



THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Space Policy

EFFECTIVE DATE: October 11, 2016

APPROVAL BODY: University Administration

POLICY PURPOSE

The purpose of this Policy is to describe the principles by which the University will apportion the available space so that the disparate needs of the members of the University community can be met and describe the role of the Space Management Committee.

LEGAL AUTHORITY

Not Applicable

APPLICABILITY

This Policy refers to all members of the University community who access and utilize physical space that is either owned or leased by the University.

RESPONSIBILITY

The Vice-President, Academic is responsible for the development, administration and review of this Policy and the constitution of the Committee.

KEY DEFINITIONS

For the purpose of this Policy, “space” is defined as any portion of the University’s buildings, rooms and grounds that may have a specific and discretionary use.



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POLICY ELEMENTS

Principles

The Space Management Committee is tasked with allocating the existing space of The University of Winnipeg. The Committee will also be available to consult with and advise the Associate Vice- President, Capital Planning and Strategic Initiatives on what the future space needs of the university community will be.

- Space that is either leased or owned by The University of Winnipeg belongs to the university as a whole.
- Space will be allocated to further the mandate of the University as outlined in the strategic directions.
- Space will be allocated for defined periods of times and for certain purposes.
- Investment in a space may confer preferential use by a unit for a period of time.

Allocation of Space

Space is a scarce resource and will be managed and allocated in a manner that best meets the strategic directions of the University, within the constraints of the University's financial plans.

Allocation of space will occur in a systematic, clear and accountable way, ensuring that University space is used effectively.

Requests for space should normally be made of one's supervisor and should come to the Committee through the Deans/Directors of units. In the case of Centres, Institutes and Colleges, requests will be routed through the appropriate Vice-President.

Space allocations will respect collective agreements and the priorities of the University. In some situations only shared space will be available.



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Analysis and Assessment of Space

The Committee will create templates for annual reporting, by Deans/Directors of units, of space needs and usage.

The Committee will periodically review the use of space at the University. Deans/Directors of individual units will be responsible for informing the committee of changes in their space use needs.

Renovating Existing Academic Space

Where Deans/Directors of units have the necessary budget for renovations, and the renovations do not alter the fundamental nature of a space within their allocated footprint, they should inform the Space Committee.

Where it is conceived that investment in a space will confer future preferential use, or where renovations alter the fundamental nature of a space, Deans/Directors of units should contact the Space Management Committee for approval, including terms, conditions and duration of such preferential use.

Renovations or alterations to space will be performed in compliance with relevant University Policies, including the Purchasing Policy.

Communication Plan

To ensure all relevant parties are informed of Space Management Committee decisions, the Committee shall communicate their decisions to the Deans/Directors of relevant units. Deans/Directors are responsible for communicating to their individual units.



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Committees of the Space Management Committees

The Space Management Committee may create advisory committees populated by Space Management Committee members and non-members as needed to support its activities.

ASSOCIATED PROCEDURES

- Space Procedures

RELATED POLICIES

- Accommodation Policy
- Capital Projects and Renovations Policy
- Colleges Policy
- Institutes and Centres Policy
- Purchasing Policy
- University Asset Naming Policy

RELEVANT DATES

Originally Issued: **February 1, 2005**

Revised: **October 11, 2016**

Effective: **October 11, 2016**

Scheduled Review: **Fall 2021**