

Policy Number: 7-113	Policy Name: Space Inventory and Utilization Reports
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7-113 Space Inventory and Utilization Reports

- A. The universities shall develop procedures and systems for providing space management information to:
 - 1. Assist in planning potential capital projects based upon space needs
 - 2. Compare actual inventory and utilization data to the Regents' Space Guidelines
 - 3. Develop the estimated building replacement values.

- B. Regents' Space Guidelines
 - 1. The guidelines should be used for overall campus facility planning and for planning new construction and renovation projects.
 - 2. The guidelines are intended to serve as overall space guidelines, not as absolute standards.
 - 3. The guidelines should be reviewed periodically by the Central Office and universities, and revisions approved by the Capital Committee.

- C. Campus Space Committees
 - 1. The universities shall establish broadly represented campus space committees to stimulate discussions on improving the use of campus space and facilities.
 - 2. The committees should use the space inventory and utilization reports, and other relevant documents, as the foundation for its discussions.
 - 3. The committees shall provide recommendations to university executive management on improving the use of campus space and facilities.

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D. Reporting Requirements

1. Space inventory and utilization information shall be completed and submitted to the Central Office and campus space committees by May 1 of each year.
2. The reports shall be reviewed annually by the universities and Central Office for consistency and possible improvements.