

SAP 51.99.99.T0.02 Space Use Guidelines



Effective: September 18, 2022
Next Scheduled Review: September 18, 2027

Procedure Summary

Space is a critical and finite resource owned by the University. Effective allocation and utilization of space is therefore crucial to the continued success and strategic growth of Tarleton State University. This Standard Administrative Procedure (SAP) has been developed to provide the guidelines, roles and responsibilities and key performance indicators governing the use and management of various space types at Tarleton.

This document attempts to consolidate this information in a uniform, equitable, and transparent manner in order to ensure that space-related decisions are aligned with the University's mission, strategic plan, priorities, and available resources.

This SAP does not supersede relevant guidance contained in System Policy sections *41 – Real Property* or *51 – Facilities, Planning and Construction*.

Definitions

Research Space - Research space refers collectively to wet lab or dry lab space assigned to faculty members, researchers, and other personnel to conduct their research activities.

Teaching Space – Includes classroom and class lab spaces used predominantly for the purposes of instruction.

Office Space – Understood to include private offices, open office work areas and conference rooms used for administrative or academic purposes.

Event Space – This refers to any space, academic or non-academic, that is regularly scheduled for events. Specific space types are outlined in section 2 of "*SAP 51.99.99.T0.03 Event Space & Facilities Use Guidelines*"

Processes and Responsibilities

1. GENERAL SPACE USE GUIDELINES

1.1. Space is a critical university resource.

- 1.1.1. Effective allocation and utilization of this resource supports the success of Tarleton’s overall mission and enables the development and improvement of University programs that serve our students, staff, faculty and alumni.
- 1.2. All university space, including but not limited to buildings and land, belongs to the university.
 - 1.2.1. Space does not belong to any specific individual nor to any unit, department, program, division, school, or college.
- 1.3. The President has final authority for all decisions regarding the allocation and utilization of space at Tarleton.
 - 1.3.1. The President may delegate this authority as the President deems appropriate.
- 1.4. To support effective allocation and utilization, University space must be actively managed.
 - 1.4.1. Active management requires the use of standard processes and supporting data.
 - 1.4.2. Space identified as being less efficient relative to THECB requirements, federal requirements or internal Tarleton targets, may prompt any of the following remediation actions:
 - Development of an action plan by the college / department to improve efficiency of the space(s) in question
 - A recommendation by the University Space Committee for a review of the design, furniture, fixtures, equipment and construction of the space(s) in question
 - A recommendation by the University Space Committee to the Executive Council for reallocation of the space(s) in question
 - Other actions as deemed necessary and appropriate by the Executive Council, University Space Committee, or Space Utilization Specialist.
- 1.5. The allocation of space will adhere to a set of principles aligned with Tarleton’s strategic plan:
 - 1.5.1. Space allocations should support both University strategic priorities and programmatic needs at the departmental, division, or University level.
 - 1.5.2. The allocation of space should adhere to relevant University and System policies
 - 1.5.3. Spaces allocated to a unit should adhere to existing University and System planning and design standards

- 1.5.4. Spaces allocated to a unit should be designed and constructed consistent with the intended use.
- 1.5.5. Units should be assigned contiguous space whenever possible
- 1.5.6. No allocation of space is permanent. All space allocations can be adapted or reassigned to meet the evolving needs of the University.
- 1.5.7. Reassignment or reallocation of space should include active involvement or direct consultation with the responsible administrator(s) of the assigned space(s). Responsible administrators could vary based on the scope of the space in question but could include Deans, Vice Presidents, department chairs or unit leaders.
- 1.5.8. When a unit relocates to a newly acquired, constructed, or renovated facility, the vacated space will revert to the University for reallocation.
- 1.6. Space related decision making will be informed by quality data:
 - 1.6.1. The University will identify a unit to act as steward for Tarleton space allocation and utilization data.
 - 1.6.2. Active management of space resources and adherence to state and federal requirements for space allocation and utilization reporting will require coordination and data collection between the space data steward and many stakeholders across Tarleton.
 - 1.6.3. When communicated through the space data steward, prompt and full cooperation is expected with requests for space data and information.
- 1.7. This document will be reviewed and, if necessary, revised at a minimum every three years.

2. TEACHING SPACE (CLASSROOMS AND CLASS LABS)

2.1. Teaching Space Guidance

- 2.1.1. Teaching space is understood to be classrooms (space use code 110) and class labs (space use code 210).
- 2.1.2. The University Space Committee will review reports produced by the Office of the Registrar regarding performance of all classrooms. These reports should be sure to highlight classrooms that fall in the following categories:
 - 2.1.2.1. Any classroom with a Space Usage Efficiency (SUE) measure for facilities demand falling below 34 hours or class lab falling below 20 hours.

- 2.1.2.2. Any classroom with an SUE utilization rate falling below 30 hours or class lab falling below 15 hours.
- 2.1.2.3. Any classroom with an SUE average percent fill below 55% or class lab falling below 65%.
- 2.1.3. Space identified by the University Space Committee as being less efficient, either relative to established SUE thresholds or internal Tarleton efficiency targets, may be subject to remediation actions outlined in 1.4.2 of this document.

2.2. Unique Considerations

- 2.2.1. Not applicable at this time

2.3. Roles and Responsibilities

2.3.1. The Registrar's Office

- 2.3.1.1. The Registrar's Office shall serve as the scheduling office for all academic space at TSU. The scheduling of academic classes has the highest priority in state-funded and state-leased facility space. Other use of university facilities must not interfere with these activities.
- 2.3.1.2. The Office of the Registrar will produce the Texas Higher Education Coordinating Board's Space Usage Efficiency (SUE) measures – facilities demand, utilization, and average percent fill – twice each year, once in the Fall semester and again in the Spring semester.
- 2.3.1.3. The Office of the Registrar will report out to the University Space Committee regularly on the efficient use of teaching space at Tarleton. Reporting could include, but is not limited to the following:
 - Performance on SUE measures outlined above in section
 - The alignment of enrollments, enrollment caps and room sizes
 - The use of off-peak course scheduling
 - Other topics as deemed necessary and appropriate by the Office of the Registrar or as requested by the University Space Committee.

2.3.2. Faculty and departments

- 2.3.2.1. Faculty and departments will work with the Office of the Registrar to ensure that each course's enrollment total, enrollment cap, and room size are aligned.

2.3.2.2. Faculty and departments also will work with the Office of the Registrar to ensure that in-person classes, particularly undergraduate classes, are being scheduled for off-peak hours. Off-peak hours are defined as after 3:00 PM on Mondays – Thursdays as well as after 2:00 PM on Fridays.

2.3.3. The University Space Committee

2.3.3.1. The University Space Committee will review reports produced by the Office of the Registrar regarding performance of all classrooms.

2.4. Key Performance Indicators

2.4.1. Facilities demand - Calculated as the sum of instruction hours requiring classrooms (or class labs) divided by the count of classrooms (or class labs).

2.4.2. Utilization rate - Calculated as the sum of instruction hours scheduled in classrooms (or class labs) divided by the count of classrooms.

2.4.3. Average percent fill - Calculated as the sum of enrollment divided by the sum of available seats.

3. OFFICE SPACE

3.1. Office Space Guidance

3.1.1. Private offices are necessary for many, but not all, positions at the University. Shared offices, cubicles and open workstations are an efficient use of office space, and in keeping with Tarleton’s strategic goals to ensure fiscal sustainability, these office types should be utilized when appropriate.

3.1.2. The following guidelines outline which types of positions are typically appropriate for specific office types and should be referenced when considering any new allocation of office space.

The following positions should, in most cases, require a private office:

Executive	Academic	Administrative
President	Dean	Associate or Assistant Vice President
Vice President	Associate or Assistant Dean	Director
	Department Chair	Associate or Assistant Director
	Faculty, Tenure Track	
	Faculty, Research	
	Unit Administrative Manager	

The following positions should be allocated private office space on a case-by-case basis:

Academic	Administrative
Faculty, Non-Tenure Track	Manager
Staff, Professional (Full-time)	Staff, Professional (Full-time)
Faculty, Emeritus (Active)	
Technician, Associate or Specialist (Research)	

The following positions should, in most cases, be assigned a shared office, cubicle or open workspace:

Academic	Administrative
Faculty, Visiting or Consulting	Staff, Administrative Support (Full-time)
Research Fellow	Staff, Professional (Part-time)
Fellow, Lecturer, Visiting Scholar	Staff, Administrative Support (Part-time)
Faculty, Emeritus (Non-active)	Temporary or Student Staff
Staff, Administrative Support (Full-time)	
Staff, Professional (Part-time)	
Staff, Administrative Support (Part-time)	
Graduate Student Instructor	
Graduate Student Research Assistant	
Temporary or Student Staff	

3.2. Unique Considerations

3.2.1. Private Office Exceptions

3.2.1.1. Additional individuals may also require private office space. Supervisors will evaluate the need and provide written justification to his/her Department Chair, Dean or Vice President for the decision made.

3.2.1.2. Circumstances under which this exception is considered include:

3.2.1.2.1. Individuals who routinely handle privileged or sensitive information, and

3.2.1.2.2. Individuals who routinely meet regularly face to face with students over sensitive matters where appropriate options, such as a meeting room, are not otherwise available.

3.2.1.3. The assignment of an office to these additional individuals may be audited as needs and resources of the institution require further consideration of the office assignment policy.

3.2.1.4. The appropriate office type for remote workers will be determined as part of the process for approving a position and individual employee for remote work.

3.2.2. Multiple Offices

3.2.2.1. Assignment of multiple offices for faculty and staff is strongly discouraged, unless there is a true demonstrated need.

3.2.2.2. A secondary office should be a shared office, cubicle or open workstation whenever possible.

3.2.2.3. All decisions related to multiple offices should be made on a case-by-case basis and approved at the Dean level or above.

3.2.3. Emeritus Faculty Offices

3.2.3.1. Emeritus faculty may be provided shared offices, if space is available within a department, as long as they remain engaged in department activities.

3.2.3.2. These shared offices are intended to allow an individual to maintain contact with their unit, discipline and colleagues.

3.2.3.3. An emeritus faculty member actively engaged in teaching or research may retain a private office at the discretion of the department or college, if space is available.

3.2.4. Office Square Footage

3.2.4.1. The square footage associated with any office, cubicle or open workspace varies across buildings, floors and suites.

3.2.4.2. Office assignments should reflect the position of an individual, with those in more senior roles assigned to larger offices.

3.2.4.3. The University Space Committee will annually review office size and allocation with the support of Human Resources and the Space Utilization Specialist.

3.3. Roles and Responsibilities

3.3.1. All roles and responsibilities related to office space are captured under the general roles and responsibilities outlined in SAP 51.99.99.T0.01 Space Governance

3.4. Key Performance Indicators

3.4.1. The following data points should be considered as key performance indicators regarding the allocation and utilization of office space at Tarleton:

- Total number of private offices
- Total capacity of open workstations
- Total office space capacity (private offices plus open workstations)
- Total number of office spaces assigned to specific functions (e.g., academic, administrative, research, etc.) or units (e.g., Agriculture, Health Sciences, etc.)
- Total square footage of office space
- Average office and workstation size
 - Can monitor to see if they are becoming more standardized and appropriately sized over time
- Total number of office spaces (private or open) without an individual employee assigned.

4. RESEARCH SPACE

4.1. Research Space Guidance

The following guidelines apply to research and research related support space at TSU.

- 4.1.1. All space, including research space, belongs to the institution, where the President is ultimately responsible for the allocation of space to schools/colleges/units.
- 4.1.2. Research Space priorities, for Colleges, faculty recruits, renovations, etc., are driven by the Research Strategic Plan
- 4.1.3. All faculty members involved in laboratory/bench research are assigned space based on research needs and space availability
- 4.1.4. Research space assignments are not permanent, and space re-assignment is contingent upon space availability, productivity, and organizational priorities.
- 4.1.5. Schools/colleges are encouraged to adopt metrics that assist in the evaluation of research space utilization and productivity. Primary Key Performance Indicators are outlined in subsequent sections.

4.2. Unique Considerations

4.2.1. Process for new Research Space requests

- 4.2.1.1. All new / renovated space requests follow the Space and Space Use Change Request Policy
- 4.2.1.2. New faculty recruitments, and associated space need requests, are made in alignment to research strategic goals
- 4.2.1.3. Requesting space for new hires must be initiated at the start of the recruitment/search process in order to ensure adequate space will be available

4.3. Roles and Responsibilities

4.3.1. Please note that most roles and responsibilities related to space governance and stewardship are outlined in SAP 51.99.99.T0.01 - Space Governance

4.3.2. With specific regard to research space, it should be noted that the Vice President for Research serves on the University Space Committee in order to integrate research into the academic mission and ensure alignment of the mission with space allocation practices.

4.3.3. Specifically, the Vice President for Research will:

- 4.3.3.1. Ensure research space is compliant with University policy and government regulations
- 4.3.3.2. Consult with the Provost and advocate for research space priorities and requirements
- 4.3.3.3. Serve as steward for research Centers and Programs that directly report to the VPR
- 4.3.3.4. Counsel and communicate gaps in research space utilization with College Deans

4.4. Key Performance Indicators

4.4.1. The primary performance metric to assess research space utilization will be Research Dollar Density (RDD).

4.4.2. The RDD Formula is defined as Sponsored Research Expenditures (Direct + Indirect)/Net Assignable Square Feet of Research Space

- 4.4.3. The Space Utilization specialist, and a representative from the Division of Research, Innovation, and Economic Development will lead the development and dissemination of the RDD metric. The former will provide the most accurate research space data, and the latter will provide the most current annual sponsored expenditures from the University General Ledger.
- 4.4.4. As part of Tarleton's annual Research Space Assessment, the University Space Committee and OVPR will be charged with reviewing institutional and college level RDD. Deans, department chairs, faculty and the OVPR will be engaged to review college and PI-level KPI during research space management conversations.
- 4.4.5. With support from campus facilities and the OVPR, these metrics are aggregated and distributed annually to inform strategic space management conversations
- 4.4.6. Deans and Department chairs are to broadly communicate this RDD goal to active and aspiring researchers
- 4.4.7. Institutional and college level RDD will be reviewed within the University Space Committee and OVPR on an annual basis and reference this KPI in space re-allocation decisions and associated conversation with Tarleton faculty
- 4.4.8. Secondary Research Space Metrics could also be used in addition to RDD to evaluate space allocation decisions. These secondary metrics could include the following:
 - Alignment with Tarleton's (or the College's) strategic research priorities areas
 - Indirect Cost Recovery
 - Publications and Citations
 - Quality and impact of research being conducted
 - Count and funders for external awards supporting the project

5. VACATED AND UNASSIGNED SPACE

5.1. Vacated and Unassigned Space Guidelines

- 5.1.1. Space vacated due to new construction or an acquisition will revert to the university.
- 5.1.2. Similarly, space vacated due to a reduction in workforce, in program size, or in research grants will revert to the university.
- 5.1.3. Any space that is determined to be unassigned will also revert to the university.

- 5.1.4. Assignment of vacated or unassigned space will be coordinated by the Space Utilization Specialist with the review and approval of the Executive Council.
- 5.1.5. This guidance does not apply to normal attrition, such as faculty departures and new hires to fill vacated positions within a unit. In such instances, unit leaders (e.g., Deans, Vice Presidents, and Department Chairs) have authority to reassign allocated space. Please note however that any changes to the use of the space must be reviewed and approved via the Tarleton Space Request Form process outlined in section 6.

5.2. Unique Considerations

- 5.2.1. Not applicable at this time.

5.3. Roles and Responsibilities

- 5.3.1. The Space Utilization Specialist will maintain an inventory of vacated or unassigned space

5.4. Key Performance Indicators

- 5.4.1. The Space Utilization Specialist will present to the University Space Committee a report on vacated or unassigned space on a regular basis.

6. SPACE AND SPACE USE CHANGE REQUESTS

6.1. Guidelines for Requests

- 6.1.1. The following requests related to space are subject to the policies and guidelines developed by the University Space Committee and require approval by the Executive Council or their designee.

- 6.1.1.1. Any unit space modification that will change the intended use of a space (e.g., changing a classroom to an office)

6.1.2. Any unit request for new space

- 6.1.2.1. This guidance pertains only to ad hoc requests for new-to-a-unit space such as reallocated space, lease of space or in rare occurrences new construction of space. Most new construction requests will be reviewed and approved through the annual capital budget process.

- 6.1.2.2. Any unit request for renovation to an existing space that will move a wall, or otherwise re-engineer the services provided to the space.

- 6.1.2.3. This guidance pertains only to ad hoc space renovation requests, not requests already approved through the annual capital budget process.
- 6.1.3. All unit requests noted above in section 6.1.1 require written justification be submitted to the Space Utilization Specialist with the approval of the appropriate Dean or Vice President.
- 6.1.4. Submission of a request will prompt a review of a unit's current space allocation and utilization by the Space Utilization Specialist.
 - 6.1.4.1. The Space Utilization Specialist will utilize existing data on record in the master database as well as ad-hoc field verifications as needed to ensure full understanding of current use of space by the requesting unit.
- 6.1.5. All submitted requests must identify or recommend a funding source.
 - 6.1.5.1. A request may use unit funds, university funding only, or a combination of the two.
 - 6.1.5.2. If the request requires any university funding, approval from the Finance and Administration Division is required.
 - 6.1.5.3. If the university funding request is not approved by the Finance and Administration Division, an appeal to the Department Chair, Dean, and/or Provost for additional funding may be initiated.
 - 6.1.5.4. A request may only proceed with an identified and approved funding source and a formal estimate provided by Campus Operations from an approved vendor.
- 6.1.6. Any decision of the Executive Council is final and there is no appeal process.
 - 6.1.6.1. Units may consider re-submission of a request in a subsequent fiscal year
- 6.2. Unique Considerations
 - 6.2.1. Not applicable at this time
- 6.3. Roles and Responsibilities
 - 6.3.1. The University Space Utilization Specialist will develop and maintain a process and/or form to facilitate unit requests as noted above in section 6.1.
 - 6.3.2. Based on funding availability and approval as well as knowledge of existing University priorities, data reflecting available and planned space allocations and

their subject matter expertise, the Space Utilization Specialist will develop a recommendation for each submitted request and review that recommendation with the requesting unit.

- 6.3.3. If the Space Utilization Specialist and the requesting unit can agree on a recommended resolution that meets both the unit needs and the needs of the University, then the request may proceed and will be logged as a Campus Operations project in line with existing processes for project approval.
- 6.3.4. If either the requesting unit or the Space Utilization Specialist requests it, the recommendation can be reviewed by the Executive Council for a remediation.

- 6.3.4.1. This review may be conducted electronically or in person

6.4. Key Performance Indicators

- 6.4.1. Key performance indicators for the space request process should be presented to the University Space Committee by the Space Utilization Specialist on a regular basis to assess the both the effectiveness of the process and to observe and understand any trends that may be occurring with regard to space needs across Tarleton.

- 6.4.2. Key performance indicators to support this assessment include, but are not limited to, the following:

- Number of requests on an annual basis.
- Duration of effort from initial request through approvals then through completion (move, renovation)
- Count of requests and their status (approved, denied, deferred) by unit
- Pre-move and post-move utilization rate analysis for a given space or space type

7. SPACE DATA MANAGEMENT

7.1. Space Data Management Guidelines

The following principles apply to the creation, collection and maintenance of space data at TSU to ensure that it is accurate and consistent.

- 7.1.1. Space data should have a definition, system of record and an identifiable process for data updates

- 7.1.1.1. Campus Operations, through the Space Utilization specialist, will maintain the definitions, systems of record and update processes for Tarleton.

7.1.2. Regular verification of space data is essential

7.1.2.1. Verification of space data is coordinated by the Space Utilization Specialist and may take place at standard intervals (e.g., see “Tarleton Annual Building Utilization Verification” in section 9 of Appendix A) or on an ad-hoc basis as required.

7.1.3. Space data can come from various sources but should always come from a source authorized to provide the information. Acceptable sources of building space information include the following:

- President or Vice President, or their designated representative.
- College Dean, Associate Vice President, or their designated representative.
- Departmental Chair or their designated representative.
- Department Director or their designated representative.
- Space Utilization Specialist or their designated representative.

7.1.4. Effective space data management should provide the best information possible with a reasonable amount of administrative impact.

7.2. Unique Considerations

7.2.1. Sensors

7.2.1.1. In order to understand space utilization, it may become necessary or efficient to use occupancy sensors, electronic device tracking, in-person observation or other methods and technologies to assess the use of a specific space or spaces.

7.2.1.2. When this sort of assessment is required, the development, review and approval of a project will be coordinated by the Space Utilization Specialist to ensure proper data privacy policies and regulations are followed. This includes compliance with SAP 29.01.03.T0.01 Information Resources – Acceptable Use and Rule No. 15.99.01.T1 Use of Human Subjects in Research as applicable.

7.3. Roles and Responsibilities

7.3.1. Space Utilization Specialist

7.3.1.1. Serves as data steward for campus space data

7.3.1.2. Responsible for the maintenance of the master space data for Tarleton including building attributes, space attributes, attribute definitions and floor plan data

- 7.3.1.3. Coordinates regular verification processes including THECB building inventory audits and annual internal building utilization verifications
- 7.3.1.4. Coordinates data reporting for the University Space Committee to inform their understanding of space allocation and utilization at Tarleton
- 7.3.1.5. Manages the space request process and the update of space data required as part of changes approved through that process.
- 7.3.1.6. For more details on the systems of record, data definitions and associated processes related to the update and maintenance of space data, please see Appendix A

7.3.2. Building Coordinators

- 7.3.2.1. Serve as a point of contact for Campus Operations representing designated space(s) within Tarleton buildings
- 7.3.2.2. Respond to requests from the Space Utilization Specialist about the use of designated space(s).
- 7.3.2.3. At least annually, Building Coordinators should expect to provide Campus Operations with an update on relevant space data for their allocated spaces including a list of occupancy of all allocated space, noting which individuals are assigned to spaces.

7.4. Key Performance Indicators

- 7.4.1. Key performance indicators related to the quality of space data should be regularly reviewed by the Space Utilization Specialist to monitor the health of the master space inventory. These data quality indicators could include any of the following:
 - Total number of CAD floor plan updates in a given time period
 - Total number of projects known to require an update to space data in a given time period (new construction, renovation, moves, etc.)
 - Total number of CAD updates / Total number of projects
 - Total number of attribute updates (space use code, org assignment, etc.) in a given time period
 - The date of last field validation for a particular building / floor / space.
 - The percentage of buildings / floors / spaces with a date of last field validation that is within the last year (or other defined time frame)

Related Statutes, Policies, or Requirements

[System Policy 41.01, Real Property](#)

[System Policy 51.01, Capital Planning](#)

[System Policy 51.02, Selection of Architect/Engineer Design Team and Construction Contractor](#)

[System Policy 51.04, Delegations of Authority on Construction Projects](#)

[Rule No. 08.99.99.T1 Expressive Activity on Campus](#)

[Rule No. 07.03.01.T1 Political Campaign Events in Facilities Under the Control of Tarleton State University](#)

[SAP No. 21.01.12.T0.01 Purchase of Food and Refreshments](#)

[SAP No. 24.01.01.T0.01 Risk Management Programs](#)

[SAP No. 34.03.99.T0.01 Alcoholic Beverages on University Property](#)

Contact Office

Finance and Administration
254-968-9877

Appendix A

The following information outlines details related to the systems of record, data definitions and associated processes for the update and maintenance of space data at Tarleton.

1. Definitions

- 1.1. Verification – the act of physically observing and confirmation of the validity of information received from an outside source.
- 1.2. Capacity – the number of student work stations, either the number of tablet arm chairs, the number of chairs at tables, or the number of chairs at lab benches. The capacity of a room cannot exceed the occupancy limit.
- 1.3. Occupancy limit – is the number of occupants a room can accommodate within the guidelines of the building and fire codes. This number is determined by the building type, occupancy type, and an occupancy load factor.

2. Data Entry & Maintenance Guidelines

- 2.1. In compliance with the Texas Higher Education Board (THECB) Facilities Inventory Classification and Procedures Manual, institutions with state-supported physical facilities are required to maintain a building and room inventory with the THECB.
 - 2.1.1. It is also essential to maintain a current and accurate inventory for the purpose of assessing campus-wide space needs and space use.
- 2.2. At Tarleton, the master space database is the depository for all building space assignment and use information.
 - 2.2.1. This database is maintained by Campus Operations through the work of the Space Utilization Specialist.
 - 2.2.2. From this master database, the Space Utilization Specialist will regularly export data to submit to THECB. THECB collects data each year in November for the room inventory. This provides THECB with a snapshot of the space status for the prior year that cannot be edited after November 1. The intent is to capture the Fall space utilization.
- 2.3. All space assignment changes should be documented within 30 days of any change. This ensures compliance with THECB guidelines and is best practice for space data maintenance.

- 2.3.1. Space assignment changes include changes to room assignment (CIP code), room type (classroom, office), or room use (academic instruction, research)
- 2.3.2. The Space Utilization Specialist must be notified by departments or offices of changes to room assignments.
- 2.3.3. Updates will be submitted by Space Management on an on-going basis, as changes to the inventory are identified.
- 2.4. Space information should always reflect the current status of the building space. Only those changes which have been implemented will be entered into the database.
 - 2.4.1. For example, if a department is assigned space that is currently vacant, until the department actually moves into the space, it should be reported as vacant. Or if a department is assigned space that is occupied and once vacated needs to be renovated, until the department actually moves into the space, it should be reported as being renovated.

3. *Room Type Classification Guidelines*

- 3.1. The THECB classification guide requires rooms be coded according to majority use.
 - 3.1.1. Tarleton can only report a single space use code to THECB. If a room is used the majority of the time (greater than 50%) for a specific purpose, then the space code for that use will be reported.
- 3.2. Because room type classifications are sometimes not clear, the Space Utilization Specialist will decide on the use of space and a determination of the percentage of time the space is used
- 3.3. Room utilization is documented in the database in the Room Type Code field and the Room Usage field.
- 3.4. Room type and usage will not be changed without approval by the Space Utilization Specialist.
- 3.5. For space whose type or usage code is changed (recoded), the Unit Code (department) to which the space is assigned will not be changed unless dictated by other factors.

4. *Teaching & Research Space Classification*

- 4.1. While any space may be used for instruction, rooms whose use for instruction is the predominant use of the space may require changing the room use to a classroom or class-lab code.

- 4.2. Teaching space used for instruction for credit greater than 19 hours per week (50% of 38 hours), with no special equipment that would preclude general instruction, will be coded 110-Classroom. Teaching space outside of classrooms and class-labs consists of special class labs. A similar room used less than 19 hours per week will be coded as 220-Special Class Lab, 350-Conference Room, or other appropriate code type.
 - 4.2.1. To calculate, add the total minutes for classes held in the room for a one-week period, and divide by 50-minutes.
 - 4.2.2. Data used to determine the number of hours per week of instruction will be compiled after census day of the Fall Semester.
- 4.3. Teaching space used for instruction for credit greater than 12.5 hours per week (50% of 25 hours), with special equipment that would preclude general instruction, will be coded 210-Class-Lab. A similar room used less than 12.5 hours per week will be coded as 220-Special Class Lab, 250-Non-Class Lab, or other appropriate code type.
 - 4.3.1. To calculate, add the total minutes for classes held in the room for a one-week period, and divide by 50-minutes.
 - 4.3.2. Data used to determine the number of hours per week of instruction will be compiled after census day of the Fall Semester.
- 4.4. It is reasonable to assume research space (250-Non-Class Lab) could be used to conduct research 24-hours per day, 7 days per week, or 168 hours total per week. Research space used for instruction for credit greater than 84 hours per week (50% of 168 hours) will be recoded to 210-Class Lab.

5. *Administrative Space Classification*

- 5.1. It is reasonable to assume administrative space could be used to conduct administrative functions 12-hours per day, 6 days per week, or 72 hours total per week. Administrative space (conference rooms, meeting rooms, and assembly rooms) used for instruction for credit greater than 36 hours per week (50% of 72 hours), with no special equipment that would preclude general instruction, will be recoded to 110-Classroom.

6. *Capacity Guidelines*

- 6.1. The capacity field in the database is used to document seating capacity in classrooms, class labs, assembly rooms, meeting rooms, and conference rooms.
- 6.2. Capacity for other types of space is not currently documented.
- 6.3. Capacity is not the same as occupancy limit; see definitions.

7. *Teaching Space Capacity*

- 7.1. Seating capacity for classrooms and class labs is determined and provided by the Office of the Registrar, based on the type and size of classes to be taught in each space. The capacity will accommodate all those students registered in the largest class using the space. Class sizes will vary, so for any one classroom, the number of students seated in the class will vary, but should never exceed the seating capacity.
- 7.2. Space Management confirms the proposed seating capacity does not exceed the occupancy limit. Where special conditions exist where the occupancy limit is not evident, Space Management will confer with Tarleton Risk Management and Safety for a determination.
- 7.3. Professors decide how seating in their classrooms will be used. In some instances, additional seating will be brought into a classroom to accommodate guests and others not enrolled in the class. The quantity of seats provided in the room may vary from the seating capacity listed in the database. Any variance between the seating capacity and actual number of seats in the classroom is disregarded by Space Management, with the following exception: if the number of seats in a classroom exceeds the occupancy limit, Space Management will notify Tarleton Risk Management and Safety to act.

The following information outlines details related to two important verification processes that occur regularly to ensure the update and maintenance of space data at Tarleton.

8. *THECB Facilities Inventory Audit*

- 8.1. In compliance with Texas Education Code, Article 61.0583, Audit of Facilities, the Texas Higher Education Board (THECB) will periodically (on a 5-year rotating basis) audit Tarleton State University's room inventory to verify its accuracy.
- 8.2. The following information is necessary to show compliance with the THECB facilities inventory audit:
 - 8.2.1. Room number installed at building matches information in database and floor plans.
 - 8.2.2. Room size as built at building matches information in database and floor plans.
 - 8.2.3. Room use observed at building matches information in database.
 - 8.2.4. Inventory control systems must be formalized (efficient, effective and enforced).
 - 8.2.5. Reporting mechanisms must be in place (to provide top-down and bottom-up feedback).

- 8.2.6. Changes (including renovations) must be reflected in a timely and accurate manner.
- 8.2.7. Data must be congruent between various internal reporting systems to external entities.
- 8.3. To support audit readiness, Tarleton institutes the following guidelines and processes:
 - 8.3.1. When room numbers installed or room size as built at building does not match information in database and/or floor plans, Space Management will coordinate with SSC to update floorplans and database.
 - 8.3.2. When room use observed at building does not match information in database, Space Management will coordinate with occupying department to change the use or update the database.
 - 8.3.3. The Space Utilization Specialist will implement inventory control systems and reporting mechanisms.
 - 8.3.4. The Space Utilization Specialist will formalize process for communication of changes through use of a web-based form for use by Building Coordinators, faculty & staff.
 - 8.3.5. The Space Utilization Specialist will regularly verify data congruence through the use of semi-annual internal audits of select spaces using the criteria in 7.2

9. *Tarleton Annual Building Utilization Verification*

- 9.1. In order to ensure accuracy of data, an annual building inspection will be conducted to compare as-built and as-used conditions with information reported in the room inventory database.
- 9.2. These inspections will not be exhaustive and will not confirm accuracy of all data. They are only intended to catch glaring discrepancies.
 - 9.2.1. Example 1: if the database says 100 square feet, and the room looks like 10-foot by 10-foot it would be acceptable. If it looks like 10-foot by 20-foot there would obviously be a problem.
 - 9.2.2. Example 2: if a room is shown in the database as an office occupancy, but the observed use is a conference room.
- 9.3. Verification Process
 - 9.3.1. Standard forms will be used to document observed conditions.

- 9.3.2. Floor plan drawings will be used to compare graphical information with observed conditions.
- 9.3.3. The inspection team will generally consist of the Space Utilization Specialist. On occasion, the inspection will be conducted by another person.
- 9.3.4. Inspections will be conducted on a floor-by-floor basis looking at each room in a numerical order matching the room number.
- 9.3.5. Doors that are shut will be knocked on to alert occupants. Doors that are locked will be opened with a master key. Where door keying is special, other arrangements will be made to enter the room. The inspection team will ensure that lights are returned to the position they were prior to entering (off or on) and doors returned to the position they were prior to entering (closed or open and locked or unlocked).

9.4. Preliminary Reports

- 9.4.1. The Space Utilization Specialist will share identified discrepancies with the appropriate Building Coordinator and collaborate with them to confirm information.
- 9.4.2. Errors and discrepancies will be confirmed and adjusted where necessary.

9.5. Final Report

- 9.5.1. A final report documenting the observed conditions will be prepared and distributed to the appropriate parties.
- 9.5.2. Adjustments will be made to the Space Management database.