

Prepared and endorsed by the AiM Advisory Committee of the UH Business Process Council  
This is a NEW Executive Policy

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UNIVERSITY OF HAWAII

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EXECUTIVE POLICY ON SPACE MANAGEMENT AND PLANNING DATA

June 2014

**E2.XXX – UH Space Management and Planning Data Maintenance and Reporting**

The University of Hawaii defines space management to encompass standard practices for initiating, facilitating, maintaining, and reporting on a comprehensive space inventory. A robust spatial inventory will enable the University to 1) measure whether its spaces meet current program needs, 2) analyze the efficient use and allocation of these spaces, 3) collectively inform and guide planning for future space needs, 4) enable meaningful reporting capabilities, and 5) conduct institutional comparisons and benchmarking.

**I. Vision**

As the University strives for academic excellence and increased efficiency, it is necessary to manage and thoroughly understand current space allocations and usage. Space management and planning should provide meaningful information that can contribute to the identification of both physical and resource needs, aligning with the University's strategic plan.

As there is cost associated with various aspects of space, including but not limited to, planning of new space, planning for expansion, renovations/repurposing of existing space, the building of new space, and moving departments into new spaces, it is vital to note the exponential cost-saving potential that can come from informed planning and rooted understanding of existing spaces.

It is the responsibility of all departments and units to consider current and future space needs, collaboratively working with the campus space planners to find smart solutions in optimizing campus spaces and allocations. This policy attempts to define a strong baseline for space data collection and maintenance – a key step toward intelligent space planning and visioning.

Acknowledging that all space is owned by the University, systemwide coordination and support is essential. The system of record used by the campuses shall be regarded and endorsed at all levels of the University and partnerships established with other systems of record and relevant units to provide the most updated, streamlined data repository possible.

**II. Responsibilities**

This policy is based on the premise that the ultimate responsibility of each campus Chancellor is to promulgate practices and procedures for the initiation, facilitation, maintenance and reporting of a comprehensive space inventory for the respective campuses. The Chancellor can delegate authority to perform the aforementioned responsibilities. This policy is not intended

to define the process which space is assigned or reassigned, nor does it delegate any such authority. That will be defined and determined in a separate policy or by each individual campus.

- A. The Deans, Directors, or Department Chairs shall:
  - 1. Provide the requested space data such as departmental occupancy, individual occupants, grant information.
  - 2. Provide access to spaces in order to capture additional data such as room condition and square footage.
  - 3. Notify Chancellor's office or designated authority of any changes such as room assignments, change of use, alterations. This will facilitate in monitoring space.
  - 4. Assign a space coordinator to liaison with the Chancellor's office to facilitate data collection.
- B. The Chancellor's office or designated authority shall:
  - 1. Maintain accurate physical space data, such as drawings, physical measurements and the acknowledged system of record.
  - 2. Perform field surveys to take physical measurements, room use categorization and condition assessment.
  - 3. Establish processes and procedures for data collection
  - 4. Provide data upon request.
- C. The Requestors of data shall:
  - 1. Provide data requirements, timelines, potential resources and support data collection.
  - 2. Provide liaison or representative to partner with and actively participate with those collecting the data.

### **III. Purpose**

- A. Comprehensive examinations of interdisciplinary space on campus
- B. Plan space allocations and assignments in a way that:
  - 1. Aligns with the University Strategic Plan, maximizing academic learning, fostering research and grant work, and supporting other non-instructional or administrative needs
  - 2. Shows sound decision-making
  - 3. Maximizes the planning process for facilities maintenance/renovations/construction, departmental moves, change of use, etc.
- C. Forecast and justify new construction needs
- D. Meaningful systemwide and campus reporting, openly accessible to executives
- E. Sharing and collaboration between campuses to explore possibilities of cross-

campus space allocations

- F. Find ways to maintain these metrics to be as accurate as possible

#### **IV. Applicability/Scope**

This policy applies to a broad spectrum of demographic groups, partnering systems of data, system-wide reports, and beneficiaries that include, but are not limited to:

- A. Occupant Demographic Groups
  - 1. Standard occupants of UH spaces/locations such as faculty, staff, graduate assistants, post docs, project employees hired through Research Corporation UH (RCUH), and other employee categories
  - 2. Non-standard occupants of UH spaces/locations such as commercial tenants, external agencies, University affiliates such as visiting faculty, third-party vendors, etc.
- B. Partnering Systems of Record
  - 1. People demographic data centralized within a designated system of record (UH Identity Management System- IMS)
  - 2. Financial Systems (Kuali Financial System- KFS)
  - 3. Telecommunications
  - 4. Grant Management System (myGrant)
  - 5. Facilities Work Management (Assetworks AiM) and Key Management databases
- C. Reporting standards
  - 1. Office of Research Services' (ORS) Facilities & Administrative (F&A) space survey reporting, including data download for UH F&A cost proposal software such as Comprehensive Rate Information System (CRIS)
  - 2. National Science Foundation (NSF) Survey of science & engineering research facilities
  - 3. Association of Physical Plant Administrators (APPA) Facilities Performance Indicators
  - 4. UH Strategic Direction, UH System and respective campuses strategic plans
  - 5. UH standardized space comparison reports TBD
  - 6. Campus space utilization reports required by the UH Institutional Research & Analysis Office (IRAO)

- D. Beneficiaries, recipients, and reporters of data
  - 1. Office of Research Services (UH System)
  - 2. Office of Capital Improvements for Capital Improvement Project (CIP)
  - 3. Facilities, Planning, Construction, Operations & Maintenance units at each campus
  - 4. Administrators and schedulers of both General-use rooms and Departmental-managed rooms.
  - 5. UH Institutional Research and Analysis Office
  - 6. Executive personnel at each campus
  - 7. UH Groupings and UH Identity Management System

## **V. Policy Guidelines**

It is the policy of the University of Hawaii to hold each of its campuses accountable for the integrity and completeness of its Space Management data while keeping that data accessible for appropriate use. In instances where space is shared across campuses or entities, coordination is required to eliminate redundant or incomplete reporting.

- A. Space data shall be captured about all owned and leased space within the University.

*GOAL: Gain a comprehensive view of spatial data across buildings and campuses systemwide.*

- B. Each campus shall adopt and maintain space management best practices, which should include:
  - 1. A processes to survey spatial data; using end user and/or on site walkthroughs,
  - 2. Collection of room use data elements according to nationally recognized standards; Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition manual, National Center for Education Statistics (NCES) Classification of Instructional Programs, NSF Field of Science Codes,
  - 3. A Space Change Notification policy recognized and supported by the executive administration,
  - 4. Uploaded and updated floor plans with square footage of all the space each campus owns or leases,
  - 5. The identification and collection of complementary data sets relevant for campus planning needs and F&A space survey reporting.
  - 6. The maintenance of data at regular intervals to the extent practicable to each campus and its reporting responsibilities.

*GOAL: Establish clear and easy to follow set of processes which are both simple to execute and ensure data accuracy.*

- C. Metrics and data sets shall include, at a minimum:
1. Building and room square footages (gross and usable SF)
  2. Room space use categories
  3. Organizational occupants

And could also include:

1. Individual occupancy
  2. Condition assessment
  3. Asset attributes
- D. For academic and research units subject to the full Facilities & Administrative (F&A) rate space survey, additional information such as names of room occupants, account numbers of grants worked on in the room, and percentage use of room by federal function code, which must total 100% is required. The complete requirements are described in the F&A space survey instructions issued by the UH Office of Research Services. Such may be obtained by the Director of ORS and/or their departmental website.

*GOAL: Capture consistent information across buildings and campuses.*

- E. Each campus shall recognize a common system of record for space related building and room information across all UH System campuses.

*GOAL: Standardize and broadly report at the University system level as well as individually within each campus.*

- F. Shall maintain the accuracy of the data.

*GOAL: Ideally updates should occur annually, but could occur more frequently with implementation of an effective change notification policy and/or interfacing with systems of record.*

- G. This policy shall respect other formal systems of records to be used within its general database architecture and validation setups.

*GOAL: Eliminate redundancy of information collection, improve accuracy, and increase frequency of updates.*

## **VI. Best Practices**

- A. Campus space management and planning procedures
- B. Space assignments
  - 1. Managed and monitored spaces
    - a. Managed space assignments
      - i. Facilitating decisions on assignments with designated and recognized campus space committee (ultimate authority falls on Chancellor)
      - ii. Could include the assignments of vacant spaces, change of use.
    - b. Monitored space assignments
      - i. Could include assignments such as departmental in-house shuffling, facilities planning/projects/construction, periodic surveying
  - 2. Interior space standards, and space dimensions and attributes
- C. Common space categorizations
- D. Defining standard space sizes
- E. 3-pronged data maintenance at the campus level
  - 1. Periodic surveying
  - 2. Space Change Notification procedures (non-confidential employee information or changes in employment status, departmental notification, directory data collected)
  - 3. Coordination with Facilities/O&M units during renovations, use changes, new construction
- F. Web-based interface for basic data and F&A space survey data collection
- G. Maintain accurate floor plans and documents
- H. Defining reporting intervals

## **VII. Definitions**

Standard definitions allow for high consistency of reporting across the campuses. The AiM Advisory Committee, an appointed sub-group of the Business Process Council (BPC) has created and will continue to maintain a detailed Data Dictionary in a format conducive to the current system of record for space: the AssetWorks AiM software. See Data Dictionary.