

TYPE: Administrative
TITLE: Space
NO.: ADMIN-235
RESPONSIBILITY: Chief Administrative Officer and Associate Vice-President, Facilities and Ancillary Services
APPROVED BY: Durham College Leadership Team
EFFECTIVE DATE: November 2020
REVISED DATE(S):
REVIEW DATE: November 2023

1 Introduction

Durham College's buildings, leaseholds and otherwise occupied spaces offer a finite quantity of assignable academic and non-academic space for use by a diverse number of schools, departments, functions and persons. The process of allocating this space shall be in accordance with Durham College's mission, vision, values and goals.

2 Purpose

This policy and procedure outlines the principles guiding the ongoing allocation and repurposing of College space.

3 Definitions

Refer to [Durham College's Standard Definitions](#).

4 Policy statements

- 4.1 All space and space allocations shall be identified and inventoried.
- 4.2 All records of space and space allocations shall be accurate, thorough and current. The records shall be maintained as part of the Facilities Management Space Management database.
- 4.3 Information regarding space allocations shall be readily available to members of the Durham College Leadership Team (DCLT) on request.
- 4.4 Assignments of space, both for area and duration, shall employ a transparent process of submission, review and timely approval/rejection.
- 4.5 The approval/rejection decision for applications to occupy space shall be made at an authorization level appropriate to the area and duration of occupancy being considered. All decisions shall be documented in writing and a record of such decisions shall be maintained by Facilities Management.
- 4.6 Persons shall occupy space as directed by the application of this policy and procedure, and shall not construe any current occupancy as permanent.

- 4.7 Persons shall not occupy or direct others to occupy vacant space at will, and instead shall make application in accordance with this policy and procedure.
- 4.8 Urgent, short-term occupancy (e.g. temporary relocation owing to renovation, disaster recovery, or other unforeseen circumstance) shall be permitted with consent from DCLT, and any existing approved plans for occupancy suspended until such short-term occupancy terminates. Persons or programs accommodated this way shall not make undue investments or changes to such space.

5 Procedure

5.1 Database

5.1.1 The Director, Capital Projects and Space Management (Director, Space) inventories all Durham College space in the database.

5.1.1.1 College employees with a bona fide requirement to review College space may receive a password protected login to access the database.

5.1.1.2 The Director, Space, uses 'as-built' or equivalent drawings of each completed renovation or new build to update the inventory of spaces.

5.1.1.3 The Director, Space may issue reports from the database to employees as requested.

5.2 Applying for space

5.2.1 A Director, Dean or other higher-ranking Durham College employee completes the Space Application form (available on ICE), and provides it to their Vice-President for approval and signature prior to submitting it to the Director, Capital Projects and Space Management.

The Director, Space provides a review, technical in nature (e.g. Building, Fire, Life Safety Codes, data/voice/HVAC capacity, fixtures and furniture requirements), and is done to assist those persons making recommendations.

5.2.2 The Director, Space forwards the application, review notes and a recommendation to the all members of the small DCLT, or their designate, for their recommendation.

Each member of the small DCLT (or their designate) is given one week to provide a formal written comment and recommendation.

- 5.2.3 Where any small DCLT member or designate does not recommend proceeding with the application, the objection(s) will be reviewed by the entire small DCLT members or designate to render a final consensus decision.
- 5.2.4 At their earliest convenience, small DCLT considers the application and provides a decision. The decision-making process considers:
- a) Consistency with Durham College's mission, vision, values and strategic goals.
 - b) Least-cost solutions, including, but not limited to, making the most effective use of already-installed infrastructure (for example, a bias to keep a class as a class, and an office as an office).
 - c) DCLT may also decide that a cascading series of moves (domino-effect) is required in order to solve the needs of the original applicant.
- 5.2.5 The Director, Space communicates the DCLT decision to the applicant and assists in the implementation where possible (e.g., Logistics, Facilities Management, Service Desk).
- 5.2.6 The Director, Space updates the space database for the change in occupancy.

6 Roles and responsibilities

- 6.1 It is the responsibility of the Associate Vice-President, Facilities and Ancillary Services to ensure this policy and procedure is fully implemented.
- 6.2 The Director, Capital Projects and Space Management is responsible for administering, in a timely manner, the process for applying to occupy space and the approval process to occupy space.
- 6.3 The Vice-President, Academic is responsible for forwarding to the Director, Space any outcomes related to the use of space from the New Program Development and Approval policy and procedure (ACAD-104), and Program Suspension and Cancellation policy and procedure (ACAD-106).
- 6.4 All vice-president offices and the Office of the President are responsible for approving the requested space allocation.

7 Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8 Non-compliance implications

Persons occupying space without application and approval may be asked to relocate, and the cost to do so may be allocated to the appropriate school or department.

9 Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

10 Related forms, legislation or external resources

- Space Application Form.