

UC Santa Barbara
Policies

Policy 5557

Issuing Unit: Administrative Services

Date: February 1, 1985

ALLOCATION OF SPACE

I. PURPOSE AND SCOPE:

In accordance with Policy 5554, the Chancellor (or designee) is responsible for proper facilities management, including the allocation/reallocation of space. This procedure provides guidelines for the allocation/assignment of space. (For assignment of office space for registered student organizations, see Policy 5566; for Academic Scheduling of Classes and Classrooms, see Policy 5539.)

II. REFERENCES:

- A. UCSB Policies Manual, Policy 5554, Control of Use of Space.
- B. UCSB Policies Manual, Policy 5521, Department-Funded Alterations to Existing Facilities.
- C. UCSB Policies Manual, Policy 6095, Privileges of Retired Employees.
- D. UCSB Policies Manual, Policy 5566, Office Space for Registered Student Organizations.

III. PROCEDURE:

A. The Space Request

The initiating unit submits a written request for additional space to the appropriate administrative officer, Policy 5554 II.c.2.

Requests for space allocation cannot be submitted by individuals; requests for space needs should be directed to department chairs/unit heads for comment and transmittal as appropriate. The space request, in the form of a memorandum, should address the following areas:

1. The type of space needed: e.g., office space, laboratory needs (wet or dry), conference/seminar meeting room, whenever appropriate, the approximate size of the room required should be stated.
2. When the facilities will be needed and for what period of time. Is the need anticipated to be permanent or merely temporary?
3. If the space assignment is tied to an FTE, when will the provision be filled? Is it a temporary or permanent FTE?
4. Are alteration or modification funds likely to be needed? If yes, see Policy 5521 for more information.

5. Is the space request instruction-related, research-related, or for administrative needs?
6. Is there an optimal preferred location? Why?
7. Other data that might help substantiate the request.

B. Review Procedure

The Assistant Chancellor, Budget and Planning is prepared to assist the administrative officers in their review of requests for space assignment. A facilities planner (space analyst) will collect any additional data that is needed in connection with the request for space and relay it to the approving officer for action. In addition, he/she will answer any questions the requester may have concerning the procedure for space review, and will communicate an approximate timetable for action.

The Assistant Chancellor will provide the following additional information to aid review:

1. Validity of the space request from the point of view of usually accepted space standards and policies;
2. Availability of suitable space within the officer's purview which could be reassigned to meet this need;
3. Alternatives available to meet the request.

C. Decision

The administrative officer may either:

1. Deny the request outright.
2. Meet the request by reallocating space under his/her purview.
3. If space is not available, forward the request with an analysis to the Chancellor for consideration.

Established space policy should be followed and any requests for an exception to policy must be approved by the Chancellor.

D. Implementation

The Assistant Chancellor will assist administrative officers in the preparation of correspondence concerning space assignment and update the FDX records accordingly. Administrative officers are charged with notifying the Assistant Chancellor promptly of any proposed changes in space assignments.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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