

**Old Dominion University  
Space Management  
Procedures Manual**

**August 2024**

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## **Introduction**

All Old Dominion University buildings, space, and land, regardless of fund source or location, belong to the University as a whole and are subject to assignment and reassignment by the Executive Vice President for Administration and Finance to meet the overall needs and best interest of the institution. Long-range planning for optimum use of these valuable University assets is a continuing process.

The Old Dominion University Space Management Procedures Manual (manual) is produced by Facilities Management to serve the needs of the University community by outlining the procedures for space reconfigurations, requests, assignments, and the acquisition of new spaces either by reassignment, construction, lease, or purchase. The procedures in this manual have been developed to help the University utilize facilities and space assets in an efficient manner in pursuit of the University's mission.

Due to the dynamic nature of the University, existing policies and procedures may need to be revised or new policies and procedures may need to be created. Therefore, this manual should be viewed as an evolving document and Facilities Management appreciates suggestions for improvements. Feedback on University space policies and/or these procedures, should be emailed to [SpaceManagement@odu.edu](mailto:SpaceManagement@odu.edu).

## **Chapter 1 - General Information**

Among the many resources needed to accomplish the mission of a university, facility resources, particularly the allocation of space, are critical. Similar to other essential components such as personnel, financial support, and equipment, it is recognized that space is finite, and that the creation of new space is a slow and expensive process, which is not always possible. Therefore, decisions regarding space need to be made within the context of utilizing existing resources in the most effective manner possible. As a result, the assignment and reallocation of space needs to be accomplished thoughtfully and in accordance with policies and criteria that meet the needs of a unit's current and future mission and programs. The decision-making process needs to consider the special needs and unique differences among academic units, colleges, and administration.

At Old Dominion University, facilities and space are viewed as institutional assets and critical resources, which must be assigned, developed, and managed in response to the institution's mission, programs, and strategic objectives. Use of space resources is reviewed by the State Council on Higher Education of Virginia (SCHEV). How efficiently ODU utilizes facilities and space assets is a significant variable in SCHEV's capital funding decisions.

### **1.1 Authority**

Per policy 1500 E.3.C., "The Executive Vice President for Administration and Finance (EVPAF) is delegated the following powers to bind the University in administrative and financial matters: ... C. Use of University facilities;" In order to do this, the EVPAF assesses the space needs of the University and assigns facilities and outdoor space based on the following categories: academic, research, administrative, student housing, intercollegiate athletics, recreational sports, or other. The facilities and grounds, once categorized, will be assigned to management as listed below.

### **1.2 Space Administration**

Each vice president is responsible for the management and allocation of space assigned to their respective Division, College, or School. This includes approval of requests for additional space for their departments and programs.

Each vice president is also responsible for reviewing, approving, and securing funding for any reconfigurations or projects deemed necessary in the spaces/facilities assigned to their Divisions, Colleges, Schools, Departments, or Programs.

### **Academic Space**

Academic space is assigned to the Provost and Executive Vice President for Academic Affairs in support of the University's instructional mission. Academic space, other than classrooms, is then reassigned by the Provost and Vice President for Academic Affairs to the Deans of the Colleges, as appropriate.

### **Instructional Spaces**

On behalf of the Provost, the University Registrar schedules all instructional spaces (classrooms, class laboratories, lecture halls, auditoria, etc.) for academic courses.

### **Research Space**

Research space is assigned to the Vice President for Research and Economic Development in support of the University's research mission. The University's research space is then reassigned by the Vice President for Research to the Deans of the appropriate Colleges and Schools.

### **Administrative Space**

Administrative space is assigned to administrative units across the University. Once assigned, administrative space will be managed by the vice president for the administrative unit to which it is assigned, per the provisions in paragraph one of this section, 1.2 Space Administration.

### **Student Housing Space**

Student Housing is assigned to the Vice President for Student Enrollment, Engagement, and Services. Assignment of individual students to residence hall rooms is governed by the Terms and Conditions of the Housing and Dining Agreement.

### **Intercollegiate Athletics Space**

Athletic space is assigned to the Athletic Director and includes all athletic fields and facilities owned or leased by the University, whether located on or off campus. While the use of these facilities and grounds by student-athletes is the priority, the Athletic Director may permit use by others, subject to the provisions of policy 3200.

## Recreational Sports Space

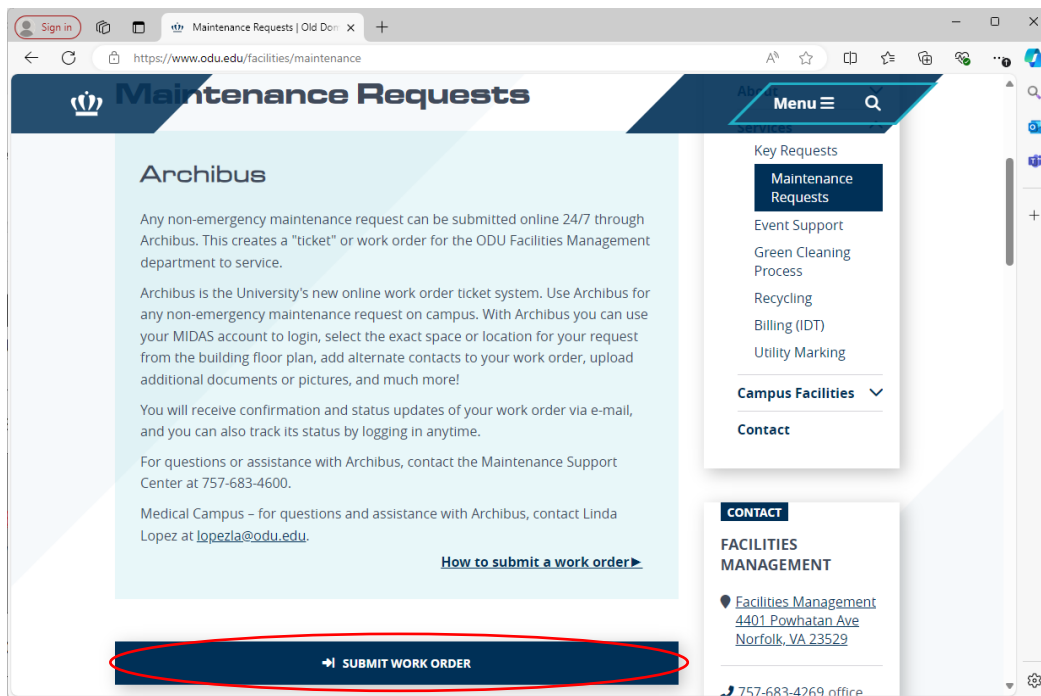
Recreational sports space is located in and adjacent to the Student Recreation & Well-Being Center. This space is assigned to the Vice President for Student Enrollment, Engagement, and Services.

## Other Space

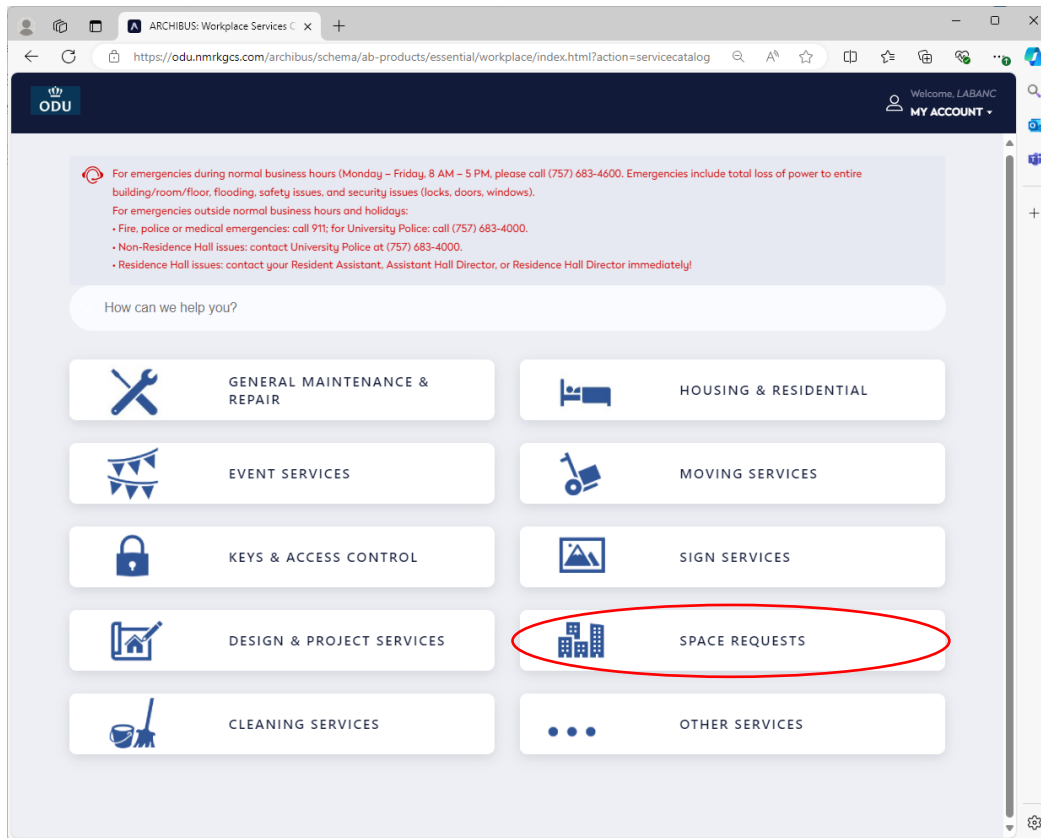
Other space includes, but is not limited to arts facilities, Webb University Center, Perry Libraries, Student Success Center, Ted Constant Convocation Center, and non-recreational sport outdoor space. Policies for the use of these spaces/areas are established by the departments/units to which they are assigned. These spaces are managed by the assigned departments/units and their respective vice president, per the provisions in paragraph one of this section, 1.2 Space Administration.

## 1.3 Space Requests

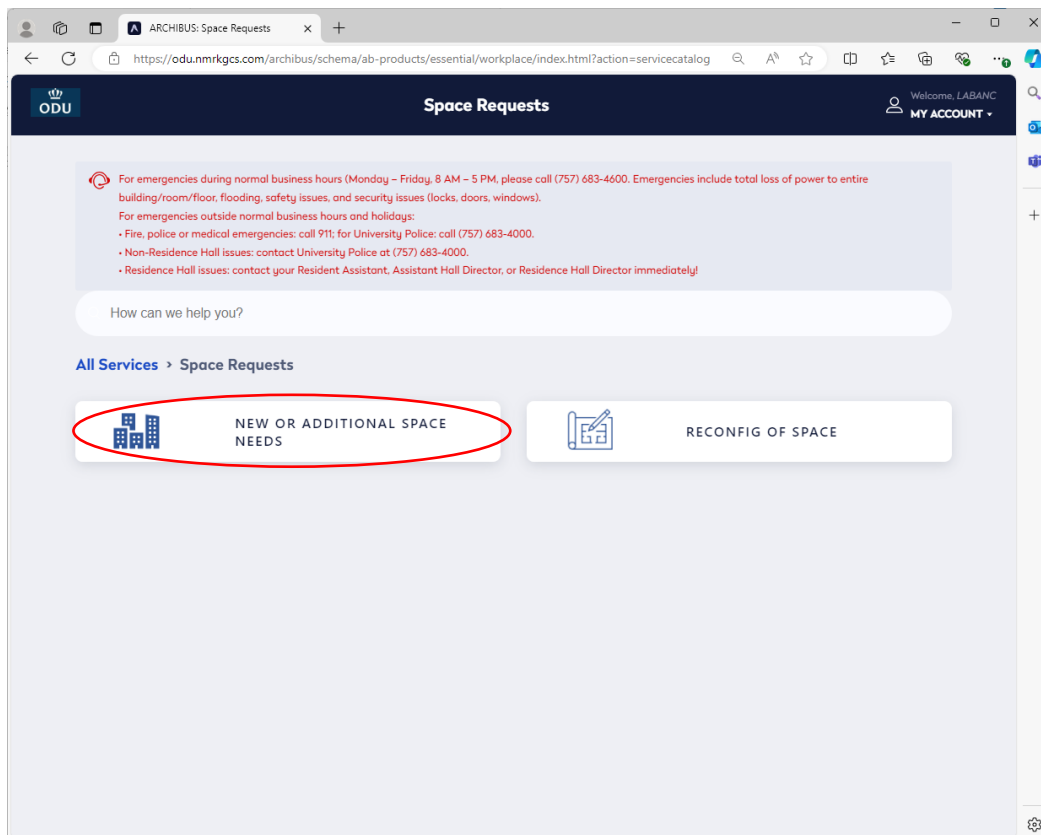
All requests for space planning assistance and requests for new space should be submitted at <https://www.odu.edu/facilities/maintenance>, via the work order submission process. At the link above, click the navy blue "SUBMIT WORK ORDER" button.



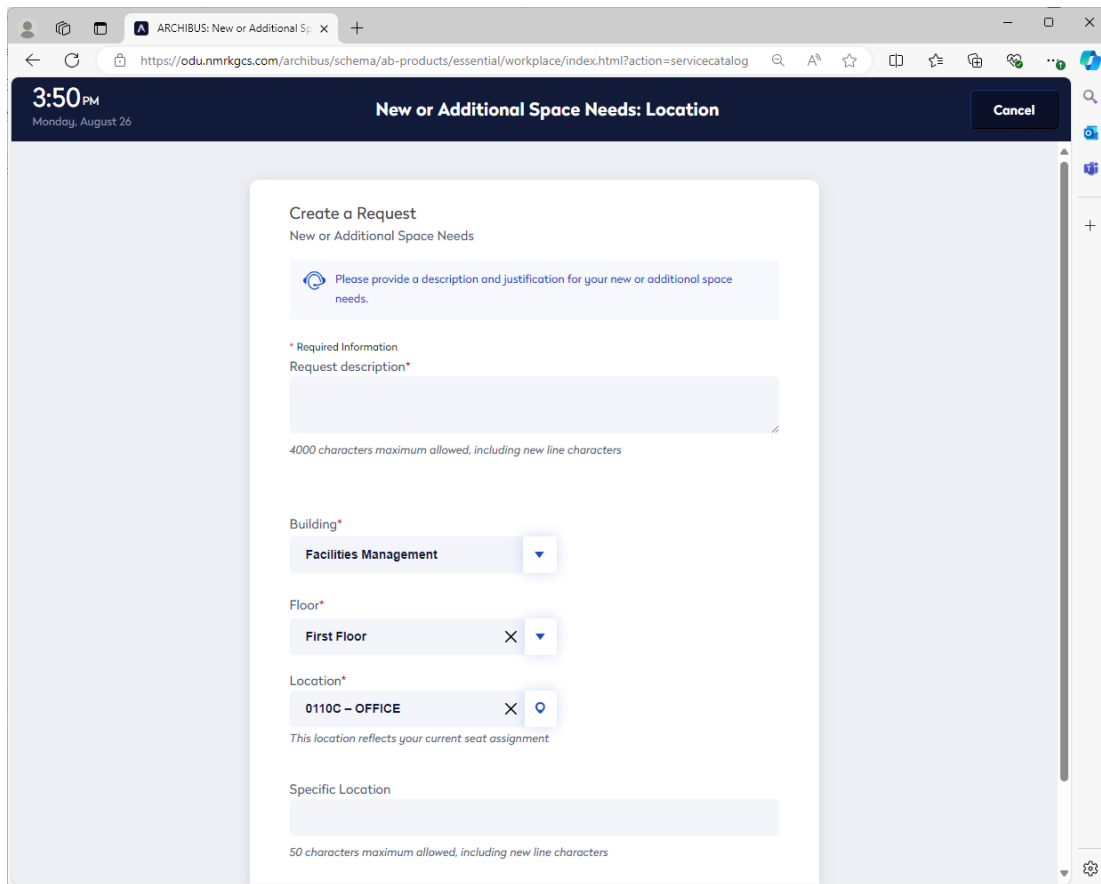
Then, select the "SPACE REQUESTS" button.



Finally, select the "NEW OR ADDITIONAL SPACE NEEDS" button.



Once you are at the “NEW OR ADDITIONAL SPACE NEEDS” screen, enter as much detail as you are able, as this will help the Space Management team develop a better understanding of your needs.



The screenshot shows a web browser window with the URL <https://odu.nmrkgcs.com/archibus/schema/ab-products/essential/workplace/index.html?action=servicecatalog>. The page title is "New or Additional Space Needs: Location" and the time is 3:50 PM on Monday, August 26. A "Cancel" button is in the top right corner. The main content area is a form titled "Create a Request" for "New or Additional Space Needs". It includes a blue box with a speech bubble icon and the text "Please provide a description and justification for your new or additional space needs." Below this is a section for "Required Information" with a "Request description\*" field, a "4000 characters maximum allowed, including new line characters" limit, a "Building\*" dropdown menu set to "Facilities Management", a "Floor\*" dropdown menu set to "First Floor", and a "Location\*" dropdown menu set to "0110C - OFFICE". A note below the location dropdown states "This location reflects your current seat assignment". At the bottom is a "Specific Location" field with a "50 characters maximum allowed, including new line characters" limit.

After a space request is received, the vice president or dean responsible for the submitting department will receive an email notification to confirm approval. Once approval is confirmed, the Office of Space Management will explore options for fulfilling the space request, consult with the requestor, and seek approval for the assignment of the desired space from the Executive Vice President for Administration and Finance. If approved, the requestor and approving vice president or dean will receive a Space Assignment Memorandum (SAM) to document approval and provide direction for requesting a project, if necessary. If a project is requested, Facilities Management will work with the requestor to determine the best course of action to achieve the desired outcomes.

Space requests are reviewed with the Executive Vice President for Administration and Finance on a quarterly basis, and typical construction projects



require 2-6 months to execute, depending on complexity and associated permitting requirements. Due to this timeline, it is essential departments proactively submit their space requests for evaluation. For example, in order for a project to be completed by the beginning of fall semester, a space request should ideally be submitted in July of the previous year. If the space is already assigned, a project request should ideally be submitted by October 1 of the previous year to allow adequate time for associated review, approval, planning, design, and construction.

## **1.4 Space Standards**

Space standards are an important part of space management for all universities. They serve as a guide to help similar spaces remain consistent across campus. ODU's space standards are based on SCHEV's space standards and Section 6.1.1 [Standards for Space Planning] of the Commonwealth of Virginia Construction and Professional Services Manual (CPSM) These standards are followed unless there is a significant reason for a variance to be applied. That variance comes from executive leadership of the institution.

## **1.5 Space Reporting**

Annually, the University is required to submit space reports to SCHEV, who utilizes the information to evaluate and prioritize requests for appropriations of State funds to construct capital projects under the Educational and General (E&G) space category. While a request for an additional office may not seem like something in which the State would have an interest, the cumulative effect of all space changes in a given year may change the percentage of University space occupied by a department, or college. The statistics are reviewed and used to assess the need for proposed projects.

State budget strategies indicate that new construction be supported by a justified operational need. Additionally, the leasing of off-campus space requires a long-term financial commitment by the institution and should be seen as an avenue of last resort as it increases the University's fixed operating costs. Facilities Management is charged to effectively manage space assets. Increasing the

efficient use of existing space in order to accommodate expanding program needs is in the best interest of the institution.

## **Chapter 2 – Space Data**

Accurate space data is an important tool for both strategic and short-term planning at any university. Knowing space statistics for each department and combining them with enrollment data, credit hour production, FTEs, and other critical variables allow university leadership to make the best decisions for the institution. In order to maintain accurate data, Facilities Management will conduct annual Departmental Space Audits.

### **2.1 Space Definition**

It is important for spaces to be defined the same way across the University and from institution to institution. Fortunately, the US Department of Education (DOE) provides a set of definitions. These codes are available in the Facilities Inventory Classification Manual (FICM). This manual is available as a free download from the DOE's website.

### **2.2 Departmental Space Audit (DSA)**

The University's room inventory must be updated annually and submitted to SCHEV. The room inventory, in conjunction with the academic class schedule generates space utilization data and provides information for SCHEV's space analysis. This data is reviewed whenever ODU submits a Capital Construction Proposal to the state. This data has the potential to impact an award of millions of dollars from the State.

In order to keep ODU's space data as accurate as possible, the Office of Space Management will conduct an annual Departmental Space Audit (DSA). Academic departments will complete their audits in the Fall semester because of the recent placement of new faculty into their respective offices and labs. Non-academic departments will complete their audits each Spring semester.

Each Spring, the Office of Space Management will contact all academic departments to confirm their DSA contact for the upcoming Fall semester. These contacts will be trained on completing the DSA and given resources to help them complete their task.

Each Fall, the Office of Space Management will contact all administrative departments to confirm their contact for the Departmental Space Audit for the upcoming Spring semester. These contacts will be trained on completing the DSA and given resources to help them complete their task.

### **2.3 Classroom and Instructional Laboratory Utilization**

Each fall the University prepares a report illustrating the use of instructional space. This data is reported to SCHEV. The Office of Space Management receives course schedules from the Registrar that illustrate the majority of academic activity in a classroom or a class laboratory. However, it is imperative that the department's report all informal class activities related to their courses and provide this information to Space Management when requested.

Current SCHEV Standards recommend that on average university classrooms should be used 40 hours per week (Monday through Friday). During those 40 hours, the occupancy of the classrooms should average 60%. Instructional laboratories also have usage and occupancy requirements. They should be used 24 hours per week (Monday through Friday), and when in use their occupancy should average 70%.