

120-06 SPACE MANAGEMENT AND ALLOCATION PROCEDURE

1. PURPOSE

The purpose of this procedure is to ensure that space is managed responsibly and in a way that promotes the advancement of the mission of Coconino Community College and the strategic priorities of the College. Flexibility needs to be maintained to address changes in function, curricula, programs, and technologies.

2. DEFINITIONS

1. Office - A space housing faculty, staff or students working at one or more desks, tables or workstations configured as a private, shared or open office with or without cubicles.
2. Private office - An enclosed workspace for one person, suitable for activities which are confidential, demand a lot of concentration or include many small meetings.
3. Shared office - An enclosed workspace for two or three people.
4. Open office - An open workspace for more than three people with or without cubicles.
5. Cubicle - A semi-enclosed workspace for one person within an open office.
6. Workstation - A workspace for one or more individuals typically without partition walls and within an open office.

3. PROCEDURE

Effective management and allocation of space requires periodic reviews of space. Such reviews aim to prevent inequities in space distributions, identify opportunities, and recognize best practices. It should be expected that such reviews may prompt the emergence of new space management and allocation strategies.

1. **Parameters of Space Management and Allocation**
 - a. All space (unless specifically prohibited by contract or funding source obligations, policy, or statute) is assignable.
 - b. Proposals for program creation, growth, or contraction, must include a space allocation plan.
 - c. The College cannot guarantee that space, or funds to renovate/repurpose space, will be available within a requested time frame.
 - d. The allocation and reallocation of space will be managed with an emphasis on ensuring maximum utilization and equitable distribution of space based on demonstrated needs.
 - e. If a change of use/function is needed in a space to make it functional, reclassifying space will be evaluated according to the applicable building codes.
 - f. Unless approved by the President or designee, classroom space cannot be repurposed.
 - g. Unless approved by the President or designee, space is not assigned to unaffiliated organizations for other than fee-based temporary or occasional use.
 - h. Allocated space for offices may be private, shared, open, or in cubicles as appropriate and available. Offices will be assigned based on need, availability, and suitability for the intended use.

- i. Assignment of multiple offices for faculty and staff is not allowed unless there is a true demonstrated need. Under such circumstances, a faculty or staff member may be assigned a secondary office (ideally in a shared arrangement), provided it is not located in the same building as the primary office. All decisions related to multiple offices will be made on a case-by-case basis and require the approval of the Executive Vice President and Provost.

2. Approval of Space Management and Allocation

All allocation of space at Coconino Community College is under the jurisdiction of the College President according to the following process:

- a. Any request for new or reallocation of space, office moves, or changes must fill out a Space Request Form (available on the MyCoconino/Intranet site).
- b. Completed Space Request Forms are forwarded to Executive Vice President and Provost for review. Their review may include a request for additional information or alternative solutions.
- c. The Executive Vice President and Provost will make recommendations to the President for final approval.
- d. Once the Space Request Form is approved, it is submitted to the Facilities Department and Information Technology Services.
- e. The Facilities Department will work with the requestor to schedule completion of the request.

3. Other Resources

- a. Scheduling of facilities for instructional or temporary use are centralized processes; please see Procedure 120-01 Facility Use.
- b. For painting responsibilities and guidelines, refer to Procedure 120-05 Control of College Facilities and Property.
- c. Personal equipment such as coffee makers, refrigerators, microwave and space heaters are regulated under Procedure 122-07 Energy Conservation.
- d. Periodic purging and archiving of materials in workspaces and storage areas are required to confirm that space is being used appropriately.
- e. Paper records should be disposed of according to the Records Management Division of the Arizona State Library, Archives and Public Records to free up storage space for other uses.
- f. Excessive storage of personal items on College property is not appropriate.

4. BACKGROUND

1. References: Procedures 120-01 Facility Use, 120-05 Control of College Facilities and Property, and 122-07 Energy Conservation
2. Revision history: 05/21/2019 (new)
3. Legal review: none
4. Sponsor: Facilities

Adopted by Executive Leadership Council: 05/21/2019