

## YAVAPAI COLLEGE SPACE UTILIZATION PROCEDURES



### Strategic Space Planning Committee:

Dr. Clint Ewell, Vice President Administrative Services

Dr. Ron Liss, Vice President for Academic and Student Services

Rodney Jenkins, Vice President, Advancement, Executive Director Yavapai College Foundation

Patrick Burns, Chief Information Officer

James Crockett, Assistant Director, Trades and Space Planning

Stacey Hilton, Dean, Computer Technology and Instructional Support Division

Dean Holbrook, Dean Foundations Division

Dr. Tom Hughes, Director Institutional Effectiveness and Research

David Laurence, Director of Facilities Management and Planning

Tania Sheldahl, Associate Vice President Student Development

Scott Farnsworth, Associate VP for Student Success and Dean for Schools of Health & Wellness, Science and Engineering

Dr. James Perey, Executive Dean Verde Valley Campus

### **Background**

The Strategic Space Planning Committee was created in January 2011 to develop procedures related to the space owned, leased or managed by Yavapai College. Through a collaborative effort, procedures have been established to ensure that all College space is allocated and managed to comply with College's mission and vision.

### **Objective**

The objective of the Strategic Space Planning Committee is as follows:

1. Provide guidelines for space utilization.
2. Review new requests for College space.
3. Review requests for College moves that require renovation, furniture moves/reconfigurations, new furniture or additional space.
4. Provide space allocation during renovations that will enhance College work flow.

### **Internal Use Definition**

Internal use is identified as space utilized by Yavapai College, the Yavapai College Foundation and employees in support of the mission and vision of the institution.

## Space Allocation Request

The allocation of space will be considered based on the College's mission and vision, needs of the program/department/division, availability of space and cost. The "Yavapai College – Request for Allocation of Space" form is available on the Facilities page of the Yavapai College website <https://www.yc.edu/v5content/facilities/> and is to be completed before any move or allocation occurs.

## Moving Request Process

The purpose of this process is to ensure that the program needs are met and a systematic approach occurs when assigning space. A detailed flow chart identifying the process can be found at <https://www.yc.edu/v5content/facilities/docs/Space-Allocation-Form-6-4-13.pdf>.

All office moves require Dean approval with notification to the appropriate Vice President and all other moves require Strategic Space Planning Committee approval. The Director of Facilities Management and Planning is the main point of contact regarding move planning and scheduling.

## Acceptable Use of Space

Acceptable use is defined as the use of any College owned, leased or managed space to conduct business complying with the Yavapai College Mission and Vision. The following guidelines identify acceptable use for some but not all classifications of College space.

### Offices

Every attempt should be made to ensure that College offices contain an ambience of professionalism and furnished to reflect this image. Acceptable use is defined but not limited to the following:

- a. **Décor** – professional appearance in nature limited to tasteful artwork, personal pictures, color scheme that is consistent with the building palette and free from items that are distractive to visitors such as toys, excessive knickknacks, etc.
- b. **Finishes** – offices are to be of the color contained in the building's color palette for paint, wall coverings and flooring. Personnel are not permitted to paint their office or alter the finishes.
- c. **Appliances** – the use of personal refrigerators, microwaves and coffee pots, fish tanks, grow lights are not acceptable since these items consume energy.
- d. **Space Heaters** – the use of personal space heaters is prohibited due to the energy consumption, interference with building mechanical system operation and potential fire hazard.
- e. **Candles** – candles not permitted due to fire hazard associated with open flame and the allergic affect to other occupants from scents.
- f. **Fans** – oscillating or box type permitted as long as U.L. rated and can be supported by existing electrical service.
- g. **Furniture** – only College provided furniture consistent with College standards will be used. Personal furniture is not permitted.
- h. **Window Treatment** – employees may request adjustable blinds, however to maintain safety, any other window treatments are not permitted.

## Space Designation for Renovations or New Construction

### Break rooms

If space is available, one break room will be provided for each building where 10 full time employees reside. The break room will be equipped with the following:

- a. Energy Star rated refrigerator/freezer with ice maker (if water is available)
- b. Energy Star rated microwave oven
- c. Garbage disposal

### Offices

The following is a snapshot of square footage designation based on employee classification:

Function	Net Square Footage Designation
Private FT Faculty/FT Professional Staff Offices	120 net square feet
Chairs/ Director/ Coordinator Offices	150 net square feet
Dean/ Administrative Director's Office	200 net square feet
Vice President's Office	220 net square feet

The square footage designation is based on the functional needs of the occupant. This includes space to conduct administrative functions as applicable i.e. consultations.

Administrative Support Staff - 80 net square feet per occupant

Conference /Meeting Rooms - 30 net square feet per occupant (x) numbers of occupants

Classrooms - 30 net square feet per student (x) 30 students + 50 net square feet per instructor

Lecture Hall - 20 net square feet per person

Labs - 50 net square feet per student

### Food Services

- a. Kitchen - 200 net square feet per person with all the equipment – size is dependent on equipment and clearances.
- b. Serving Area – size is dependent on layout and flow of serving line.
- c. Dining Area – 20 net square feet per person

### Residence Halls

- a. Single Occupancy - 285 net square feet per person/300 net square feet ADA Compliant
- b. Double Occupancy - 440 net square feet suite style and 290 net square feet typical

## **External Use Definition**

External use is defined as space utilized by entities other than Yavapai College and includes but is not limited to Not-for-Profit 501 (c) or other Private for Profit groups. These groups will be charged a fee to recoup the cost of energy to condition space, cleaning, equipment use, set ups and consumable supplies. The Executive Team may waive all or portions of any fees. The use of any College space must comply with applicable laws and regulations and Yavapai College policies and procedures.

## **Facilities/Event and Room Scheduling**

Event and room/space scheduling should be done by the department's 25Live liaisons in compliance with 25Live training.

## **College Business Hours**

The College is open for business 7:00 a.m. through 10:00 p.m. Monday through Fridays and limited hours on Saturdays and Sundays.

The College is closed for business the following days:

1. Winter break (usually the week of and week after Christmas)
2. Martin Luther King Birthday
3. Spring Break (usually the second or third week of March)
4. Fridays during the summer schedule (typically the second Friday in May through the second week of August)
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veterans Day
9. The day before, the day of and day after Thanksgiving

The College will only rent to external users by the approval of the Vice President of Finance & Administration, when the college is closed for business. The days when the College is closed for business, energy conservation measures including temperature set-backs, will be in place.

## **Leased College Space**

Entities that lease space from the College will also be subject to energy saving measures the days the College is closed for business.