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**SPACE MANAGEMENT PROCEDURE MANUAL**

**July 2009**

**Revised July 2021**

This Procedure Manual lists the members of the Space Management Committee (SMC) and describes the criteria and factors to be considered in the analysis of new space requests.

1. **Space Management Committee Charge and Voting Members**

The Space Management Committee (SMC) is designated with certain responsibilities as defined in the UCH Space Management Policy (Policy No 2009-01). Specific responsibilities for the management of space include: the allocation of space; the resolution of space problems; verification that space is being used for the purpose specified; the alignment of the use of space to the institution’s mission and priorities; and prompt reporting of changes in allocation, use, or configuration of space. Voting membership of the SMC will be the following (or their designee):

* Vice President, Facilities Development & Operations – Chair of the SMC[[1]](#footnote-1)
* UCH Chief of Staff
* Dean, School of Dental Medicine (SoDM)[[2]](#footnote-2)
* Dean, School of Medicine (SoM)2
* Senior Associate Dean for Research Planning and Coordination, SoM
* Associate Dean for Research, SoDM
* SoM Associate Dean for Clinical Affairs
* SoDM Associate Dean for Clinical Affairs
* UCH Chief Financial Officer
* UCH Chief Administrative Officer
* Chief Nursing Officer/Chief Operating Officer, John Dempsey Hospital
* Vice President of Ambulatory Services/Chief Operating Officer, UConn Medical Group

Non-voting members may be admitted to the committee at the discretion of the SMC Chairperson.

1. **Planning for the Use of Space**

The Space Management Committee reviews requests for new space with technical assistance and analysis provided by Campus Planning, Design & Construction.

Space needs and associated costs should be considered along with the need for all other resources in developing requests and proposals for new programs or changes in existing programs.

The hiring of new personnel should not be approved unless the major unit head attests appropriate arrangements have been made to provide for sufficient space to support such employees.

Space needs are analyzed in the context of the following criteria:

* Campus-wide priorities, applicable long range space and or strategic plans;
* Program type (for example, instructional or non-instructional);
* Type of space required (for example, office, storage, or laboratory);
* Whether the space need is temporary or long term;
* Fund source to modify or maintain the space;
* Adjacency factors and the need for contiguous space, support facilities, or access to campus operations;
* Revenue/Grant support
* Utilization of existing space
* Conformance with Office Space metrics (Appendix B)

Final resolution of requests for new space may be in the form of reallocation, exchange, or improvement of existing space, the development of new space, or the recommendation to lease off-campus space.

Approval of additional space alone does not guarantee that the associated funds will be provided. Accordingly, space planning must be integrated with other resource planning. In addition, space-planning decisions may involve complicated move sequences, alterations, and considerations such as limitations on when moves can occur to minimize programmatic disruption. Thus, it is essential that space needs be planned for as far in advance as possible.

1. **Space Utilization and Metrics:**

When reviewing space request, space utilization should be one on criteria that is used to determine if existing space is available to meet the requested need. Research space utilization analysis shall be as outlined in Appendix A. Clinical Space utilization shall be based upon exam room utilization and peer institution metrics as determined to be applicable by the SMC.

**Appendix A**

**Research Space Policy**

**Dollar Density**

The current allocation of research space will remain constant year to year unless additional Research space is leased, built, or existing non-research space is converted to research space by a Capital Project.

In the event that new research space available via lease, new construction, or renovating existing non-research space into research space, it will be allocated by the Executive Vice President of Health Affairs to the School of Medicine and the School of Dental Medicine with consideration given to existing research space utilization based upon the dollar density formula (see the definitions below) and other factors such as recruitment and grant opportunities.

The Space Management Committee will review and reset the target ratio (dollars per square foot) at the time of new space allocation is needed based upon available peer institution benchmarks or other applicable sources and make recommendation to the Executive Vice President for Health Affairs on the appropriate target. The target for FY ‘09 was $300/sq. ft.

The quality of laboratory space may vary depending on the level of renovations. The Space Management Committee has adopted definitions for such differences (e.g. lab “categories”), and assigned such definitions to various areas, and develop modifiers for each category that will adjust the dollar density equation for such areas. For example, in the table below, Category A space (the renovated sections of the Main Building L Area, 400 Farmington Ave, and the Academic Research Building) will be given a modifier of 1.2. Therefore, if the base rate is $300/sq. ft. space will utilization targeted for these areas is a rate of $360/sq. ft.

|  |  |  |
| --- | --- | --- |
| Category | Modifier | Definition |
| A | 1.2 | Renovated L Area, ARB, MSI, 400 Farmington, or equivalent space (open design), .095 linear feet of bench/square foot |
| B | 1.0 | L Area non-renovated or equivalent space, .09 linear feet of bench/square foot |
| C | .9 | Other areas with lab space that has not been substantially renovated  |

Once the utilization has been determined by the formula above, the amount of the benchmark allocation to the Schools will be 105% of the determined amount. The additional 5% provides the accounts for School growth opportunities.

If the total space benchmark allocation by the formula exceeds that available in the institution, each schools benchmark allocation will be a pro-rated share of the space available (i.e.



1. **Dollar Density Formula and Definitions**

**Dollar Density = **

**Numerator:**

Adjusted Total Cost (ATC). See definition below.

**Denominator:**

All space coded as research through the space database (FICM series 200) as well as offices, office support, conference rooms and patient care rooms used by or in support of research faculty. Offices, etc. supporting research are based on the FY ’07 Facilities and Administration Cost Report and defined as having any expenditure from ledger 5 & 6 accounts.

**Direct Cost:**

Expenditures actually incurred and charged to a sponsored project, including all salaries and wages, fringe benefits, materials and supplies, services, travel, subcontracts, etc, currently reported through FRS.

**Indirect Cost:**

Additional expenditures on a grant, commonly referred to as Facilities and Administrative cost, provided by an awarding agency.

**External Dollars:**

Grant Money received from agencies outside the Institution.

**Internal Dollars:**

Grant Money received from Institutional sources.

**NSF:**

Net Square Footage determined through the space database as calculated along the interior perimeter of the space.

**Functionalized NSF:**

As part of the Facilities and Administrative report, the type of work taking place (effort) is documented based on predetermined criteria. The NSF of each space is multiplied against the type of effort to determine the amount of square footage used in the space for each type of function.

**FICM Codes:**

Each space is coded to a particular type based on the National Center for Education standards (e.g. Office, Wet Lab, Wet Lab Support, etc.).

**Adjusted Total Cost (ATC):**

Total Direct and Indirect Costs (expenditures) from ledger 5 & 6 (see definition below) adjusted per OMB Circular A-21 to exclude subcontracts in excess of $25,000.

**Ledger 5 & 6 Accounts:**

Ledger 5 Accounts are federally sponsored projects. Ledger 6 Accounts are sponsored projects from Non-Federal Sponsors, Sub-Contracts, Endowments and Gifts.

(Exclusions: Offices for the School of Dental Medicine Clinical Science department heads and ‘major’ conference rooms. Major conference rooms are large departmental conference rooms in the ARB or Main Building L Area).

**Appendix B**

**Office Space Policy**

The allocation of office space will be based on the standards described in the chart below. Note that research office space will be provided in the research plan.

Note: non-employed emeritus faculty shall not be included in the space allocation formula (i.e. in the head count total).

**TITLES SPACE TYPE NSF**

**ACADEMIC UNITS**

|  |  |  |
| --- | --- | --- |
| Chairman | Private Office | 160-200 |
| Division Chief | Private Office | 120-140 |
| Professor  | Private Office | 110-130 |
| Associate Professor | Private Office | 110-130 |
| Assistant Professor | Private Office | 110-130 |
| Instructor | Private Office | 100-120 |
| Emeritus Faculty  | Private Office, Shared Office, or Cubicle | 64-100 |
| Post Doc/Fellow | Shared Office or Cubicle | 30-64 |
| Graduate Student | Shared Office or Cubicle | 30-64 |
| Lab Technician | Shared Office or Cubicle | 30-64 |
| Chief Resident | Private Office | 60-80 |
| Staff, Professional (full-time) | Private Office, Shared Office, or Cubicle | 64-100 |
| Staff, Professional (part-time) | Shared Office or Cubicle | 64-80 |
| Staff, Administrative Support (full-time) | Shared Office or Cubicle | 64-100 |
| Staff, Administrative Support (part-time) | Shared Office or Cubicle | 64-80 |
| Temporary or Student Staff | Shared Office or Cubicle | 30-64 |
|  |  |  |

**ADMINISTRATIVE UNITS**

|  |  |  |
| --- | --- | --- |
| Dean | Private Office | 250-350 |
| Senior Admin / Chief | Private Office | 180-220 |
| Associate or Assistant Vice President | Private Office | 140-180 |
| Director | Private Office | 100-160 |
| Associate or Assistant Director | Private Office  | 100-140 |
| Manager | Private Office, Shared Office, or Cubicle | 80-120 |
| Staff, Professional (full-time) | Private Office, Shared Office, or Cubicle | 64-100 |
| Staff, Professional (part-time) | Shared Office or Cubicle | 64-80 |
| Staff, Administrative Support (full-time) | Shared Office or Cubicle | 64-100 |
| Staff, Administrative Support (part-time) | Shared Office or Cubicle | 64-80 |
| Temporary or Student Staff | Shared Office or Cubicle | 30-64 |

Note: The square footage ranges are provided to accommodate the varying programmatic needs of the various positions across the UConn Health as well as to take into account the various architectural differences of UConn Health space.

**Appendix C**

**Clinical Space Policy**

The current allocation of clinical space will remain constant year to year unless additional clinical space is leased, built or converted to clinical space by an approved Capital Project or there is a transfer of space between clinical units agreed to by the unit leaders and approved by the SMC. This applies to all space allocated to each of the clinical units including John Dempsey Hospital, UConn Medical Group, and the School of Dental Medicine faculty practice and teaching clinics.

Clinical space utilization metrics (exam room utilization) shall be considered when new lease space is being requested.

**Appendix D**

Policy on Classroom/Auditorium, Public Lobby and Conference Room Space

1. Definitions
	1. Classrooms/auditoria are spaces primarily intended for conducting formal educational sessions.
	2. Conference rooms are spaces primarily intended for meetings of 8 people or more, but at times may be used as workrooms or for educational sessions.
	3. Special capabilities – unique attributes of a classroom/auditorium and conference room that make them unique when compared to other such rooms. These unique characteristics may include the presence of specialize audio-visual equipment, computers and/or computer network ports or wireless access points, distance learning equipment, VIP décor/view, proximity to kitchen facilities, etc.
	4. Special health, safety and security concerns – unique attributes of a classroom/auditorium and conference room, or access way to such a room, that may make it unsuitable for use by members of the public (for example a corridor running through a wet lab or cadaver dissection labs, or a room with an unlocked interior door providing access to such labs, equipment or sensitive information storage).
	5. Room specific use policies – unique policies related to a specific room governing issues such as the consumption of food & beverages, use of the AV/computer equipment in the room, or similar matters.
	6. Public lobbies are corridors, halls or ante-rooms connected with a larger room or series of rooms intended for use as a passageway or waiting area by members of the public:
2. Database
	1. An inventory will be developed and maintained by the Campus Planning, Design & Construction (CPDC) unit of all classroom/auditorium, public lobbies and conference room space. This inventory will include the seating capacity, square footage, special health, safety and security concerns, room specific use policies and a listing of all “special capabilities” of each room.
	2. The Space Management Committee will resolve any disputes over the definition of classroom/auditorium, public lobbies and conference room spaces (i.e. inclusion or exclusion in this inventory) designation of special health, safety and security concerns, or designation of special capabilities assigned to such spaces.
	3. This database will be made available on-line to authorized individuals over the UCH intranet.
3. Jurisdiction over space
	1. All auditorium, public lobbies and conference room spaces are under the jurisdiction of the Executive Vice President for Health Affairs or their designee.
	2. The Executive Vice President for Health Affairs or their designee will assign either a single primary user or two co-primary users to each auditorium, conference room or public lobby. These primary users will have the authority to schedule activities within the designated spaces.
	3. The Executive Vice President for Health Affairs may reassign jurisdiction over auditorium, conference rooms or public lobbies whenever they feel it is necessary.
4. Scheduling of Space
	1. The Parking, Transportation and Events Management department will maintain on-line calendaring system for classroom/auditoria, conference rooms and public lobbies. This system will be accessible to the UConn Health community and will display the scheduled use of each classroom, conference room, auditoria and public lobby. It will also display each room’s attributes (ex/ number of seats), special capabilities, and contact information for the person(s) authorized to schedule the room.
	2. Requests to schedule classrooms/auditoria and conference rooms must be directed to those designated with authority over that space. Any scheduled use of these spaces should be immediately posted on the calendar described in item (a) above. Write-access to this calendaring system will be restricted to those parties authorized to schedule each specific space.
	3. Requests to schedule classrooms/auditoria, conference rooms or public lobbies may only be made by UConn Health units (departments and divisions, but not as individuals). Non-UConn Health units will need a Health Center sponsor to schedule space.
	4. When UConn Health or its clinical units are under emergency operational status, all spaces may be allocated or reallocated by the Hospital COO, the Executive Vice President for Health Affairs, and/or their designees.
5. Scheduling Protocol for Classroom/Auditoria, Conference Rooms and Public Lobbies
	1. When scheduling or using space, units are responsible for doing so professionally and for considering the need for UConn Health to use its space efficiently and effectively. This includes (but is not limited) to:
		1. not excessively booking tentative dates in advance.
		2. releasing tentative dates as early as possible.
		3. booking rooms of a seating capacity appropriate to the intended audience.
		4. booking rooms with special capabilities only if such capabilities are required for such events.
		5. minimizing the use of study-space conference rooms for other purposes such as meetings (i.e. these rooms are primarily intended for classes and studying and not meetings.).
		6. ensuring that the rooms use are appropriately cleaned and left undamaged and that any audio-visual equipment, computers, stored equipment, files, books and/or journals are not damaged or lost.
		7. leaving spaces on time so they are available to subsequent users.
		8. ensuring rooms are being used for legitimate purposes
	2. Failure to comply with the Scheduling Protocol may result in restrictions being placed on the unit’s ability to reserve space in the future, to have scheduled space reallocated, for progressive discipline to be employed when individual(s) violate this policy, and/or other sanctions on the offending unit. The Space Management Committee would impose such restrictions. Violations of the Scheduling Protocol should be reported to the chair of the Space Management Committee is writing.
6. In those cases where conference rooms contain digital audio-visual equipment (such as computers, computer network ports/Internet, video projectors/projection screens, document cameras, and video recorders), the primary user of the space should, in consultation with the IT Department, make recommendations and/or attempt to obtain funding for standardizing the audio-visual equipment, computers and computer network access in conference rooms and auditoriums. The primary users shall arrange for support services for such equipment as well develop and maintain current, printed instructions for the use of such equipment and post such instructions in the room.
1. If this position is vacant, the EVP of Health Affairs shall designate an alternate Chairperson [↑](#footnote-ref-1)
2. If one person holds the positions of VP for Health Affairs and Dean of the SoM or SODM, then the Dean for Academic Affairs and Education from that School will fill this seat on the SMC. [↑](#footnote-ref-2)