


Name of Policy: <u>Permanent or Temporary Space Allocation</u>		 Revision date: October 11, 2021 Original effective date: April 15, 2009	
Policy Number: 3364-20-04			
Approving Officer: President			
Responsible Agent: Executive Vice President for Finance & Administration and CFO			
Scope: All University of Toledo Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Any changes of use of space needs are to be sent to the University Architect for review and comment prior to approval. All requests involving allocation of academic space 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 clinical space must be approved by the Chief Executive Officer (CEO) of the University of Toledo Medical Center. All requests involving the allocation of mixed-use space involving academic and clinical end uses 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 clinical space may result in the Provost and EVP for Academic Affairs, EVP for Finance and Administration, , the CEO of UTMC, and the EVP for Clinical Affairs conferring to provide approvals.

(B) Purpose of policy

To promote 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 or physical alterations 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 <https://www.utoledo.edu/facilities/spaceplanning/pdf/ADM-61-permanent-or-temp-space-allocation.pdf>

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>October 11, 2021</u> Date</p> <p><i>Review/Revision Completed by: Executive Vice President for Finance and Administrations and CFO, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>01-42 permanent or Temporary Space Allocation-HSC (former Health Science Campus policy, previous review date 07/01/03)</i> <p>Initial effective date: April 15,2009</p> <p>Review/Revision Date: October 11, 2021</p> <p>Next review date: October 11, 2024</p>
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