

## SPACE MANAGEMENT

---

### Statement of Principles:

1. **Space is a University Resource:** Space is a key university asset owned by the University of Montana. Physical space is not permanently allocated to occupants or users, nor is it 'owned' by those occupants or users. It is the University's responsibility to allocate available space in accordance with the strategic priorities of the University. All space is subject to assignment and reassignment to meet the overall needs and best interests of the University and its programs. The Space Management Committee is the delegated authority to perform review of university space allocations and make final recommendation to the President.
2. **Space assigned should facilitate the intended use:** An objective of the Space Management Policy is to match users to existing space attributes appropriate to their needs. Space functions should be consistent with the intended use for the area (e.g., instruction occurs in classrooms and labs, office space is maintained for office purposes, conference rooms are maintained for larger group meetings, etc.).
3. **Space Inventory Classification:** The University of Montana uses the Postsecondary Education Facilities Inventory and Classification Manual (FCIM) codification system. All space functional use categories and space inventory codification will conform to these nationally accepted conventions.
4. **Location of Authority:** Space is always at a premium. All changes in a unit's allocation of space and physical assets will be considered at the institutional level. The conversion of instructional space will generally be approved only if there is adequate and appropriate classroom space available. Appropriate instructional space is critical to the accomplishment of the institution's mission and priorities. The Space Management Committee will review changes in unit level space needs from a campus-wide perspective. The Committee will entertain proposals to repurpose existing space to address new needs.
5. **Periodic review is essential:** A periodic review of physical space use at the University will take place every five years. This will include a review of space allocations, actual space use, and occupancies reconciled with institutional priorities.
6. **Contiguous space is desirable:** Whenever practical, adjacencies should be considered when allocating space in order to optimize program outcomes and interdisciplinary activities.

### Procedure:

- a. Any change in use or space reassignment is to be reported to Facilities Services so that the Facilities Space Inventory database can be updated.
- b. The executive leadership of the requesting unit (e.g., Dean) is responsible for submitting all requests for consideration to the Space Management Committee using the Space Review Form.

For example, any vacancy notifications, change requests, and additional space needs/requests should be submitted through college/school or other appropriate sector channels through an Executive Officer. The Space Management Committee will consider the proposals within and outside the unit's regular space use.

- c. The Space Management Committee will invite input from the appropriate Dean, Director or Vice President regarding space use and space allocation and consult with current and potential users of spaces and physical assets before making recommendations to the president.
- d. The Space Management Committee will convey recommendations to the President for final approval