

<b>Space allocation policy</b>	
<b>Responsible AIU Office (Higher Management/Directorate)</b>	AIU TOP MANAGEMENT
<b>Policy Owner (Executive Department/Office)</b>	Integrated Facilities management department-All other departments
<b>Pertinent Dates</b>	[Dates the policy was created, expired, revised, approved, and became effective.]

## I. SCOPE OF POLICY

Introduction:

The objective of this space allocation Policy is to act as a framework and point of reference in which the university will allocate and manage the space in order to ensure optimum usage of allocated spaces of different uses.

## II. POLICY STATEMENT

The University Mission Statement is to:

Provide a quality environment and professional service to support and facilitate the learning, teaching and research activities plus administrative staff of the university.

The University aims to meet this Mission Statement keeping in mind providing value for money through:

- a- Economy - minimizing the cost of resources required or used having regard to the appropriate quality needs by optimizing the space allocation.
- b-Efficiency - balancing the space requirements with the international standards of space allocation.
- c- Effectiveness - achieving the results in line with projected intentions and future plans.

## III. RESPONSIBILITIES

ROLES	RESPONSIBILITIES
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Heads of organizational units	1- Optimal use of all space that has been allocated to them. 2- Provide to Facilities Department indicative forecasts of known future space requirements, including forecast student load, staffing and research by the beginning of September of each year.
Director of integrated facilities department	Decision for the allocation of university space up to 50m <sup>2</sup> and/or involving project costs of less than LE100,000.
Vice president of university	Decision for the allocation of university space between 50 m <sup>2</sup> - 100m <sup>2</sup> and/or involving project costs of LE 100,000-LE500,000
President of the university	1- Decision for the allocation of university space exceeding 100m <sup>2</sup> and/or involving project costs exceeding LE 500,000. 2- Decision for the allocation of specialist space. 3- Binding decision upon appeal for the allocation of University space resources.

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#### IV. POLICY STANDARDS AND PROCEDURES

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HESF, TEFMA standards and IFMA standard related clauses is applied as a reference

### **Space Allocation Procedures:**

#### **A- Space Allocation Requests and Approvals**

- 1- All requests for an allocation of space must be submitted using the Space Allocation Request form.
- 2- Allocation requests may be made at any time, however organizational units are encouraged to align space allocation requests with the University's annual planning and budget cycle in order to maximize alignment with strategic planning.
- 3- All space allocation requests will be received by the Facilities Department and a recommendation made to the appropriate officer for a decision as outlined in the Summary of Roles and Responsibilities table.
- 4- For general requests of space over 150m<sup>2</sup> and/or a cost exceeding LE 500,000 or more, the Director of Facilities will make recommendations to the president for a decision.

5- For specialist spaces and research spaces, the e Director Of Facilities will consult with relevant stakeholders before making a recommendation to the president for a decision.

## **Space Management**

1- Heads of organizational units are responsible for the optimal use of all space that has been allocated to them.

2- Organizational units must advise the Manager, Space Planning if spare capacity develops within their existing allocation of space.

3- Allocated space must be used for its stated purpose. Changes of use or occupancy within an organizational unit's space allocation must be approved by the Director of Facilities on recommendation of the Manager, Space Planning.

4- Organizational units may not re-allocate space or physically alter space. Requests for building alterations must be made to the Facilities Department and all approved alterations will be project managed by the Facilities Department (Annual Works Process via Director of facilities).

5- Colleges/Portfolios using spaces without Space Management approval will be required to vacate spaces within a week's notice (at the discretion of Facilities) and all related costs (relocations, cleaning, furniture etc.) will be borne by the relevant department.

6- The Facilities Department will maintain plans and database records of all space allocations. Space audits and reporting will be undertaken regularly by the Facilities Department in order to monitor and benchmark utilization rates. The Facilities Department will use the outcomes of these audits to improve the utilization of space. Poorly utilized space will be reviewed and may be re-allocated. This task is a university requirement to maintain good practice and standards compliance.

## **Teaching Space**

1- All teaching space is centrally managed by the Central Timetabling Unit within the university. Teaching space usage will be recorded on the University's Timetable System for analysis and reporting purpose

2- There are two categories of teaching space at the University:

a- General Teaching Space - Space where there is no characteristic of the room or the facilities provided therein which would preclude other organizational areas from using the room.

b- Specialist Teaching Space - Rooms containing specialist equipment or features that preclude other organizational areas from using the room.

3- All teaching space will be regularly assessed by Facilities Department in regards to its location, quality, capacity, accessibility and utilization.

### **Specialist Space**

Specialist space requirements will be determined in consultation with relevant stakeholders, giving consideration to all health & safety and legal or regulatory compliance requirements.

### **Research Space**

Research space requirements will be determined in consultation with relevant stakeholders, giving consideration to all health & safety and legal or regulatory compliance requirements.

### **Office Space Layout**

1- Office space layouts will be as generic as possible and designed to maximize flexibility and reduce the occupancy costs associated with relocations.

2- All office space layouts will be compliant with WorkSafe standards on workplace amenities and work environment, including:

workspace;

temperature and air quality;

lighting;

flooring;

disability **access**.

### **Office and Workspace Area Space Allocation**

1- The University's space allocation in the below table is based on the Tertiary Education Facilities Management Association (TEFMA) Space Planning Guidelines.

2- The allocation of workspace will occur after consultation between Facilities and relevant stakeholders. The collaborative process will take into account the functional requirements of staff and the size and location of available space. Notwithstanding this collaborative approach the final decision on the amount, nature and type of space allocated is made by Facilities. The governing principles will be based on following:

3- The planning and allocation of workspace supports the implementation of strategies for flexible working and work point sharing. Work points within the allocated workspace may be shared to promote increase in utilization.

4- The open plan style of work space will support consideration for thinking, quiet work, concentration and focus activities via the provision of a variety of enclosed and open spaces with access to a range of work point setting types, including individual work points, group workbenches, focus rooms, focus pods and support spaces, such as meeting rooms.

5- The supporting spaces allow staff to meet with students, other staff and allows for team collaboration. These areas can have various styles including lounges, informal meeting spaces, formal meeting rooms and consultation rooms.

6- As a general guideline, the overall space allocation provides between 8m<sup>2</sup> - 12m<sup>2</sup> useable floor area per FTE/work point, collaboration, meeting rooms, and consult spaces.

7- The extent of enclosed spaces (partitions extending to the ceiling) within a workspace will be assessed on a case-by case basis.

8- Access to shared open work spaces will be available to casual Academic staff (including sessional staff, visitors, and honorary academics).

9- The workspace needs of casual Academic staff will be managed via hot desk within the allocated spaces. Lockers may be provided within the shared open workspace. Management of locker allocation to casual academic staff is the responsibility of colleges.

10 - Service areas allow for necessary services that support the operations of the workspace and building occupants. It comprises amenities, specialist storage requirements, utility and concierge.

In addition, staff may be provided with reasonable access, within the campus, to inclusive ancillary spaces such as parent rooms, change rooms, diversity and inclusion spaces, and prayer rooms

11-:

Office Space and Open Plan	Allocation of Work Space Area – m <sup>2</sup>
Senior Executive Leadership	Up to 16 m <sup>2</sup>
Full time Research, Academic, and Professional Staff	8-12m <sup>2</sup> per person open plan, collaborative workspace
Part time Staff	Up to 6m <sup>2</sup> per person open plan workspace
Research Fellow, Post Doctorate Fellow	2 per 12m <sup>2</sup> shared space, open plan workspace
Adjunct Professor	6m <sup>2</sup> shared space, open plan collaborative workspace

Postgraduate Research students	2 - 4m <sup>2</sup> per student in open plan or time-shared workspace.
Research Assistant	Up to 4m <sup>2</sup> open plan or shared workspace
Meeting Room	2m <sup>2</sup> per person seated

12- The work areas of the organizational units are required to total between 8m<sup>2</sup> and 12m<sup>2</sup> per Full Time Equivalent staff member including breakout spaces, meeting rooms, tea rooms, resource spaces and circulation spaces.

13- Staff are not permitted to have more than one dedicated office or work station, however, access to a hot desk at the relevant secondary campus/site will be available if such access is determined necessary by the relevant head of the organizational unit.

14- For staff whose primary role is not office based, a hot desk may be provided rather than a dedicated work station.

15- All lighting will be compliant with WorkSafe standards. Lighting from natural and/or artificial sources needs to be provided for employees to ensure working conditions that are appropriate to the nature of the work. Natural lighting is not a requisite provision.

16- The Facilities Department will monitor organizational unit work area occupancy against the above benchmarks. Any excess space may be reviewed and re-allocated in accordance with these Procedures.

17- Where shared meeting rooms, tea rooms and kitchens are used by an organizational unit a percentage of this space may be included in the calculation of total space for this purpose

## Open Plan General Principles

Office layouts shall generally be designed as 'open plan'. Designs for new and refurbished spaces are to be as generic as possible in order to maximize flexibility and reduce occupancy costs.

## Senior Executive Office Entitlements

1- The following staff are entitled to fully enclosed offices where suitable space is available, or have an option to be accommodated within open plan with supporting spaces, depending on space constraints and availability

- a. President
- b. Vice-president
- c. Direct reports to the president or vice president
- d. Deans of Colleges

f. Directors and managers

2- ) Requests by staff members (other than those listed above) for fully enclosed office entitlements is not encouraged however, will be considered using the following criteria:

- a. Work function rather than classification (working with high-risk equipment);
- b. Percentage of work time spent on student counselling and/or sensitive and confidential matters, and having regard to the availability and location of suitable meeting spaces.

3- Enclosed offices must be contained within the overall Office Space allocation for the organizational unit.

### **Full Time Staff**

The new standards will be introduced accommodating all full-time staff in an open plan space as new buildings, refurbishments of space and relocations if available. Open plan accommodation will include break-out spaces, meeting rooms, tea points, resource spaces, interview/thinking/confidential and circulation spaces. The work areas will be between the range of 8m<sup>2</sup> and 12m<sup>2</sup> per FTE, based on design and with full consultation with the relevant user groups. The density range will be determined by the building fabric limitations.

### **New Appointments**

Heads of organizational units are responsible for

- a. ensuring that accommodation arrangements for new staff have been finalized prior to the commencement of the recruitment process.
- b. confirming space availability prior to allocating space for adjunct appointments, consultancies, research bids, etc.,
- c. advise facilities the desk/location number of the new staff member

### **Meeting and Consultation Rooms**

1- These will be provided to meet the needs of organizational units; however, all meeting rooms are to be available for use by other organizational units.

2- Formal and informal meeting spaces will be available within the support spaces. Meeting rooms will be bookable on the relevant University room booking system and accessible by staff from all areas of the University. Generally, meeting rooms will only be dedicated to one organizational unit where there are exceptional operational requirements and there is agreement between that area and Facilities that exclusive use is warranted (usually access via departmental office areas).

### **Staff Rooms**

(52)The provision of dedicated staff lunch rooms is not supported. Shared facilities will be provided where appropriate and staff are encouraged to use the campus retail, social and other communal facilities.

## Storage

1- The use of on-campus storage space is to be minimized, and spare parts, teaching and accommodation requirements shall take precedence. However, spare or non-habitable space may be allocated by the Facilities Department for temporary storage. For new fit outs for staff accommodation, the following storage options will be available (based on floor footprint and design considerations):

- a. Personal secure storage – either in the form of an individual pedestal unit or a personal locker, located close to the departmental work zone to ensure ease of access.
- b. Accessible, ergonomic, secure space to store equipment and personal items where staff are sharing desks or regularly hot-desking.
- c. Team based storage – such as lockable tambour units, for storage of papers or books, on an as-needs basis.
- d. Secure Storage – a shared secure lockable storage room for confidential storage such as exam papers and large volume items, where needed This will require justification from the stakeholder and subject to Facilities approval.
- e. Bulky Good Storage – to be determined in consultation with Facilities prior to the purchase of such items.

2- Personal collections, such as books, materials or art work, are not to be accommodated within university spaces unless approved by the Directors and Facilities. It is expected that such collections be accommodated within the standard storage allocated to the workspace.

3- Organizational units are to develop processes to identify records that are required to be stored and to systematically dispose of surplus material. Off campus storage facilities should be used to store records and other resources or material that are required to be kept.

## Future Requirements

The Facilities Department will prepare campus masterplans to align with forecast teaching and research requirements. In order to assist in the planning of future space requirements, Heads of organizational units will be required to provide indicative forecasts of known future space requirements, including forecast student load, staffing and research by the beginning of September of each year.

## Staff Relocations

1- All staff relocations are managed by Facilities in order to ensure effective use of space and ensure space management records are accurately maintained, as well as to coordinate the provision of services required for the relocation including security, signage, building access, cleaning, maintenance and IT connections.

2- For office relocations within the organizational unit's existing space allocation, a Move Manager Spreadsheet must be submitted.



3- A Space Allocation Request must be made and a Move Manager Spreadsheet must be completed if additional space is required by an organizational unit, or the proposed relocation is outside of the organizational unit's existing space allocation.

4- The Facilities Department will determine the schedule for the relocation, which may be dependent on a number of factors such as:

- a. Relocating existing staff from the space.
- b. Reconfiguring or refurbishing space prior to the relocation.
- c. Minimizing any impact on service delivery to students.

(5- Where a staff member is on extended leave at the time of a planned relocation (e.g. maternity leave, special studies program leave, etc.) the staff member's work area will still be relocated. The head of the organizational unit will liaise with People and Facilities, to manage the relocation and ensure that any personal items that may be in the space are managed appropriately.

6- To minimize University costs, standard office furniture, i.e. desk, pedestal drawers, bookcases, filing cabinets will not be relocated and will remain in the existing space, unless approval for relocation of furniture is made by the Manager, Space Planning.

### **Furniture Relocation and Porterage**

-) Facilities organize furniture removals and porterage as part of staff relocations.

2- Facilities manages excess furniture in storage for future use, and arranges removal of excess furniture, as well as providing organizational units with furniture from storage as an alternative to purchasing new furniture where applicable.

3- New furniture can only be purchased through Procurement and Facilities should give recommendations or assistance as required.

### **Reallocation of vacant space**

The reallocation of space deemed vacant will be subject to the following process:

- a. Physical audit
  - i. The space will be inspected and information will be collected from adjoining occupants to ascertain the current status.
- b. Notice
  - i. A notice will be placed on the door advising that the space will be declared vacant and reallocated.
  - ii. The notice will be for a period of one month.
  - iii. Any personal items remaining are to be removed by the previous occupant within the notice period. If there is no response by the due date, Facilities will engage

Records and Archives Services, ITS and a Removals Company to clear the space as required.

- c. Access
  - i. Once space is confirmed vacant, access will be restricted to prevent unauthorized occupancy, and will be reallocated for university use.

## Space Allocation Appeal Process

1- In the event that an applicant disagrees with a space allocation decision of the Executive Director, Facilities, an appeal may be lodged in writing to president detailing the grievance and rationale for the decision to be reconsidered.

2- The appeal will include the detailed rationale and reasons outlining the requirements and how this links in with the University Strategic Plan, key risks, benefits, and disadvantages for the decision to be reconsidered. If applicable the following elements must be addressed:

- a. Academic course delivery
- b. Student experience
- c. Structural impact within organizational units and/or across units
- d. Campus impact
- e. Community Engagement
- f. External relationships
- g. Research requirements
- h. Improved efficiencies (e.g., space utilization, costs, processes, etc.)
- i. Health and safety issues
- j. Risk mitigation

3- The decision of president will be final

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## V. FORMS/INSTRUCTIONS

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### Space Allocation Request form - Move Manager Spreadsheet

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## VI. Related policies

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Health & safety policy-Procurement policy-environmental policy

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**VIII. CONTACT INFORMATION**

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[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

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