

Space Allocation and Management

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Responsible Administrator: Vice President for Finance and Administration

Responsible Office: Office of Space Planning and Management

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Policy Statement

At FIT's urban campus, space is a limited resource. The allocation of space will be conducted in a consistent and strategic manner to optimize the productive use of this resource and to advance the mission and strategic priorities of the college. Procedures for the assignment of space will ensure transparency, equity, and appropriate use of space. This policy applies to all college spaces, whether owned or leased.

Reason for the Policy

The purpose of the policy is to enable the optimal use of college space resources, and to:

- Support FIT's Vision and Mission, Strategic Plan, and Campus Master Plan, guiding the development of future capital projects;
- Meet current and future needs and accreditation requirements;
- Govern appropriate space allocation among the academic, student support, and administrative units of the college;
- Standardize the space allocation process;
- Ensure adherence to all applicable building, health, safety, and accessibility codes;
- Promote cost-effective utilization of space; and
- Provide transparency regarding the rules and regulations for use of FIT spaces.

Who is Responsible for this Policy

- Vice President for Finance and Administration
- Office of Space Planning and Management

Who is Affected by this Policy

- All members of the FIT Community

Definitions

- **Allocation:** the provision or assignment of space for a person, department, or function.
- **Alteration:** any intervention in a space that involves a change in its configuration; the fabrication of space; modification of space; the erection, relocation, or removal of walls, partitions, doors, locks, and windows; new furniture; new or changes to instructional equipment, information technology, and/or instructional technology.
- **Equipment:** Machinery or supplies that serve a business or administrative purpose. Examples include, but are not limited to, furniture, machinery, or appliances.

- **Instructional Equipment:** Equipment or supplies that serve a pedagogical purpose which are often located in classrooms, labs, studios, or other learning spaces like the FIT library. Examples include, but are not limited to, sewing machines, microscopes, dress forms, or textile supplies.
- **Information Technology:** Information technology is any hardware, software, services, and supporting infrastructure owned by FIT that manages or delivers information using voice, data, and or/video. This includes *instructional technology* that is a *smart device*, i.e., one that will be recognized if and when it accesses any available FIT network: wired, FITAir, or FITGuest.
- **Instructional Technology:** Information, mechanical, or electrical technology that is used for teaching or serves a pedagogical purpose.
- **Major Renovations/Capital Projects:** Projects that involve construction, reconstruction, acquisition, or installation of a physical improvement with a significant value to the college.
- **Renovation:** Upgrading or otherwise improving the condition of a space.
- **Relocation:** When a person, department, or function moves from one location to another. It includes associated activities such as space reassignment if necessary, modification of space or spaces to suit the new user/use, and change of furnishings, equipment or room contents; it may be temporary.
- **Reallocation:** Reassignment of a space.
- **Repurposing:** Any change in the use of a space.
- **Space:** Interior or exterior property owned or operated by the college.
- **Workspace:** Dedicated space in which employees perform their job duties including, but not limited to, private offices, open offices, cubicles, shared offices, or workstations.

Principles

Space Standards

FIT adheres to the State University of New York’s Facility Programming Standards for determining square footage and capacity by space type, in addition to locally developed guidelines for space allocation and utilization, building codes, and regulations (see Related Documents). Health, safety, and accessibility are also considered in FIT’s space planning decisions.

Space Numbers

Space numbers, including for rooms, workstations, and common areas are assigned solely by Space Planning and must adhere to the campus numbering system.

Design Standards

FIT has specific design standards, maintained by Space Planning, to support its brand and operations, including but not limited to, color palette, paint colors, furniture, flooring, lighting, window treatments, and room/building signage. Any requests to alter a design element must be approved by Space Planning.

Space Jurisdiction

All spaces are property of the college, and do not “belong” to any one position, department, or office. Decision-making, facilitation, and implementation of space allocations are designated to specific divisions, schools, departments, or programs based on campus and program priorities, strategic plans, the campus master plan, and overall needs and functional requirements of the college.

Space Assignments

Space assignments strive to support the functional needs of all academic, administrative, and student entities. Space assignments are not permanent and may adjust based on the needs of the college. All space assignments and planning related to space assignments are formally overseen by the Office of Space Planning and Management (“Space Planning”).

In addition:

- Course *scheduling* of instructional spaces is formally overseen by the Office of the Registrar.
- General Use Facilities *scheduling* is formally overseen by the Office of Events Management and Facilities Rental.

Space Use and Efficiency

- No department, program, or individual may informally reserve or use a vacant space without the approval of The Office of Space Planning.
- All space usage must adhere to regulations, codes, and design standards set forth by the American with Disabilities Act (ADA), NYC Department of Buildings (DOB) and NYC Fire Code (see related documents).
- All faculty and staff are provided with a suitable working environment for the type of work they perform, in accordance with OSHA¹ standards and SUNY’s Facility Programming Standards, as appropriate and available (see related documents).
- Spaces and space assignments/allocations are regularly evaluated, and may be reevaluated during periods of change including, but not limited to, reorganization, program expansion, or program disbandment. Spaces may be reallocated and modified to meet operational needs and strategic priorities or to utilize the space more efficiently.
- Employees and students are responsible for the appropriate use of space and other college resources and must safeguard college resources from inappropriate use, appropriation or abuse. (See Employee Code of Ethical Conduct and Student Code of Conduct in Related Policies pertaining to the appropriate use of college space and resources).
- **Dedicated Workspaces²**
 - Employees, faculty, and staff *may only have one dedicated workspace on FIT’s campus.*
 - Exceptions may be made for staff members that hold more than one job function in more than one distinct location on campus.
 - Retired employees, faculty, and staff may not retain a workspace on FIT’s campus.
 - Adjunct faculty members may not have their own dedicated workspace on FIT’s campus.
 - Supervisors will be located in close proximity to their staff to the extent possible.
 - As a general rule, workspaces should remain uncluttered and neat in appearance. Workspace decor should reflect a professional and welcoming work environment.

¹ As a public community college in the State of New York, FIT complies with guidelines and requirements of the New York State Public Employees Safety and Health (“PESH”) Bureau. The primary responsibility of PESH is to enforce the regulations established by the US Department of Labor Occupational Safety and Health Administration (“OSHA”).

² Allocation of office space for full-time and adjunct faculty is in accordance with Section 26.0 of the Collective Bargaining Agreement (CBA) or as otherwise agreed to between the College and the UCE of FIT. Office space for the Union is also provided in accordance with the CBA.

Space Planning

Historical uses of space may be considered in planning, but current needs may take priority.

- **Requests for Space Reallocation and Repurposing**

The college reserves the right to reallocate or repurpose space at any time as needs and priorities change. If it is determined that a space must be reallocated/repurposed, affected parties will be consulted, and provided reasonable notice whenever possible.³ Entities requesting a reallocation or repurposing of space should refer to the Procedures section below.
- **Requests for Space Relocation, Alteration, or New Space**

Space alteration requests must be made through the appropriate administrative process, as noted in the Procedures section below.
- **Space Request Considerations**
 - Major renovations/capital projects are considered annually, while other requests are managed on an ad-hoc basis.
 - Prior to making a decision, Space Planning will consult with appropriate administrators and/or departments, depending on the nature of the request, regarding a number of factors including budget, strategic priorities, and impacts of the request on space, technology, or the college.
- **Donations**

On occasion, philanthropic donations to the FIT Foundation can have space planning impacts that must be considered.

 - FIT Foundation manages all donations and acts as the custodian of philanthropic contributions that support the Mission and Strategic Plan of FIT.
 - Department heads should first consider the need for the donation as well as its alignment with FIT's Strategic Plan. FIT Foundation will consult the Office of Space Planning prior to the acceptance of donated equipment, instructional equipment, instructional technology, or any other donation that could impact space.

Leased Space

Leased space, under the terms of the lease, may have significant restrictions or responsibilities related to the use, appearance, and/or design of the space. As such, decisions and procurement procedures pertaining to leased space are at the sole discretion of the Vice President for Finance and Administration, or their designee.

The use of new and leased spaces is vetted by the Office of the General Counsel and the Vice President for Finance and Administration, or their designee, to fill a defined need not otherwise provided on campus. All leases must be approved and signed by the Vice President of Finance and Administration. This includes space use agreements and licenses with external entities.

Exceptions

Exceptions to this policy are made only on rare occasions at the discretion of the Office of Space Planning.

³ Advanced notice may not be feasible in rare circumstances when a space is rendered unusable and immediate relocation is required.

Responsibilities

- **Vice President for Finance and Administration**
 - Approves all matters concerning space planning, allocation or reallocation, alteration, and leasing.
 - Coordinates all significant space decisions with the Office of the President.
- **Office of Space Planning and Management**
 - Receives and analyzes requests for space and impacts to spaces by performing feasibility studies, code compliance review, preliminary cost estimates, and project timelines.
 - Develops planning recommendations consistent with the college's strategic and campus master plan.
 - Conducts routine analyses and reports of campus space needs at the divisional and department level, as well as for specific space categories as defined by the policy.
 - Reviews existing space allocations through surveys to ensure all space types are being utilized appropriately and efficiently.
 - Communicates space needs of affected groups as they pertain to new buildings and/or major renovation projects.
 - Oversees and informs space planning and budgeting related to capital projects, plan phasing, and departmental relocations.
 - Maintains the space inventory of the entire college, identifying how spaces are allocated for use in the mandated SUNY database for campus spaces (See SUNY AiM in Related Documents). Inventory is maintained in a manner to allow for efficient reporting and analysis on space utilization.
 - Consults with relevant stakeholders including but not limited to, Facilities and Information Technology, prior to approving space requests that may impact other areas.

Procedures

- **Requests for Space Relocation, Alteration, or New Space**
 - Requests should be initiated by submitting a Space Planning Request Form (see Related Documents).
 - If approved by the requestor's senior administrator, Space Planning will review the request and will assess the budget, size, scope, impact, and project schedule that may be associated with the request. Space Planning will also consult with other departments, as appropriate, to discuss additional impacts if needed.
 - Decisions regarding space requests are provided in writing by Space Planning to the originating senior administrator, including justification for denied requests.
- **Requests for Paint**
 - The request to paint walls the FIT standard color options must be submitted to Building and Grounds via the Facilities Maintenance Work Order Request, which can be found online within MyFIT, in the Web Resources section.
 - The request to paint an accent wall, for which there are a limited number of authorized colors, must be approved by The Office of Space Planning. To make such a request, an Accent Wall Painting Request Form should be submitted (see Related Documents).

- **Timing of requests**
 - Adequate lead-time is necessary to evaluate space requests and execute them if approved. Space requests should be submitted as far in advance as practicable of the anticipated need. Extenuating circumstances may necessitate a deviation in procedure.

Violations

- Non-compliant or inappropriate use of space will result in removal of occupant(s), furnishings, equipment or other items from said space. Non-compliant or inappropriate use of space by an employee covered by the collective bargaining agreement shall be subject to the applicable disciplinary process.
- Non-compliant or inappropriate use of space that infringes upon principles set forth by other FIT policies may be subject to additional disciplinary procedures followed under the subject-specific policy.

Related Policies

- [Code of Student Conduct](#)
- [Employee Code of Ethical Conduct](#)
- [Environmental Health and Safety](#)
- [Fire Safety](#)
- [Purchasing](#) (related to furniture & equipment)

Related Documents

- **Request Forms:**
 - [Space Planning Request Form](#)
 - [Accent Wall Painting Request Form](#)
- All applicable governmental agency building codes and regulations, including but not limited to:
 - [ADA](#)
 - [NYC Building Codes](#)
 - [NYC Fire Code](#)
 - [OHSA](#)
- [DASNY College and University Residence Hall Design Guidelines](#)
- [Facilities Department Work Order System – User Guide](#)
- [FIT Strategic Plan 2022-2027](#)
- [FIT Campus Master Plan Update 2015](#)
- [FIT Vision and Mission](#)
- [Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#)
- [SUNY AiM - Resources for Property and Asset Management](#)
- [SUNY AIM Property and Space Management Memo](#)
- [SUNY Facility Programming Standards](#)

Contacts

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