

Guiding Principles of Space Management and Renovation

Revised: April 14, 2016

GENERAL PRINCIPLES

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

1. The physical facilities of the University are both enormous assets and resources 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 Management has the responsibility to assure spaces are assigned and utilized 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 nationally recognized entities will be used to provide contextual information to gauge relative space needs at the University.
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 Management's work order system. The use of these systems help improve efficiency by tracking utilization and space needs. 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, 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).

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.

6. 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.
7. The University will endeavor, whenever reasonable, to maintain adjacencies between departmental faculty, scholarly programs, and related administrative units where building architecture, programmatic intent, and financing allow. While alignment of space use adjacencies is always an ideal directive, some space relocations and related upgrades may require the fit of occupants into available space without regard to adjacencies and may require deviation from space standards for programmatic, architectural, and/or cost management reasons.

8. Classrooms and student support services shall be given priority for the most central and easily accessed locations (“Main Street”) 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.
9. 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.
10. 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 Health Sciences Campus.
11. An individual’s title and function shall align with space size in accordance with the University’s Space Standards. Hard-walled office solutions shall be for tenured and tenure track faculty and staff, full-time research faculty and staff with research generating significant external funding and administrative staff with regular confidentiality needs. Modular-walled office solutions with adjacent private meeting spaces shall be for part-time faculty and staff, research staff, administrative staff without confidentiality needs, teaching assistants, and other graduate and undergraduate students assistants.
12. 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.

13. The University values flexibility and recognizes changing curricula, programs, and 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.
14. Responsibility for assignment and reassignment of space will generally follow divisional and departmental organizational hierarchies.
15. 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 their assigned space portfolio. This authority, which is contingent on compliance with applicable space guidelines and standards for utilization, 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.
16. All university space reassignments within divisional and departmental organizations shall be communicated back to the Facilities Management 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.

17. Instructional spaces and classrooms will meet University existing space standards and design guidelines which allow for a variety of teaching methods.
18. Teaching and research labs shall reflect interdisciplinary design to greatest extent practicable and limit customization through the use of portable equipment.
19. Research laboratories and student support spaces shall be designed as openly and generically 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.
20. Space amenities, such as conference rooms, lounges, team rooms, etc., shall be shared as institution-wide resources and be accessible to the University community. Other than a President, Vice President or Dean, no department or unit is entitled to their own or exclusive use of conference/meeting rooms.
21. New construction and renovations shall include, to the maximum extent practical, nooks, living areas, lounges, and other shared amenities for impromptu meeting, unplanned and informal interactions, collaboration, study, contemplation, and relaxation opportunities.
22. Departmental and unit offices and support spaces shall be designed to 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.
23. Renovation projects may necessitate the temporary relocation of faculty and staff into open landscaped office surge spaces with some limited adjacent private meeting/breakout spaces.
24. Principles of energy efficiency and resource sustainability shall be adopted and integrated into all design and construction plans.
25. 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.