

# Planning and Space Information Summary

Office of Physical, Environmental and Long Range Planning- UH Mānoa

At the University of Hawai'i at Mānoa, physical space is a finite resource. The Office of Physical, Environmental and Long Range Planning provides professional support to assist and advise the campus community in space planning and allocation decisions. Increasing enrollment, faculty hires, and aggressive research aspirations along with the need for surge space to allow for renovations to address the critical maintenance and repair needs of aging facilities infrastructure, have placed extraordinary demands on the University's finite physical space resources. Physical space is allocated and managed as a budgeted resource with a high level of executive oversight and coordination to ensure consistency with larger University goals and objectives making a centralized clearinghouse for space-related information and support critical for oversight and coordination.

## Guiding Principles

- *Space is considered a valuable University resource held in the same regard as faculty, staff and/or budget dollars.*
- *Space is University property to be allocated in a manner which best advances the University's priorities and mission.*
- *Space needs of the University will be evaluated in the context of quantitative, functional and holistic considerations.*
- *Responsibility for assignment and reassignment of space will generally follow divisional and departmental organizational hierarchies or presented before the Campus Facilities Planning Board for recommendation.*

## Summary of Possible Services

- *Space assessments and determination of need*
  - *Confirm and assess the current size, assignment, use, type, and utilization of space.*
  - *Evaluate the amount of space assigned compared to the amount of space needed.*
  - *Serve as consultant and advisor related to space.*
- *New recruit space consultations*
  - *Review facilities requested or needed for a potential recruit.*
  - *Evaluate and recommend space and location options for a potential recruit.*
  - *Serve as an internal consultant related to the suitability of an existing facility or the amount and quality of space for research to be performed by a potential recruit.*
- *Space programming and conceptual development*
  - *Explore, determine and document programmatic needs of a school, department or program.*
  - *Project type of facility and amount of space to accommodate these needs.*
  - *Explore conceptual space and plan options for how these needs might be accommodated.*
  - *In consultation with Facilities Management Office, provide rough budgetary allowances for options.*
  - *Advise with regard to options.*

## Other Related Services

- Complete ongoing physical space surveys of entire campus to verify geometry, space use and occupancy.
- Prepare multifaceted reports for various campus entities tying space data to other data sources such as enrollment, energy usage, facility condition index, etc.
- Update and maintain campus map along with an interactive online component.
- Create, collect and report GIS (geographic information system) layers and maps.
- Review drawings and specifications for building, landscape and infrastructure projects.
- Develop and oversee various master planning efforts such as landscape, water/sewer, signage, etc.