



# University Space Management

## No. 5400

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**Policy Owner:**  
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**Affected Parties:**  
Graduate  
Faculty  
Staff

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## 1.0 Purpose

Real Property owned or controlled by Virginia Tech are finite, measurable, and valuable resources that require administrative oversight to ensure assets are deployed efficiently and effectively and that potential risks are properly mitigated. Space, including land, is a component of Real Property, and Virginia Tech strives to optimize the use of this resource to its full potential to appropriately serve the needs of the institution. The intent of this policy is to support and facilitate the management and formal decision-making processes for space to optimize the impact of resources, support efficient program operations, and advance the University Strategic Plan.

## 2.0 Policy

Virginia Tech, as a legal entity of the Commonwealth of Virginia, is the owner or lessor of all its Real Property, including land, facilities, and physical assets (see Section 3.0 Definitions).

By statute, the Virginia Tech Board of Visitors (BOV) is charged with the care, preservation, and improvement of university Real Property. The BOV delegates the responsibility for the management of Real Property to the president. The president delegates the acquisition, allocation, disposal, and general administration of Real Property to the Executive Vice President and Chief Operating Officer.

The Executive Vice President and Chief Operating Officer is responsible for establishing governance structures, procedures, and operations for the effective administration of Real Property.

This policy provides the guidance and necessary approvals for acquiring, allocating, disposing, and administering space.

## 2.1 Scope of Space Management

- a. This policy covers the effective and efficient use of existing space resources to support operations of academic, administrative, and athletic programs.
- b. This policy covers leases that are below the capital outlay threshold. Planning, approval, or acquisition of space through the capital outlay process requires authorization by the Board of Visitors, and in instances when state appropriated funds will be used, by the Virginia General Assembly.
- c. This policy does not cover the following activities:
  - (i) use of assets related to infrastructure, utilities, or transactions to acquire or dispose of property for purely business purposes;
  - (ii) access or use of common spaces. The access, use, and scheduling of common spaces is addressed in university policy 5000: University Facilities Real Property (Buildings, Grounds, and Infrastructure) and Events;
  - (iii) campus planning which is part of the Campus Master Plan process or space planning which is part of Six-Year Capital Outlay Plan process.



## 2.2 Governance Structure for Space Management

### 2.2.1 Executive Leadership

The Chief Operating Officer and Provost in their capacities as Executive Vice Presidents are responsible for the space governance structure. They are responsible for reviewing and approving any and all actions that would i) increase the total land or space inventory, ii) decrease the total land or space inventory, iii) shift land or space between Senior Management areas, or iv) shift land or space between a Senior Management area and the Central Pool.

The Executive Vice President and Chief Operating Officer (EVP-COO) in consultation with the Executive Vice President and Provost (EVP-P) is responsible for providing advance approval of i) submission of the Six-Year Capital Outlay Plan to the BOV, ii) submission of capital budget requests to the Commonwealth of Virginia, and iii) submission of capital budget requests to the BOV.

The Vice President for Facilities serves as the lead staff for Space Management and will coordinate all scheduling of meetings and preparation of materials for actions that require administrative approval or action by the Board of Visitors.

## 2.3 University Space Management Principles and Guidelines

Space Management decisions and allocations are guided by the following principles and goals:

1. All Real Property is owned or controlled by Virginia Tech as a governmental nonprofit public corporation.
2. All transactions and/or agreements related to Real Property are managed at the corporate level by the Executive Vice President and Chief Operating Officer and require all appropriate signatures prior to execution, consistent with university signature authority.
3. No component of Virginia Tech, such as a college, department, institute, office, etc., may own, acquire, lease, demolish, dispose, enter negotiations, or otherwise enter agreements or transactions on behalf of Virginia Tech for Real Property without authorization or delegation from the Executive Vice President and Chief Operating Officer.
4. Space is a finite resource that is managed as a current asset that is inventoried, allocated, and monitored.
5. The primary purpose of Space Management is to optimize the allocation of *existing space resources* for the furtherance of the University Strategic Plan.
6. Virginia Tech allocates and assigns space to Senior Management areas to support specific programs and operations.
7. The EVP-Provost has the authority to approve and administrate space reallocations between the Senior Management areas that report to the Provost.
8. The EVP-COO has the authority to approve and administrate space reallocations between all Senior Management areas that do not report to the Provost.
9. Senior managers are expected to operate their programs within their existing space allocation and are responsible for the effective utilization and allocation of space to the units within their Senior Management area.
10. All space controlled by Virginia Tech, owned or leased, is recorded in the university's Space Inventory Database and each space is assigned to a Senior Manager or the Central Pool.
11. As of October 1, 2024, the space allocations in the university's Space Inventory Database will set the



baseline for space management.

12. Executive Leadership or designee approvals are required for any adjustment to the records in the Space Inventory Database regardless of the nature of the space adjustment including fund sources, scope of adjustment, temporary or permanent, and/or owned or leased with the following exceptions:
  - a. New space authorized by the Commonwealth of Virginia or the Board of Visitors prior to October 1, 2024, for construction, acquisition, or lease is approved as a pending space adjustment to the existing Space Inventory Database.
  - b. Demolitions or dispositions currently authorized by the Commonwealth of Virginia or the Board of Visitors prior to October 1, 2024, including those integral to the scope of authorized capital projects, are approved as a pending adjustment to the existing Space Inventory Database.
  - c. Lease termination integral to the scope of an authorized capital project prior to October 1, 2024, is approved as a pending adjustment to the existing Space Inventory Database.
  - d. Planned vacancy of space integral to the scope of an authorized capital project as of October 1, 2024, is approved as a pending adjustment to the existing Space Inventory Database.

## 2.4 Space Assessments

The Space Management Office will conduct and provide Space Assessments at the request of a senior manager. These assessments will be conducted at the Senior Management level and will be used to identify current and projected space deficits and surpluses based on the university's space standards and the scale of the Senior Manager's authorized programs, personnel, and operations at the time of the assessment.

- a. When completed, Space Assessments will be provided to the Senior Manager, EVP-P and EVP-COO.
- b. Space deficits will be noted for future consideration for Space Acquisitions as part of the Six-Year Capital Outlay Plan process.
- c. Significant space surpluses will require the excess amount of space to be transferred from a Senior Management Area to the Central Pool. The Senior Management Area will work with the EVP-COO, in consultation with the EVP-P, to prepare and execute a plan to remove the excess space from the Senior Manager's allocation, vacate the space, and shift the excess space amount to the Central Pool in a manner that is timely and practical without unnecessary disruptions to program operations or services.

## 2.5 New Space Requests

Space needs should be managed at the most local level possible. The following describes the appropriate escalation for requesting new space.

- a. A department head must ensure all space allocated to its unit is fully utilized;
- b. If a department head cannot address its program needs within its space allocation, it should request an allocation of space from its senior manager, normally a dean or vice president;
- c. If a senior manager has utilized its entire allocation of space and cannot solve the space need with its existing inventory, it should submit a request to either the Provost (EVP-P) or the Chief Operating Officer (EVP-COO). This request must include the following elements:
  - i. A Space Assessment completed within the 90 previous days, see section 2.4 for obtaining a space assessment;



- ii. A complete Operating Plan to justify a new, expanded, or adjusted program initiative;
  - iii. A source of funds that could be obligated and would be expected to be generally sufficient to cover the following costs: i) a Space Acquisition, ii) the Operating and Maintenance Costs of the space, and iii) the Maintenance Reserve costs of the space;
- d. If the EVP-P cannot identify space within his/her existing allocation for those units requesting space through his/her office or if the EVP-COO cannot identify space within his/her existing allocation for those units requesting space through his/her office, the EVP will submit a space request that will be reviewed jointly by the EVP-COO and EVP-P. This request must include the following elements from the Senior Manager's request:
- i. A Space Assessment completed within the 90 previous days, see section 2.4 for obtaining a space assessment;
  - ii. A complete Operating Plan to justify a new, expanded, or adjusted program initiative;
  - iii. A source of funds that could be obligated and would be expected to be generally sufficient to cover the following costs: i) a Space Acquisition, ii) the Operating and Maintenance Costs of the space, and iii) the Maintenance Reserve costs of the space;
- e. The EVP-P and EVP-COO will jointly determine whether the space request will be denied, whether space can be reassigned across the EVP-COO and EVP-P areas, whether space is available from the Central Pool, or whether the request will be deferred until new space can be acquired through a new lease or included in the next Six-Year Capital Outlay Plan Update.
- f. Leases that will not be recognized as a long-term liability under the Governmental Accounting Standards Board (GASB) and that are funded by a Senior Manager's operating budget may be executed directly, consistent with the university's signature authority policy, by contacting Real Estate Management after obtaining approval by the EVP-P or EVP-COO. Subsequent renewals of such leases will require advance approval by the EVP-P and EVP-COO.
- g. A lease that is funded as an integral component of an awarded sponsored research project may be executed, consistent with the university's signature authority policy, by contacting Real Estate Management after obtaining approval by the EVP-P or EVP-COO.

## 2.6 Roles and Responsibilities

This section describes the roles and responsibilities of the primary departments and stakeholders who are involved in Space Management.

### 2.6.1 Executive Vice President and Chief Operating Officer

The EVP-COO will establish and maintain a comprehensive space management program including roles and staffing to administer the following:

- a. space policy monitoring and updating;
- b. space standards;
- c. a system of record for space data;
- d. a system of record for building floor plans;
- e. a space model to provide guidelines for program requirements and uses;



- f. space assessments to identify space surpluses and deficits;
- g. a geospatial information system of campus facility assets for electronic mapping;
- h. a space utilization monitoring and reporting system; and
- i. routine and ad hoc space reporting.

The EVP-COO will also be responsible for coordinating a system of space representatives, one for each Senior Management area, and setting priorities for space acquisitions and renovations for areas that do not report under the Provost.

### **2.6.2 Executive Vice President and Provost**

The EVP-P will establish and maintain a comprehensive academic space support program including roles and staffing to administer the following:

- a. scheduling of general assignment classrooms and class laboratories;
- b. academic swing space plans and coordination;
- c. operating plans and budgets for academic program expansions;
- d. establishing space requirements for capital projects for academic programs;
- e. academic space reporting to external entities; and
- f. setting priorities for space acquisitions and renovations for areas that report under the Provost.

### **2.6.3 Advisory Committee**

Charged with participating in and advising on the university's capital and facilities planning, the Budget & Planning Committee serves in a primary advisory role to the EVP-P and EVP-COO and a formal committee within the university's governance system. The committee will provide advice and insight on broad space issues impacting campus and transmit information regarding campus-wide space issues back to their home units.

### **2.6.4 Space Management Office**

The Space Management Office is a function within the Vice President for Facilities. The office provides multiple support activities including, i) supporting the executive vice presidents, ii) conducting Space Assessments requested by senior managers, iii) maintaining space guidelines and standards, iv) maintaining a model for computing Space Assessments, v) providing ad hoc space analyses, and vi) maintaining the University Space Policy.

### **2.6.5 Senior Managers**

Senior Managers, including deans, vice presidents, vice provosts, the Athletics Director, and other senior leaders with space allocations in the Space Inventory Database are responsible for establishing and maintaining administrative support for the following:

- a. efficient and effective management of space within their Space Allocation;
- b. development of Operating Plans referenced in section 2.5;
- c. assigning a space representative for their Senior Management area and for ensuring that the assigned space representative is performing their responsibilities according to the following guidelines:
  - a. serving as the primary point of contact and liaison between a Senior Management area and the university space management program;



- b. routinely reviewing the Space Inventory Database to ensure accuracy;
- c. taking initiative to request timely updates to the Space Inventory to correct or update information to ensure the organizational hierarchy, rooms, square footage, usage type, occupancy, acreage, etc. are accurate, including updates for renovations;
- d. participating in training as needed for updates to space-related systems, processes, and procedures;
- e. facilitating periodic space surveys.

### 3.0 Definitions

**Central Pool:** each space record in the university's Space Inventory database must be assigned to either 1) a Senior Management Area, or 2) the Central Pool. Whenever a space is removed from service, such as during a major renovation or vacated because of a space surplus, the space will be assigned to the Central Pool. The Central Pool will be managed by the Executive Vice President and Chief Operating Officer.

**Common Spaces:** interior and exterior spaces that are not scheduled for routine activity and are available generally for use by the campus community.

**Demolition:** the complete or partial removal of a building or structure.

**Operating Plan:** a detailed plan of the actions, schedule, personnel, equipment, space, service agreements, costs, funding sources, etc. to execute a specific objective.

**Operating and Maintenance:** all activities related to utilities; predictive, preventive, and corrective maintenance up to \$25,000 per action; housekeeping; grounds care; access and security; and property carrying costs associated with a lease.

**Maintenance Reserve:** major repairs with costs that exceed \$25,000 per action.

**Space:** land or buildings used for program operations. Space is a finite resource that is managed as a current asset that is inventoried, allocated, and monitored.

**Senior Management Area:** an organization level of the university that is used for resource planning, allocations, and management. In general, Senior Management Areas report to the Provost or Chief Operating Officer and include the deans, vice presidents, and other areas such as Athletics.

**Space Acquisition:** obtaining space, owned or leased, that will increase the total space of a Senior Management Area and/or the university.

**Space Adjustment:** editing a record in the Space Inventory Database to increase or decrease a Senior Management Area's total Space Allocation.

**Space Allocation:** the total amount of space assigned to a Senior Management Area in the Space Inventory Database.



**Space Assessment:** an analysis that compares an existing Space Allocation to the University's Space Model. The assessment is a quantitative analysis to identify deficits and surpluses by space type and total space.

**Space Inventory Database:** the university's system of record for facilities, buildings, and space.

**Space Model:** a model applying the Space Standards to positions by job role to compute an appropriate amount of space for programs and functions.

**Space Standards:** a taxonomy of space types and a defined amount of space for each type and for job roles, e.g. office, classroom, conference room, and laboratory.

**University Real Property:** any location, either permanent or temporary, owned or leased by Virginia Tech, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, infrastructure, outdoor spaces and the surrounding perimeters including the parking lots, field locations, classrooms, alternate work or class locations.

## 4.0 References

BOV Bylaws

<https://bov.vt.edu/Bylaws>

Space Management Processes and Procedures

<https://www.facilities.vt.edu/buildings-space.html>

University Policy 3950, Fixed Asset Accounting

<https://policies.vt.edu/assets/3950.pdf>

University Policy 5000, University Real Property (Buildings, Grounds, and Infrastructure) Usage and Events

<https://policies.vt.edu/assets/5000.pdf>

University Policy 7100, Administrative Data Management and Access Policy

<https://policies.vt.edu/assets/7100.pdf>

University Strategic Plan

<https://strategicaffairs.vt.edu/StrategicPlanning/the-vt-difference-advancing-beyond-boundaries.html>

## 5.0 Approval and Revisions

### Revision 0

Initial development of policy. Approval of this policy retired Presidential Policy Memorandum 289, Establishment of an Executive Space Committee (ESC) and University Space Committee (USC) – Roles and Responsibilities.

Approved October 5, 2018, by University President, Timothy D. Sands.

### Revision 1

- Clarified and refined the purpose and scope of the policy to provide a more comprehensive understanding of its applicability, relevance, and functionality.



## Virginia Polytechnic Institute and State University

- Added and expanded definitions to ensure clarity and consistency in interpreting policy language.
- Revised and restructured policy statements to enhance readability, coherence, and alignment with current best practices and strategic intent.
- Clarified roles and responsibilities of various stakeholders to ensure accountability and effective implementation of the policy.
- Improved overall document formatting, language clarity, and coherence to enhance accessibility and understanding.

Approved October 1, 2024 by Executive Vice President and Chief Operating Officer, Amy Sebring.