

Moravian University Space Policy, all campuses – 2022 update

PURPOSE

All space associated with the buildings and land on campus belongs to the Institution as a whole and they are considered finite and valuable resources. Therefore, the current occupants of a space neither own the space nor have sole control over its use. Proper utilization of this space is critical to achieving our strategic plan and in responding to future needs. As a result, the assignment and reassignment of space is continually under review in relation to both short-term and long-term Institutional goals. This policy outlines the process to be followed in requesting and assigning space.

I. DEFINITIONS

- Applicant – The individual submitting a space assignment request [Space Request Form](#)
- Long-term Space Assignment Request – A request for the reallocation of space as a result of academic program or staffing changes requiring departmental approval. See Section IV of this document for additional information.
- Temporary Space Assignment Request – A request for altering the built environment (interior or exterior) at the Institution for a duration of one year or less. These projects include artwork, built structures, pavilions, tents, etc.

II. ROLES AND RESPONSIBILITIES

Applicant

The applicant is responsible for completing and submitting the Space Assignment Request on behalf of his/her department or program.

Facilities Management, Planning and Construction

This department maintains space information pertaining to the Institution's physical assets, works with faculty, staff and students to implement improvements to meet programmatic needs and assists the Space Committee in reviewing space requests. FMPC assists applicants in defining programmatic needs and the associated space requirements, providing information to support space requests and identifying alternative plans to address space needs.

Space Committee

A committee has been established to review requests for space assignments. The Space Committee meets on a regular basis. Typically meeting four times a year, more frequently if required.

Moravian University Space Planning Committee	
Members:	Yasmin Bugaighis, Director for Facilities Management, Planning & Construction
	Jon Conrad, Vice President for Human Resources
	Cynthia Kosso, Provost and Dean of the Faculty
	Mark Reed, Vice President for Finance and Administration, CFO
	Nicole Loyd , Executive Vice President for University Life & Dean of Students
	David Brandes, CIO
	Amber Donato, Associate Director FMPC, Project Management
	Regina Gower, Administration Services Manager, FMPC
	Others, on an as needed basis

III. REVIEW OF REQUESTS FOR SPACE

The following activities require review of a space request:

- The commitment of space as part of a contractual obligation (i.e., new hire, grant application) or a new programmatic initiative
- Additional Space
- Space Reassignments or Change of Function
- Creation or Reuse of Vacant Space
- Leased Space Off-Campus
- Temporary Space Assignment Request

NOTE: The process of assigning a new person to the same space as his/her predecessor is not an activity requiring the review of a space request.

IV. EVALUATION CRITERIA

Space requests will be reviewed in accordance with the following criteria:

1. Overriding Principles

- Space assignments shall be consistent with the goals and objectives of the Institution's Strategic and Campus Master Plans and any department/programme's strategic plan.
- Any space under evaluation must be efficiently suited to its intended purpose, including its ability to meet accessibility, safety, design, construction and maintenance standards.
- Space is allocated to departments and programmes of the Institution, not to individuals. No space assignment is permanent.
- Space assignments will strive to support the functional needs of all academic, administrative and student entities.
- To the greatest extent possible, programmatically connected activities will be located in close proximity to each other.
- Shared, open concept, collaborative and multi-purpose spaces are encouraged to support flexibility in use.
- The ability of existing spaces to accommodate a request shall be evaluated before a major renovation or construction project is considered.
- The utilization of existing space will be periodically reviewed to identify the need for reallocation or improvements.
- Space scheduling practices and other metrics may be used to assign spaces and help determine if a space is underutilized. Underutilized space may be reassigned.
- High priority will be given to academic and student spaces on central campus and administrative spaces located out of central campus.
- Departments/programs may not reserve vacant space in anticipation of future use or assignment without confirmation of commitment for the program and/or faculty.

2. Evaluation of Temporary Commitments of Space

- Requests shall be reviewed on an as needed basis. Submissions need to include the following information:
 - A brief written description explaining the submission
 - A site plan or sketch showing the proposed project location
 - Images or sketches to explain the proposed project's visual appearance
 - A plan for the eventual removal of the project as well as the date for removal

3. Evaluation of Permanent Commitments of Space

- All new program and new faculty commitments requiring a commitment of space need a completed space request form submitted for review prior to a space commitment being made. The following information will be needed in order for the space committee to complete the review:
 - The deadline for finalizing the commitment (start date)
 - The proposed activities and preferred location of the space
 - The specialized characteristics of the space needed to support the proposed activities (office, lab, etc)
 - The length of time the space will be needed (if permanent, please state so)
 - The timeline, cost and funding for preparing the preferred location for use (contact FMPC for assistance)
 - Any other relevant data or contractual requirements
- The review of space commitment requests will be fast-tracked to provide feedback prior to the identified deadline.

4. Evaluation of Requests for Instructional Space

- Classrooms and other teaching spaces are given priority over other uses of space. The reallocation of instructional spaces for other purposes such as offices is discouraged.

5. Evaluation of Requests for Office and Office Service Space

- Definitions of Office: A space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office, or open office with or without cubicles.
 - **Private office:** An enclosed work space for one person, suitable for activities which are confidential, demand a lot of concentration or include many small meetings.
 - **Shared office:** An enclosed work space for two or more people.
 - **Open office:** An open work space for more than three people with or without cubicles.
 - **Cubicle:** A semi-enclosed work space for one person within an open office
 - **Workstation:** A work space for one or more individuals typically without partition walls and within an open office.
- All faculty and staff will be provided with a suitable working environment (office) for the type of work they perform. Offices may be private, shared, open, or in cubicles as appropriate and available.
 - In general, individuals will only be assigned one office.

- Supervisors will be located in close proximity to their staff wherever possible.
- If a faculty member is out of the office on sabbatical, that faculty member's office will be utilized as the office for the faculty member brought in to cover for the faculty member out on sabbatical.
- Emeritus faculty may be asked to relinquish office space to accommodate higher priority needs.

6. Evaluation of Request for Research and Related Support Space

- Space is allocated to support research activities, not individuals.
- Upon approval of the Dean, shared office space may be provided, for an Emeritus faculty member actively engaged in research in keeping with the College's strategic plans, provided that space exists and can be utilized for that purpose.
- Desk space is to be provided for students working in laboratories, outside the research lab wherever possible or where safety needs dictate. Desk areas should be aggregated when practical to accommodate variations in usage by individual labs.

7. Evaluation of Request for Creation or Reuse of Vacant Space

- Space vacated due to the elimination or reduction in the size of a department, its programs or staff shall be returned to the Institution's inventory of vacant space.
- A feasibility study may be performed by FMPC in order to assist the Space Committee in determining the best possible uses of vacant space prior to assigning the space.
- The Institution may maintain a certain amount of vacant space to be used as "swing space" to provide quarters for departments or programmes temporarily displaced by construction projects.

8. Allocation of Residential Space

- For all student resident spaces, Student Life will work directly with FMPC in order to ensure that the dormitory room provided to a student shall be of sufficient size to accommodate a bed, desk, chair, dresser and a closet or wardrobe. Residential service and support spaces may also include kitchen, laundry and vending areas.

1. PROCESS FOR SUBMITTING A REQUEST FOR SPACE

- Planning for Space Needs

Applicants should contact FMPC to discuss a project requiring space at least one month prior to submission of a space request. FMPC staff and the applicant may meet to discuss the space needs and suggest possible options based upon available space. This discussion will include a review of FMPC's space information on current space utilization.

- Submission of Space Request

Submit the completed space request to FMPC using the contact information provided on the Space Request form. FMPC will distribute copies to the Space Committee members. Incomplete submissions will be returned to the applicant noting the missing information to be provided.

- Timeline for Space Committee Review

The committee may request additional information from the applicant and/ or FMPC in order to properly evaluate a request. The Space Committee will inform the applicant of the anticipated timeline for a committee decision and will communicate any questions, concerns or comments and the Committee's decision.

- Implementation of Approved Request

The schedule for implementing approved space requests depends upon the nature and complexity of the request. Once a space request has been approved, if renovation work is required, the applicant will need to work with FMPC to discuss the desired work and develop a full scope, schedule and budget.

STANDARDS FOR SPACE ALLOCATION (SF) IN NEW BUILDINGS

(in existing buildings, office configuration and size will be dictated by the constraints of the building).

For the definition of "office" see section IV.5 above

Type of Room Occupant	Space Type	Recommended NASF
Department Head, Chair and Center Director	Office	175 to 225 SF (15'-12' x 15')
Faculty and Staff	Office	*120 SF (10' x 12')
Full-Time Research Scientist	Office	*120 SF (10' x 12')

Part-Time Faculty and Staff	Shared Office	45-50 SF per person
Graduate Students	Office	45-50 SF with dean's approval
Instructional Laboratory (max 20-24 students)	Class Lab	30-40 SF per person
**Research Laboratory	Wet Damp Computational	240 SF per group member 220 SF per group member 120 SF per group member
Lab-Supported Student	Desk	45-50 NASF per student
Dormitory Room – Single Occupancy	Residential	136 sq. ft. total
Dormitory Room – Double Occupancy	Residential	137-200 sq. ft. total
Dormitory Room – Triple Occupancy	Residential	201-300 sq. ft. total
Dormitory Room – Quad Occupancy	Residential	301 sq. ft. or > total

*One workroom (120 SF) will be provided for every four to six offices for meeting areas

**Space is for bench space only. Equivalent core support spaces would be accounted for based on lab type, existing support space, and research type

Revision1:

14 June 2021 Definition of Office

Revision 2:

8 February 2022 Change “College” to “Institution”
Update Space committee membership list: added Amber Donato,
David Brandes, Regina Gower