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**Space Planning and Allocation**

Policy Number:	2615
Key Process Area:	Facilities and Ancillary Services
Owner:	VP FA
Current Approved Date:	June 26, 2018

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**POLICY STATEMENT**

New Brunswick Community College (NBCC) is committed to providing good stewardship of our occupied physical space through effective and efficient planning and resource allocation.

**PURPOSE**

The purpose of this policy is to provide guidance for requests regarding space planning and allocation at NBCC facilities.

**SCOPE AND LIMITATIONS**

This policy applies to all physical space occupied or managed by the College.

**1.0 DEFINITIONS**

Not applicable.

**2.0 IMPLEMENTATION**

Space is an essential resource of the College. Allocation of space is conducted in a consistent and deliberate manner, designed to optimize the productive use of this resource and to advance the vision, purpose and strategic priorities of the College. Space allocations are based on operational requirements and demonstrated need.

Space allocation is driven by the following principles:

- Space is a limited resource of the College and is not owned by divisions, departments, or current occupants. However, the advantages of assigning continuous space for accreditation requirements and or program/operational needs will be taken into account.
- Space is assigned according to the strategic academic, research, administrative and operational priorities established by the College.
- Decisions regarding the allocation and management of spaces are made in an open and transparent manner as outlined in the Space Planning and Allocation Guidelines.

Space allocation and reallocation procedures will be transparent. Affected programs and individuals will have the opportunity to participate in this process.

**3.0 OTHER RELATED DOCUMENTS**

Space Planning and Allocation Guidelines (2615.5146)  
Space Planning and Allocation Request Form (2615.5148)  
MOU DTI and PETL Occupancy and Use of Real Property (8000.4744)  
Naming of College Assets (Policy # IV.C.12)