

General Procedure - Campus Space Management: Office Moves

Purpose:

The purpose of this procedure is to promote effective and efficient use and management of Bismarck State College building space. BSC recognizes the need for a more strategic, innovative and efficient means to allocate the space available. All BSC buildings and space allocations are subject to assignment to meet the overall needs and best interest of the institution and its patrons. In order to better serve the students, faculty, staff and community, the Operations Council (OC) is responsible to assess the best use of space.

Procedure:

An [Office Move\(s\) Checklist Form](#) must be completed and submitted for any request for occupying building space. Space requests include but are not limited to Intra Departmental, Department Move, Change of Space Function, Temporary Move, Request for Additional Space, New Location, etc.

The [Office Move\(s\) Checklist Form](#) ensures that resources including financial, human and space, have been reviewed. Completion of the checklist begins the collaborative process needed for any move so that all departments involved with any move can plan accordingly and coordinate activities. Each move on campus involves the coordination of at least the following areas: Information Technology Solutions and Services, Buildings and Grounds, Mail Center, Human Resources, Campus Safety & Security, Inventory, Campus Information Center, College Relations and Facilities Usage.

1. Submit an [Office Move\(s\) Checklist Form](#). All costs incurred will be the responsibility of the requesting department.
2. For intra departmental (within layers of the same department) moves, after checklist form approval, the move can proceed.
3. For all other moves, Buildings and Grounds will forward the checklist form to the OC for review.
4. The OC will review the proposed move to determine feasibility based on the priorities outlined below.
5. After the OC completes the review, a recommendation is made to the Executive Council (EC).
6. The EC will make the final determination of approval or non-approval and all appropriate departments will be notified.
7. If approved, the process outlined in the [Office Move\(s\) Checklist Form](#) will proceed.
8. The OC will be responsible to regularly review strategic space management needs.

Priorities:

The priorities (listed in order) for effective and efficient campus space allocation, in relation to BSC's overall facility usage plan, are as follows:

1. Availability of financial resources.
2. ADA compliance is mandatory. Allocations that reduce accessibility will not be made.
3. Allocations of space will favor those changes that foster the long term goals of BSC as outlined in the Strategic Plan and Master Plan.

4. A high priority will be placed on space allocations that support student needs.
5. Space requests should serve to consolidate units/departments that have been physically separated.
6. Permanent space requests will be given priority over temporary requests.

History of This Policy:

First procedure draft reviewed by the Operations Council on September 23, 2015 and approved by the Executive Council on September 28, 2015.

Revisions: March 28, 2016; October 12, 2016.