

SPACE STANDARDS AND GUIDELINES

EASTERN KENTUCKY UNIVERSITY



ABOUT THIS GUIDE

The information, processes, and responsibilities in this document are governed by Administrative Regulation 7.1.2 and have been approved and adopted by the President's Cabinet for the management and use of all University facilities and spaces. The Office of Outreach and Engagement oversees the Space Utilization team. This team is authorized to ensure that all campus units adhere to these guidelines consistently, accurately, and in their entirety. Strategic management of space ensures that resources align with the institution's evolving needs and goals.

WHY THIS MATTERS

BEST AND HIGHEST USE OF UNIVERSITY SPACE

- A University campus is not merely an amalgamation of buildings and people. It is a home for learning, contemplation and discovery. A home where students expand their horizons and where faculty encourage exploration and curiosity. Known as the Campus Beautiful, EKU takes pride in providing an exceptional learning environment and home that is conducive to intellectual and personal growth.
- In the year 2025, over 50% of EKU's buildings will reach the ages of 50 to 151 years old. To ensure the longevity of the Campus Beautiful and all that it affords our stakeholders, strategic and optimal use of existing facilities, as well as long-term planning, is essential. To achieve these goals, the University will identify ways to optimize space.

This is a living document and will be modified according to the needs of the University.



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SPACE STANDARDS AND GUIDELINES

SPACE STRATEGY

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WHO WE ARE

Space Planning and Utilization (SP&U) serves as the central repository of information regarding the use of University facilities. Our mission is to maintain accurate information to positively impacts institutional decision-making and reporting requirements. In addition to maintaining the data, this team uses a myriad of resources to analyze the use of space, assess space needs, and provide recommendations for the use of space. Space Planning and Utilization works in conjunction with other University departments to optimize the use of University spaces.

ROLES

- **SP&U Leadership:**
 - Colleen Chaney, Chief of Staff
 - Jill Price, AVP
 - Jessica Miesmer, Manager
- **Space Advisory Committee Members**
- **Facility Coordinators (formerly Building Supervisors)**

SP&U Service Areas	Responsibilities
Space Planning	This area combines data, analysis, and stakeholder feedback to evaluate the operational needs of spaces and to ensure use is aligned with University goals.
Campus Master Planning	EKU engages in a university-wide space planning process, commonly with an external firm, to assess use of space. With input and feedback from multiple committees and stakeholders, the future of EKU's campus is meticulously reimaged to meet the needs of students, faculty, staff, alumni, and surrounding communities. SP&U is involved in this multi-year process and active in the facilitation of the space goals outlined within.
Space Management	This area manages space records and utilization data for all EKU campuses and regional sites via institutional, state, federal and SACSCOC requirements. Fidelity of space information significantly impacts institutional decisions.

HOW WE DO IT

GUIDING PRINCIPLES

SHARED STEWARDSHIP

- Space is an essential resource that is shared and used by University employees, students, and visitors and guests to accomplish individual and collective goals.
- University spaces are designed for specific purposes and use of additional space and resources is available.
- University spaces foster a sense of belonging, support community building and collaboration, and prioritize well-being through safe and steadfast environments.

APPROPRIATE USE OF SPACE

- All University facilities and spaces are purpose-built; however, any space can be used for both short and long term needs other than its current use upon approval.
- Space solutions may involve strategies for reorganizing the use of existing spaces, which could include multi-department collaboration, and/or adjusting schedules.
- As the University's requirements and priorities change over time, so will the strategies and supports for use of space.

TRANSPARENCY

- The use of University space is supported by many service teams that span multiple units and departments who work together toward achieving University goals.
- Adherence to laws and regulations associated with health, safety, ADA, HIPAA, FERPA, financial, as well as official University processes is essential for routine and daily operation.
- Compliance with space processes and procedures ensures use of the highest and best spaces.

SPACE STANDARDS AND GUIDELINES

SPACE TERMINOLOGY

SPACE TERMINOLOGY

- **University Spaces**

- All property, indoor and outdoor, is owned, controlled, and/or operated by the University, which necessitates compliance with operational legalities, regulations, and reporting requirements.
- The Office of the President retains ultimate responsibility for the allocation of space, and the Board of Regents maintains its authority to purchase, lease, or relinquish property.

- **Location Information**

- Building or facility name
- Room number or proximity to the nearest

- **Net Assignable Square Footage**

- The sum of all areas on all floors of a building available for allocation to an occupant or specific use.
- This is also referred to as assignable square footage (ASF) or square footage when discussing an amount of space.

- **Description**

- Identifies the type of space and communicates how the area is used
- In most cases, this term is aligned with the National Center for Educational Statistics' **FICM code standards.**

- **Layout**

- Describes how the contents of a space are arranged
- The orientation of a space can also be referenced when discussing a layout.

- **Capacity**

- The number of people who can function appropriately in the space
- This is impacted by the layout of the space and fire code regulations.

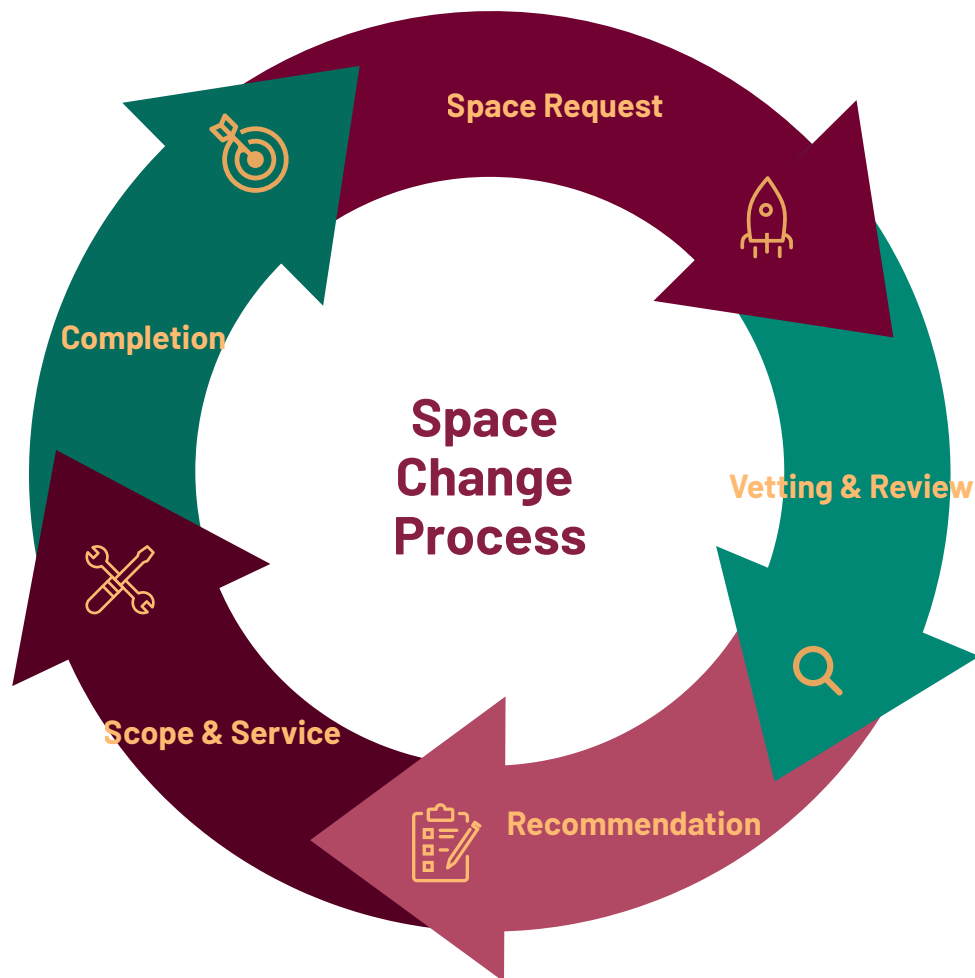
- **Status**

- Occupied/in-use: functional, available space currently used for its identified purpose; i.e. classrooms, labs, faculty/staff office, student study spaces
- Vacant: functional, available space that is not currently used; i.e. empty office, unscheduled classroom
- Offline: not functional or available for use; i.e., vacated and closed for repairs

- **Allocation**
 - The amount of space, both temporary and long-term, used to carry out University operations.
 - This information is generated from the space inventory processes and referenced for institutional planning and decision-making.
- **Temporary Use Space**
 - Short-term relocation of an individual, group, or entire department (examples: institutional construction project, renovation, or large-scale maintenance need).
 - Temporary use of space may require adjustments to how areas operate, as well as revised proximity and access to institutional resources.
- **Facility Coordinator**
 - The primary contact for occupants for matters related to the condition and use of the designated facility and spaces.
 - Facilitates the maintenance of accurate space inventory records.
- **Space Inventory**
 - Itemized records for each space that define how each space is used.
 - This data serves as the root for all qualitative and quantitative space utilization reports.
- **Space Assessment or Walkthrough**
 - Formal and informal assessments and walkthroughs of spaces by the SP&U team are ongoing and should occur at a minimum of once a year.
 - Reasons for walkthroughs include, but are not limited to: assessing capacity, functionality and synergy, checking on maintenance items, capturing examples of when spaces are used well, check-ins with Facility Coordinators, or updating stakeholders on how spaces are used.
- **Space Request**
 - The institutional process for requesting a change to how any space is used, as well as by whom it is used. This resource is the first step or starting place for department elected requests and institutionally endorsed changes.
 - Examples for when a space request is required include, but are not limited to: moving employees to a different office, relocating an entire department, acquiring additional space, rearranging a classroom or lab, or updating resources within spaces.

SPACE STANDARDS AND GUIDELINES

SPACE REQUEST PROCESS

**Space Request**

- Identify need
- Determine POC
- Submit online

Vetting & Review

- Define scope
- Data analysis
- Consultations begin

Recommendation

- Approved
- Modifications required
- Declined

Scope & Service

- Plans finalized
- Services identified
- Work begins

Completion

- Data updates
- Operational updates
- Resume services

SPACE REQUEST PROCESS

ACCESS <https://www.eku.edu/in/space-utilization/> | Click **SPACE REQUEST**

1. **Date of Submission to final decision** = 3 weeks minimum
2. **Date of Approval (if granted) to start date** = 3 weeks minimum
3. **Start Date to Completion** = 3 weeks minimum

All timelines exclude the University holidays and closures, the weeks of fall and spring commencement ceremonies, Memorial Day weekend through the first week of June, Big E Welcome, and EKU Homecoming.

HOW WE PROCESS SPACE REQUESTS

1. ASSESS

We begin by evaluating the qualitative and quantitative aspects of the request in order to paint a comprehensive picture of the project's goals. A requester and any relevant stakeholders will participate in a series of consultations where SP&U will document and organize preliminary information.

2. CONSULT AND COMMUNICATE

Using the insights from the assessment, we examine how this request aligns with institutional priorities as well as the feasibility of the work. This involves communication with senior leadership, application of budgetary regulations, and consultation with institutional service teams.

3. ORGANIZE

As the request nears the midpoint of this process, SP&U, the requester and any relevant stakeholders will refine the goals of the project as needed, as well as outline action items. This is also where a timeline for the implementation of an approved request can be explored.

4. SYNTHESIZE AND RECOMMEND

The final review of a space request is inclusive of information and ideas generated in the previous phases. Here, SP&U leadership, in conjunction with senior leadership, will finalize and deliver recommendations for next steps. The final decision will be one of the following options:

- Approved
- Approved with modifications
- Denied

SPACE STANDARDS AND GUIDELINES

SPACE CHANGES

SPACE CHANGE PROJECT

- If a space request is approved, the work is converted to a space change project. The work for space changes projects is facilitated by multiple departments, possibly including external contractors.
- Timelines for the completion of a space change project are impacted by many factors and are not guaranteed.

SPACE CHANGE COSTS

DEPARTMENT ELECTED CHANGES

When University departments seek out or elect changes to spaces, the requesting department's budget is responsible for all associated costs. Examples of these costs include, but are not limited to: new furniture, technology equipment and installation, upgraded flooring, storage solutions, custom lighting, blinds, security cameras, signage, specialized equipment, or changes to the network or other utility infrastructure.

INSTITUTIONAL OR UNIVERSITY ELECTED CHANGES

These changes are aligned with University goals and long-term campus planning priorities for upholding the best and highest use of space, which may result in changes to how spaces are used. These changes will follow the established space processes and responsibility for costs will be evaluated per project. Examples of University elected changes include, but are not limited to: demolition or substantial renovation of existing facilities, construction of new facilities, departmental relocations, and/or completion of large-scale maintenance projects.

INTERIOR FINISHES

SPACE CHANGE PROJECTS

Assessments of interior finishings will be made during the planning stages of institutional space change projects to evaluate and address standard maintenance issues as they relate to appropriate functionality and adherence to university brand and finishing standards. Primary items reviewed in these assessments will include flooring, paint color, climate, key access, and essential utilities. Necessary and approved remedies may occur after moves or use of new spaces begin.

STANDARDS FOR INTERIOR FINISHES

- Paint colors will adhere to university brand colors in the primary or neutral palettes found in the ECU Brand Guide.
- Standards for items including but not limited to flooring, trim, and blinds are maintained by Facilities Management and Safety.
- Standards for audio/visual equipment and resources, including resources for digital signage and mounted display screens are maintained by the Information and Technology (IT) division.

Unless addressed by an approved space change project, interior finishes that do not adhere to current university standards will be remedied by routine periodic maintenance projects.

SPACE STANDARDS AND GUIDELINES

USE OF SPACE

USE OF OFFICE SPACE

- Allocation or assignment of office space to both departments and individuals is approved by Space Planning & Utilization. Changes to office space assignments for both departments and individuals require submission of a space request. This includes changes resulting from employee turnover.
- Full time employees will be allocated use of one primary office space. Use of office space by part time employees will occur on a hotel or drop-in basis in shared locations.
- Employees will use furniture that currently exists in an assigned office or work space. Furnishings native to a space or building, including but not limited to desks, shelves, conference or meeting setups, as well as affixed or mounted technology resources will not be moved with employees or departments to newly assigned spaces or buildings. Minimal exceptions will be considered, and departments may be responsible for associated costs.
- University service teams only move and/or affix University property, equipment, and supplies. Employees are responsible for moving personal items including but not limited to furniture, shelves, refrigerators, personal supplies or materials, and decor. The University is not liable for any damages or loss to personal property.
- University office nor meeting space will not be allocated or assigned to students, student employees, graduate assistants, or student organizations. The only approved use of space by student organizations is that for the Student Government Association (SGA) within the Powell Building.

USE OF SPACE FOR PERSONAL GAIN

- As a public institution, no employee may use a University space for personal gain. For this reason, any use of a University space outside of an employee's job-related responsibilities requires space rental through ECU Conferencing and Events.
- Examples of using University space for personal gain include, but are not limited to: providing a lesson or service for a fee, an exchange of service, or at no cost, utilizing facilities for outside entities under the guise of a business purpose, using University office space or virtual resources for personal business exchanges, hosting outside groups as a recruitable event that do not meet the definition of a recruitable event.

ADDITIONAL RESOURCES

- Space Reservations and Scheduling:
 - **Conferencing and Events** manages reservations of gathering and event spaces in support of daily operations and events.
 - The **Office of the Registrar** processes academic course schedules.
- Safety in Spaces:
 - **Environment Health and Safety**
 - **Emergency Management**
 - **Police Department**
- **Human Resources**

REVISION HISTORY

- Document created January 1, 2026

COMPLIANCE

All space guidance outlined in this manual is authorized under Kentucky Revised Statutes 164.092(12), 164.410, 164A.575, 164A.595, and **EKU's Administrative Regulation 7.1.2ADR**. Employees or students violating these guidelines may be subject to disciplinary action. Modifications to spaces can warrant requirements and circumstances that may deviate from these guidelines, but will follow similar principles under the same authority.

If you have an idea, inquiry, or request that is not addressed in these guidelines, visit <https://www.eku.edu/in/space-utilization> or contact Space Utilization at spaces@eku.edu.

SPACE UTILIZATION

Eastern Kentucky University is an Equal Opportunity employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice.