

# UP 41.01.01.H1.01 General Space Request

Approved: September 23, 2019  
Next Scheduled Review: September, 2024



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## Procedure Statement

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This procedure is established to standardize the process to request or reassign space that is part of the Facilities Inventory maintained in accordance with the requirements of the Texas Higher Education Coordinating Board.

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## Reason for Procedure

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This procedure serves to afford an executive review of space changes prior to the movement to ensure that all it is coordinated to balance all needs of the University. It serves as the Standard Operating Procedure to manage space allocation requests as required by the Texas Higher Education Coordinating Board.

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## Procedure and Responsibilities

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### 1. General

Space is a valuable and critical asset to the effective and successful operation of the University. The use of space for the proper and most efficient purpose is important to the development and improvement of university programs as well as the responsible stewardship of state funds entrusted in our institution. Texas laws and administrative codes require the active management of space allocations and assignments to align with university priorities and mission.

The physical resources of A&M - Texarkana is ultimately the property of the citizens of the state of Texas. No occupant, user, department or division 'owns' the space they occupy. The President ultimately has the authority for all decisions regarding the allocation and utilization of spaces on campus.

The Vice President of Finance and Administration is responsible for an accurate and ongoing inventory of the use of spaces on campuses and regular reporting of this inventory to the Texas Higher Education Coordinating Board.

Requests for routine reallocation of existing space must be approved prior to occupancy and in coordination with other plans, needs, and requests to balance the strategic needs of the university as a whole.

- a. Space assignments will be made in accordance with University priorities and programmatic needs.

- b. When possible, functions and programs will be assigned to spaces and constructed to be consistent with the intended use.
- c. Whenever possible, programs should be assigned to contiguous space.
- d. Costs for expansion, renovation, and moves are normally assumed by the program or unit involved. The University may assist at its discretion.
- e. Space assignments or allocations will not typically be made to address personnel issues.
- f. When a space is vacated as the result of a move, the space reverts to the control of the University for reallocation through the space assignment process.

Upon receipt of approval from the PAC, the VPFA, or delegate, will work with Facilities Inventory Database manager to ensure that the space is accurately coded and inventoried for space utilization reporting purposes.

## **2. Existing Property**

Individuals wishing to request the reallocation of an existing space may submit the request via the FORM to their department/division head for initial approval. This request is then forwarded to the Dean/Director/equivalent, if applicable. Then the request should be reviewed by CIO for verification that needed technical utilities are available before forwarding to their respective Vice President for presentation of the request to the PAC.

The proposal for space shall include the following:

- a. Building, floor and room number of vacant space being requested
- b. Intended use of the space and its proposed occupants
- c. Department account number that will pay for all costs associated with the move
- d. List of equipment to be moved (the movement of personal property will be the responsibility of the person(s) being moved)
- e. List of telephone and/or fax numbers, computers, and related equipment to be moved to the vacated space
- f. Additional requirements, if needed, in the space (data drop, telephone lines, electrical outlets, etc)
- g. What space, if any, will be vacated if the allocation is made
- h. What are negative consequences if request is not granted

## **3. New Property**

During the planning stages of construction or leasing of a property, all area administrators will be given the opportunity to request space in the new property after the decision has been made for the purpose of the facility.

If the new property is a result of a new construction project, the VPFA office will be responsible for facilitating the various phases of the planning and construction processes, including giving the area administrators the opportunity to define and configure the new space to meet their programmatic needs.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 41.01.01 Real Property](#)

[Reporting and Procedures Manual for Texas Public Universities](#)

[Appendices to the Reporting and Procedures Manuals for Texas Universities](#)

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**Appendices**

University Space Request Form

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**Contact Office**

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Vice-President for Finance and Administration and Chief Financial Officer  
(903) 223-3005

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**Approved:**

*Emily F. Cutrer*

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**Emily F. Cutrer, Ph.D.**  
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**Texarkana**

*9/23/2019*

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**Date**