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The Office of the Vice President for Business & Finance and the Facilities Management department announce the roll-out of the Canisius College Space Policy and Procedures.

You are encouraged to read the attached document and attend one of the informational sessions to become familiar with the guidelines and practices for requesting additional space, modifying existing space, reconfiguring furniture, etc. Informational sessions are scheduled on the following dates to talk about the policy and walk through the procedure.

- **Wednesday February 26, 2014**, from 2:00 – 3:00 p.m. in the Regis Room (South)
- **Thursday February 27, 2014**, from 10:00 – 11:00 a.m. in the Regis Room (South)

Ideas and feedback are always welcome. If you have any questions, please contact the Facilities office at Ext. 2250.

Thank you,

Tom Ciminelli
Director of Facilities

CANISIUS COLLEGE SPACE POLICY AND PROCEDURES

I. PURPOSE

- A. This policy is intended to provide a centralized structure to manage all Canisius College property and facilities as deemed appropriate to:
- Accomplish the mission of the college;
 - Implement established priorities;
 - Attain a safer and healthier environment;
 - Achieve operational efficiency and economy; and
 - Improve the land use, space utilization, or appearance of the institution.

II. GOAL

- A. Implementing this policy will serve to raise the assurance that all Canisius College property and facilities are deemed necessary and are planned:
- Integrally, with strategic, academic, and financial planning initiatives.
 - Comprehensively, and in coordination with concurrent plans.
 - Responsibly, in pursuit of optimum allocation, utilization, and operation.
 - Fiscally, for the maximum benefit of available resources.
 - Aesthetically, to express an image that Canisius College is a place of quality, excellence, and rich tradition.

III. RESPONSIBILITY

- A. The Office of Facilities Management will be responsible for the development of procedures for campus planning, capital project planning, and space management which incorporate and complement existing policies for the main campus and other properties.
- B. A Space Committee designated by the President will be responsible for reviewing college space allocations, space utilization, requests for space changes or additions and for making recommendations to the President for approval. The Space Committee will consist of:
- Vice President for Business & Finance (Benedetti)
 - Vice President for Student Affairs (Mangione)
 - Vice President for Academic Affairs (Wall)
 - Associate Vice President for Academic Affairs (McCarthy)
 - Faculty Representation (Ewing)
 - Director of Facilities (Ciminelli)

IV. PROCEDURE

- A. Any department requiring additional space or modification to existing space will complete a Space Request Form. The completed form will be sent to the department Dean/Director for review. If the Dean/Director supports the request, the form will be forwarded to the Office of Facilities Management for review.
- B. Each request must indicate the source of funding as follows:
 - Department - Department's current year general operating funds.
 - Unknown - Department has no identified funds available for the request.
- C. The status of each submitted request will be described as one of the following:
 - Returned – The request could not be approved or requires additional information.
 - Pending Budget Approval – The request was submitted by the department as part of their annual budget process; no action taken at this time.
 - Study – The request requires feasibility study, cost estimation, and/or design.
 - Capital Program – The request requires a Capital Program Request submission.
 - Space Committee - The request has been referred to the Space Committee.
 - Approved – The request is approved and moved to implementation.
- D. The Office of Facilities Management will review the space allocation within the existing department to determine if space can be re-allocated within the department to accommodate the request. This may involve renovations, if deemed the most cost-effective manner to achieve the accommodation. The department making the request would be responsible to fund any renovations required to generate the space.
- E. If the steps indicated above are unsuccessful in accommodating the space request, the Office of Facilities Management would attempt to find suitable space somewhere within the College. If renovations or upgrading of the space is required to accommodate the intended use, the department requesting the space would be responsible for associated costs.
- F. If the new space requirements are substantial and involve a capital project, the user will be required to submit a Capital Program Request to initiate the new project process.
- G. In general, all space assignments that require minimal changes to the College's space use will be handled between the Office of Facilities Management and the requestor. When major changes are requested to space assignments or conflicts occur in space assignment, requests will be submitted to the Space Committee for review.