

Management of Space in the University Policy

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Description	This policy sets out the guidelines for the effective allocation and management of space in the University. Space in the University is defined by type and function. The policy indicates the way that space will be assigned and managed and stipulates the role and responsibilities of those to whom space is assigned. The policy also sets out the way in which space may be reassigned.

Related documents

[Construction Work Policy](#)

[\[Overall Space Allocation\]](#) [\[Space Categories\]](#) [\[Space Utilisation\]](#) [\[Maintenance and Refurbishment\]](#) [\[Changes to the Purpose or Use of Space\]](#) [\[Reassignment of Space\]](#) [\[Sharing of Space\]](#) [\[Furniture and Equipment\]](#) [\[Cleaning and Tidiness\]](#) [\[Appendix A\]](#) [\[Appendix B\]](#)

1. OVERALL SPACE ALLOCATION

Space is a resource which needs to be managed to ensure that an optimum level of space is provided, it is used efficiently, it is well maintained and is fit for purpose.

All space in the University is University-owned. Individual elements such as Schools, Research Centres or Offices do not “own” the space which they occupy. Elements are allocated space in which to operate and the allocations will change over time as the needs of the University change.

The Vice Chancellor is responsible for the overall allocation of space to academic Groups and administrative Divisions within the University.

Heads of Campus have a broad role in liaising with Group Pro Vice Chancellors to achieve optimal use of academic space across the University's campuses.

Space is allocated on the basis of assessed needs using the University's Space Model in combination with data on space utilisation, local and central knowledge about research growth or contraction, and about specific projects or external funding submissions. The Director, Campus Life is responsible for maintaining the University Space Model and data on space utilisation.

Space needs are kept under review by the Director, Campus Life on an ongoing basis. An overview of space needs is undertaken for each phase of the Capital Management Plan. The Vice President (Corporate Services) is responsible for drafting each phase of the Capital Management Plan in consultation with individual members of Executive Group and the Director, Campus Life.

2. SPACE CATEGORIES

The primary categories of space and responsibility for management of that space are as follows:

2.1 Common Teaching space

Common Teaching Space is defined as those rooms or group of rooms which are used for lectures and tutorials, computer assisted training or learning as part of the normal teaching program of the University and which are only available to elements of the University through the central room booking system managed by the Exams and Timetabling Section of Academic Administration. Common Teaching Space includes Learning Centres and Common Use Computing facilities. Rooms or facilities that are not generally available to all elements of the University for this purpose are not considered as Common Teaching Space.

Campus Life has strategic responsibility for Common Teaching spaces.

Exams and Timetabling has responsibility for the timetabling of all Common Teaching Space in the University.

2.2 Specialist Teaching Space

Teaching requirements in some disciplines may require the use of 'specialist teaching spaces' or laboratories as distinct from 'common teaching areas'. (Coursework postgraduate areas are included in this category of specialist teaching spaces).

Specialist Teaching Space will be identified for inclusion in new buildings and allocated to the respective Group. Where a Group requests an area be re-designated to Specialist Teaching space in an existing building, approval must be obtained from the Vice Chancellor.

Group Pro Vice Chancellors are responsible for specialist teaching space allocated to their Group.

2.3 Research Space – for staff and HDR Students

Space for research activities will be allocated to the Group Pro Vice Chancellors who may delegate responsibility for management of this space to a Dean.

2.4 HDR Space – Non-Laboratory

HDR non-laboratory space is allocated to the Group Pro Vice Chancellors for management across their Group. The Groups are responsible for the optimal usage of the space as well as for the equipment and resource needs of the space (including provision of any furniture additional to the original allocation).

The Dean, Griffith Graduate Research School is responsible for developing and promulgating guidelines or standards on provision of space for HDR students.

2.5 Office Space for Academic and General Staff

Space for academic and general staff offices will be allocated generally at the Group or Division level.

Group and Division Deputy/Pro Vice Chancellors are responsible for Office space allocated to their Group/Division.

2.6 Libraries

The Pro Vice Chancellor (Information Services) is responsible for managing space which is allocated for Library purposes.

2.7 Tenanted Areas

University space may only be leased to an external person or organisation with prior approval of the Vice President (Corporate Services). Where an element proposes to lease space to an external person/organisation the latter must submit a risk assessment of the work intended to be conducted in the leased space. The risk assessment must be approved by the Group/Division and Campus Life prior to a decision being made on whether to grant a lease of the space.

Deputy Vice Chancellors, Group and Division Pro Vice Chancellors are responsible for Tenanted space allocated to their Group/Division.

Campus Life may conduct regular inspections of tenanted areas, in accordance with the provisions of the lease/License with a view to ensuring that the tenant's operations and activities are appropriately managed and will not adversely impact on others.

Revenue from Leases/licences to occupy tenanted areas is assigned to the central Capital Fund of the University.

3. SPACE UTILITISATION

3.1 Responsibility

The effective and efficient use of allocated space is the responsibility of all Deputy Vice Chancellors, Group and Division Pro Vice Chancellors.

The Vice President (Corporate Services) is responsible for ensuring optimal use of:

- Common teaching space
- Tenanted areas (other than those under the control of Academic Groups).

The Pro Vice Chancellor (Information Services) is responsible for ensuring optimal use of:

- Library space
- Common computer rooms and learning centres.

Group Pro Vice Chancellors are responsible for ensuring optimal use of the following categories of space:

- Specialist teaching
- Research including Higher Degree Research
- Office
- Tenanted areas under their control.

3.2 Utilisation

3.2.1 Monitoring Space Use – Campus Life monitors the utilisation of common and specialised teaching spaces, learning centres, Higher Degree Research Space (HDR) and library spaces. Utilisation information and reports are provided online.

This analysis enables the University to compare utilisation rates by space type across campuses, against the Australian University sector standards and assists in recommending the need for and mix of space types and room sizes for future buildings.

3.2.2 Library Space – Information Services also collects data on loans, seats, computer usage, collections and specific spaces. This data assists in determining future space needs.

3.2.3 Common computer rooms and Learning Centres – Information Services also collect data on usage for each computer in the computer room and learning centre.

3.2.4 Specialist Teaching Space – The Group Pro Vice Chancellor is responsible for ensuring that specialist teaching space is optimised to the benefit of the University as a whole.

3.2.5 Research Space - Each Group is responsible for ensuring that Research space is utilised efficiently and will provide the Senior Deputy Vice Chancellor with appropriate indicators to demonstrate this as requested. This data will also be provided to the Director, Campus Life to assist in providing information on future research space needs.

The allocation of space within research laboratories may be on a time-limited basis - that is, research activities may be allocated use of the space for a predetermined period which is the expected life of the project or research grant with automatic expiry of the occupancy at the end of the period unless the project receives continuing

finance. The relevant Group Pro Vice Chancellor will determine whether a time-limited allocation should be used either generally or in specific instances. Any extension of a time-limited period will only be for a further fixed period expressly approved by the Group Pro Vice Chancellor.

- 3.2.6 Office Space** - Each Group and Division is responsible for ensuring that Office space is utilised efficiently.
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4. MAINTENANCE AND REFURBISHMENT

The distinction between Maintenance and Refurbishment is an important one, not least because of the question of who bears the cost. Maintenance is funded centrally from University Overheads and is the responsibility of the Director, Campus Life. Refurbishment is funded either by Groups/Divisions or by explicit inclusion of the particular refurbishment project in the Capital Management Plan

4.1 Definitions:

- 4.1.1 Maintenance** is defined as all actions necessary for retaining an item or asset in, or restoring it to a condition, which achieves its originally specified service potential. This is taken from the Glossary of Building Terms.

4.1.2 Refurbishment

Partial – The upgrading of a building’s fabric and services with the aim of enhancing its attractiveness to users. This may include some remodeling incorporating partition walls.

Full – Extensive work intended to bring an asset up to a new standard or to alter it for new use – this generally requires rebuilding of major structural elements, new mechanical/electrical systems, architectural exterior, interior treatments and safety features.

The Director, Campus Life is responsible for the work associated with any alterations, repairs or maintenance of space and for determining whether the Maintenance Budget should be applied to any particular work or project. The allocation of funds and timing of maintenance works is determined on the basis of condition and risk.

Alterations which are necessitated by changes in Workplace Health and Safety legislation or which are needed to render an area safe are funded centrally. The Vice President (Corporate Services) is responsible for determining particular cases on advice from the Director, Campus Life.

4.1.3 Refurbishment - Funding

Refurbishment or upgrading of Common Teaching Space is funded through the Capital Management Plan. The Director, Campus Life, is responsible for making recommendations for inclusion of projects in the Capital Management Plan.

If a Group requires any Specialist Teaching, Research (including HDR) or Office space to be upgraded, refurbished, or altered because of a change in occupancy, function or direction, the Group will be responsible for arranging the funding of such work. Funds for such refurbishment are only available through Group funding sources, which might include Group or Research Centre income, or through the University's Capital Management Plan. The same principle applies to refurbishment of space occupied by support service Divisions.

Any requests for such work to be funded through the Capital Management Plan must be submitted to the Director, Campus Life for possible inclusion in the next phase of the Capital Management Plan

4.1.4 Approval Authority

No alterations, repairs, maintenance or refurbishment will occur unless under the direction of Campus Life.

The space occupier must consult and co-ordinate with Campus Life so that alterations and maintenance of space are carried out in accordance with the Building Code of Australia and WHS legislation regarding construction work (Refer Construction Work Policy).

5. CHANGES TO THE PURPOSE OR USE OF SPACE

5.1 Material Change of Use (Structural/Services)

When a building is constructed, the structure and services are designed to meet a specific purpose and use, and to comply with all relevant codes and standards at that date. Where a Group/Division proposes to change the purpose and use of the building, or a space within the building, in a way that impacts on the structure and services e.g. increases the amount of equipment, changes/modifies the equipment such that the designed floor load is exceeded requiring changes to the building structure OR changes/increases to equipment which requires changes in the services infrastructure (hydraulics, gas, power, HVAC and others) Campus Life must be notified. Campus Life will determine whether modifications to the building structure and its services are required.

5.2 Material Change of Use (Room type)

Maintaining an up to date room inventory is important for effective space management. Campus Life maintains the official University inventory of rooms.

When space is initially allocated to a Group/Division each room is categorised according to the purpose the room serves. When a Group/Division changes the use of the room ie, changes a utilities room to an office, it must inform Campus Life.

6. REASSIGNMENT OF SPACE

- 6.1** In all cases where a significant re-assignment of space is to occur on a campus, discussions should involve the Head of Campus so that a campus-wide perspective can be developed and maintained.
- 6.2.** No teaching space may be re-assigned to another function without the approval of the Vice Chancellor. Any requests for such re-assignment are to be submitted to the Vice President (Corporate Services) who will arrange for advice from Campus Life and Exams and Timetabling.
- 6.3** Subject to 6.2 above, Deputy Vice Chancellors and Pro Vice Chancellors may re-assign space within their Group or Division. If a different function is being considered, plans should be discussed with the Director, Campus Life.
- 6.4** Where Deputy/Pro Vice Chancellors agree to re-assignment of space between Groups or Divisions, notification must be given to the Director, Campus Life.
- 6.5** Where an academic Pro Vice Chancellor seeks re-assignment of space from another Group and is unable to reach agreement with the relevant Pro Vice Chancellor, a request in writing must be made to the Vice Chancellor via the Head of Campus.

7. SHARING OF SPACE

Where a Group agrees to share some of its space with another Group, the Group originally holding the space will determine whether a formal Space Management Agreement should be drawn up.

A Space Management Agreement (SMA) may include the following:

- length of term of exclusivity (there may be options for extensions);
- responsibilities of the parties, including responsibility for funding of equipment, materials, consumables, alterations etc.;
- security and access;
- quality control issues;
- responsibilities for Workplace Health and Safety and other regulatory compliance issues;
- Training requirements for specialised equipment;
- provision of support services including provisions for the recovery of operating costs where applicable,
- any exclusivities within the overall space and compatibility of use where this may be an issue.

Examples of Space Management Agreements are attached as Appendices A and B.

8. FURNITURE AND EQUIPMENT

8.1 Furniture

Where new space is provided or existing space refurbished through the Capital Management Plan, the cost of furniture is met from the Capital Management Plan.

In all other cases, replacement/upgrade of furniture is the responsibility of the Group/Division.

Where furniture is being demolished, modified or repaired, the space occupier must consult and co-operate with Campus Life to ensure any associated work is in accordance with WHS legislation regarding construction work.

8.2 Equipment

Equipment such as computers, scientific instruments etc. are the responsibility of the Group/Division in both new and refurbished space.

INS has responsibility for the audio-visual equipment in Common Teaching Spaces. Installation or upgrade of equipment is funded through the Electronic Infrastructure Capital Plan component of the Capital Management Plan. Campus Life and INS are required to liaise closely in relation to the scheduling of any work to be carried out in Common Teaching Spaces.

9. CLEANING AND TIDINESS

Staff are responsible for keeping their rooms, work areas and research space generally tidy and clean, beyond the cleaning which is carried out by the University's contracted cleaners.

APPENDIX A EXAMPLE - SPACE MANAGEMENT AGREEMENT (RESEARCH SPACE)

Agreement

The following space is hereby allocated by the Group Pro Vice Chancellor to the research staff member(s) nominated below for the purpose of undertaking the research project(s) or research activities shown and for the duration indicated. This Agreement may be terminated at the discretion of the Group Pro Vice Chancellor.

1. Research space

Campus: _____ Building: _____
Room Number[s]: _____

2. Managing Group

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3. User

Research Centre or Staff Members _____

Research Project or Activity to be undertaken in this space: _____

4. Research Funding Grant Details inc. duration of funding

5. Duration of Agreement for use of research space [usually not more than three years]

From _____ (date) to _____ (date)

6. Maintaining equipment, materials & consumables, new equipment and alterations to lab layouts etc – as per notes overleaf or special arrangements? If special arrangements apply then list as follows;

7. Security and access – as per notes overleaf or special arrangements? If special arrangements apply then list as follows;

8. Quality control issues –

9. WH&S issues – list special requirements [note that this item only relates to unusual issues that may be applicable to this area only and which may not be in common use elsewhere]

10. Training requirements for specialised equipment - note that this item only relates to unusual equipment that is applicable to this area only and which may not be in common use elsewhere

11. Support services inc. cost recovery if applicable -

For and on behalf of User For Managing Group [usually Group PVC]
[note this is usually Head of Research Centre or Element]

Name _____ Name _____
Element _____ Group _____
Signature _____ Signature _____

Notes

- 1) The Academic Group sharing the space reserves the right to charge the party sharing the space a fee intended to cover operating costs, such as: electricity, maintenance, waste, cleaning etc.
- 2) **Security and access**

Users are responsible for ensuring that access to the space is restricted to approved personnel, and that all persons using the space observe appropriate protocols regarding keys and swipe cards. Users are also responsible for liaising with other elements within the University eg Campus life regarding any special access requirements [including clearance permits] that might be required by the users prior to any type of maintenance or refurbishment work within the research space.
- 3) **Maintenance of the Facilities**
 - Campus Life is responsible for undertaking all preventative and corrective maintenance of University facilities. Where an Academic groups wishes to pass on these costs to an external organisation they should request Campus Life provide an estimate of costs.
 - Group staff should ensure that all mandatory testing such as emergency shower and eye wash facilities is undertaken.
 - Campus Life is also responsible for the provision of cleaning services and waste removal required in university spaces. Where additional services are required or the Academic Groups wishes to pass on these costs to an external organization they should request Campus Life provide an estimate of costs.
- 4) **Maintaining equipment, materials & consumables, new equipment and alterations to labs etc.**
 - Maintaining equipment- Users are responsible for maintaining equipment and reporting defects or problems and liaising with the Managing Group in relation to repairs or new or replacement equipment prior to purchase. The Managing Group will normally provide free advice and arrange installation, installation costs may possibly at the users expense depending on the nature of the repair/replacement or upgrade.
 - Materials & Consumables – users are responsible for funding the purchase of all materials and consumables used for teaching activities in the space; where applicable on a shared basis with other users of the space. Users are also responsible for monitoring stock levels and ordering replacements in a timely manner.
 - New equipment and alterations - Users are responsible for funding the purchase of all equipment and alterations to labs required for teaching activities in the space, and for liaising with the Managing Group in relation to new or replacement equipment prior to purchase. The Managing Group will provide free advice and arrange installation; installations costs may possibly at the users expense depending on the nature of the repair/replacement or upgrade.
- 5) **Workplace Health and Safety and other regulatory compliance within the Space**

Research staff have overall responsibility for all activities conducted in the space including health & safety. Research staff shall conduct risk assessments of all activities and ensure that all legislative compliance and licence requirements are met for teaching activities conducted in the Space.

The Managing Group may conduct periodic/random inspections of the space and may provide specialist health & safety advice to users of the space when requested.

Any user of the space is required to comply with any university or Group policies, procedures and codes of practice when working in the space.
- 6) **Training of users in specialised equipment [or laboratory/studio] procedures.**

Research staff are responsible for ensuring all users of the space have appropriate training in general and health and safety aspects of laboratory/studio procedures and usage.

The Managing Group will ensure that users are adequately trained in the operation of specialist equipment [eg Nuclear Magnetic Spectrometers] and provide specialist advice when required.
- 7) **Equipment acquisition and management**

Research staff are responsible for the purchase, maintenance and safe operation of equipment in the space, and training of research staff or students in safe and efficient use of the equipment.

Research staff shall conduct risk assessments on the impact of new equipment on existing facilities, equipment and other users prior to proceeding with purchase and installation and shall liaise and inform other elements of the university as appropriate so as to identify potential infrastructure or engineering requirements.

8) Room Condition and Refurbishment Requests

Research staff are responsible for ensuring the space is kept in a clean and tidy condition consistent with accepted standards of practice for this type of research area.

Research staff are also responsible for removing all equipment and leaving the Space in a clean and tidy state when vacating the Space.

Research staff are also responsible for making the space safe prior to enabling entry to contractors or Campus Life staff for maintenance work.

**APPENDIX B
EXAMPLE - SPACE MANAGEMENT AGREEMENT (SPECIALIST TEACHING SPACE)**

Agreement

This Space Management Agreement (SMA) is made for the duration indicated below [note - usually the maximum period of allocation of any specialist teaching space is three years] following which the Agreement will be reviewed. This agreement may be terminated at the discretion of the Group PVC.

1. Specialist Teaching Space

Campus: Building:

Room Number(s) and Description(s): _____

2. Managing Group - Check only one as appropriate:

HEALTH SCIENCES AEL BUSINESS INS

3. User - [if applicable, list all shared users of this space in case issues arise between the various users].

4. Duration of Agreement – from / /20 to / /20 (insert date)

5. Maintaining equipment, materials & consumables, new equipment and alterations to lab layouts etc – as per notes overleaf or special arrangements? If special arrangements apply then list as follows;

6. Security and access – as per notes overleaf or special arrangements? If special arrangements apply then list as follows;

7. Quality control issues –

8. WH&S issues – list special requirements [note that this item only relates to unusual issues that may be applicable to this area only and which may not be in common use elsewhere]

9. Training requirements for specialised equipment - note that this item only relates to unusual equipment that is applicable to this area only and which may not be in common use elsewhere

10. Support services inc cost recovery if applicable -

For and on behalf of User For Managing Group

[note this is usually Head of Element]

Name	_____	Name	_____
Element	_____	Group	_____
Signature	_____	Signature	_____

Notes

1. The Academic Group sharing the space reserves the right to charge the party sharing the space a fee intended to cover operating costs, such as: electricity, maintenance, waste, cleaning etc.
2. **Security and access**
Users are responsible for ensuring that access to the space is restricted to approved personnel, and that all persons using the space observe appropriate protocols regarding keys and swipe cards.
3. **Maintenance of the Facilities**
 - Campus Life is responsible for undertaking all preventative and corrective maintenance of University facilities. Where an Academic groups wishes to pass on these costs to an external organisation they should request Campus Life provide an estimate of costs.
 - Group staff should ensure that all mandatory testing such as emergency shower and eye wash facilities is undertaken.
 - Campus Life is also responsible for the provision of cleaning services and waste removal required in university spaces. Where additional services are required or the Academic Groups wishes to pass on these costs to an external organization they should request Campus Life provide an estimate of costs.
4. **Maintaining equipment, materials & consumables, new equipment and alterations to labs etc.**
 - Maintaining equipment- Users are responsible for maintaining equipment and reporting defects or problems and liaising with the Managing Group in relation to repairs or new or replacement equipment prior to purchase. The Managing Group will normally provide free advice and arrange installation, installation costs may possibly at the users expense depending on the nature of the repair/replacement or upgrade.
 - Materials & Consumables – users are responsible for funding the purchase of all materials and consumables used for teaching activities in the space; where applicable on a shared basis with other users of the space. Users are also responsible for monitoring stock levels and ordering replacements in a timely manner.
 - New equipment and alterations - Users are responsible for funding the purchase of all equipment and alterations to labs required for teaching activities in the space, and for liaising with the Managing Group in relation to new or replacement equipment prior to purchase. The Managing Group will provide free advice and arrange installation; installations costs may possibly at the users expense depending on the nature of the repair/replacement or upgrade
5. **Workplace Health and Safety and other regulatory compliance within the Space**
Academic staff supervising classes in the space have overall responsibility for all activities conducted in the space during classes, including academic teaching and instruction to students, and health & safety. They shall also provide staff supporting classes with details of experiments or other activities to be conducted during classes, sufficiently early to allow proper technical preparation for the classes to occur.

Academic staff who supervise classes in the Space are responsible for all teaching activities conducted within the Space, for conducting risk assessments of all such activities, for the health and safety of all academic and general staff and students participating in those activities, and for ensuring that all legislative compliance and licence requirements are met for teaching activities conducted in the Space.

The Managing Group may conduct periodic/random inspections of the space and may provide specialist health & safety advice to users of the space when requested.

Any user of the space is required to comply with any university or Group policies, procedures and codes of practice when working in the space.

6. **Training of users in specialised equipment [or laboratory/studio] procedures**
Users are responsible for ensuring all users of the space have appropriate training in general and health and safety aspects of laboratory/studio procedures and usage.

The Managing Group will ensure that users are adequately trained in the operation of specialist equipment [eg Nuclear Magnetic Resonometers] and provide specialist advice when required.