

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Space Utilization**EFFECTIVE DATE:** July 1, 2007

The Physical Plant coordinates the annual space survey for all departments occupying space at Southwest Tennessee Community College. The space survey is conducted annually to ensure the accuracy of data maintained on rooms throughout buildings owned and leased by the College.

The space data includes room square footage corresponding to drawings maintained by the physical plant and other data related to the function and type of room, e.g. whose using the room and for what purpose.

Rooms that have not been assigned to any department or become available during the time covered by the space survey are categorized by use: classroom, laboratory, office, recreational or general use. It is important to maintain the integrity of the categories by assigning rooms based on actual use.

The assignments of these vacant rooms are vested in an the President's Cabinet. Their charge would be to assign rooms based upon use and priority. The strategic plan would guide the priority setting by indicating the support of a College goal.

The committee would review requests for usage. Based on the stated purpose of the request, the room would be assigned to the unit fulfilling an objective in the strategic plan. If there is no direct link to the strategic plan, the committee would evaluate the requests based on value being added as a result of the room utilization.

Source of Policy: Financial & Admin. Services**Related Policy:** N/A**Approved:** _____
President**Responsible Vice President for
Administrator:** Financial & Admin Serv.**TBR Policy Reference:** N/A**TBR Guideline Reference:** N/A**Date:** July 1, 2007