

UC Santa Barbara
Policies

Policy 5554

Issuing Unit: Administrative Services

Date: February 1, 1985

CONTROL OF THE USE OF SPACE

I. REFERENCES:

- A. Assistant Vice President Evans' memorandum, Fall 1971, Facilities Inventory Reporting, dated August 1, 1971.
- B. Individual Grant Agreements. (Reference copies are maintained by the Associate Vice Chancellor, Administrative Services, who has been delegated construction grant acceptance authority by the Chancellor. The Construction Grant Coordinator is the Assistant Chancellor, Planning and Analysis.)
- C. Facilities Inventory Regulations. (Reference copies are maintained by the Assistant Chancellor, Planning and Analysis.)
- D. UCSB Policies Manual, Policy 5557, Allocation of Space.
- E. UCSB Policies Manual, Policy 5539, Academic Scheduling of Classes and Classrooms.

II. POLICY:

The physical facilities of the campus, like its personnel, dollars, and equipment, are resources which must be managed, maintained, controlled, accounted for, and used in accordance with appropriate policies in a manner which contributes toward fulfilling the University's missions of teaching, research, and public service.

The Chancellor or by specific designee is responsible for proper facilities management, including the authority to assign, relieve from assignment, and reassign space as necessary.

A. Ownership of Facilities

Regardless of the source of construction funding, The Regents own all UCSB facilities; transfer of ownership in space assignment is neither implied or inferred.

B. Facilities Inventory

Much as funds are accounted for in the financial accounting systems, the University has accountability for its facilities. Separate inventories are maintained for campus buildings and rooms. Measures of space for campus buildings include: building age (date constructed and occupied), type of structure, cost, outside gross square feet, size of maintained and janitorized areas, assignable and non-assignable square foot areas, and building condition. Similarly, campus rooms are measured and data concerning them recorded: e.g., type of room, to whom assigned, size, capacity, location, etc.

The facilities records are maintained in the Facilities Data System Inventory (FDX) and they are the official record of the University which is used by the campus, Systemwide, Regents, and State for analysis of space characteristics used in resource allocations and use studies.

Some space is limited in use by the funding agency at the time of construction, and the only way such space is identified is by the record in the FDX where it is coded in accordance with Systemwide directives on a room-by-room basis. The FDX is the sole evidence of the University's compliance with the terms of its various construction grant agreements.

The Assistant Chancellor, Budget and Planning, is the custodian of the FDX and is responsible for its update and maintenance in accordance with Systemwide policies. Changes to these records will be made only by the Assistant Chancellor, or his designee.

C. Responsibilities

1. The Chancellor has overall responsibility for establishing and maintaining such records, procedures and practices as will assure compliance with University regulations, and for meeting the terms and conditions associated with Systemwide policies. Changes to these records will be made only by the Assistant Chancellor, or his designee.
2. The Vice Chancellors have been delegated responsibility for the allocation of campus space. It is institutional policy to meet all instruction-related needs first. (See Policy 5557, Allocation of Space, for additional information.)

Requests for space assignment should be submitted to the appropriate administrative officer:

Vice Chancellor, Student Affairs
Vice Chancellor, Administrative Services
Associate Vice Chancellor, Research

Administrative officers can reallocate space within their purview. If space cannot be achieved through allocation, the administrative officer will forward the space request along with his/her analysis to the Vice Chancellor for resolution.

3. All classrooms, seminar rooms, and associated service rooms, are under the control of the Registrar. The Registrar is responsible for the scheduling of all official classes on the Santa Barbara campus. (See Policy 5539, Academic Scheduling of Classes and Classrooms for exact Procedure.)

D. Unauthorized Space Use and Need for Accurate Space Records

Campus space is subject to use audit by representatives of the Chancellor, the State Department of Finance, the Legislative Analyst's Office, and, in the case of Federally-funded space, representatives of the granting agency. Department chairs or unit heads are responsible for ensuring that all space assignment is

used for the purpose designated. Changes in room assignment or approved activity are to be reported promptly to the appropriate administrative officer. Unauthorized use of space and inaccurate space inventory records jeopardize the credibility of the University and when Federally financed space is involved, can lead to a legal demand for the return of construction funds. If it is determined that campus space is not being occupied by and/or used as authorized, the appropriate administrative officer(s) will investigate the matter and take corrective action as required.

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

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