

EXECUTIVE SUMMARY

Norman Campus Space Planning and Allocation

Goal

To assure University owned, occupied, or leased spaces at the OU-Norman campus and satellite locations are properly managed and budgeted as a capital asset.

Objectives

Objectives of the university space management system are to:

- Maintain and provide a space inventory, including architectural floor plans and related text data.
- Provide meaningful data analysis and modeling of existing and projected space needs.
- Conduct a review of space allocation on a periodic basis.
- Enable informed decisions and the equitable allocation of space.

Space Planning and Allocation Process

The Office of the Vice President of Operations is responsible for the management and allocation of all space owned or leased by the University of Oklahoma Norman Campus.

Under the direction of the VP of Operations, and the Campus Space Committee the management process is as follows.

1. The committee conducts a review of requests for additional space and allocates space as needed within existing resources.
2. The assignment of space to and reallocation of space from academic or administrative units is done in collaboration with the committee, college dean or administrative head.
3. Facility data analysis and space utilization reviews are conducted, which may result in the reallocation of space.
4. Complete special studies and reports to support the decision-making process.

Reports and Work Products

- Space Allocation Reports by Campus, Building, College, Department, Program Classification, Room Use Category, and Occupant
- University Facility Reports, Program Class and Room Use Summaries
- Research Expenditures per Net Assignable Square Feet of Research Space and Three Year Trend Reports
- Space Utilization Report including Underutilized/Vacant Space Studies
- Space Reallocation Plans
- Facilities Utilization Survey and Verification
- Research Space Verification for Indirect Cost Recovery
- Distribution of Space for University Annual Report