



Space Management Policy

Table of Contents

1. Introduction	2
2. Purpose	2
3. Scope	2
4. Policy Statement	2
5. Roles and Responsibilities	4
6. Definitions	6
7. Related Documentation	6
8. Contact	6
9. Policy Review	7
10. Version Control	7
Appendix: Process flow for approval of space need requests	8



1. Introduction

- 1.1 For DCU, physical space is a finite and valuable resource. It requires careful stewardship to ensure so that it is developed to reduce the University's environmental impact while increasing the University's ability to discover and share knowledge. Space needs to be used efficiently and distributed fairly to achieve this.

2. Purpose

- 2.1 The space needs of the University are constantly evolving in response to the University's strategic plans and financial position and the fluctuating needs of different schools, research institutes, support units, campus companies, and other users of University space, in addition to external influences such as technological change and regulatory change. It is necessary, therefore, to constantly review how space is being managed.
- 2.2 The purpose of this policy is to regulate decision-making with respect to space management in the University, and to provide signposts at all stages of the space management process.

3. Scope

- 3.1 This policy applies to the following:
 - a) DCU schools and units
 - b) Teaching spaces managed through central bookings
 - c) Campus companies
 - d) Any third-party utilising University space.
- 3.2 This policy does not apply to the following:
 - DCU Alpha Campus

4. Policy Statement

- 4.1 University space is owned and controlled by DCU. It will be managed to promote the University's mission and strategy. This means space needs for education, research, innovation, and engagement activities will be prioritised.

- 4.2 Space is allocated by the Space Management Committee for the benefit of the entire community. Space is allocated on a needs basis as required, and space allocation is subject to review and reallocation under this policy.
- 4.3 Insofar as possible, space management decisions should be considered locally in the first instance within the faculty/unit space envelope so that decision-making is located closely to those affected. Where a faculty or unit identifies a potential space need, an application for additional space may be submitted by following the Space Management process flow associated with this policy.
- 4.4 Where an activity requires additional space, no commitment should be made, and no activity should be initiated prior to approval of the related application for University space.
- 4.5 The Space Management Committee can reallocate space for the following purposes:
 - a) to respond to an application from a faculty, unit, campus company, third party, or area for additional space;
 - b) to meet a strategic requirement of the University or
 - c) to reallocate space which is being underutilised or which is not being used for the type of activity for which it was allocated.
- 4.6 When allocating or reallocating University space; reviewing the space envelopes of schools, units, faculties, or areas; or when deciding whether to recommend the development of new University space; the Space Management Committee will:
 - a) foreground sustainability as a determinant amongst the options available;
 - b) improve inclusivity in new and refurbished space through the application of universal design;
 - c) promote collegiality and efficient use of resources through shared space; and
 - d) ensure decisions on space allocation are informed by the available data.
- 4.7 To fulfil its duties, the Space Management Committee may initiate space audits or other measures to monitor space usage. Such measures may include analysis of the data collected from room booking systems or the installation of sensors to collect data on occupancy trends.
- 4.8 To promote consistency and transparency in the management and maintenance of University space, the Space Management Committee may recommend space norms and refurbishment norms to the University Executive for approval.

- 4.9 To promote sustainable use of space, the Space Management Committee may recommend budgetary models (e.g. a carbon budget model, or a electricity/heat bill cost recovery model) to the University Executive for approval.
- 4.10 To promote collegiality and efficient use of space, the Space Management Committee may require the shared use of space or facilities. This may include shared offices, meeting spaces, lab spaces, preparation spaces, writing-up spaces, communal spaces, break-out spaces, or other ancillary spaces (e.g. kitchen spaces).

5. Roles and Responsibilities

5.1 Executive Dean or Head of Area

The executive dean or head of area is responsible for:

- a) the preliminary review of potential space needs for schools within their faculty or units within their area; and
- b) for faculty-level or area-level potential space needs.

The executive dean or head of area may appoint a nominee or a local space management group for faculty-level or area-level space management. Such a nominee or local space management group will act on the delegated authority of the executive dean or head of area.

5.2 Estates

Estates is responsible for:

- a) maintaining a database of space allocation in the University;
- b) conducting space audits;
- c) providing advice and guidance to schools, units, faculties, or areas to assess their potential space needs and to estimate the costs associated with different options;
- d) preparing a proposal for the Capital Projects Committee where:
 - i. the Space Management and Planning Group agree that space is required; and
 - ii. central funding is required (i.e. a budget holder has not agreed to fund the proposal).
- e) managing works that arise from space allocation or reallocation.

5.3 **Space Management Committee**

The Space Management Committee is responsible for making decisions on the following:

- a) the allocation of new University space to different schools, units, faculties, or areas;
- b) the reallocation of University space between faculties, areas, campus companies or third parties;
- c) a change of use of space within the space envelope of a school, unit, campus company, third party, faculty or area; or
- d) changes to timetabled teaching space.

5.4 **Capital Projects Committee**

The Capital Projects Committee is responsible for:

- a) making decisions to allocate central University funds, up to €750,000, to address a space need request where:
 - i. the Space, Planning and Management Group has decided that there is a space need; and
 - ii. no budget holder has agreed to fund the proposal.
- b) making recommendations to the University Executive regarding allocations of central University funds of €750,000 or greater, to address a space need request where:
 - i. the Space, Planning and Management Group has decided that there is a space need; and
 - ii. no budget holder has agreed to fund the proposal.

5.5 **University Executive**

The University Executive is responsible for reviewing proposals recommended to it by the Capital Projects Committee where central funding of €750,000 or greater is necessary to fulfil the space need request. Where the University Executive is satisfied that there is a space need and that the proposal for central university funding is justified, it will make a recommendation to the Governing Authority.

5.6 **Governing Authority**

The Governing Authority is responsible for considering recommendations from the University Executive where expenditure of €750,000 or greater is necessary to fulfil a space need request.

5.7 **Office of the Chief Operations Officer**

The Office of the Chief Operations Officer is responsible for reviewing this policy and developing any associated guidance or procedures necessary for its day-to-day operation.

6. Definitions

- 6.1 **Budget holder:** A 'budget holder' is a University Officer who is responsible for a cost centre and who has authority to approve expenditure from that cost centre.
- 6.2 **Space Envelope:** A 'space envelope' is the space already allocated to a unit, campus company, third party, faculty or area at a given time.
- 6.3 **Space Need:** A 'space need' is a requirement for additional space that cannot be met within the unit, campus company, third party, faculty or area's space envelope.
- 6.4 **Space Need Request:** A 'space need request' is a submission under this policy for additional space to meet a potential space need.

7. Related Documentation

- 7.1 The Space Planning and Management Committee terms of reference.
- 7.2 Appendix: Space Management – Process flow for approval of space need requests.

8. Contact

- 8.1 Any queries regarding this Policy should be directed to the OCOO:

Office of the Chief Operations Officer

Tel: 01-700 8306

Email: coo@dcu.ie

- 8.2 Any queries with regard to a potential space need should be directed to Estates:

Estates

Tel: 01 700 5242

Email: space.request@dcu.ie



9. Policy Review

9.1 The Office of the Chief Operations Officer (OCOO) is responsible for reviewing this policy to reflect the operational and strategic needs of the University.

10. Version Control

Document Name	Space Management Policy		
Unit Owner	Office of the Chief Operations Officer		
Version Reference	Original Version 2.0	Reviewed Version N/a	
Approved by	DCU Executive	N/a	
Effective Date	21 st March 2023	N/a	

Appendix: Process flow for approval of space need requests

