

Policies of the University of North Texas	Chapter 11
10.16 Space Management and Assignment Policy	Facilities and Real Estate

Policy Statement. The University, and not any group, individual, or unit within it, owns and/or controls all interior and exterior spaces on campus as well as additional properties off-campus including leased properties.

Application of Policy.

Total University

Definitions. The following terms whenever used or referred to in this policy shall have the following meanings:

1. Space. “Space” means all interior buildings and facilities and exterior areas owned or leased by the University.
2. Space Management. “Space Management” means oversight of all University space and the assignment and reassignment of such to remain in compliance according to this policy and State and federal codes, regulations, and laws.
3. Space Assignment. “Space Assignment” means allocating/designating space to a particular individual or unit.
4. Space Reassignment. “Space Reassignment” means reallocating/re-designating space from one individual or unit to another.

Procedures and Responsibilities.

1. Space Management.

- a. Oversight and management of space will remain in compliance according to this policy and State and federal codes, regulations, and laws and is the responsibility of the Office of Space Management and Planning (OSMP).

Responsible Party: OSMP

2. Space Assignment and Reassignment.

- a. All requests for changes to University space including, but not limited to, assignment, reassignment, alteration, reclassification, capacity, use, or function must be submitted to OSMP.

- b. Assignment and utilization of University space shall be the decision of the President who is authorized to assign or reassign space to any unit on campus. The President may delegate such decision-making authority.

Responsible Party: OSMP; President

3. Reporting.

- a. All University space must be reported annually to the Texas Higher Education Coordinating Board. Funded research space is reported to the Federal Government. All units on campus are responsible for accurately reporting assigned rooms according to State and federal codes, regulations, and laws on an annual basis and is administered by OSMP.

Responsible Party: Total University; OSMP

4. Procedures.

- a. OSMP will maintain operating procedures for the management, assignment, reassignment, and reporting of space, including the space resolution process.

Responsible Party: OSMP

References and Cross-references.

UNT Policy 10.3, Physical Facilities-Campus Master Plan

UNT Policy 6.3, Facilities Use Coordination

UNT System Policy 6.200, Construction Projects

UNT System Policy 6.100, Use of Buildings and Facilities

Regents Rule 11.100, Campus Master Plan

Regents Rule 11.200, Construction and Repair and Renovation Projects

Regents Rule 11.600, Use of Buildings, Facilities, Structures, and Outdoor Spaces

Forms and Tools.

All space requests forms, access to floor plans, reports, procedures, and other resources are available on the Office of Space Management and Planning's website at: www.osmp.unt.edu

Approved: 9/1/2007

Effective:

Revised: 9/14