

3364-20-04 Permanent or temporary space allocation.**(A) Policy statement**

All requests involving allocation of academic space allocation must be approved by the provost and executive vice president for academic affairs. All requests involving allocation of non-academic space must be approved by the executive vice president for finance and administration. All requests involving allocation of space at the university of Toledo medical center (“UTMC”) must be approved by the executive vice president for clinical affairs. Instances in which a request for space allocation involves a combination of academic, non-academic and/or UTMC space may result in the three executive vice presidents conferring to provide approvals. Any changes of use of space needs are to be sent to the director of campus planning for review and comment prior to approval.

(B) Purpose of policy

To promote the efficient use of space.

To foster a coordinated approach to addressing space needs on all campuses.

To improve customer service for those making requests.

To ensure transparency and accountability in the space allocation process.

To ensure that all requests for space, requests for change in occupancy, and requests for change in room use are authorized by the responsible parties.

To ensure that the university's facilities information (building floor plans and space inventory) is current, for internal space management purposes and for accurate reporting to external agencies (Ohio department of higher education, Medicare, National Science Foundation, etc.)

(C) Procedure

Procedure details can be found under the link entitled “permanent or temporary space allocation policy” standard operating procedure (“SOP”) located at <http://www.utoledo.edu/facilities/spaceplanning/pdf/ADM-61.pdf>

Effective: 10/26/2018

CERTIFIED ELECTRONICALLY

Certification

10/16/2018

Date

Promulgated Under: 111.15
Statutory Authority: 3364
Rule Amplifies: 3364