Office of Space Planning & Management

- ***Developed*** **with mission of:**
  - Providing strategic and thoughtful planning
  - Efficient management and utilization of both current and prospective property and facilities

- ***Has Responsibility*** **for:**
  - Inventory, utilization, modification and evaluation of academic and administrative facilities on the main campus and at off-campus facilities owned or leased by the University.

  - The role of the Office of Space Planning & Management with regard to assignment of space is *advisory*.

Space Planning & Utilization Management

- **<u>Space Management / Project Phase I</u>:**
  (January 2006 – present)
  - Implementation and utilization of a New Database and Space Management System (Archibus/FM and OSIS)

  - Polylined and linked over 421 on-campus buildings totaling 8.6 million Gross SFt. with the new Space Database

  - Polylined and linked over 25,700 rooms totaling 6.5 million Net Assignable SFt. with the new Space Database

  - Maintain a Central Repository for University-wide Building, room & space Data including: Space utilization, Room type, Room use, Gross area, NASF, Departmental & Research Data

  - Maintain Current Inventory Of Over 850 Structures On-Campus & Beyond

Rooms by Category
- 000 - Unclassified Assig...
- 100 - Classroom
- 200 - Laboratory
- 300 - Office
- 400 - Study
- 500 - Special Use
- 600 - General Use
- 700 - Support
- 800 - Health Care
- 900 - Residential
- NON - Nonassignable

Space Surveys -

- A mechanism by which the Office validates the spatial, classification and assignment of space for the University's facilities.

- Space Representatives are assigned by Deans and Administrators to work with the Office of Space Planning and Management to manage the College's or Unit's space.

Space Planning & Utilization Management

- **<u>Reporting:</u>**
  - ❖ Facilitate & Provide Data for Federal and State Financial Reporting:
    - Office Of Assistant Vice President For Business & Finance
    - Office Of Institutional Research And Assessment (OIRA)
    - Office Of The Vice President For Research

  - ❖ Provide Data for Space Management and Space Utilization:
    - Offices of the President
    - Office of the Executive Vice President
    - Office of the Provost
    - Office of Campus Planning
    - Facilities Division
    - Colleges/Schools and Departments
    - Risk Management and Safety
    - Office of Information Technology
    - City Of Auburn (Emergency Mgt)

Room	NASF	Department	Room Use	Room Type
112A	264.00	130601 - Mechanical Engineering	OR - 100.00%	250 - Research/Nonclass Laboratory
112B	227.00	130601 - Mechanical Engineering	IN - 100.00%	250 - Research/Nonclass Laboratory
112C	363.00	130601 - Mechanical Engineering	OR - 90.00%	250 - Research/Nonclass Laboratory
112C	363.00	130601 - Mechanical Engineering	IN - 10.00%	250 - Research/Nonclass Laboratory
202	733.07	130601 - Mechanical Engineering	DA - 100.00%	316 - Office, General
204	229.00	130601 - Mechanical Engineering	DA - 100.00%	350 - Conference Room-Office Rel
205	426.28	130601 - Mechanical Engineering	DA - 100.00%	314 - Office, Staff
206	40.08	130601 - Mechanical Engineering	IN - 20.00%	325 - Office, Dept Head
206	160.32	130601 - Mechanical Engineering	DA - 80.00%	325 - Office, Dept Head
207	192.29	130601 - Mechanical Engineering	DA - 100.00%	315 - Office Service Area
208	185.46	130601 - Mechanical Engineering	DA - 100.00%	350 - Conference Room-Office Rel
209	226.00	130601 - Mechanical Engineering	DA - 50.00%	310 - Office, Faculty
209	226.00	130601 - Mechanical Engineering	OR - 50.00%	310 - Office, Faculty
210	345.77	130601 - Mechanical Engineering	DA - 100.00%	370 - Office Lounge
211	199.00	130601 - Mechanical Engineering	IN - 90.00%	310 - Office, Faculty

Maintaining Space Data – A Collaborative Effort

|	Office of Space Planning & Mgmt	Office of Institutional Research and Assessment	Business Office	Academic & Admin Units
1. Information requests regarding Auburn's facilities related to spatial, classification or assignment data	✓			
2. Maintenance of space data within Archibus and associated AutoCAD drawings	✓			
3. State and Federal Reporting requirements (ACHE, OMB, etc.)		✓		
4. Answering questions regarding contract and grant funded research space			✓	
5. Answering questions regarding OSIS including reports produced from Archibus/OSIS	✓			
6. Reporting changes to spatial, classification and assignment data				✓
7. Conducting Annual Space Surveys	✓	✓	✓	✓

Space Planning & Utilization Management

- **Upcoming Archibus/FM Projects:**
  - ❖ Annual Space Surveys
  - ❖ Facilities Condition Assessments
  - ❖ Deferred Maintenance management
  - ❖ Classroom Utilization
  - ❖ Fixed Asset Management
  - ❖ Implementation of AUM & into the central Building and Space Database
  - ❖ Implementation of Off-Campus Sites into the Central Building and Space Database
  - ❖ Strategic Master Planning (space)
  - ❖ Expansion of the Diagrammatics

- **Future Prospects:**
  - ❖ Campus-wide GIS Mapping
  - ❖ Work Order management
  - ❖ Property and Lease management
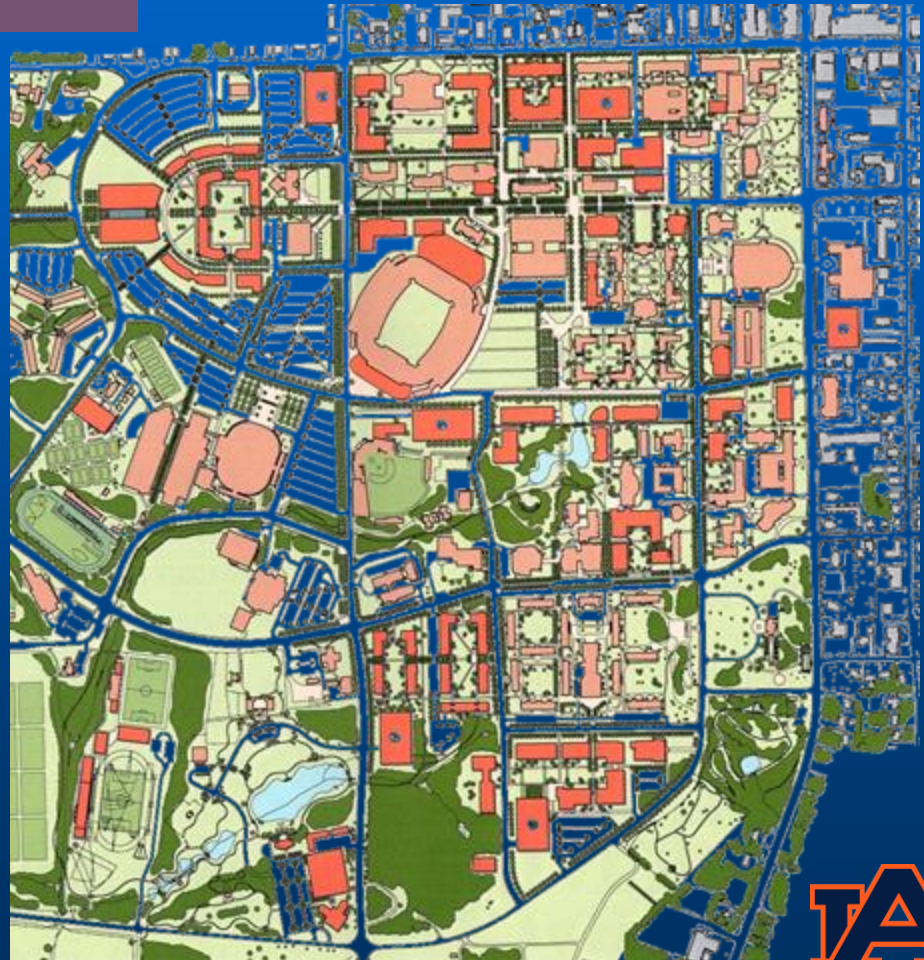
Space Planning Services-

- **Space Assessment:**
  - Reviews space assignment and use issues on a long-term, university-wide basis when attempting to make best use space recommendations to the Provost and Administration.

- **Space Utilization:**
  - Examines, analyzes and reports on the current use of space on an annual or as requested basis in order to assist the University in assuring better utilization of its limited resources

Space Survey Procedures & Guidelines -

- AU property and facilities belong to the University as a whole with ownership being centralized at the Office of the President.

- Stewardship of campus spaces is decentralized to Deans & Senior Administration.

- VP's and Deans are responsible for oversight of space occupied by activities under their control.

- Responsibility of VP's and Deans to ensure space utilization is consistent with purpose for which it was assigned.

Space Survey Procedures & Guidelines -

- The Space Survey Guidelines detail the processes and procedures in maintaining a comprehensive and accurate space management system.

Academic Space Planning Template (Office of Provost) -

- Designed to collect requisite planning data from academic departments and colleges that propose some change to their assigned facility space.

- The College will succinctly define academic plan of the College and its Departments. The clear link with academic mission and strategic plan of the University must be stated concisely.

- The College will determine the qualitative nature of it's existing space. SPM will assist you in the process.

- The College will provide information on how proposed usage and/or addition of space will contribute to meeting the stated academic goals.

Space Standards and Guidelines -

- Guidelines - developed by the Office of Campus Planning & Space Management to serve as an aid in planning, allocating and managing space on campus.

- Guidelines will assist the AU community in establishing equitable, consistent, efficient and flexible planning parameters, as well as, making sound management decisions about space allocations for new construction and existing or renovated buildings.

- Office of Campus Planning & Space Management given responsibility to administer these guidelines and assist the campus community in their implementation and interpretation.

Space Standards and Guidelines -

- Office of Campus Planning and Space Management concerned with overall allocation of space types throughout the University. This macro-level analysis allows the office to determine areas of need for the University as a whole and conduct "what-if" analyses relative to increases in enrollment, changes in programs of study, etc. The guidelines provide a basis for the office to conduct this type of analysis.

Space Planning Services-

- Support University's strategic planning initiatives (programmatic, financial, and physical) from perspective of space needs.

- Assist schools/colleges in developing Academic Space Plans required for all capital projects

- Assists the validation of requirements for capital projects using AU Space Planning guidelines

- Support role to Office of Campus Planning in development of program plans for capital projects.

- Priority recommendations for space improvement and capital projects through analyzing campus facilities needs, developing proposals and recommendations while adhering to the Campus Master plan.