



SPACE UTILIZATION PROCEDURES

PURPOSE

To plan and coordinate all space utilization at Modesto Junior College.

SCOPE

These procedures will apply to all usable space on the Modesto Junior College campuses and to all College entities desiring utilization of campus facilities.

FORMS

Space Utilization Request Form

RESPONSIBILITY

Resource Allocation and Facilities Committee

Vice President of College and Administrative Services

PROCEDURE

Space allocation throughout the College will be based on providing the best possible educational environment. This will require the adequate and appropriate distribution of space for faculty, staff and auxiliary areas.

In order to ensure a thorough and thought out request for utilization of space, a Space Utilization Committee will be convened and operate as follows:

- A. The Space Utilization Committee will maintain records including communications with operating college officials, and space inventory. The committee will meet monthly or at the call of the Chairperson, and consists of the following members:

Vice President of College & Administrative Services	Chairperson
Events – Facilities and Duplicating Manager	Member
Senior Director or Assistant Director Facilities	Member
IT Representation	Member
Instructional Dean	Member
Student Services Dean	Member

- B. The Space Utilization Committee will consider space reassignments in accordance with:

- College Mission/Vision
- Availability of space
- Space needs and requirements
- Impact on other College functions
- Impact on Student Experience

- Impact on Facilities Plans
 - Impact on efficiency and alignment with cap/load ratios per state space utilization guidelines
 - Availability of funds
- C. The Space Utilization Committee will make recommendations and take them to the Resource Allocation and Facilities (RAF) Committee for information and discussion. Subsequent to the RAF Committee meeting, the recommendations will then be taken to College Council as an informational item to receive feedback from constituent groups. Executive Cabinet will use this feedback when making the final decision. Final decision will be shared at College Council subsequent to the decision being made.
- D. Deans and department managers will notify the Space Utilization Committee of any pending vacancies and the space assigned. All permanently vacated space will revert to the Space Utilization Committee for inventory.
- E. Deans and department managers are to submit requests for space changes to the Space Utilization Committee using the Etrieve Space Utilization Request Form. Requests are submitted to requestor's direct supervisor for approval prior to Space Utilization Committee review
- F. Once a request is approved, the requesting department is responsible for submitting work orders and modernization requests to Facilities Operations and Information Technology and is responsible for coordinating all parties involved in other aspects of relocation, including scheduling furniture moves.

Requesting Space Through the Space Utilization Committee

- A. The Space Utilization Committee will evaluate space based on requests. Deans and department managers are responsible for initiating the Space Utilization Request. Prior to submitting the form, the requester will contact the Events-Facilities and Duplicating Manager to discuss space options based on the most recent space inventory. In addition, prior to submitting the form, Deans and department managers must coordinate with all departments whose operation will be affected by proposed space changes including consultation with employees. The requesting Department will be responsible for proposing location(s) that would fulfill its specific space request using the Etrieve Space Utilization Request Form. Deans and department managers will work with the Facilities department to obtain any and all cost estimates for the space change.
- B. Department staff will be responsible for submitting work orders and modernization requests to Facilities Operations and Information Technology.
- C. Facilities Operations will be responsible for accessibility compliance and providing a cost estimate for the approved space change via the Facilities Modernization process. Fees for materials testing and abatement will be covered by the requestor.
- D. Information Technology Services will be responsible for providing a cost estimate for technology needs in the approved space via a ServiceNow request.
- E. Space Utilization Committee will be responsible for maintaining:
- Inventory of Space Requests
 - Inventory of Vacant Space
 - Updating and Standardization of Room Numbering

DISTRIBUTION

These procedures will be posted to the Facilities and Events web page and maintained by Facilities and Events department.