

PROCEDURES for Policy on Allocation and Utilization of Space

Effective Date: April 5, 2021

Policy #: 02.115.1

Introduction

The University's *Policy on Allocation and Utilization of Space* requires the University to allocate space to specific departments for defined periods of time, to review these allocations periodically, to assess utilization, and to reallocate space as needed to support the University's Academic, Research, and Physical Master Plans. The *Policy on Allocation and Utilization of Space* ensures that space, a valuable University resource, is efficiently utilized to achieve the institution's strategic goals.

This procedure, as amended from time to time, has been established to ensure compliance with the above policy.

Questions regarding these procedures should be directed to the Manager of Space Allocation and Analysis at (401) 874-4282.

Procedure for Requesting Space

Please note, the process described below can take months or even years. Space request submittals should include sufficient lead time. Inadequate lead times may result in an inability to meet requested timelines.

1. Department/Unit/Program completes [REQUEST FOR ALLOCATION OF SPACE](#) form.
2. Request is reviewed by Dean, Assistant/Associate Vice President, or equivalent.
3. Supported requests are signed and submitted to the Office of Space Allocation and Analysis (OSAA) which reviews the request for completeness.
4. Properly completed requests are forwarded to the Provost or Vice President for consideration.
5. If the request impacts research space, the Provost or Vice President forwards the request to the Vice President for Research and Economic Development for consideration.
6. Approved requests are returned to OSAA, entered into a tracking database, and a space utilization study is scheduled with the requestor.
7. Efforts will be made to work with the adjacent departments regarding space planning to ensure that future plans and possible space needs of the adjacent departments are considered during the allocation process.
8. Proposed solutions are reviewed with the requestor.
9. If a solution cannot be found within the requestor's current space allocation, potential solutions are brought forward to the Space Allocation Committee (SAC) for discussion and possible recommendation for approval. SAC communicates as necessary with the Office of Research and Economic Development Strategic, Joint Classroom Steering Committee (JCSC), Planning & Budget Council (SBPC), and Master Plan Review Team (MPRT) as needed.
10. The Vice President for Administration and Finance reviews SAC's recommendation and presents, as may be needed, to the President on more critical or impactful matters.
11. Space allocation is approved or denied.
12. Requestor is notified of the outcome of the allocation process and the required steps to implement the allocation, if any.
13. If the space allocation is approved, OSAA updates the University's space database and floorplan library.

Exceptions

The Narragansett Bay Campus and Providence's Shepard building have separate procedures for requesting space specific to each campus.

Work Flow Diagram(s)

