



**DUNDALK INSTITUTE OF TECHNOLOGY
SPACE MANAGEMENT POLICY AND PROCEDURES**

July 2023

1.0 Purpose

Dundalk Institute of Technology (DkIT) is committed to the development and maintenance of suitable accommodation to provide students, academic, professional and administrative staff with suitable space to perform institute-related activities. The purpose of this document is to set out the policy and procedures for the efficient and effective use of space. A Space Management Committee (SMC) will be established by the Executive Board to ensure the best possible utilisation of the Institute's space and facilities.

2.0 Scope

The Institute will maintain a detailed space inventory of its facilities. This will record the location and size of space and details of the current allocation. The centrally held inventory/database of space will be updated annually via the office of the Vice President for Strategic Planning, Communications and Development. The Space Management Committee (SMC) will make this information available as required.

(a) Space covered by the policy includes:

- Teaching space including lecture theatres, classrooms, laboratories and computer rooms.
- Office and related space (including open plan areas) for faculty, professional and support staff, researchers and visitors.
- Research laboratory areas including preparation and other associated space.
- Student Support Services.

(b) Space not covered by the policy includes:

- Incubation Space
- Student Union
- Catering Facilities
- Library (excluding offices)
- Multi-Purpose Centre
- Plant and Maintenance Facilities
- DkITSports.

The Estates Office is responsible for overseeing the building, renovation and maintenance of all Institute space. Proposals for any change of use, development or alteration must be discussed with Space Management Committee and with the Estates Office and no work should commence without prior agreement. This will apply in all cases including proposed changes in use or occupancy within units, access to buildings etc. Refurbishment works to office spaces are carried out as necessary. Occupants may be required to temporarily vacate to an alternative office location to facilitate these works. When office space is refurbished, standard office furniture, fittings, décor, etc., will be provided subject to budget provision. Faculty and staff are not permitted to refurbish offices. This is managed separately via Minor Works within the Estate's Office.

3.0 Principles

Space allocation will be guided by the following principles:

- a) Space is an expensive resource. All space is owned by the Institute, not by individual Schools Departments/Centres/Units.

- b) Space is allocated based on needs at a particular time. All allocations are therefore “conditional” in the sense that they are subject to review should circumstances change. Equitable allocation and efficient utilisation of space should be based on the defined needs of teaching, learning and research activities and the services, which support those activities.
- c) Sharing of space will become the norm rather than the exception.
- d) In the interest of achieving all objectives pertaining to the Institute’s Strategic Plan, space allocation responsibilities will, without exception, be centralised in order to achieve utilisation, which is managed in the interests of the whole community.
- e) Space is assigned based on the needs and the availability of space.
- f) The Institute has the right to reclaim and reallocate space as necessary based on the needs and changing demands and priorities of the Institute.
- g) In order to obtain optimum utilisation of space, all Institute space must be used in a responsible manner and in accordance with the strategic interests of the Institute.
- h) DkIT regards space as a critical asset and will continually monitor its utilisation against the strategic priorities of the Institute in order to maximise the use of all available space. This will encourage users to actively manage their space and lead to the release of unneeded/under-utilised space.
- i) It is intended that all areas will, where practicable, be assigned space, which provides physical cohesion and avoids multi-location of offices and related facilities.
- j) The Space Management Committee will consider the desirability of locating, so far as is reasonably practicable, all the activities of an academic or other unit in proximity to each other. However, staff will be required to move to space allocated, regardless of location, and to vacate existing space as soon as practicable.
- k) Space allocation, review criteria and processes will be clear, fair, transparent and inclusive.
- l) Space allocation decisions will be made following appropriate consultation and discussion to ensure due regard to the needs of units, students and service users.
- m) Inter-unit space allocations/reallocations (even on a temporary basis) must be approved in advance by the Space Management Committee.
- n) Room bookings for meeting rooms/seminar rooms etc will continue as normal with staff booking rooms for meetings through their current systems.
- o) All teaching laboratories will be placed on a central scheduling system to facilitate monitoring of usage.
- p) New programme proposals and modifications to existing programmes must specify teaching space requirements in documentation presented to the Executive Board via Stage 1 process. The relevant College Office will forward this information to the Space Management Committee in advance of the Stage 1 documentation being presented to Executive Board.
- q) The timetabling office will continue to timetable space for classes and labs.
- r) The briefing process for new build and refurbishment projects, funding availability and relevant norms inform the allocation of space for such projects. It is desirable that new projects, where possible, should provide some benefits (e.g. lecture theatres) to the Institute as a whole. Established space norms will be used for space planning.
- s) Conversion of any space to common room type usage is not permitted. All such existing facilities will be surveyed with a view to reallocation or sharing of those spaces, as appropriate
- t) Actual usage of space will be spot-checked and formal surveys of all venues will continue once per Semester. Under-utilised spaces will revert to the central space pool for reallocation.
- u) The Space Management Committee will engage in continuous analysis and surveys to determine the optimum assignment of current space, plan for future space needs and identify and recommend solutions to space problems. Examples of such problems may be poor utilisation and inefficient use of space.
- v) Any space vacated for any reason is immediately centralised. Prime assignable space should not be used for storage.

4.0 Procedures

Management responsibility and authority to allocate space is devolved to the Space Management Committee. Any decisions of the Committee can be appealed to the Executive Board with President making any final decision.

Heads of Schools/VPs are responsible for the optimum utilisation of space allocated to their School/Unit, in accordance with the Strategic Plan and the achievement of the goals set out therein.

(a) Teaching Space

- At present, teaching rooms (i.e. teaching/tutorial/labs) are “centrally allocated” by the Timetabling Office. This has resulted in very efficient utilisation of space on a completely transparent basis (e.g. the web site allows departments to view current timetables and facilitates requests for one off booking when needed). This process will continue. The timetabling office will provide the Space Management Committee with a report on timetabled rooms teaching/tutorials and labs. There will be no non-centralised timetabling of space.
- New programme proposals must specify teaching space requirements in Stage 1 documentation presented to Executive Board. Information on new academic programmes and departments and the retiring of programmes will be forwarded via the Registrar’s office in February/May each year and advised to the Space Management Committee for assessment of space implications.
- Units must adopt a flexible approach to use of potential teaching space. In particular, consideration must be given to minimising the amount of laboratory areas, which are considered ‘dedicated’ rather than multi-functional.
- Academic departments must ensure that systems are in place to ensure accuracy when submitting teaching space requests. Specifically, faculty should specify if a room is required for only a limited number of weeks in semester and requirements should be assessed for each semester rather than relying on information from previous years. This will capture any changes, which have been made to module delivery modes and will identify the consequences this might have on the availability of teaching rooms, laboratories and associated space.
- Dedicated and discipline specific labs will be allocated as per discipline requirements.
- An audit of space utilisation will be conducted annually.
- Consideration must be given to minimising the amount of laboratory areas, which are considered ‘dedicated’ rather than ‘multi-functional’. Laboratory space that becomes available at the conclusion of a research project will be reassigned. Space becoming available during the lifecycle of a project will also be reassigned.

(b) Research Space

- Research stations in specified locations are centrally allocated via the Space Management Committee.
- Research Centres and Groups will be clustered to maximise the use of shared core facilities and make best use of available space.

- Faculties and departments are encouraged to accommodate and develop research activity in existing assigned space. Any research project proposal authorisation applications form will include a section on space and this information will be supplied to the Space Management Committee. This will facilitate early planning for successful proposals. GRPBs will have to submit their requirements to the SMC well in advance of meetings.
- The Research Office process for the establishment of new Research Institutes and Centres will incorporate input from the Space Management Committee to ensure that any new space requirements identified for these initiatives can be assessed by the appropriate group(s) at the Institute. Research Centres and Groups will have to submit their requirements to the SMC well in advance of meetings.

(c) Office Space

- The Institute will continue to explore efficient ways of meeting the office needs of all staff.
- Staff allocation to offices will be managed centrally and the Space Management Committee will endeavour to find appropriate office space for faculty and staff. In order to optimise office usage, it is necessary to maintain accurate records and projections of office occupancy and availability. Units are required to forward information on recruitment, sabbatical leave, retirements, long-term sick leave, etc.
- In order to facilitate physical proximity and minimise multi-location, priority will be given to the allocation of vacated offices to faculty/staff in adjacent units.
- Full time academic and research staff will be provided with an office space. Part time, pro-rata contract and visiting staff will be allocated office space if such is available and appropriate. Postgraduate students will have access to shared desk space, the requirements of the discipline should be factored into determining the number of hot desks required for the postgraduate students.
- Appropriate office space will be allocated for all full-time professional and support staff.
- On retirement, staff must surrender allocated space even if no hot desk arrangement exists. (A hot desk arrangement is a shared desk arrangement). Human Resources will provide information on retirees, and where contracts have terminated to Space Management Committee. Office or desk space occupied by staff who retire or whose employment has terminated will revert to Space Management Committee.
- Spaces vacated by staff on temporary leave (e.g. sabbatical/long term sick leave/maternity leave) are advised that such space can be reallocated on a temporary until their return.
- The HR recruitment pack will include a section indicating whether a post will require additional office accommodation. HR will make monthly returns to the Space Management Committee including details on units, level of posts etc.
- Offices assigned to faculty/staff who are on long-term sick leave may be utilised by the Space Management Committee for other faculty/staff where the need arises. Once notification is received that the original occupant of the office is returning to work, then the office will be vacated by the temporary occupant with new space allocated as per the policy.

(d) Storage/Photocopying Rooms

- Each School/Functional Area will be assigned a storage area on campus to reflect needs.
- An annual review of the items stored will be carried out by the School/Functional Area and items disposed as required.
- Given the considerable demand for rooms generally, rooms on campus should not be dedicated for paper storage (reference Electronic Policy). A rigorous approach to the

disposal of materials needs to be adopted and any excess storage should be located off site in specialist facilities or within designated space on campus. The Procurement Office has in place specialist off-site storage facilities, which can be accessed at relatively low costs. Storage required under the Records Management Policy should be accommodated in school/department/unit secretariat offices

- It may be required to locate photocopier/printing facilities in separate rooms. In larger buildings, these rooms must be shared by Schools/Departments/Units etc.

To enable effective use of campus facilities during the summer vacation (end of June to end of August) for conference and events, the Incubation Centre Manager (ICM) will manage the use of all meeting space/facilities hire for this period for external organisations and external enquiries only. The ICM will engage with the Estates Office on space that will not be available due to minor works/summer works programme. Requirements for these facilities during this period should be requested through the ICM office. In addition, the Estates Office may require access to teaching space between semesters and during the summer break to facilitate planned maintenance and upgrading.

5.0 Responsibility

The Space Management Committee is responsible for the development and approval of proposal for the provision, allocation, withdrawal and reallocation of space in accordance with agreed strategic objectives. The Committee will principally aim to ensure that large tranches of vacant or under-utilised space are re-allocated based on the strategic priorities of the Institute as a whole.

The Space Management Committee will, via the annual audit, determine the optimum assignment of current space, plan for future space needs and identify and recommend solutions to space problems such as poor utilisation and the sharing of space to reduce duplication etc.

The Space Management Committee is responsible for the day-to-day allocation of space and for the implementation of the Institute's space management policy. The Terms of Reference for the Committee is the implementation of the Space Management Policy. A Committee quorum is 3 members in attendance.

Name	Responsibility
Executive Board	Policy Owner
Space Management Committee comprising: Vice President (Rota) Head of School (Rota) Estates Manager IT Manager HR Manager Secretariat	Allocation of all space

Submission of requests for space

Requests for space will be facilitated in line with the policy objectives in the Policy Statement. All requests for space should be emailed to spacerequest@dkit.ie

All requests will be acknowledged, examined and a response provided as soon as possible thereafter.

On receipt of an application for additional space from a unit, the inventory of the relevant unit's current space will be examined, including the number and status of staff and/or students occupying each room.

SPACE REQUEST FORM

Please use this form for space requests (i.e. change of existing space, new space, expansions, reductions and/or relocations). Complete all sections of the form. Email completed form to spacerequest@dkit.ie

Requesting Department:		Date:	
Contact Name:		Extension:	
Title:		Email:	

Space Requested:			
Office	<input style="width: 100%;" type="text"/>	Square feet needed	<input style="width: 100%;" type="text"/>
Classroom	<input style="width: 100%;" type="text"/>	Preferred Location (Building)	<input style="width: 100%;" type="text"/>
Computer Lab/Classroom	<input style="width: 100%;" type="text"/>	Date needed by	<input style="width: 100%;" type="text"/>
Work Area	<input style="width: 100%;" type="text"/>		
Lab	<input style="width: 100%;" type="text"/>		
Other _____			

Space Utilisation:		
Temporary Dates:	From:	To:
Permanent Date:	From:	To:
Number/FTE of occupants		

Purpose of Request: Provide a description of the request. Include information on existing facilities, if any, and what additional or new space is needed and why. If a remodel, briefly explain the changes requested. List any features required in the requested space.

Are there special requirements of the new space: (e.g. location, visibility, access, adjacencies, relationships to other programmes, etc.):

Describe briefly why your existing space is inadequate:

Describe any other factors to consider:

Approvals:		
The signatures of the Requestor and the relevant reporting Executive Board member (Head of School (HoS)/Vice President (VP)). The HOS/VP will be notified when a final decision is made.		
Requestor	Signature	Date
HOS/VP	Signature	Date

Space Management Committee Use Only

Date of Review:									
Assessment:									
Priority:	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>								
Score 6-9 = High; Score 4 = Medium; Score 1-3 = Risk									
Decision:	<table style="border: none;"> <tr> <td style="padding-right: 20px;">Approved</td> <td style="border: 1px solid black; width: 30px; height: 15px;"></td> </tr> <tr> <td>Request Further Information:</td> <td style="border: 1px solid black; width: 30px; height: 15px;"></td> </tr> <tr> <td>Deferred Until (insert time frame)</td> <td style="border: 1px solid black; width: 30px; height: 15px;"></td> </tr> <tr> <td>Rejected:</td> <td style="border: 1px solid black; width: 30px; height: 15px;"></td> </tr> </table>	Approved		Request Further Information:		Deferred Until (insert time frame)		Rejected:	
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(on behalf of Space Management Committee)									