



EAST TENNESSEE STATE UNIVERSITY

Space Management

Policy Number: 200.1

Title: Space Usage and Modification

Introduction

The purpose of this policy is to provide guidelines for the use and modification of University facilities and space. For the purpose of this policy, modification means the implementation of any permanent physical changes to space owned or utilized by the University as well as any change of space assignment or a change of functional use of a space. This policy does not apply to requests to schedule events at University facilities because separate channels exist to request permission for such uses.

Scope

All University space (whether interior or exterior and whether owned or leased) shall be subject to this policy.

Guidelines

1. All University space is considered to be a physical asset with tangible value.
2. All University space is to be utilized efficiently and for the purpose for which it has been approved. Each department and division is responsible for effective and appropriate use of space assigned to them.
3. Space allocations and assignments will be approved and determined by the University Chief Operating Officer based on Space Management recommendations, documented needs and in compliance with University Strategic Plans, Master Plans, and THEC Space Allocation Guidelines to the greatest extent possible.
4. Modifications to University space must comply with all applicable local, state, and federal regulations.
5. The University Chief Operating Officer (COO) shall be the final arbiter of space use for all University facilities.
6. Internal reassignments of space within a College or Department do not need to go through the COO unless there will be a change in functional use of the space. Deans are responsible for reporting internal reassignments to the Space Management Coordinator so that the University Central Space Database can be updated when there is a change of College or Department assignment. When a College or Department acquires new space through construction or renovation, existing space will be relinquished for evaluation and assignment.
7. Changes of space assignments between two colleges or units must go through their respective Dean(s) and Vice President(s) for review and approval.

- be forwarded to the Chief Operating Officer for final review and approval.
8. Changes to the functional use of space must be approved by the Chief Operating Officer.
 9. All renovation work must be approved by the Chief Operating Officer or their designee. Renovation work includes construction, painting, carpet installation, security cameras (see Fiscal Policy FP-34), and signage. Furniture installations are considered a renovation when it will be permanently affixed, involves multiple offices, and/or public areas.
 10. Modification or assignment of space that will be required to support grant activities must be approved prior to grant submission. For more detail, see the Office of Research and Sponsored Programs Policy on Grant Proposals Requiring Space Allocation for Research, Service and Instructional Activities.

Procedures

1. When a modification of space use is desired, the unit that desires the change (hereafter called the Requestor) is to fill-out a Renovation/Space Utilization Request Form (See Appendix A) and obtain signatures from the Chair (when applicable), the Dean (or Director), and the Vice President that presides over the unit initiating the request. The form is then to be submitted to the Space Management Coordinator for review. The Renovation/Space Utilization Request Form can be found online at this address:
<https://www.etsu.edu/facilities/documents/policy-200.1-spacerequestform-appendixa-02-09-21.pdf>
2. Upon receipt of a Renovation/Space Utilization Request Form, the Space Management Coordinator will assign it a Request Number, will log the request into the Renovation/Space Utilization Request Log, and will perform an initial review of the form to verify that it is complete and is ready for further processing. The Space Management Coordinator will then notify the Requestor that the request has been received and that the form either can be processed as submitted or requires changes before further processing. An approximate assessment of processing time will also be provided to the Requestor.
3. Once a received form is determined to be complete and ready for processing, the Space Management Coordinator will circulate the request to major divisions of the University that may be impacted by the request (Facilities Management, ITS, Environmental Health & Safety, Disability Services, Public Safety, Key Shop) to obtain feedback on any issues that the specific division might have relative to the request. The Director of Design & Planning will prepare appropriate preliminary design documents and cost estimate for the scope of work to be completed.
4. Once responses have been received from all notified divisions, a final review of the request will be provided and a draft recommendation will be developed and reviewed with the Requestor. If the Requestor desires to proceed, the Associate Vice President of Facilities Management, Planning, and Construction will review the recommendation and, if acceptable, will forward it to the Chief Operating Officer for final approval.
5. After a decision has been reached by the Chief Operating Officer, the Space Management Coordinator will notify the Requestor of the decision in writing.
6. After the request has been approved, the Director of Design & Planning will determine appropriate arrangements for executing the work, and will then

- oversee the execution of the work.
7. After the request is executed and complete, the Space Management Coordinator will update the University Central Space Database to reflect any changes implemented by the request.

References

Renovation/Space Utilization Request Form:

<https://www.etsu.edu/facilities/documents/policy-200.1-spacerequestform-appendixa-02-09-21.pdf>

Fiscal Policy FP-34 Security Camera Policy:

https://www.etsu.edu/policies/documents/security_camera_policy_11_22-2019.pdf

Contact Persons

- Kim Edwards, Space Management Coordinator
(423) 439-7103 ph
edwards@mail.etsu.edu
- Richard Lutz, Director of Design & Planning
(423) 439-7751 ph
lutzr1@mail.etsu.edu

Forms

An example of a "Renovation/Space Utilization Form" is attached as Appendix A.

Approved by: _____
Laura Bailey, Associate Vice President, Facilities
Management

Date approved: _____

Audited: June 25th, 2015
July 21st, 2016
February 1st, 2021

Revised: June 25th, 2015
September 11th, 2015
July 25th, 2016
September 9th, 2019
February 3, 2021

Appendix A



Appendix A

Request#: _____
(To Be Filled in by Facilities)

Renovation/Space Utilization Request Form

Requestor: _____ Date: _____
Telephone: _____ Email: _____
Department: _____ Box No: _____
Building: _____ Room No: _____

Fiscal Year: _____

- Space Assignment Request
- Temporary Space Assignment Request
- Renovation Request

Project Description and Objectives: (briefly describe your request)

Justification of Need:

How Will Project Be Funded: (provide an index number, if available)

- Department Funding
 - Grant Funding
 - Other Funding Source
 - No New Costs
- Index#: _____
Grant Agency: _____
Identify Source: _____

Budget Available (if known) \$ _____

Approvals (Required for Temporary Space Assignments during COVID-19)

Chair Dean Vice President

Chair Dean Vice President

(If there is a space request that deals with more than one college, both Dean signatures are required.)

[Requestor to obtain above signatures and forward to spacerequest@etsu.edu or Box 70653]

Facilities Recommendations:

Chief Operating Office Action:

Other (if applicable):