

Original Approval Date: March 28, 2008  
Most Recent Update: June 15, 2019

## Space Management Policy

<b>Office of Accountability:</b>	Office of the Vice-President (Facilities and Operations)
<b>Office of Administrative Responsibility:</b>	Office of the Vice-President (Facilities and Operations)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the <a href="#">Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)</a> ; undergraduate, graduate and Faculty of Extension students; postdoctoral fellows; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

### Overview

The *Post-Secondary Learning Act* outlines the authority through which post-secondary institutions **manage** institutional **space**.

### Purpose

This policy defines university space, and outlines responsibilities for space management and administration at the University of Alberta.

### POLICY

University space encompasses all **real property**, **base building systems**, and **equipment** owned and/or leased by the University of Alberta.

Any activity taking place within University space must comply with applicable laws and University policies. The University is also responsible for taking reasonable steps to ensure the safety of all members of the University community and its visitors, to ensure the proper functioning of the University, for protecting and managing its property, and for exercising good stewardship of public resources. In the context of these responsibilities, the University reserves the right to deny the use of space or to make activities within University space subject to conditions such as recovery of incremental costs directly attributed to an activity. The University may exercise this right at its sole discretion.

As directed by the Board of Governors, the Vice-President (Facilities and Operations) is responsible for the administration of University space in relation to the following:

- Adhering to the University of Alberta's strategic planning documents when controlling and centrally managing space
- Defining relevant roles and responsibilities
- Ensuring collaboration, efficient and effective stewardship and accountability in all matters
- Ensuring best practices are employed with respect to the allocation, **repurposing**, and **utilization** of space
- Addressing the current and future needs of the University community

Space management is based on Facilities Development Committee (FDC) approved **General Space Programs**.

The Vice-President (Facilities and Operations) **allocates** space to **units** or to other approved occupants. Units work in collaboration with the Vice-President (Facilities and Operations) to distribute their allocated space by **allotting** it to departments, units or centres.

Departments, units and centres also work with the Vice-President (Facilities and Operations) to **assign** space to faculty members, staff, or to other suitable individuals and groups. Previously assigned space can be re-assigned to meet changing and developing needs.

In accordance with *the Planning and Renovation of Existing Facilities Policy*, and with University of Alberta policies on leasing and sub-leasing, any department or unit requiring the repurposing of space must consult with the Vice-President (Facilities and Operations).

Space is also entrusted to the Office of the Registrar for the purpose of academic and casual scheduling of classroom space.

Total faculty space allocations, as well as administrative allocations, are reviewed on a regular basis by the Vice-President (Facilities and Operations).

The allocation of space to a unit within the University, as well as the allotment and assignment of space within units, is subject to readjustment as the needs and priorities of the campus community change.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>University Facilities</b>	All lands, buildings and space owned, operated, or leased by or from the University of Alberta.
<b>Central Management / Manage</b>	Central space management of all University space under the administration of the Vice-President (Facilities and Operations).
<b>Space</b>	All real property, base building systems and equipment owned and/or leased by the University of Alberta
<b>Real Property</b>	Refers to land, and anything permanently placed on or under it, which may include, but is not limited to, above surface structures such as buildings and below surface items such as minerals.
<b>Base Building Systems</b>	Those elements of a building, including exiting systems, mechanical and electrical infrastructure, fire alarms, and public circulation required and necessary for the functioning of a building for its intended purpose.
<b>Equipment</b>	Affixed machines, tools and furnishings necessary to the facility for the completion of University business.
<b>Repurposing</b>	Redevelopment of space for another purpose and/or functional use (e.g., modernization or the addition of equipment that impacts building systems).
<b>Utilization</b>	Compliance with the Government of Alberta established matrices for the efficient use of space in post-secondary institutions.

<b>General Space Programs</b>	Describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period.
<b>Allocation / Allocated</b>	The distribution of space by the Space Management Office, under the authority of the Vice-President (Facilities and Operations).
<b>Units</b>	Administrative and/or organizational groups including faculties, departments, centres, institutes, administrative units, and non-departmental units.
<b>Assignment / Assigned</b>	Distribution of space by a department for the placement of individuals, purposes and functions for a period of time.
<b>Centrally Scheduled Space</b>	Classrooms, lecture theatres, and non-classroom space under the control of Examinations and Timetabling in the Office of the Registrar.
<b>Facilities Development Committee (FDC)</b>	A standing committee of General Faculties Council with delegated authority to make recommendations to General Faculties Council and the Board of Governors. The committee reviews and makes recommendations related to general space and functional programs, the design and use of facilities, and policies related to facilities and planning.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Comprehensive Institutional Plan](#) (University of Alberta)

[Emeritus Policy](#) (UAPPOL)

[Filming on Campus](#) (University of Alberta)

[GFC-Facilities Development Committee Terms of Reference](#) (University of Alberta)

[Institutional Strategic Plan, For the Public Good](#) (University of Alberta)

[Maintenance Policy](#) (UAPPOL)

[Planning and Renovation of Existing Facilities Policy](#) (UAPPOL)

[Real Property Compliance Policy](#) (UAPPOL)

[Space Management Office](#) (University of Alberta)

[University Business Plan](#) (University of Alberta)

## **PUBLISHED PROCEDURES OF THIS POLICY**

[Classroom Scheduling for Courses Procedure](#)



## U of A Policies and Procedures On-Line (UAPPOL)

[Outdoor Site Booking Procedure](#)

[Pets on Campus Procedure](#)

[Short-Term Casual Event Booking Procedure](#)

[Space Management Procedure](#)

[Use of University Equipment by Professors Emeriti Procedure & Guideline](#)

[Vending Procedure](#)