to the committee, but once appointed to the committee, they do not represent nor are they accountable to any group other than the University President.

4.4 The Facilities Space Committee is a standing committee appointed by the University President.

4.5 The University President and/or the committee may invite individuals to serve as advisors and/or ex-officio members to the committee.

4.6 The Facilities Space Committee may appoint individual building committees to enforce building standards and address minor building space modification requests in an appointed building/s.

4.7 There are three categories of space on University Premises: Academic,

Auxiliary, and Support. Once a University location is assigned a category designation it cannot be altered without consideration and subsequent approval by the University Facilities Space Committee.

4.7.1 All space use modifications (physical changes or modifications) that do not impact the space categorization must be considered and approved by the University Facilities Space Committee.

4.7.2 All categorical modifications (Academic, Auxiliary, and Support) must be considered and approved by the University Facilities Space Committee.

4.8 All University facility modification projects, including state funded and non-state funded, fall under the authority of the Utah State Board of Higher Education, the State of Utah Department of Facilities and Construction Management (DFCM), and Utah Tech University Facilities Management.

4.9 Event Services and Risk Management (ES&RM) is responsible for maintaining records for all Utah Tech University space, occupancy, and use. Therefore, all modifications and approved requests must be reported to ES&RM.

## **V. References**

5.1 USHE Policy R702: Non-State Funded Projects

5.2 Utah Administrative Code: R23 Facilities Construction and Management

5.3 Utah Tech University Policy 326: Alternative Work Arrangements

## **VI. Procedures**

6.1 See the University's Facilities Management's website:  
[campus.utahtech.edu](http://campus.utahtech.edu)

## **VII. Addenda: N/A**

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Policy Owner: Vice President of Administrative Affairs

Policy Steward: Assistant Vice President for Facilities Management

History:

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