



FACILITY UTILIZATION PLAN and PROCEDURES

OVERVIEW

The University of Northern Colorado must effectively allocate and utilize our facilities in order to meet campus wide priorities and ensure availability of appropriate space to enhance education, research and other university programs.

As outlined in University Regulations (3-7-115), facilities are considered a resource for the University; they are designated as state property and primarily intended to support continuing programs of instruction, research and diversified service to enrolled students.

This plan reaffirms the University Central Administration as the “owner” of all UNC facilities (including buildings, adjacent grounds and parking lots). Facilities are not “owned” by individual departments, units, or colleges.

Space commitments are to be based on continued program justification and need to respond to campus wide program priorities, best use, obligations related to funding and the campus mission. Facility usage and space planning assumes a flexible allocation of space with the capability to increase or decrease resources as needs change.

Inventory and management of campus facilities is a requirement of C.R.S. 23-1-106 (3) through the Colorado Commission on Higher Education. Campus inventory and utilization information is a critical element of future capital construction requests.

Facilities Management is the administrative unit responsible for on-going planning and management of all campus space and capital assets.

Short term use and scheduling of all University facilities shall be in accordance with the UNC Facility Scheduling Regulations, Title 3, University Regulations.

This plan applies to all academic, administrative and auxiliary units.

This document includes details on the following:

- [Committee on Space Utilization](#)
- [General Space](#)
- [Instructional Space](#)
- [Faculty and Staff Office Space](#)
- [Laboratory and Research Space](#)
- [Sports Facilities](#)
- [Space Request Form](#)

COMMITTEE ON SPACE UTILIZATION

To assist the Senior Vice President for Finance and Administration and the Senior Vice President for Academic Affairs with space management decisions, the Committee on Space Utilization (COSU) will review and make recommendations regarding requests that involve significant alterations, major re-assignments or functional changes in space on campus.

Committee duties:

- Review major requests for assignment and re-assignment of physical space in all campus facilities.
- Periodically review overall facility utilization, transfers between assigned units, major changes in space usage, modifications that involve major capital outlay and space vacated due to opening of new facilities to ascertain changes, program needs and efficiency of current utilization.
- Identify opportunities to increase utilization of current space.
- Review requests for space as part of cooperative agreements with the City of Greeley and other entities.
- Develop specific procedures regarding scheduling, assignment and utilization of instructional space

SPACE REQUEST PROCESS

All requests for re-assignment or renovation of space are to be submitted to Facilities Management. Requests are to be submitted by the Director responsible for the program. Requests should include a justification for the additional space, description of any special needs, and the number of personnel requiring accommodations and identification of funding for any capital improvements that may be necessary to accommodate the request. (Refer to the attached form.) Facilities Management will evaluate all requests including an audit of currently assigned space to verify that space cannot be identified within the existing assignment. Requests for major space reallocations will be presented to the Committee on Space Utilization for review. Final recommendations will be submitted to the Sr. Vice Presidents for approval.

Specific criteria to be considered will include:

- safety and health requirements
- core space needs for programs
- functionality/utility/efficiency of space
- adjacency or unity of programs
- accessibility of space
- funding availability
- cost/benefit
- faculty recruitment/retention
- urgency of need

CAMPUS SPACE / FACILITY INVENTORY

The space inventory is the official record of space assignments for the University. The inventory is maintained and updated annually by Facilities Management. All units are required to provide the relevant information regarding space occupancy and utilization.

GENERAL SPACE

In the planning and management of campus facilities, all indoor and outdoor spaces are considered allocatable resources. The Sr. Vice Presidents will make major allocations of space to Deans and Unit Directors for assignment to units under their jurisdiction.

- Minor allocation/reallocation of space is managed by the Deans and Unit Directors with emphasis on ensuring maximum utilization. All space allocation and reallocation is to be reported to Facilities Management.
- Classrooms, laboratories, conference/seminar rooms or other facilities dedicated to instruction may not be converted to non-instructional use without approval by the Sr. Vice Presidents.
- Campus facilities are to be viewed as a scarce resource to be used as effectively as possible to support the goals and mission of the University.
- The use of all existing facilities will be evaluated before new space is constructed, acquired or leased.
- Grant and contract proposals that require additional space, remodeling or relocation must be approved by the Sr. Vice Presidents prior to submission.
- Facilities are allocated to units for a specific purpose. When that purpose is no longer required the space is identified for future reassignment.
- The allocation of campus facilities shall be flexible in order to allow shared/multi-use of space and must accommodate changes in building users and technology.
- Whenever possible, clustering programs with common research or teaching interests should be considered.
- The original purpose and funding of facilities and any formal process resulting in a change to the original purpose should be considered.
- Employees are not to be assigned more than one office on campus unless approved by the Sr. Vice Presidents.
- Office and/or laboratory space may be made available for Faculty Emeriti after review by the Committee on Space Utilization and with approval by the Sr. Vice Presidents. Space is subject to recall if only minimal or sporadic use is made of such facilities.
- General support space (copy rooms, lounge, etc.) will be assigned based on need and space availability.
- On campus storage space is limited and should be utilized only for equipment and other materials that require frequent access. Off campus rental storage should be utilized for long term storage needs. Prior to using off campus storage, carefully consider the security of the records and items to be stored as related to FERPA and other regulations. <http://www.unco.edu/regrec/FERPA/>
- Except for student government, formal space allocations are not to be made to student organizations. The Sr. Vice Presidents may authorize incidental use of facilities for student organizations if that use of space contributes to the goals of the University.

INSTRUCTIONAL SPACE

In the interest of achieving maximum efficiency in the use of space, the following practices and procedures apply to the assignment and use of classrooms and other instructional spaces.

1. All instructional space in the academic buildings is coordinated through Academic Scheduling for assignment of regularly scheduled classes and is available for meetings and study purposes only on a temporary basis and only after being properly coordinated through Academic Scheduling.
2. For changes to any instructional space, the appropriate academic division administrator must submit a [Space Request Form](#) to the Assistant Vice President for Facilities Management to begin the review process.
3. All programs will adhere to the University room scheduling algorithm (S25) unless pre-assignment exceptions are approved by the appropriate Dean and coordinated through Academic Scheduling. Pre-assignment considerations taken into account when making **INITIAL** classroom assignments are as follows:
 - A. Classrooms will be pre-assigned first to accommodate the needs of faculty or students with documented physical disabilities (Faculty: Human Resources, <http://www.unco.edu/hr/>; Students: Disability Support Services, <http://www.unco.edu/dss/>)
 - B. Courses with unique facility needs due to pedagogical reasons will be pre-assigned into spaces configured to support those needs (e.g. science labs, pool, gyms).
4. Scheduling practices include:
 - A. Course cap should match historical or predicted course section enrollment.
 - B. In the first run of the S25 room assignments, academic programs meeting the UNC Step Date Calendar deadlines are given first priority.
 - C. Courses will be assigned to available space considering room size, technology needs, proximity to faculty member's program area, and priority space identified by each program area.
 - D. Highly specialized instructional rooms, which are suitable for use by other courses, may be made available as instructional space when not in use by the designated college or program area.
 - E. To ensure the greatest likelihood of being able to meet student needs to take specific courses, it is important to assure that course offerings are spread throughout the entire teaching day (7:00 a.m. through 10:00 p.m.) and shall adhere to primetime procedures.
http://www.unco.edu/spaceutilization/pdf/Prime_Time_Procedures.pdf

- F. Fall and Spring courses must follow the university's standard scheduling blocks.
http://www.unco.edu/spaceutilization/pdf/class_scheduling_blocks.pdf
5. Considerations taken into account when making changes **AFTER** initial classroom assignments have been made are as follows:
- A. Upon request from the Office of Disability Support Services, courses may be moved to another location to accommodate students with disabilities.
 - B. The program area making a classroom change is responsible for informing all students involved of the change.
 - C. Courses where enrollment is under classroom capacity may be relocated to a classroom with a more appropriate capacity.
 - D. Course cap should match classroom capacity as closely as possible.
 - E. Additional sections will be assigned only to available classrooms.
 - F. Courses moved to new time or day will be assigned only to available classrooms.
 - G. Required student and faculty recitals, as noted in the Undergraduate and Graduate Catalogs, may be scheduled in Milne Auditorium on Tuesdays and Thursdays after 4:00 p.m. after the R-25 run is completed for that specific semester. This time block will be reserved for recital scheduling up until the second week of the specific semester, at which time any open slots on Tuesdays and Thursdays after 4:00 p.m. will be available to be scheduled by other UNC entities.
 - H. Additional time requests for meetings, review sessions, group exams, or special discussions will be assigned only to available classrooms and only after the first full week of each semester/term.
 - I. Course sections not meeting at standard scheduling times causing conflicts with other sections may be requested to change course time to resolve the conflict.

<p>Note: Faculty releases that would result in enrollment that exceeds fire code capacity are not permitted.</p>

FACULTY AND STAFF OFFICE SPACE

The University recognizes the need for suitable office space for faculty and staff members. The following general procedures apply:

1. To the extent space is available, all full time faculty members and other faculty or staff whose duties create a need for privacy will be assigned private offices.
2. Multiple offices for faculty or staff are to be provided only when their duties clearly require office space in multiple locations. Requests for multiple offices are to be reviewed by the Committee on Space Utilization and approved by the Sr. Vice Presidents.
3. Office size shall be in accordance with space standards and guidelines as determined by the Colorado Department of Higher Education.
4. Office space and/or laboratory space may be made available for Faculty Emeriti after review by the Committee on Space Utilization and with approval by the Sr. Vice Presidents. Space is subject to recall if only minimal or sporadic use is made of such facilities

LABORATORY AND RESEARCH SPACE

1. Each faculty member engaged in research should have access to appropriate space for conducting his/her research.
2. Faculty, in collaboration with their Chair/Director and Dean, applying for grants that require laboratory and/or research space should consult Facilities Management prior to grant submission.
3. Research space for faculty should be assigned as close to the faculty members office as possible.
4. Research space for graduate students should be in close proximity to the research space of the supervising faculty member if possible.
5. Research and/or laboratory space may be provided for Faculty Emeriti provided that special research is being conducted and that the space needs of full time faculty have been met.
6. Individual study laboratories such as student art studios, music practice rooms and science laboratories will be scheduled or assigned by the appropriate college and reviewed by the Committee on Space Utilization.

SPORTS FACILITIES

The sports facilities at UNC were constructed and are maintained primarily for academic instruction, intercollegiate athletics and recreational sports. These facilities may be utilized by unaffiliated groups as time and space permit.

1. Academic classes, intercollegiate athletics, recreational sports and University sanctioned activities have priority over other programs in the use of sports facilities.
2. Use and scheduling of all sports facilities shall be in accordance with the UNC Facility Scheduling Regulations, Title 3, University Regulations.
3. Guidelines for use of sports and recreation facilities:
 - A. Possession and/or consumption of alcoholic beverages is prohibited unless approved in advance by the UNC Police Department.
 - B. Sports facilities may only be used during scheduled hours and only with adequate on-site supervision by a responsible party.
 - C. No private transportation equipment of any kind is permitted on sports fields.
 - D. No holes, ditches or pits may be dug without approval from Facilities Management.
 - E. Street shoes, bikes, rollerblades and skateboards are not permitted on any outdoor tennis court.
 - F. Gum, sunflower seeds, smoking and open flames are prohibited on the west campus synthetic fields.
 - G. Dogs and other animals are not permitted in any sports facility.
 - H. Field lighting systems are to be scheduled through the Event Scheduling office.
 - I. Tobacco use is permitted only in designated areas.

Facility Utilization Plan & Procedures

Approved on 4-22-10 by Senior Vice President for Finance and Administration (Michelle Quinn) and Provost/Senior Vice President for Academic Affairs (Abe Harraf)

Revised 10-26-10; 3-24-11



SPACE REQUEST FORM

After initial approval by Dean or non-academic Unit Director, submit form to the Assistant Vice President for Facilities Management, to request allocations of new space. Form is not required for simple space reassignments within College / Unit space allocation. (Provide notification to Facilities Management for space reassignments.)

Submitted By: _____

Date: _____

Unit: _____

Phone: _____

DESCRIPTION OF SPACE NEED

Space will be used for: ☐ Instruction ☐ Research ☐ Admin. ☐ Storage ☐ Support
☐ Other: _____

Space to be used by: ☐ Faculty ☐ Staff ☐ GA/TA ☐ Students ☐ Other _____

Describe how the space will be used as well as why the additional space is needed:

Have you identified a proposed location? ☐ Yes ☐ No

If yes, please provide building / room # or attach diagram / floor plan:

Date Needed: ☐ Permanent ☐ Temporary

Funding source for modifications:

Identify vacated space (if any):

Discuss impact to existing occupants and other units:

Will remodeling or improvements be required to accommodate the proposed use? ☐ Yes ☐ No

If yes, describe physical requirements and special characteristics of requested space: (Planned use, # of occupants, assignable square footage, electrical, HVAC, security & telecommunications requirements, etc.)

Describe any special requirements for the space including the need for proximity to other facilities:

INITIAL APPROVAL:

Dean / Unit Director: _____ Date: _____

Planning & Construction Review / Evaluation of Alternatives:
Comments:

Estimate: \$ _____ By: _____ Date: _____

Committee on Space Utilization Recommendation: _____ Date: _____

_____ Approve _____ Deny

Comments:

FINAL APPROVALS

Sr. Vice President / CFO: _____ Date: _____

Sr. Vice President / Provost: _____ Date: _____

Date