



## Health Sciences Building Facility Semi-Annual Space Audit Policy

- The Office of Vice Provost Health (OVPH) manages all public spaces in the Health Sciences facility in consultation with the Health Sciences Operation Committee overseeing space allocation and use in the facility. Any change in the use of space in the facility or renovations to the space must be pre-approved through the OVPH.
- In order to provide the Health Sciences Operation Committee with meaningful and current information the OVPH will undertake semi-annual space audits of the use of office, laboratory, and other relevant space in the Health Sciences facility.
  - Information collected will include:
    - Room #, Room Type, Room Capacity, Current Occupant Name(s), College & Department/ Cluster Occupant belongs to, Position Title, Position Status (term, Permanent, etc.), Position End Date if term, NSID, Telephone #
    - Future growth plans for the next 6 months of the college/ department in recruitment of new faculty and/ or staff
    - Expected retirements, sabbaticals, leaves, etc. in the next 6 months
- Information collected will be used by the committee's to assist in making space allocation decisions based on a global view of the current space utilization, planned growth, possible space vacancies.
- Committee members will assist in the timely response of the OVPH for this information by encouraging the Dean/ Department Head and person responsible for the collection and submission of the information of the importance of having this information available.