

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 9	Facilities	Effective:	June 2000
Section 9.1	University Facilities	Revised:	October 2010
<b>Policy 9.1.1</b>	<b>Space Management</b>	Responsibility:	Senior Executive Vice President/COO

## **SPACE MANAGEMENT**

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### **Overview**

All University facilities are under the purview of the Office of the President. Once a facility or space is loaned/assigned to an Executive Committee member, it will be used for its designated purpose.

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### **Policy**

Space requirements and assignments of all University facilities are the responsibility of the President's Office. The President has delegated authority for the management of space to the Senior Executive Vice President/COO.

In coordination with the Executive Council on Space Management (Council), the Council will provide advice to the President's Office regarding current and future facility requirements, space utilization and renovation, lease of facilities, purchase of facilities, fire/life/safety issues, and other matters related to institutional space. See the *Handbook of Operating Procedures* (HOP), [Section 1.6.16](#), "Executive Council on Space Management", for information on the Council.

The following constitutes some of the University's basic management principles and procedures to ensure appropriate and timely oversight of the Health Science Center facilities.

1. Research space utilization will be monitored in accordance with the "Research Space Allocation Policy", see [Section 7.8.1](#) of the HOP.
2. The Health Science Center Building Code listing (which consists of building numbers, abbreviations, and locations of Health Science Center-owned buildings, leased buildings, other buildings not owned by the Health Science Center, but where Health Science Center employees and property are located) is maintained and published by the Office of Senior Executive Vice President/COO.
3. Day-to-day operation of the functional areas related to facilities and space assignment is the responsibility of the respective Executive Committee members.

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4. Any institutional requests for changes in current space allocation or the need for new space will be submitted to the Senior Executive Vice President/COO with necessary supporting data for review by the Council and recommendation to the President's Office.
  5. Requests for additional space should be submitted by the respective Executive Committee member to the Senior Executive Vice President/COO for consideration. A complete request shall include the appropriate Health Science Center [Space Request Form](#) and the Health Science Center [Space Planning Form](#).
  6. Urgent requests involving space issues can be addressed by a subcommittee of the Council consisting of the Senior Executive Vice President/COO, Vice President for Research, Vice President for Academic Administration, Executive Vice President for Facility Planning and Operations, and Vice President and Chief Financial Officer.
  7. Requests to lease space off campus must be requested through the Senior Executive Vice President/COO and reviewed by the Council. If a lease is entered into without following this process and without receiving the Executive Council on Space Management's approval, the individual that has entered into the lease will be personally responsible for payment and all associated costs of said lease.
  8. The plan to reassign space from one Executive Committee member to another will be requested through the Senior Executive Vice President/COO, and reviewed by the Council. If the council approves the reassignment, no decision is final until the group being displaced is provided an adequate plan for the relocation. Costs for all moves shall be the responsibility of the initiating Executive Committee member unless the move is initiated by the institution; in that case, the cost shall be paid by the institution. In some cases, the institution may choose to share the cost of the move as a strategic partner with an Executive Committee member.

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9. When a space Project (lease/renovation/purchase) reaches the threshold of \$350,000 as outlined in the HOP, [Section 9.2.3](#), “Planning, Design and Estimating”; the Council will review the justifications to ensure the appropriateness of the project. Once the project has been endorsed by the Council, the Senior Executive Vice President/COO reviews the projected project budget to ensure the costs and budget are appropriately aligned and planned, and the Executive Vice President for Facility Planning and Operations ensures that projects are appropriately prioritized with accurate cost estimates, planned and executed or outsourced for timely completion in a quality manner.
10. The costs for all moves to the Executive Committee member, or the Health Science Center, initiating a space request change is for funding functional space similar in layout, based on institutional standards (see Facility Management’s Web site on standards for office sizes and design selections at <http://www.uthscsa.edu/facilities/renovations.html>, and <http://www.uthscsa.edu/facilities/office%20color%20selections.html>), to the displaced group’s current space. Any upgrades of the new space shall be the displaced group’s responsibility.

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**Definitions**

**LOANED/ASSIGNED FACILITY:** An office, conference room, laboratory, or other area loaned/assigned by the President to Deans, departmental Chairs, or Directors for the pursuit of their special teaching, research, or administrative mission in the University.

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**Leasing Space**

If a lease is entered into without following the specific process and receiving stated proper approval of the Council, the individual that has entered into the lease will be held personally responsible for payment and all associated costs of said lease.

Once the Council has approved the leasing of space off-campus, the Director for Facility Space Planning and Real Estate Contracts (Director) will contact the appropriate party to determine the specifics on the space needs. The [Lease of Building Space Informational Questionnaire](#) must be completed and submitted to the Director. The

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Director will work with the Purchasing Office to ensure all state purchasing guidelines have been followed; direct the negotiations of all lease agreements; coordinate with legal council and business affairs to ensure lease agreements are structured to meet the interest and needs of the Health Science Center; and, facilitate and document the Health Science Center Review for all leases to ensure final lease documents represent the Health Science Center needs and requirements prior to routing leases for authorization/approval.

The Director shall conduct annual reviews of leases to ascertain opportunities to renegotiate lease contracts. Also, the Director will prepare periodic reports detailing all lease agreements, and perform reviews of lease agreements to identify changes to rates, exercise of options and terminations.

**Strategic and  
Financial Planning**

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The Director shall collaborate with each School during the annual strategies and financial planning process to evaluate and clarify/anticipate future School space needs and provide possible solutions.

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