

SPACE MANAGEMENT

Approval Authority	President
Responsible Executive	CFO, Vice President Administration/Provost, Vice President Academic
Related Policies & Legislation	Use of University Space (132)

SCOPE

This policy applies to all UFV property and space, including leased space. All UFV property and space is considered university space and is subject to assignment and reassignment to meet the overall needs and best interests of the institution.

POLICY

Space is a vital but finite resource that must be administered fairly, transparently, and efficiently to meet the priorities of the university. All property and university space assignments remain in effect until formal reassignment occurs.

The university ensures space planning and renovations align with institutional goals as

chaired by the CFO and VP Administration and will be comprised of a broad representation of senior administrators as outlined in the procedures.

Senior Administrators

As part of their duties and responsibilities, senior administrators will make space allocation and reallocation requests as necessary to advance the university in achieving its mission.

Campus Planning Office

The Campus Planning Office (CPO) is responsible for maintaining an accurate space inventory, and acts as data stewards. It is the responsibility of each administrator who is assigned space for their units to ensure that changes in space are reported annually.

The CPO will maintain a space inventory for the university.