ROLES AND RESPONSIBILITIES IN FACILITIES SPACE MANAGEMENT

A. Campus Departments

1. Departments are to notify the Campus Space Planner (CSP) of any changes regarding space including room use, instructional program, functional category, shared use, student capacity, dimensions, and room contact.

2. All space changes must be submitted on a Facilities Space Changes Reporting (FSCR) form with the appropriate approvals. The original form should be sent to the CSP in the Facilities Planning Office, Campus Box 2357, upon completion of the approval routing. Electronic copies are emailed automatically to the Registrar’s Office and IT Systems Office upon clicking the “Submit” button on the online form.

3. The Building Liaison must be notified of changes in building space by the departments. However, the form’s approval routing should notify the building liaison of all changes to the building.

4. Once the inventory is certified by the THECB in November of each year and space use efficiency scores are received the following January, the CSP will notify, by March 1st of the same year, all campus departments that their Facilities Space Inventory information is available online at the Facilities Space Management website for evaluation and review. Any changes to the existing inventory must be submitted on a FSCR form by the department to the CSP for updating by June 1st of that year.

B. Campus Space Planner (CSP)

1. All changes to facilities space, including utilization changes, must be submitted on a Facilities Space Changes Reporting (FSCR) form and sent to the CSP. The CSP will verify measurements, if needed, and update the Facilities Space Inventory database.

2. The CSP will contact the department for submission of a FSCR form in instances a form has not been received for an approved work project. Work orders and approved estimates for renovation of space (other than cosmetic) will be checked by Work Control for a FSCR Form. Work is put on hold until the form has been submitted to the CSP.

3. After design, but before work is completed, the CSP will review floor plans and prepare for signage and key requests. The PM will issue a work order for the Sign Shop to draw the sign layout and order signage and to the Access Control Shop to re-core keys if needed. The CSP will send a floor plan to the Shops reflecting the area of renovation.

4. Upon completion of physical changes, a final floor plan is reviewed and verified by the CSP or designee and certified as an accurate rendering of the final space as an authoritative reference tool for key requests, future maintenance requests, and when conducting audits. In the case of new construction or large-scale renovations, the CSP coordinates a visit with the department(s) involved in the space to appropriately code it for occupancy, space type and function.
5. The CSP is responsible for assigning and/or verifying unique room codes, analyzing functional use of space, verifying measured space, verifying room types, researching prorated use of institutional space, recording room capacity and reviewing accuracy of floor plans. Classroom and lab space utilization data is reviewed and infrequently scheduled rooms are examined. Classes cannot be assigned to a room unless the Facilities Space Inventory files reflect a room type code of 110, 210, 220, 410, or 610.

6. Monthly space surveys are prepared and completed by the CSP. The data consisting of a listing of rooms with all current room codes, proration, area, capacity and unique alpha or numeric designation is verified.

7. The CSP acts as a resource analyzing space information and providing technical data, space availability information, and THECB standards to the campus community, especially upper level management, for use in making space allocation and reallocation decisions.

8. The CSP gathers inventory space data from a variety of sources and is responsible for reporting accurate data to the THECB.

C. Facilities Management Team

1. Work orders and approved estimates for renovation of space (other than cosmetic) will be checked by Work Control for a FSCR Form. If a form has not been received, Work Control notifies the CSP and suspends work until a form is submitted to the Campus Space Planner in the Facilities Planning Office. (See #2 under A-Campus Departments.)

2. Project Managers will advise the CSP when measurements can be taken and information can be prepared for signage and key requests.

3. Facility Project Coordinators and Craft Forepersons will keep the CSP apprised of items that pertain to space management.

4. The Facilities Administrative Secretary will notify the CSP of items that affect space management when they come up during construction meetings.

5. Technical staff and student assistants will update scaled floor plan reference drawings to reflect space layout changes due to renovations, alterations, and construction.

D. Building Liaisons

1. Assist the CSP on general building space management concerns.

2. Notify the CSP when the liaison to the building is to be changed so that the building liaison contact list can be updated and remains current.
E. **Campus Space Planning Committee (CSPC)**

1. The CSPC is an administrative committee composed of the University Vice Presidents and reporting to the President.

2. The Committee, taking into account the Campus Strategic Plan, the Campus Master Plan, and the Capital Improvement Plan, is charged to develop long range and general space allocation plans, periodically review university facility inventory data, utilization statistics, and other productivity measures and reports, and provide facilities and properties recommendations to the President.

F. **Executive Cabinet**

1. Ultimate responsibility for the allocation and re-allocation of space rests with the President and his/her cabinet upon recommendations of the Campus Space Planning Committee.