

University Space Committee Guidelines

These University Space Committee Guidelines shall supplement [UCF Policy 3-126, Comprehensive Space Management](#), and establish standard processes for evaluating requests for allocation, reallocation, use, change in use, construction, remodeling and renovation of university space.

1. Roles and Responsibilities of University Space Committee, Provost, and Space Administration

a. *University Space Committee (USC)*

The USC provides a collaborative, transparent, and integrated forum to consider space needs within the context of the university's strategic priorities, mission, and the guiding principles of UCF Policy 3-126. The USC is responsible for considering the immediate and long-term space needs of the university, proposing solutions to address space needs, and evaluating space requests submitted to Space Administration.

The USC reviews all requests regarding space including new construction, remodeling, renovation, allocation, and reallocation of space. The USC consults with campus stakeholders as well Planning Design & Construction, Facilities Operations, Utilities & Engineering Services, Real Estate and Space Administration.

The USC will review all requests regarding space plans and allocating and reallocating space, including, but not limited to:

- Transferring space between units (including colleges, administrative departments, auxiliaries and direct support organizations).
- Changing the current use of space.
- Proposing renovations or remodels to space.
- Reallocating vacated space.
- Providing space for new programs or positions.
- Providing space in new facilities.

The USC is authorized to make final decisions on space requests involving fewer than 1,000 net assignable square feet and where all stakeholders, including both the unit to whom the space is current allocated and the unit requesting the space, agree with the request. Stakeholders. Space requests involving more than 1,000 net assignable square feet are forwarded by the USC, along with a recommendation, to the Provost for final review and decision.

The USC is chaired jointly by the Associate Provost (as a non-voting member) and the Assistant Vice President, Real Estate. Administrative support for USC activities is provided by Space Administration.

USC is not responsible for the scheduling of events or classes.

Specific space request procedures are outlined in Section 4 below and on the [Space Administration website](#).

The USC members are:

- Associate Provost, Academic Affairs (Co-Chair, non-voting except in circumstances needed to break a tie)
- Assistant Vice President, Real Estate (Co-Chair)
- Associate Vice President, Research and Scholarship
- University Architect, Planning, Design & Construction
- University Registrar
- Director, University of Central Florida Foundation Real Estate & Facilities
- Representative for the Academic Health Sciences Center appointed by the Vice President of Health Affairs. The representative is required to be involved in research activities within the Burnett School of Biomedical Sciences.
- Faculty member currently serving as a member of the Faculty Senate research council and appointed by the Chair of the Faculty Senate. Faculty member must have active research taking place.
- The Provost shall appoint two (2) deans to the USC that shall serve 12-month terms. The terms of the two individual deans shall be staggered and the preference is for no dean to serve more than two (2) 12-month terms within a 3-year period.
- Representative of the Student Government Association appointed by the SGA President (ex-officio/non-voting).

b. *Provost*

The Provost receives all space recommendations from the USC, and the Provost or designee makes the final decisions regarding all requests for space allocation and use including new space, space reassignment, space use, remodeling and renovation, except as otherwise set forth herein.

c. *Space Administration*

Space Administration, reporting to the Assistant Vice President, Real Estate, assesses space needs, provides evaluation, and recommends allocation of all University space to meet the immediate and long term needs of the university. The Director of Space Administration manages the university's space management processes, as detailed in [UCF Policy 3-126, Comprehensive Space Management](#). Space Administration oversees:

- Space needs assessment
- Space evaluation
- Space inventory
- Space audits/surveys
- Space use assessment
- Space assignment and allocation
- Space guidelines

Space Administration: a) coordinates space needs and requirements with Planning Design & Construction, Facilities Operations, Utilities & Engineering Services and Real Estate, as well as other academic and administrative units, as appropriate; b) prepares needs assessments

that translate academic or departmental initiatives into potential space or facility needs; c) provides periodic assessment of existing space use (assessment includes evaluating the quantity, quality, suitability for use, and location of space. Evaluation in conjunction with the Space Guidelines, recommended best practices and generally accepted metrics are used to assess the effective use of space to support institutional goals); and d) reviews and updates Policy 3-126.1, as necessary.

SPACE GUIDELINES

The Board of Governors (BOG) has established the following space categories, which are tracked through quinquennial on-site Educational Plant Surveys. For each State University System (SUS) institution, the BOG calculates the square footage need in each of the nine categories, based on the space needs generation formula that considers such factors as student enrollment and research programs. All university spaces are classified according to these categories:

- Classroom – A room or space used primarily for instruction and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- Teaching Laboratory – A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours, the activities fulfill course requirements, and/or there is a formal convener present.
- Study – A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.
- Research Laboratory – A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured created activity within a specific program or for sponsored research (whether sponsored with federal, state, private or institutional funds).
- Office – A space housing faculty, staff, or students working at one or more desks, tables, or workstations.
- Auditorium/Exhibit – A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff and the public.
- Instructional Media – A space used for the production or distribution of multimedia materials or signals.
- Gymnasium – A room or area used by students, staff, or the public for athletic or physical education activities.

- Campus Support Services – A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

Terminology and signage referencing room utilization should adhere to the [Facilities Inventory and Classification Manual \(FICM\)](#) space use codes.

1) Classrooms and Auditoria

To maximize availability, all general-purpose classrooms are scheduled by the Registrar's Office using a uniform procedure such as "block scheduling". Conference rooms or meeting rooms that have seating capacities of 10 or more, and are accessible from a main hallway, are scheduled as classrooms whenever possible. Large lecture halls with fixed seating are scheduled by the Registrar's Office.

In support of the university's energy management program, the Registrar's Office may restrict evening and weekend non-instructional events (e.g., meetings of clubs and organizations) to specific buildings.

2) Research Laboratories

Allocation

Research space is allocated based on programmatic needs and priorities of the unit, and on contractual obligations for the performance of specific research activities, as determined by the dean or director, in consultation with her/his faculty and staff.

Research space assignments are not permanent, and laboratory spaces may be reassigned, reallocated, moved, or shared as necessary. Research space will be allocated to optimize existing campus space utilization before pursuing new construction, renovations, or leasing space off campus.

Each unit will develop and publish metrics for the evaluation of research space allocations. The research space allocated to each unit, and the metrics supporting such allocation, will be reviewed periodically by the USC to determine whether the space is being used effectively and efficiently, or if there is a need for reassignment, reconfiguration or renovation.

NOTE: Research Proposal Transmittal Forms (PTF's) must contain a statement, certified by the appropriate Dean and/or Vice President, that the laboratory space required to conduct the proposed research is available and will be assigned or alternatively that a firm plan exists to secure and renovate, if necessary, the needed space if the proposal is funded.

New Employees

Offers made to new employees that include research space will require assignments of existing space in the hiring unit. If existing space is not available in the unit to accommodate the new employee, the unit will contact Space Administration to determine availability and optimal alternatives based on the current university space inventory before an offer is extended.

Emeritus/Emerita Faculty

Emeritus/emerita faculty may be provided research space at the discretion of the unit and with approval from the Vice President for Research, based on availability and whether the emeritus/emerita faculty

member remains actively engaged in research that aligns with the programmatic needs and priorities of the unit.

Laboratory Designation

Research laboratories are designed and equipped to meet specific levels of use (i.e., BSL-1 through BSL-3). Laboratories may not be modified to higher or lower levels without submitting a [Change of Room Function request](#) through Space Administration. Space Administration will coordinate a review and approval of the request by EHS and the Vice President for Research.

When laboratories are returned to the university's inventory or are re-purposed, they must first be decommissioned, as required by EHS and applicable laws and regulations (e.g., ANSI/AIHA). Costs associated with decommissioning will be borne by the unit.

Research space, equipment, and material are required to adhere to state and federal regulations and UCF EHS policies, procedures and processes. Additionally, they must be used in a manner consistent with both human subject and animal use regulations and requirements, as applicable. In some cases, additional approvals may be required by the [Institutional Biosafety Committee](#).

Research conducted in university facilities will support only university interests and relationships. University resources may not be used to support for-profit activity without prior approval as outlined in [UCF Policy 4-215](#).

Laboratory Equipment

Prior to the purchase of any research equipment or instrument, Facilities & Business Operations and Space Administration must conduct a review of the desired physical location in order to ensure that appropriate building infrastructure is available to support the equipment or instrument and that the equipment or instrument can reach the desired physical location via doorways, hallways, and elevators.

3) Offices

Office space will be a combination of "Me Space" (efficiently sized and functionally furnished workspaces to support focused work), plus a component of "We Space" (collaborative workspace to support interdepartmental and interdisciplinary collaboration and interaction).

All meeting rooms will be shared building-wide for greater efficiency, except for those designated for Deans, Chairs or Directors.

By standardizing workspace sizes, the facility will be flexible and capable of accommodating the needs of multiple disciplines. The concept will support the allocation based upon merit-based criteria, not status or title. Theoretically, no one will have to move because someone of higher rank was hired after them.

Varied configurations of furnishings will support diverse job functions, when selected from changeable "kit of parts".

Faculty and Exempt Staff

- Chairs and Directors – In keeping with a recognized academic tradition, and to improve recruitment and retention, the pinnacle leader(s) in each department will have a choice of two options:
 - Larger Office: A 125 square foot office, with a 25 square foot contribution to We Space.
 - Additional Space: A 90 square foot office with a 25 square foot contribution to We Space, plus access to a dedicated 6-seat conference room that is not shared building-wide. Those with fewer than 5 direct reports will share this conference room with other Chairs or Directors.
- All other dedicated offices (Me Space) will be like-sized. UCF standardizes offices for tenured and tenure-track faculty, lecturers, instructors, and other educators with a full teaching load; and all exempt staff (Administrative Professional).
 - These like-sized Me Spaces will be 90 square feet, plus a 25 square foot complement of shared collaborative workspace (We Space) located nearby.
 - There will be differences in the construction and furnishing of Me Space – configurations will include hard-walled offices and open office (tall, medium, or short systems cubes).
- Departments will be free to assign their allocation of Me Spaces, unrestricted by any mandate based on status or title.
 - Privacy will be the highest priority for faculty offices; therefore, it is likely that all full-time faculty will be in private offices.
 - UCF faculty and exempt staff may only have one office, regardless of position or titles (i.e., faculty member and chairperson). However, individuals whose work assignments require that they spend significant time in more than one building may use shared office space in the building(s) where their office is not located.

Nonexempt Employees, OPS¹, and Visitors

- Workspace types for full-time nonexempt employees will be like-sized, and may include a random mix of tall, medium or short systems cubicles.
- Workspace types for OPS will be like-sized cubicles and may include medium or short systems or benching.
- Hub Suites should be located within each facility, where cubicles may be made available to serve the fluctuating need for office space to house visiting and part time personnel.

COLLABORATIVE OFFICE SPACE MODEL	Me Space	We Space	Total
University Administration Office Space			
Vice President	225	25	250
Assoc VP / Asst VP	200	25	225
Other Administrators - <i>Sr Director, Director</i>	125	25	150

¹ Other Personal Services (OPS) employment is a temporary employer/employee relationship used solely for accomplishing short term or intermittent tasks.

A&P Staff	90	25	115
USPS Staff - <i>Open office</i>	60	25	85
Academic Administration Office Space			
Dean	200	25	225
Chair or Director	125	25	150
Other Administrators - <i>Assoc/Asst Chair, Assoc/Asst Director</i>	105	25	130
Academic Instructional Office Space			
Faculty Private Office (Collaborative Model) <i>Any faculty with a full teaching load</i>	90	25	115
Faculty Private Office (Traditional Model) ² <i>Prof, Assoc Prof, Asst Prof, or PI</i>	105	10	115
Faculty Hubs – <i>Open Office</i>	60	0	60
<i>Hubs provide assignable office space for temporary, remote, and part-time academics including but not limited to: Visiting Faculty, 2nd Offices³, Adjunct Faculty, Part-time Faculty, Emeritus Faculty</i>			
Non-Academic Office Space			
Director	125	25	150
Assoc/Asst Director, Sr Manager/Manager	105	25	130
AP Private Faculty Office (Collaborative Model)	90	25	115
AP Private Faculty Office (Traditional Model) ⁴	105	10	115
USPS - <i>Open office</i>	60	25	85
OPS & Part Time - <i>Open office</i>	45	0	45
Student Employees			
Post Doc / PhD - <i>Open office</i>	45	0	45
GTA / GRA touchdown	30	0	30
Interns, Assistants, Mentors	0	0	0
<i>For student employees carrying a teaching load, all new buildings should include <u>Office Hours Rooms</u> where they can meet with their students at specified times.</i>			
<i>Colleges, Departments and Administrative units may decide to provide touchdown space within Me Space for unpaid students, but no additional space will be allocated to support unpaid positions.</i>			
Conference and Meeting Rooms			Per
Executive Conference Room	Seat		30
Departmental Conference Room	Seat		25
Teaming Rooms, Office Hours Rooms, Huddle Rooms, etc.	Seat		20
Office Service			
<i>In the We Space/Me Space Model, office service space is included within the We Space allowance without adding extra space.</i>			

² After evaluation of the specific position needs, Deans or VPs may approve repurposing We Space for Faculty requiring larger offices to accommodate more guests, equipment, etc. (example: music faculty with pianos in their offices)

³ UCF faculty and staff may only have one office, regardless of position or titles (i.e., faculty member and chair). However, individuals whose work assignments require that they spend significant time in more than one building or on more than one campus may use shared office space (Hoteling or Multi-Person offices) in the building(s) where their office is not located.

⁴ After evaluation of the specific position needs, Deans or VPs may approve repurposing We Space for AP Staff requiring space for more guests or equipment (examples: Advisors, Counsellors, IT)

If separate Office Service Rooms are justified, the space required is deducted from the total allowance of We Space, and may include:

Reception Area – <i>for waiting guests (add to office space)</i>	Seat	20
Copy / Files / Supplies / Storage	Room	90
Kitchenette – <i>typically just an alcove along a corridor</i>	Space	50

4) Campus Support Services

Server Rooms

Server rooms are dedicated to computers and associated equipment and should be located in the UCF IT Shared Services Center whenever possible. Spaces assigned to telecommunications Main Distribution Frames (MDF's) or Intermediate Distribution Frames (IDF's) are under the exclusive control of UCF IT Telecommunications and may not be used as server rooms or for any other non-telecommunications purpose.

5) Vacating Space

Reallocation or relocation of space may result in the displacement of furniture, equipment or other infrastructure. The departing occupant(s) should work with their unit to dispose of any items not being adopted by the incoming occupant(s), in accordance with [UCF Regulation 7.302 Surplus Property](#) and EH&S decommissioning policies and procedures.

Improvements that have been made to space that affect building infrastructure or systems must remain in place. Neither the incoming occupant(s), nor the university, is obligated to compensate the vacating occupant(s) for investments made in the space during the time of occupancy, including furniture, fixtures and equipment. All incoming units must agree to take the vacated space "as is" prior to occupying it, unless the space has been deemed to be uninhabitable by the appropriate parties. Departing occupants are required to leave the space in clean condition, without damage (ordinary wear and tear excepted). Failure to do so shall result in charges to the vacating occupant(s) for required cleaning and/or repairs.