Title: Campus Space Management

Effective Date: March 20, 2003

Replaces: N/A

Applies: Anschutz Medical Campus

A. Introduction

The University of Colorado Denver (UCD) has the need to effectively and efficiently allocate and utilize space in order to meet campus-wide priorities. This policy ensures that the availability of appropriate space to accommodate the enhancement of education, research, and other UCD programs is managed in the interest of the entire campus community. Campus space allocation does not imply a permanent commitment, but rather a commitment based upon continued program justification and in consideration of the campus-wide space allocation in response to program priorities. It is the responsibility of the UCD Chancellor to ensure the provisions of this policy. This policy applies to all schools, academic, and administrative units.

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1. C.R.S. 23-1-106 (3)
2. C.R.S. 24-1-136.5
3. University of Colorado Administrative Policy Statements

D. Definitions

1. Campus

For the purposes of this policy, the campus will be defined to include the Ninth and Colorado Boulevard and Fitzsimons campuses, University Hospital, North Pavilion, Kohler Building, and other leased space in the immediate area.
2. **Campus Space Committee**

   To assist the Chancellor with these decisions, the Director of Real Estate shall chair a committee to review and make recommendations of major space allocation requests. The Chancellor's Space Advisory Committee will make recommendations to the Chancellor on all major space changes that involve alterations, reassignments, functional changes, which will enhance the quality of education and research.

   This Committee is charged with the following responsibilities:

   a. Review all requests for the permanent assignment and reassignment of physical space in all campus facilities that fall within one or more of the following: unit/school transfers of space; major changes in space use; modification of space that involves major capital outlay; space vacated as the result of new facilities coming on-line.

   b. Periodically review the overall operational space to ascertain changes and trends. Identify opportunities to increase the utilization of current space on both campuses.

   c. Make timely recommendations following review to the Chancellor for his endorsement for implementation.

   d. Strive to use space allocation and utilization benchmarks to provide a reference for space decisions and goals for space development.

   The Chancellor's Space Advisory Committee will meet on a regular basis to act upon requests. The committee shall maintain minutes that will be published to the campus in an appropriate manner.

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**E. Policy**

UCD must foster the education, research, and service missions through the effective utilization of space. Space is to be assigned and utilized in such a manner as to promote cooperation, collegiality, and synergy in education and research enterprises.

The campus space planning philosophy assumes a flexible allocation of space, with the capability to increase or decrease the resources available to any school/unit as needs change. Recognizing that needs may change with the campus transition to Fitzsimons, the Chancellor has the overall responsibility for the equitable and optimum use of space resources, with the final authority over all space allocations and assignments.

The Chancellor will make major allocations of space to deans and vice chancellors for assignment to units under their jurisdiction. Deans and vice chancellors may further delegate their responsibility and authority for space assignment to the heads of units under their jurisdiction.

**Campus Space**

In the planning and management of campus facilities, all building space is considered to be an allocable resource subject to evaluation in order to achieve the optimal campus-wide level of utilization. When evaluating space resources, the following space planning guidelines will be considered by the Campus Space Committee:

1. Whenever possible, the clustering of cross-disciplinary programs with common research or teaching interests should be facilitated. Interdisciplinary activity is much valued and
space throughout the campus should be provided that nurtures such intellectual propinquity.

2. The original purpose and funding of a building and any formal process resulting in a change to the original purpose that has occurred over the years should be a consideration.

3. Any endeavors that require additional space should be addressed first within a department's current allocation, then within the school.

4. Based upon departmental allocations, office space will be provided based on work requirements and space availability. No employee will be assigned more than one office on campus unless the Chancellor approves the request for multiple office locations.

5. For employees located off campus but having temporary or part time business on campus, office space will be provided on a temporary (as needed basis) or shared basis. The establishment of centralized office space for sharing for such purposes or other temporary purposes will be considered by the campus and units.

6. General support space (i.e., copy rooms, lounges, food preparation areas, etc.) will be assigned based on need and space availability.

7. Campus storage space is limited and should be utilized only for equipment or other material that must be retained.

8. Use of Space by Student Organizations - Except for student governments, formal space allocations are not made to student organizations. Deans, however, may authorize the incidental use of facilities by student organizations if, in the judgment of the dean, that use of space contributes to the goals of the school.

Guiding Campus Space Principles

The following general space principles apply to all campus schools and units.

1. The allocation and use of space at UCD should always be in support of the mission of the University.

2. The campus will manage space in the most economical ways to achieve the maximum possible return on the capital invested. The campus will design flexibility into space allocation methodologies to allow for shared/multi-use of space and adaptation as building users and technologies change. Whenever possible, creative allocations of space will be employed, including temporary assignment of space, and centralized space with reservations for use.

3. Campus space can be reassigned.
   a. The process for allocating/reallocating space will be documented and communicated to appropriate campus constituents.
b. The process for reallocation of space will provide appropriate notice to the unit director and occupant that their space is being considered for reallocation and provide an opportunity for response.

c. The process for reallocating space will provide appropriate notice for vacating space.

4. The campus will ensure that space is managed so that educational and research objectives can be achieved most effectively. The campus will employ a market-based approach to space allocation, and management which views space as a scarce resource to be used more effectively in support of the campus overarching goals and missions.

5. The campus will ensure that space is allocated equitably. The process for allocating/reallocating space will be formal, timely and consistent.

6. Space allocation/reallocation criteria for achieving the mission (not in priority sequence) will include:

   a. Safety and health requirements
   b. Core space needs for programs
   c. Productivity of occupants of space; administrative workload, research awards and dollars, credit hurts taught, etc.
   d. Functionality/utility/efficiency of space
   e. Adjacency or unity of programs
   f. Accessibility of space
   g. Fund availability
   h. Cost/benefit
   i. Quality faculty recruitments and retentions
   j. Urgency of need
   k. Opportunity for program startup
   l. Opportunity for faculty development

7. The campus will periodically review all space utilization, establish a process for evaluating program needs, to determine if schools and units are using the space efficiently; and where prudent, reallocate the space for new, dedicated pursuits.

8. The use of all existing facilities will be evaluated before new space is constructed, acquired or leased.

The allocation/reallocation of space (and relevant alterations) is managed through the various deans’ and vice chancellors’ areas, with an emphasis on ensuring maximum utilization. Once allocated, the utilization of space within the schools and units is at the discretion of the dean/vice chancellor. All schools and units are responsible for assuring that maximum utilization of space is achieved.

The Chancellor has the responsibility for allocation among schools or related to space allocated for general use. Space will not be reallocated to nor its function changed without notification through a formal process. Space is allocated to a school for a specific purpose. When that purpose is no longer required, the space may be returned to the central "pool" and recycled for another use. New space requested by departments or units should be approved first by the dean or vice chancellor and then referred to the Chancellor for
approval. Although all efforts will be made to locate appropriate space, the campus cannot guarantee that the quantity or configuration of space requested can be provided.

Space Request Process

The addition of space for any purpose by means of lease, acquisition, or new construction requires approval in advance by the respective dean or vice chancellor, and the approval of the Chancellor.

All space requests are to be submitted to the UCD Real Estate Office. Written requests must be submitted by the chairperson, dean or director responsible for the program and must be signed by the appropriate dean and vice chancellor, with justification for additional space, a description of any special needs, and the number of personnel requiring accommodations. The Real Estate Office will keep the Space Committee apprised of all outstanding space requests.

Leased Space Policy

There are certain situations when a UCD program needing space would be directed to leased (off campus) space rather the UCD owned (on campus) space.

Situations may include, but would not be limited to, 1) lack of available or appropriate UCD owned space, 2) unique adjacency requirements necessitated by UCD affiliate programs, 3) need to provide community based service, or 4) indeterminate program scope i.e., a program in initial start up.

In these instances, the Department of Real Estate (RE) will assist the program in contacting and coordinating with the State's contracted real estate broker to insure that the programs needs are met in an efficient and economic manner. The RE Department will also provide consultation and coordination with regard to any necessary tenant improvements provided by the landlord in conjunction with the lease of space. Since almost all leased space will not be connected to the UCD Information Technology (IT) system, it is the responsibility of the program to coordinate with the UCD IT Department to discuss specific/unique IT needs prior to the finalization of any lease document.

Maintenance of the Campus Space Inventory

The space inventory is the official record of space assignments for UCD. The Office Finance – Space/Asset Management maintains the space inventory system and updates of the space inventory. The data is used primarily in support of the Indirect Cost Recovery rate on grants and contracts as required by federal regulations. All schools and units are required to provide the relevant information regarding space occupancy and utilization.