

University of Massachusetts Amherst Space Allocation Procedures

The University of Massachusetts Amherst campus space is considered a total resource under the control and management of the central administration. No individual spaces or areas are regarded as the “real property” of any department or subdivision of the University. Space is assigned to a department or subdivision of the University taking into consideration several factors including campus priorities, best use, and obligations related to funding or other covenants and the campus mission. These factors will be fully considered in decisions about all space allocations, use and changes in assignments.

The campus has established an executive Capital Asset Board (CAB) to ensure that the use of campus space, property and capital is consistent with the overall mission, campus priorities, best use and obligations of the campus. The CAB is made up of the Provost, Vice Chancellor for Administration and Finance (Chair), Vice Chancellor for Student Affairs and the Chief Information Officer. Space & Asset Management (SAM), a department in the Campus Planning division of Facilities & Campus Services, is the administrative office that is responsible for the on-going planning and management of space and capital assets. SAM staff also function as the primary administrative advisors to the CAB.

In order to manage space in keeping with the best interests of the campus, the Capital Asset Board has established a new space allocation request and approval process administered by the Campus Planning office. The purpose of the request and approval process is to improve decision-making regarding space allocation and capital investments in our facilities.

Space Allocation Requests: A Space Request is the official method by which a unit asks for space changes. It is required whenever a unit wants to add to, alter, or exchange its current space assignment. A Department may submit a space request to SAM once approved by the appropriate Dean and Vice Chancellor. A space request is required for the following activities:

- New or expanding program whose space needs cannot be met in its current space assignment
- Modifications (renovations, alterations and reconfigurations)
- New buildings, building additions or acquired property
- Leased space
- Change of Use
- Accommodation Moves

In the case of minor space changes such as reassignments within a department requiring no physical modifications to the space (e.g. departmental assignment changes with only routine maintenance required), only notification must be made to SAM.

Space Allocation Approvals: Working with academic and administrative departments, the SAM staff evaluates space allocation requests, and brings recommendations to the Capital Asset Board as appropriate.

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