

SPACE ASSIGNMENT CRITERIA

Facilities Council

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Principles

1. Space in college facilities is not "owned"
2. Space will be assigned according to its best use from the perspective of the entire college
3. Any college space will be reassigned according to the best interests of the college as a whole. Past commitments and space assignments will be considered along with new and changing needs in order to make decisions that are fair and balanced.
4. Space assignments should focus on what is best for learning and the learning environment.
5. Space assignments will be based on internal functional space needs and relationships as well as external relationships.
6. Space assignments will work toward realizing college wide space standards.

Criteria

1. Health issues

- Nature and documentation of health issue
- Immediacy of remedy
- How serious is the problem?
- What is the work done by the affected person?
- Is there another way to remedy the problem other than moving?

2. New or displaced units

- Why was the unit displaced?
- Where was the unit displaced from?
- What is the displaced unit's task?
- What population is affected by the work of this unit?
- Is there a deadline by which the new location must be found?

3. New or displaced persons

- Why was the person displaced?
- What is the new/displaced person's job?
- Who is affected by this person's work?
- Can the job be done at a remote place?
- Is there a timetable for finding a new place?

4. Operational problems

- How does the present space inhibit the operation?
- Can the problems that inhibit the operation be cured?
- Are the operational problems serious?
- Will the proposed location be free of operational inhibitions?

5. Improve the efficiency or effectiveness

- Can improvements be made to the present space to permit greater efficiency/effectiveness?
- Is there a timetable for making this move?

- Quantify what the improvement in efficiency/effectiveness means?
- What population will benefit from these improvements?

6. Improve the quality of activities

- What work does this unit perform?
- Explain how the quality of activities will be improved.
- Can improvements to the existing space improve the quality of activities?
- Who is affected by the work of this unit?
- How soon does this move need to occur?

7. Improve the convenience or usefulness of facilities without significantly affecting the operation of the unit

- Explain how the proposed location will improve the convenience or usefulness of the work of this unit.
- What population will be affected by this improvement?
- What work does this unit perform?
- Is there another way to make these improvements in the existing space?
- How soon does this move need to occur?