

**California State University, Stanislaus**  
**Space Management Guidelines**

- A. Space planning and management's guiding principle at California State University, Stanislaus is based on the understanding that the University owns the space. The space is assigned to a division or department. However, space that is deemed to be underutilized and/or required to address a campus priority or strategic need may be reassigned. In such cases, the Campus Master Plan Committee (CMPC) will develop a plan for the reassignment of the space.
- B. Vice-Presidents are accountable for utilization of spaces assigned to them and may reassign occupancy of space within the division, with the exception of academic space, which includes lecture and teaching, laboratory, and faculty offices. Vice-Presidents may not change the use of any university space, unless the change in use is temporary, without review and approval by the CMPC. For purposes of this document, "temporary" is defined as six months or less.
- C. Departmental space requests shall be directed to the Vice-Presidents or their designees. Such requests shall be forwarded to Capital Planning and Facilities Management (CPFM) for analysis and recommendation to CMPC. The State University Administrative Manual will be the baseline reference in evaluating all space assignments on campus.
  - 1. Change in the use of academic space that is designated as lecture or, teaching laboratory or faculty office requires over-arching campus entitlement review. Requests related to academic space shall go thru the Academic Space Planning Committee and shall require analysis from CPFM, and subsequent approval by CMPC. The change in academic space designation is not final until approved by the Chancellor's Office.
- D. Academic Office assignments shall be delegated to the Deans or their designee.
- E. Reassignment of space should conform to the designated space use and applicable utilization standard.
- F. Prior to their occurrence, CPFM shall be consulted and advised of all proposed changes in the use of space which require reclassification.
- G. All approved space reassignments and space requests that necessitate a physical move shall be initiated and coordinated by the requesting department. The requesting department shall be responsible for initiating work orders and coordinating with the support departments such as Facilities Management and Information Technology. CPFM is responsible for documenting such space approvals but not the activities associated with move coordination.
- H. Each request for space reclassification or space reassignment with concomitant reclassification which cannot be resolved between a division vice president and CPFM will be presented to the CMPC.
- I. Units may propose space trades for review and approval by the CMPC.
- J. Vacated space returns to the University's central pool for new assignment consideration. It is the responsibility of the Vice-President to report to CPFM any vacated space.

- K. Programs displaced by demolition of old space may or may not occupy the new space which replaces it. Among options to be considered are: assignment to other new space, assignment to existing space vacated by other programs, or assignment to the replacement space.
- L. The addition of space to an existing facility or the design of new space for a particular purpose does not mean that such space remains indefinitely under control of the division or department for which the addition or design was made. Space use is a subject of continuing review to ensure optimum utilization.
- M. Spaces that are primarily used for very short periods of time, usually less than a full day, are referred to as “hoteling” space or time-shared space. Such space may be assigned to a particular organizational unit to handle reservations and scheduling, but time shared spaces can be reserved and used for particular purposes by any organizational unit. Examples include time-shared offices; almost all large conference rooms; and small, fully enclosed conference rooms when privacy/confidentiality is required for meetings of two or three people.