



Space Management Policy

PURPOSE

All space on any UDM campus is University property and is an invaluable resource which must be allocated in a manner that best advances UDM's priorities. Keeping in mind that utilization of space involves being cognizant of both fiscal and environmental impacts, the physical facilities of the University are an enormous asset, crucial to the operations of the campus. And although space is allocated to faculty, departments, and specific users, all space is owned by University of Detroit Mercy. Therefore, space is allocated and can be reassigned based on the highest priority of need.

POLICY

Facilities Management is the central receiving unit for all space requests. All space allocations, changes in function, and vacated spaces will be reviewed by Facilities Management with recommendations made to the President's Council for approval.

When a request or change in a department's allocated space occurs, the attached Space Request and Classification Change Form shall be completed and sent to Facilities Management for proper approvals.

1. No area is to assume ownership of any unassigned space without approval via submission of the Space Request and Classification Change Form.
2. Decisions on the reallocation of occupied space at all academic and administrative levels are based on campus and program priorities, the campus master plan, actual utilization, and overall need. The President may reallocate space that is underutilized or required to address a campus priority or strategic need.
3. Space vacated by a physical move, renovation, or new construction is allocated back to the campus. Likewise, space vacated due to a reduction in program size, reduction in workforce, or program elimination is also allocated back to the campus.
4. Change in the use category of space must be reviewed by Facilities Management and approved by the President's Council prior to the change. Impact on University-wide plans will be considered.
5. Space cannot be traded, loaned, or sub-assigned between or among units.
6. Notification is not necessary for existing allocated space reassignment within a department as long as the use does not change.
7. Leasing of University space to external parties requires approval from the President's Council.



Request for New or Additional Space

1. Requests for the assignment of new or additional space will be submitted to the Office of Facilities Management by the requesting department. The Space Request and Classification Change Form can be located at www.udmercy.edu/facilitiesmgt.
Please Note: If an area is requesting to acquire space currently under the purview of another area, signature approval from the Deans or Directors of *both* areas is required on the Space Request and Classification Change Form, unless the request is initiated by the Office of Facilities Management.
2. The Office of Facilities Management will review the request, secure additional information to assist in the evaluation, and discuss with appropriate administrators. When a request involves physical modifications, a Construction, Remodeling, or Renovation Requisition must be completed and submitted to Facility Operations with a copy provided to Facilities Management for review. (www.udmercy.edu/facilityoperations/constructionmgt)
3. The Construction, Remodeling, or Renovation Requisition form and the Office of Facilities Management's recommendation will be submitted to the President's Council for their review and determination.

Reporting Changes in Use or Requesting Change of Function

Every department or activity with assigned space is to report any change in the functional use of space. The Space Request and Classification Change Form (www.udmercy.edu/facilitiesmgt) is to be used for this purpose. Changes in utilization are not to take place until approval is received. After approval is received, the Office of Facilities Management will notify the appropriate office of the change. A Space Request and Classification Change Form should be submitted in the following instances:

1. To request space be reassigned from one organizational unit to another.
2. To request functional space be changed resulting in room use change.
3. To notify when existing allocated space is expected to be vacant longer than six months.
4. To notify when existing allocated space is no longer needed by a unit.

SUMMARY

Recognizing space as one of our most valuable assets is the first step toward mitigating waste of UDM resources. And by working together to optimize the utilization of UDM space, we are minimizing the University's environmental footprint while advancing critical priorities. Therefore, adhering to this policy not only promotes open communication among UDM units regarding space use, but also fosters the development of the University as a whole.