

Space Assignment Policy

Adopted by President's Cabinet 11/26/2013

Physical Space is one of the scarcest resources on campus. The Office of Facilities is charged with the effective management of space utilization in campus facilities. The Director of Facilities, or assigned designee, shall assign all space (offices, work rooms, conference rooms, public spaces) based on the College's needs and best interests.

Once space has been assigned to a department or unit, the Vice President, Director or Division Chair of said department shall determine the best utilization of individual offices within that space. Vice Presidents, Directors and Division Chairs shall assign individual offices to their subordinates, and the Office of Facilities shall be notified of changes within the assigned space prior to the changes taking place.

Renovations by individuals to campus facilities are prohibited. Movement or removal of campus furniture and furnishings is prohibited. Requests for renovations, the movement of existing furnishings or for new furnishings shall be forwarded to the Office of Facilities.