



UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA
UNIVERSITY ESTATES

SPACE MANAGEMENT GUIDELINES AND PROCEDURES
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TABLE OF CONTENT

1. BACKGROUND	2
2. SPACE ALLOCATION COMMITTEE	3
3. PURPOSE	2
4. VISION	3
5. OBJECTIVES	3
6. RESPONSIBILITY FOR AND ASSIGNMENT OF SPACE	2
7. SPACE ALLOCATION GUIDELINES	3
8. SPACE DATA INTEGRITY AND SPACE AUDITS	5
9. PROCEDURES	5

1. BACKGROUND

All UFS buildings belong to the University and are subject to re-assignment to meet the institutional needs. Space is a limited resource at the UFS and must be optimally used to advance its strategic priorities.

The funding and provision of physical facilities are critical and central to considerations for the sustainability of quality teaching and research. Space management is also a way of minimising unnecessary and wasted space, so that funds can be allocated to meet other critical needs.

2. PURPOSE

The purpose of this document is to:

- Ensure that appropriate controls are in place and that space is adequately managed on an ongoing basis;
- Assist spatial planners and -managers in making informed decisions for the planning, allocation and management of space;
- Monitor use, assist users with space usage problems and resolve space problems;
- Effectively utilise a scarce resource – the UFS operates with limited resources and the misuse or sub-optimal use of space affects the campus as a whole;
- Firmly establish the perception that space on UFS campuses belongs to the UFS, and not a specific faculty or department. The only exception (as mutually agreed between the Vice Chancellor or his official delegate and the Dean of the Faculty) will be the exclusive use of specific facilities for which faculties or departments have provided capital funding and maintenance management arrangements.

3. RESPONSIBILITY FOR - AND ASSIGNMENT OF SPACE

The Vice-Chancellor has the responsibility for the equitable and optimum use of space resources, and the final authority over all space allocations and assignments. The task is delegated to the Vice-Rector: Operations → Senior Director: University Estates → Assistant Director: Property Management, University Estates, or their successors in name and function.

The deans of faculties and the senior directors / directors of support staff are responsible for the space assigned to the faculties, schools, centres or departments under their management and the organisations thereof.

This is done with the understanding that:

- Space usage should be optimal, and that allocations need to be aligned with the guidelines encapsulated in this document;
- Allocated space is preserved and not abused;
- Any changes to the space (e.g. structural changes, painting, renovation) are effected only by University Estates

4. SPACE ALLOCATION COMMITTEE

The UFS Space Allocation Committee serves to assess and guide spatial allocations. The Vice Rector: Operations is the chairperson.

The UFS is represented on the Space Allocation Committee by:

- Vice Rector: Operations
- Deans of Faculties or their official delegates
- Dean of Student Affairs or his/her official delegate
- Deputy Registrar of Student Academic Services or his/her official delegate
- Senior Director University Estates
- Assistant Director, Property Management, University Estates

Quarterly meetings are scheduled to enable a collaborative decision-making process regarding spatial allocation requests and spatial planning. Decisions are based on the motivations for requests received, while taking the broader scope / picture of UFS property management and spatial planning into consideration.

5. VISION

The vision of space planning and - management is:

- To enable a process of projecting space requirements;
- To identify deficiencies in spatial needs;
- To allocate available space to users in an equitable way.

6. OBJECTIVES

The space guidelines were formulated to effectively and efficiently manage financial and physical resources, with the following objectives:

- New facilities are constructed only if needed and to be as multi-functional as possible.
- Occupancy is consolidated to minimise energy, maintenance, and other operating costs.
- Use and occupancy of space is validated and unauthorised use is stopped.
- The suitability of the allocation of space and allowing exchanging of spaces (thus if A is a space more suited to B, then an exchange can take place).
- Available space is distributed equitably among all users.
- A safe and healthy workplace is provided.

7. SPACE ALLOCATION GUIDELINES

The following guidelines apply where possible for the planning and application of existing space. In each case, the functional requirements of the occupant will be taken into account as far as possible.

Regulation 2281 of 16 October 1987, Clause 6 (2)(a) pertaining to the Occupational Health and Safety Act, (Act 85 of 1993) states that:

(2) An employer shall –

(a) with the exclusion of workplaces where building work is performed, make at least 2,25m² of effective open floor area available for every employee working in an indoor environment.

The above will not be regarded as the norm. Open plan or shared offices should provide a minimum of $\pm 5\text{m}^2$ per employee and single offices a minimum of $\pm 8\text{m}^2$ and a maximum of $\pm 20\text{m}^2$.

Please note that this is a guideline only and will be implemented as the relevant building, spatial need and / or functionality allow.

Rigid adherence to assignable square meters per post level is impractical and in most instances impossible.

In addition to the physical dimensions of the workspace and furniture, other features should also be considered in any design, reorganisation or relocation:

- Level of acoustic privacy.
- Visual privacy.
- Sufficient natural light and/or artificial lighting.
- Sufficient ventilation (natural or mechanical).
- Facilitation of interpersonal contact.
- Storage space for documents and equipment.
- Meeting space.

Any changes to the requirements of the usage of allocated space should be provided to University Estates at least 3 months prior, in order to assist with effective space planning.

Space allocation for part-time staff is dependent on the duration and frequency of use. The allocated space will be subject to the same guidelines as permanent staff. Where possible, part-time staff should be accommodated in a shared office.

7.1. Office Space

Additional factors to be taken into consideration when allocating office space are as follows:

- **No** staff member is to be allocated the **use of more than one** designated individual office on a UFS property.
- Staff members **not using offices full-time** are **not** entitled to an individual office. Shared workstations and offices must be utilised.
- Staff on **research, study or extended leave** may be asked to release their offices for use by others while they are absent for longer than three (3) months. The staff member on research study or extended leave is responsible for making the necessary arrangements for the storage of any personal effects.
- Private consultants will not be allocated any office space on a UFS campus under any circumstances.

7.2. Office Space – New Positions

Requests for office space for additional staff members in new positions are to be submitted to the Vice-Rector: Operations (as delegated above), at least 3 months prior to appointing such staff member, if other departmental efforts have failed to provide a suitable space.

It is the responsibility of the Faculty, Department, School or Support Unit to budget and submit requisitions for the timely purchase of the necessary furniture and equipment. If the required space is inappropriate or unavailable, the allocation of space for the position will be subject to further consultation between the

Faculty, Department, and School or Support Unit and the Vice-Rector: Operations, or his delegated official as delegated above.

7.3. Office Space – Existing Positions

Office space that was allocated to a staff member, who has left the employment of the University, may be used to accommodate a staff member appointed in the same position or for an existing staff member. Should an office not be allocated within a period of three months, the office space will be reclaimed by University Estates for reallocation if no grace period due to extenuating circumstances has been arranged with University Estates.

7.4. Office Space – Student Assistants

No new office space will be made available exclusively for use by Student Assistants. If a faculty or department makes use of the services of such assistants, they have to be accommodated in office space already allocated to the faculty or department, and they have to share the office space with one or more person. Grouping of several student assistants in one office is recommended.

8. SPACE DATA INTEGRITY AND SPACE AUDITS

The annual Hemis submissions are of the utmost importance. This is a compulsory task that must be completed as per request by University Estates by each Faculty, Department, School or Support Unit. **It is imperative that line managers of the UFS, take responsibility that this information is done timeously and correctly and that they sign off on the information provided to University Estates.**

The purpose of the reporting is among other, to enable accurate DHET reporting and to facilitate space management. It also serves to verify and update current space management data and design drawings.

University Estates or successors in title reserves the right to conduct space audits during business hours:

The purpose of space audits is to:

- Verify and update current floor and building plans;
- Verify current space usage;
- Verify space occupancy and utilisation;
- Verify and update the building room numbering system;
- Verify space management statutory compliance for reporting to the DHET, and
- Provide data for space planning and optimisation.

9. PROCEDURES

- All enquiries regarding proposed changes in space utilisation or planned requests for additional space are to be addressed to the Senior Director, University Estates or delegates as per above or successor(s) in title.
- University Estates will resolve smaller requests that can be addressed in collaboration with the applicant, for example the subdivision or consolidation of an office space to improve productive utilisation.
- Requests that are larger in scope, i.e. the re-location of entire departments or divisions or the allocation of more than two offices to a department or division, will be tabled before the Space Allocation Committee for consideration, together with possible solutions.
- See attached Annexure “A” for the application procedure.

ANNEXURE A: CHANGES IN SPACE UTILISATION OR REQUESTS FOR ADDITIONAL SPACE

A.1 REQUEST FOR ADDITIONAL SPACE

Address to: Senior Director, University Estates (please CC the Property Manager, University Estates)

Please write a short motivation that contains at least the following information:

- i. Information regarding when and why additional space is required.
- ii. Where, in order of preference, the space should ideally be located (area on campus / building / floor).
- iii. If the request is made due to the appointment of additional personnel – have the SLEs been approved for the appointment of additional personnel (please provide proof) or is this currently still in the planning phase?
- iv. If the request is made due to a restructuring process, has the process been approved by the Rectorate and Council (if applicable)? Please provide proof.
- v. Any proposals on how a space already allocated can be converted for more productive utilisation (e.g. convert into open-plan office or install a drywall in a large office to create two offices, etc.).
- vi. The request must be co-signed by the dean of the faculty (Academic) or line manager (Support Services).

A.2 CHANGES IN SPACE UTILISATION OR ALLOCATION

You are hereby informed that the following changes in space utilisation or allocation have been implemented:

Name	Surname	Personnel No.	Telephone Ext.	Previous Building	Previous Office No.	Current Building	Current Office No.	Space Use

I _____ in my designation as _____,

declare that the above information is true and correct and has been provided to:

- i. University Estates Property Management – Mrs Albie Louw
- ii. Finance (Asset Management) – Mr Antonie Beukes
- iii. UFS Human Resources – relevant department’s HR partner

Signed on this _____ day of _____ 20__.

Signature