



**Policy Chapter:** Chapter 11 Facilities

**Policy Number and Title:** 11.002 Space Management and Assignment

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**I. Policy Statement**

The University, and not any group, individual, or unit within it, owns and/or controls all interior and exterior spaces on campus as well as additional properties off-campus including leased properties.

**II. Application of Policy**

Total University

**III. Policy Definitions**

The following terms whenever used or referred to in this policy shall have the following meanings:

**A. Space**

“Space,” in this policy, means all interior buildings and facilities and exterior areas owned or leased by the University.

**B. Space Management**

“Space Management,” in this policy, means oversight of all University space and the assignment and reassignment of such to remain in compliance according to this policy and State and federal codes, regulations, and laws.

**C. Space Assignment**

“Space Assignment,” in this policy, means allocating/designating space to a particular individual or unit.

**D. Space Reassignment**

“Space Reassignment,” in this policy, means reallocating/re-designating space from one individual or unit to another.

**IV. Policy Responsibilities**

**A. Space Management**

Oversight and management of space will remain in compliance according to this policy and State and federal codes, regulations, and laws and is the responsibility of the Office of Space Planning and Management (OSPM).

**B. Space Assignment and Reassignment**

1. All requests for changes to University space including, but not limited to, assignment, reassignment, alteration, reclassification, capacity, use, or function must be submitted to OSPM.

2. Assignment and utilization of University space shall be the decision of the President who is authorized to assign or reassign space to any unit on campus. The President may delegate such decision-making authority.

**C. Reporting**

All University space must be reported annually to the Texas Higher Education Coordinating Board. Funded research space is reported to the Federal Government. All units on campus are responsible for accurately reporting assigned rooms according to State and federal codes, regulations, and laws on an annual basis and is administered by OSPM.

**D. Procedures**

OSPM will maintain operating procedures for the management, assignment, reassignment, and reporting of space, including the space resolution process.

**V. Resources/Forms/Tools**

All space requests forms, access to floor plans, reports, procedures, and other resources are available on the [Space Planning and Management](#) Website.

**VI. References and Cross-References**

[UNT System Board of Regents Rule 11.100, Campus Master Plan](#)

[UNT System Board of Regents Rule 11.200, Construction and Repair and Renovation Projects](#)

[UNT System Board of Regents Rule 11.600, Use of Buildings, Facilities, Structures, and Outdoor Spaces](#)

[UNT System Policy 6.100, Use of Buildings and Facilities](#)

[UNT System Policy 6.200, Construction Projects](#)

[UNT Policy 11.001, Facilities Use Coordination](#)

**VII. Revision History**

Policy Contact:	Director, Space Management and Planning
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