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**Policy No. 15**

**Space Assignment/Reassignment Policy**

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Revised December 27, 2010

The purpose of this memorandum is to establish policies and procedures for the assignment and reassignment of space within the School of Medicine. Implementation of this policy will ensure that the Space Utilization Survey reflects an accurate, up-to-date inventory of space and usage for various planning and reporting purposes including Facilities and Administration [F&A] cost recovery. This policy applies to all organizational activities supported by the UMKC the School of Medicine.

**1. Policy**

Activities supported by the UMKC SOM will be assigned office or research space to support the services provided in the most productive and efficient manner possible, subject to limitations in availability. Any space that becomes vacant or excess to the needs of the activity to which it had been assigned will be promptly relinquished back to the Business Office for reassignment.

**2. The Business Office is responsible for:**

- a. Ensuring full utilization of assigned space within the School of Medicine.
- b. Assigning space necessary to meet strategic priorities including, reviewing space requests and justifications, and conducting necessary space utilization studies. The Business Office will make actual room assignments after approval by the Dean.
- c. Preparing work orders and coordinating necessary alterations, telephone and information service installations, and moving services. This does not imply that the Business Office absorbs the expenses associated with these activities.
- d. Maintaining an accurate up-to-date space assigned inventory.

**3. Associate and Assistant Deans, Directors, Departmental Chairs, and other activities personnel will be responsible for:**

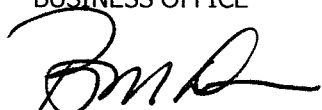
- a. Ensuring full utilization of all space assigned to accomplish the goals of their individual programs.
- b. Justifying requests for additional space requirements.
- c. Notifying the Business Office of any space that is excess to actual needs.

**4. Procedures:**

- a. Associate and Assistant Deans, Directors, Departmental Chairs, and other activities personnel will submit their space requests, including intra-program space reassignments, through the Space & Resource Request and Change form found on the Business Office web page. (copy of form attached)
- b. The form can be filled out on-line and then printed by clicking on the print button at the bottom of the form.
- c. After the Department Chair or Department Manager has signed the form, forward it to the Business Office for completion of the process.
- d. Once the request has been approved or denied, the requestor will receive an e-mail to notify them of the action taken.

**PREPARED BY:** BUSINESS OFFICE

**APPROVED BY:**



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