GENERAL PRINCIPLES
Space is as much a University resource as faculty and staff or budget dollars.

1. The physical facilities of the University are an enormous asset and resource crucial to the operations of the campus. Indeed, the number, type, and condition of University spaces helps shape all aspects of campus programs and activities.

2. No one unit, department, or division "owns" space. University space resources shall be deployed in the most efficient and effective manner to best serve programmatic and strategic goals. The Facilities Office has the responsibility to assure spaces are assigned as efficiently as possible and operate properly.

3. University space needs will be evaluated in the context of traditional quantitative and functional considerations. Space standards employed by the State University Construction Fund, the Research Foundation, and other national standards will be used to provide contextual information to gauge relative space needs.

4. All new classrooms and class laboratories shall be managed centrally by the Registrar in the University’s centralized Event Management System (EMS) even if exclusive departmental use is required. All maintenance work requests shall continue to be submitted through the Facilities Department’s work order system. The use of these systems helps track utilization and facilities needs and improves efficiencies. Work will proceed in the near future to migrate existing departmentally controlled classrooms and class labs into this centralized management structure.

5. All new meeting, conference, group study, training, lounge, and team rooms and other public interior and exterior gathering spaces shall be scheduled through EMS and shall have standardized technology, as appropriate, that is maintained by Information Technology Services (ITS).

6. All departmental informational technology (IT) equipment is to be centrally located in the University’s Data Center in coordination with ITS in an attempt to provide high quality, reliable services to all University constituents. This concerted effort is a responsible use of University space and resources for all faculty, staff and student focused-services. Independent server rooms will only be approved for location in departmental spaces on an exception basis and with the express approval of ITS and the Facilities Department.

7. The University will endeavor, whenever possible, to maintain adjacencies between departmental faculty, scholarly programs, and related administrative units where building architecture, programmatic intent, and financing allow.

ASSIGNMENT OF SPACES
University spaces, whether owned or leased, shall be allocated and assigned under the following general parameters, exceptions to which require approval by the Facilities Strategic Planning Council.
8. Space shall be generally allocated and reassigned in accordance with established space type
guidelines (e.g., offices = 120 SF, etc.) where building architecture and construction conditions allow.

9. Classrooms and student support services shall be given priority for the most central and easily
accessed locations on all campuses, such as the first floor of the Podium. These areas within
buildings shall also be prioritized for academic departmental offices and programs and functions
that put excellence at UAlbany on display to the public.

10. Faculty and research labs shall be located on upper, less trafficked floors or basements, as needed,
to meet special needs or building limitations. To the greatest extent possible, these labs shall have
visual access into the lab.

11. Faculty and administrators shall have only one office at the University, regardless of joint
appointments, multi-campus activities, and/or span of control. Exceptions include those instances
where a faculty or staff member directs a lab, Center, or activity in a location outside of the Uptown,
Downtown, or East Campus.

12. An individual’s title or office function shall align with space size in accordance with the University’s
Space Standards.

13. Residence halls shall remain primarily dedicated to student housing and/or student activity
functions.

REALLOCATION OF SPACE
University space can and will be reassigned to meet the priority needs of the institution.

14. The University values flexibility and recognizes changing curricula, programs, technologies, but also
recognizes its limited capital resources for constructing new space. Accordingly, space assignments
will change to achieve optimal utilization and respond to current and emerging needs and facilitate
new and evolving University initiatives.

15. Responsibility for assignment and reassignment of space will generally follow divisional and
departmental organizational hierarchies.

16. While any and all space assignments are subject to change based on the authority of the President,
the ability to assign and reassign space is generally delegated to each of the Deans and Vice
Presidents for their respective departments and programs within its assigned area. This authority,
which is contingent on compliance with applicable space guidelines and standards, is expected to
provide flexibility to Deans and Vice Presidents to address the space needs of their respective units
while maintaining that all space is ultimately under the President’s authority.

17. University space reassignments within divisional and departmental organizations shall be
communicated back to the Facilities Office to assist in maintaining the most current Physical Space
Inventory (PSI).
CONSTRUCTION AND RENOVATION

Construction and renovation of space shall advance overall collaboration, trans-disciplinary interaction, and transparent environments while creating flexible and efficient environments that address the strategic needs of the University.

18. Instructional spaces and classrooms will meet University existing space standards and design guidelines which allow for a variety of teaching methods.

19. Teaching and research labs shall reflect interdisciplinary design to greatest extent practicable and customized if necessary through portable equipment.

20. Research laboratories and student support spaces shall be designed as open as possible with shared equipment and research cores, and so activities within can be ‘on display’ to visitors and the University community. Where practical, associated signage and/or graphics will inform and promote the nature of the activity being conducted.

21. Other than a President, VP or Dean, no department or unit is entitled to their own exclusive conference/meeting rooms. Space amenities, such as conference rooms, lounges, team rooms, etc., shall be shared as institution-wide resources and accessed by the University community. [awaiting rewording per Provost]

22. In addition to meeting and conference rooms, new construction and renovations shall include, to the maximum extent practical, nooks, living areas, lounges, and other shared amenities for impromptu meeting, collaboration, study, contemplation, and relaxation opportunities.

23. Departmental and unit office and support space design shall maximize open space concepts in order to allow for long-term growth and flexibility. All new hard-wall construction shall be limited and requires prior Provost and VP approval if deemed necessary.

24. Renovation projects may necessitate the temporary relocation of faculty and staff into open landscaped office surge spaces with some limited adjacent private meeting spaces.

25. Principles of energy efficiency and resource sustainability shall be adopted and integrated into design and construction plans.

26. All computer servers shall be centrally housed in the University’s specialized Data Center to promote space and energy efficiency and also ensure data security and redundancy. Exceptions shall be approved by the CIO.