



Real Estate and
Space Administration

Guide to the **Space Management Policy**



STUDENT CENTER

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INTRODUCTION

The [Comprehensive Space Management policy](#) was adopted in June 2023 and requires all space requests to be submitted to Space Administration. Following Space Administration's assessment and evaluation, the University Space Committee will review and provide a recommendation.

The focus is on the following types of requests:

- Requests for more space
- Changes in space use
- Reallocation of space
- Construction, remodel or renovation of current space

Purpose

This policy ensures that space allocations are made in alignment with the university's priorities, the UCF Strategic Plan, and the individual strategic plans of each unit. It also creates a more consistent process and equitable approach to how space decisions are managed and applied.



WHO IS INVOLVED?

01

Space Administration

Space Administration assesses and evaluates all space requests, and provides analysis, evaluation, and recommendations to the University Space Committee.

02

University Space Committee (USC)

Reviews the space recommendations from Space Administration and makes decisions on requests that involve less than 1,000 square feet of space. Requests concerning more than 1,000 square feet are submitted to the provost for review with a recommendation from the USC. The nine-member committee meets monthly and uses targets and metrics for guidance in making space decisions to ensure fair and objective results. The USC includes:

- Associate Provost, Academic Affairs
 - co-chair, non-voting except for tie break
- Assistant Vice President, Real Estate and Space Administration
 - co-chair
- Associate Vice President for Research and Scholarship
- University Architect, Planning, Design and Construction
- University Registrar
- Director, UCF Foundation Real Estate and 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 serves on Faculty Senate Research Council
 - Must have active research taking place
 - Appointed by chair of the Faculty Senate
- Two deans
 - Appointed by provost for 12-month terms
- Representative of the Student Government Association (SGA)
 - Appointed by the SGA President, ex-officio/non-voting

03

The Provost

The provost makes decisions on space requests concerning more than 1,000 square feet.

THE APPROVAL PROCESS

01 Unit or department submits a space request form via Service Now.

02 The department chair, dean or vice president reviews the submission.

03 If approved, the request is forwarded to Space Administration for review.

04 Space Administration analyzes the request and submits a recommendation to the USC.

05 The USC reviews the recommendation and evaluates it against university priorities.

06 The USC issues its decision on requests up to 1,000 square feet or forwards a recommendation to the provost.

Requires Review and Approval

- Changing a lab to a classroom
- Tearing down walls to turn two offices into one
- Turning a conference room into multiple offices
- Adding an additional workstation or desk inside a current office to create a shared office
- Turning an open workspace area into closed, private offices

Does NOT Require Review and Approval

- Trading offices or workstations with someone in your department or division
- Moving units in your department to a different part of the building within space already assigned to your department
- Reconfiguring workstations or cubicles within an already open work space area

SPACE REQUEST FORMS

The space request forms can be found on the [Space Administration website](#).

Request for Space: For planned additions to a unit's programs or personnel. Approval from upper management (chair, unit head, dean or vice president) is required.

Change of Room Function: To track any planned modifications to a space that a unit occupies, where a Minor Project Request form was not submitted. For instance, if a conference room was converted to an office or a larger office was converted to a break room. Approval from upper management (chair, unit head, dean or vice president) is required.

Transfer of Space: When a unit no longer requires the use of a room that has been assigned to them. Approval from upper management (chair, unit head, dean or vice president) is required.

Add a Missing Room Number: Allows departments to report rooms that are not present in university's space management application or other key applications.

Request a Location: Tracks new educational site(s) where UCF faculty provides instruction or conduct research with students and staff. This form must be submitted prior to the commencement of each semester.



FAQS

Q: I'm trading offices with someone else in my building. Do I need to submit a space request form?

A: No, as long as you and the individual you are trading workspaces with are within the same division or department. Space Administration and the USC are not involved in workspace assignments within colleges and administrative units. For example, the policy does not require Space Administration or the USC review for a one-to-one replacement of positions involving the same office or workstation.

Q: Where can I find the space request forms?

A: On the [Space Administration website](#).

Q: What supplemental information do I need to provide along with my space request form?

A: The forms for each type of space request explain the data needed or requested. The more information you can provide regarding specific parameters of the space to support your desired use, the better, i.e. infrastructure needs regarding power, cooling, etc.

Q: Is the policy applicable to Direct Support Organizations?

A: Yes.

Q: How long does this process take?

A: Space Administration will normally respond within 48 hours, Monday through Friday. The USC meets monthly.

Q: Will Space Administration be in continuous contact with me throughout the process?

A: Yes.

Q: What happens if my space request is rejected?

A: Space Administration will work with the unit to find an alternative solution to meet the space need, which may include leasing options. The revised/updated request will be presented to the USC at a subsequent meeting.

Q: Why did the space management policy change?

A: The driving factor behind the updated policy was to create a more consistent process and an equitable approach in how space decisions are managed and applied. This new process also ensures that space allocations are made in alignment with the university's priorities and Strategic Plan.

Q: Who can I contact if I have questions?

A: Please email Space Administration at spaceadmin@ucf.edu.