



Facilities Management – Space Management & Key Request Guidelines

Introduction

As programs grow and departments fluctuate in size and in diversity of roles, so do the requirements for the type of space on the University Campus. Tusculum strives for work environments that are safe and functional. Efficient care of our assigned space is beneficial and very important. The purpose of space management is for the maintenance and official reporting of the academic, research and administrative facilities on the Tusculum University campus(s) owned or leased by the University. The purpose for a key request, is to provide adequate building security for the University employees through the control of keys issued.

Facilities Management administers space management and has developed the below guidelines.

Space Management Goals

- Consistency – a uniform practice for Tusculum University space management.
- Efficiency – to reduce costs and develop excellent working environments.
- Flexibility –to create working environments that satisfies todays needs and can adapt to fulfill future requirements.
- Fairness – to allocate space fairly throughout the University.
- Sustainability – to fully utilize our existing resources and avoid undue waste.
- Transparency –to communicate to all Tusculum members the basis for decision making regarding space management.
- Safety – to consider safety and security of individuals in space allocations including documents and data.

Guidelines for Space Allocation

1. All space is owned by the University.
 - a. The University assigns space on an as-needed basis and will review how space is currently utilized on a regular basis.
 - b. When space becomes vacant and is available for reallocation, the space reverts to the University space pool.
 - c. Office Furniture is assigned to each location and office space. Unless otherwise approved, no furniture is to move from one location to another.
 - d. Requests to move computers or phones need to be directed to the IS Department.
 - e. All filing cabinets must be completely empty before moving.
 - f. All personal belongs will need to be moved by the requestor and not the Facilities Management staff.
2. Acquiring new space.
 - a. If a department will occupy a space that they did not previously occupy, then a Space Management & Key Request Authorization Form must be completed with all appropriate signatures.
 - b. For inter-office moves (changes within the same department that occupies the space currently), the space management authorization form must be completed and only a VP signature is needed. This will allow Facilities Management to make updates to the space utilization information for tracking and reporting purposes.
3. Space is re-assignable.
 - a. Per the Space Management & Key Request Authorization Form, the President or Provost of the University have the final determination for planning, allocation, assignment and reassignment of Tusculum assigned space.



4. Space Management Reviews
 - a. Periodic reviews of space occupancy and utilization will occur and may result in the reallocation of space in order to maximize use and meet University priorities.
 - b. Facilities Management will track space information as accurate as possible for reporting purposes.
5. Approval Process
 - a. Each requester must have a Dean or VP signature prior to submitting the authorization form to Facilities Management for assessment.
 - b. The Director of Facilities Management will assess the space allocation request by reviewing the space for both cost and maintenance efficiencies, fairness, sustainability and future requirements. Once completed, the Director of Facilities will sign the approval form.
 - c. The final approval will be determined by the President or Provost of the University and the final documentation will be stored with Facilities Management.
 - d. If the Space Move Authorization is denied, the Director of Facilities Management and the Dean or VP will be notified for alternative actions.
 - e. Before any changes can be made to existing space allocations, the authorization form must be submitted and approved with all signatures before space and keys will be assigned.

Key Request Procedure

1. Requests for key(s) must be made using the [Space Management & Key Request Authorization Form](#) (no phone calls or emails) with the appropriate VP and direct supervisor signatures. No key(s) will be issued without proper authorization and signatures.
2. Authorization form must be submitted to tuwork@tusculum.edu.
3. Forms will be kept on file at the Facilities Management Office for tracking purposes.
4. Facilities Management will notify the recipient when key(s) are ready.
5. The employee to whom the key(s) are issued to must personally sign for all keys.

Key Return Procedure

1. When a change occurs in an employee's office or work area, key(s) must be returned to Facilities Management before or simultaneously when new key(s) are issued.
2. Prior to an employee separation, key(s) must be returned to Human Resources during an exit interview and will be immediately returned to Facilities Management. If an employee fails to return key(s) upon separation, the department will be billed for each key not returned, as well as the cost for changing the locks and issuing new key(s) if necessary.

No Duplication or Transferring of Keys

1. No University key shall be transported via inter-campus or US mail. This includes keys being returned to Facilities Management.
2. Lost keys must be reported immediately to Facilities Management. Locks may be required to be changed to maintain security of the facility. The employee will be charged for the actual cost of re-keying the area and for replacement keys. The cost will be dependent upon the type of key(s) and the level of access it provided.
3. No employee may duplicate a University key or request the unauthorized duplication of a University key.
4. No employee may transfer key(s) from an individual entrusted with its possession to an unauthorized person. Key(s) in the possession of unauthorized person will be confiscated.