

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Space Utilization by Departments within the College**EFFECTIVE DATE:** July 1, 2007; Revised July 1, 2024**Purpose**

The purpose of this policy is to establish the effective use of instructional and workspaces at Southwest Tennessee Community College (“Southwest” or “the College”) as well as the guidelines for requesting space and the guidelines for maintaining data regarding space utilization.

Policy

The Physical Plant department will coordinate an annual space survey for all departments occupying space at the College. The space survey is conducted annually to ensure the accuracy of data maintained on rooms and similar spaces throughout the buildings owned and leased by the College.

The Space utilization data includes room square footage corresponding to drawings maintained by the Physical Plant department and other data related to the function and type of room (e.g., who uses the room and for what purpose).

Rooms that have not been assigned to a department or become available during the time covered by the space survey are categorized by use:

- A. Classroom
- B. Laboratory
- C. Office
- D. Recreational
- E. General Use

It is important to maintain the integrity of these categories by assigning rooms based on actual use.

Requests for the assignment or reallocation of space should be made by the supervisor of the individual requesting the space assignment to the Division Head (Vice President or Chief) for the area in which the space is located. The assignment of vacant rooms is the responsibility of Division Heads (Vice-Presidents and Chiefs). Their charge is to assign space based on usage and priority. The strategic plan, along with other relevant factors such as value added to a department or the College as a whole, should guide the priority determination.

Upon approval of a space assignment, the Physical Plant department must be notified so they can record the information and provide access. When occupancy of the space begins, the Office of People and Culture (Human Resources) must immediately be notified so they can update the employee and departmental online directories,

Banner, and Outlook in a timely manner. This is important to assist with locating employees for work-related matters, emergencies, etc.


Source of Policy: Finance & Admin Services

Responsible

Administrator: Chief of Administrative Services

Related Policy: 6:03:02:50/17

TBR Policy Reference: 1.03.02.50

Approved: 
President

Date: July 1, 2024