

 CAPILANO UNIVERSITY	Policy No.	Replaces	Policy
	E. 405	ARM 1038	Executive
	Policy Name		
	SPACE CHANGES		
Approved by	Responsibility		Category
Executive	VP, Finance and Administration		General
Date Issued	Date Revised	Revision	Related Policies, Reference
Nov. 8, 2006	June 24, 2014	4	E. 309 – Employee Space

PURPOSE

To document the process of creating, reassigning or changing spaces.

CAMPUS MASTER PLAN

The Physical Environment Committee (PEC) will be requested to review the plan and provide input.

CREATING NEW SPACE

Any new permanent facility or expansion of any existing facility will be directed to the PEC for comment. Any decisions on creating new spaces are made via the Executive Committee to the Board of Governors.

SHIFTING ASSIGNED SPACE

Any decision to shift space will be made with the Dean(s) and VP(s) of the areas affected plus input from the Director, Contract Services and Capital Planning and the Director, Facilities. The final decision will be made either by the Executive Committee or the President.

Wherever possible approved shifting of assigned space will involve relocation of people and personal belongings only; furniture and room setup will remain.

REALLOCATION OF GENERAL SPACES

On areas not assigned to a functional area; i.e. lounges, study spaces other than in the library, non-assigned computer labs, general classrooms (“dedicated”, “priority”, “open”), reallocation from “general” to an assigned functional area (i.e. study area to assigned faculty offices) or reallocations within the “general” spaces (i.e. lounge to a classroom) will be decided by the Executive Committee or the President.

REALLOCATION OF CLASSROOM DESIGNATIONS “DEDICATED”, “PRIORITY” AND “OPEN”

Changes within general classroom designations of “dedicated”, “priority”, and “open” are seen as timetabling matters.