

## SPACE ALLOCATION & UTILIZATION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Operations
<b>Parent Policy:</b>	Facilities Operations Policy
<b>Approval Date:</b>	June 11, 2015
<b>Effective Date:</b>	June 1, 2015
<b>Procedure Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Procedure Administrator:</b>	Senior Manager, Facilities Management

### Overview:

NorQuest College (college) takes appropriate measures to ensure college space is managed to meet college needs and achieve optimized utilization. This procedure supports the college through the efficient allocation and utilization of space to meet the needs of its employees, programs and students.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

Space is an expensive resource and optimizing its utilization is essential to allow expansion without increasing facility costs.

Facilities Management is responsible for overall college space allocation, utilization and management.

- All space is College-owned space and will be treated as a common sharable resource.
- Space will be planned and developed for flexibility, adaptability and optimal utilization.
- NorQuest College Space Standards will be used to guide the design, allocation and utilization of space
- The College may re-assign and/or re-purpose space to optimize its functionality, usability and utilization.
- Space allocation for instructional and learning purposes will take priority over other use.
- Furniture placement and room layouts shall be set up to meet Alberta Building Code egress requirements.
- Seating capacities in all College space shall not exceed Alberta Fire Code requirements.

#### **Allocation of Space by Category**

Learning Space: is allocated (scheduled/timetabled) through the Timetabling Unit (under the Office of the Registrar). The Timetabling Unit works closely with the programs to develop schedules/timetables to meet program needs. Facilities Management and Timetabling Unit work together to forecast space needs and support the assignment of Learning Space to ensure efficient allocation and utilization.

Employee Work Space and Service Space: are allocated through Facilities Management and may be requested by emailing [facilities@norquest.ca](mailto:facilities@norquest.ca).

	<p><u>Meeting Rooms</u>: are allocated/booked using room scheduling software (MS Outlook Resource Scheduler).</p> <p><u>Rooms or Space for Special Events</u>: are allocated/booked through Facilities Management and may be requested by emailing <a href="mailto:facilities@norquest.ca">facilities@norquest.ca</a>.</p> <p><u>Facility Rentals</u>: are allocated/booked via a rental agreement through Facilities Management and may be requested by emailing <a href="mailto:facilities@norquest.ca">facilities@norquest.ca</a>.</p> <p><b>Utilization Targets for Learning Space</b> Below are the utilization targets for Learning Space, as provided by Alberta Innovation and Advanced Education. The College's goal is to increase utilization to achieve these targets. Utilization targets are based on a typical 40 hour week:</p> <ul style="list-style-type: none"> <li>• Classroom by day and time - 80% utilized</li> <li>• Classroom by enrolment and capacity - 80% of available seats are filled</li> <li>• Overall seat-hour utilization - 64%</li> </ul>
<b>Definitions:</b>	<p><b>Employee Work Space</b>: space allocated for staff, faculty and contracted employees (e.g. offices, workstations, meeting space and related support spaces in academic and administrative areas).</p> <p><b>Learning Space</b>: includes; classrooms, labs, lecture halls, seminar rooms and other rooms/space that are used to deliver instruction.</p> <p><b>Service Space</b>: space allocated for building services and ancillary support services (e.g. janitorial, building electro-mechanical equipment, server rooms, printing equipment, central storage, etc)</p>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Alberta Building Code</a></li> <li>• <a href="#">Alberta Fire Code</a></li> <li>• <a href="#">Facilities Operations Policy</a></li> <li>• <a href="#">Facility Rental Procedure</a></li> <li>• <a href="#">NorQuest College Space Standards</a></li> </ul>
<b>Related Documentation:</b>	N/A
<b>Next Review Date:</b>	May 2019
<b>Revision History:</b>	June 2015: New (replaces Standard Practice 4.16: Space Bookings, Allocation and Utilization)