Space Management 101
UNT Staff Senate Lunch & Learn

Sponsored by:
Dr. Lorenzo Garcia, Chair of Dance & Theatre
Eugene Martin, Chair of Media Arts

February 7, 2018
Space Management & Planning
Team Introductions:

- Darlene Callahan, Director
- Cheryl Benningfield, Space Planning Manager
- Travis Craig, Sr. Research Data Analyst
- Shelly Beattie, Office Manager

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Ext. 8400
Today’s Objectives

- Evolution of the Office of Space Management & Planning (OSMP)
- OSMP Vision, Mission & Strategic Goals
- OSMP Responsibilities vs. Facilities Responsibilities
- OSMP Forms, Processes, and Website
- UNT Space Survey
- Campus Stories & Project Updates
- Q&A and Door Prize
Evolution of OSMP

Prior to 2007:
- Academic, auxiliary, athletics spaces handled by area VP

2008:
- Donna Asher & Darlene Callahan responsible for all academic space assignments

2009:
- President Bataille and Provost Wilkins created Office of Space Management and Planning
  - Modeled after University of North Carolina and Michigan State
OSMP Vision & Mission

Vision
- OSMP will contribute to the educational, research, and public service goals of the University by providing comprehensive strategic planning and administration of space assignments and policies.

Mission
- OSMP is responsible for managing one of the University's most limited resources – space. The management of space includes planning, tracking, assignment, auditing, analyses, and reporting of current and future needs based on the strategic and research goals of the institution while maintaining proper alignment with the Master Plan. OSMP is the central governing office of all space on campus.
OSMP Strategic Goals

- To more fully and effectively utilize all University space
- To align space assignments to better meet the needs of the University's strategic and research goals
- To co-locate academic units to achieve intellectual synergies and collaboration
- To move those units which are dispersed across campus to contiguous spaces
- To keep academic programs and functions on the core of campus
- To move non-academic units and functions to the periphery of campus
Responsibilities
OSMP vs. Facilities
OSMP Responsibilities

- **Strategic Space Programming, Planning & Analyses**
  - Short- and long-term campus planning, departmental growth/reduction/relocations/renovations

- **Space Management (assignments & reassignments)**
  - Based on strategic and research goals and mission of the institution

- **Project Liaison between End User and Facilities**
  - Ensures End User’s needs and priorities are met and communicated with Facilities throughout the project

- **Space Assessment, Tracking, & Auditing**
  - Assess and audits space to ensure effective utilization, synergies, and collaborations

- **Annual Space Survey**
  - Required by UNT Space Assignment and Research Assignment Policies (11.002 & 11.011)

- **Space Reporting to THECB & Federal Agencies**
  - Responsible for State and federal reporting of space types and use which impacts UNT funding
Facilities Responsibilities

- **Project Estimating (PRE)**
  - Form to request an estimate for scope of work

- **Project Feasibility (scope of work & building system limitations)**

- **Project Initiation (PIW)**
  - Form to initiate work to be done (submitted after estimate is received and Space Request has been approved)

- **Project Design (layouts, furniture, moving logistics)**

- **Project Compliance (building codes, accessibility, fire compliance)**

- **Project Administration (oversees contractors, movers, etc.)**

- **Project Completion (assigns room numbers, updates floor plans)**
Process for Requesting Space or Renovations
HELP ME HELP YOU

- Jerry Maguire
So you need Space…
Where do you Begin?

- Contact OSMP first and let us know your space needs early!
  - Before you hire a new faculty or staff member
  - Before you embark on a new grant, program, or initiative

- When hiring faculty, complete the building and office/lab information on VPAA-130 form

- Have realistic expectations
  - Most mid-sized projects (department renovations or research labs) have a 15-18 month lead time from programming through construction
  - Larger projects (renovations of entire floors or buildings) can anticipate an 18-24 month process

- Please do not make promises you cannot keep!
3 Steps for Requesting Space or Renovations

1. Submit PRE (Preliminary Request for Estimate) form to Facilities to determine cost of renovations or new construction

2. Submit Space Request form to OSMP for reassignment, new, or additional space, relinquishing space, requests for changes to room use, type, or function, or request for alterations to space
   - Space Requests must be approved through OSMP and the Space Planning and Management Committee (SPMC)

3. Submit PIW (Project Initiation Worksheet) form to Facilities to initiate work
   - Space Request must be approved prior to submitting the PIW Form
   - Funding must be identified and chart string included on form
Other Forms & Resources

- **Move Notification Form**
  - Used when an occupant or function has moved from one room to another
  - **Does not require SPMC approval**

- **Floor Plan Request**
  - Request access to view floor plans in FM:Systems

- **Report Request**
  - Request for specialized reports such as utilization/efficiency and detailed research information

- **Space Representative Change**
  - Used when a change in the annual Survey respondent or approver occurs

- **Key Request (Facilities form)**
  - OSMP and most departments have signing authority

- **New OSMP Website:**  [www.osmp.unt.edu](http://www.osmp.unt.edu)
Annual Space Survey

- Conducted during the month of March (March 1-30, 2018)
- Used for reporting to the THECB and Federal Agencies
- Mandatory per UNT Policy 11.002 (Space Assignment & Management Policy)

Face-to-Face Training Sessions
- Thursday, February 22 – 9:00 - 10:30 a.m.
- Monday, February 26 – 2:00 - 3:30 p.m.
- Friday, March 2 – 9:00 - 10:30 a.m. (Research Intensive)
- Wednesday, March 7 – 1:00 - 2:00 p.m. (Chairs Training)

- Online Training Video

- Website User’s Guide and Resources (www.osmp.unt.edu)
Strange Stories & Project Updates
Discovery Park
BioMed
Expansion
1st Floor

- Three Classrooms
  - 60 Cap (video-conference)
  - 80 Cap
  - 200+ Cap

- Teaching Labs
  - COLLAB
  - Senior Design
  - Bio Instrumentation
  - Bio Materials/Mechanics
  - Optics & Culture
Discovery Park
BioMed Expansion
2nd Floor

- Departmental Offices
- Conference Room
- Graduate Bullpens
- COLLAB
- Research Labs
  - Culture Rooms
  - Autoclave & Equipment Rooms
Tour Center & Residence Hall

Kerr Hall

Tour Center

Residence Hall
Tour Center

EST. 1890
New Classroom Building

- Faculty Committee met during Fall Semester
- Evaluated three domains influencing classroom design:
  - Learning Environments
  - Pedagogy
  - Teaching Technology
- Researched best practices of other institutions
- TreanorHL selected to program & design the building
- Next Steps:
  - Timing & Capital Plan – When to begin programming & design
  - Site Location TBD
Track & Field Complex / Fouts Field
1500 IH 35E (Sack ‘n Save)

Occupants:

- CLEAR/Digital Strategies
- DAIR
- HR
- Budget
- F&A Administrative Services
- F&A University Information Services
- Enrollment Outreach
- NetDragon
Sage Hall – 3rd Floor
Starbucks
Chick-fil-A & Einstein Bagels
Q & A
(and Door Prize!)
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