

Space Management Reference Guide

Glossary of Terms and Phrases

1. **Space Management Principles** - are the principles that guide the definition and application of the Space Planning Guidelines, the creation and implementation of Space Planning Standards and the steps that make up the Space Allocation Process
2. **Space Planning Guidelines** – are the guidelines that inform the planning and design of space to facilitate a particular function(s) and/or house a specific population.
3. **Space Standards** - refer to the characteristics of specific space types that are applied to each population or function
4. **Space Allocation Process** - is the set of steps by which space allocations are determined and decisions are made
5. **Allocation** – the allocation of space refers to the distribution or allotment of a block of space by the Provost to the School Space Control Officer in the School or Division.
6. **Assignment** – of space refers to the designation of occupancy of a space from the Space Control Officer to a particular individual and/or program
7. **Ownership** – is a complex term that determines the rights and duties of one or more parties over an object or physical space. These rights and duties can be separated and held by different parties. In the case of space at UC Merced, ownership of space belongs to the Regents of the University of California. Specific elements of the rights and duties of ownership are delegated by the Chancellor to the Provost and by the Provost to the Space Control Officers in the Divisions/Schools through the space allocation process.
8. **Control** – refers to the Space Control Officer’s ability to determine the use parameters for a specific space. Rules around control of a space should be guided by the Principles of Campus Space Management.
9. **Access** – refers to the ability to enter and/or use a space. Rules around access to a space should be guided by the Principles of Campus Space Management.
10. **Swing Space** –is space that can be occupied temporarily while a permanent space assignment is identified and/or renovated.
11. **Principles** – are fundamental propositions that serve as the foundation for agreement on the essential characteristics of a system, organization or structure. Principles should govern the creation of objectives, guidelines, standards, policies and the processes that manifest them.
12. **Guidelines** – are general rules by which to determine a course of action

13. **Standards** – a rule that is established as a unit of measure against which other units can be compared (e.g. the standard for a ladder ranked faculty office is 130 square feet whereas the standard for a graduate student workstation is 36 square feet)
14. **Process** – a series actions or steps that will bring about a specific, intended result.
15. **Space Control Officers** – the individual responsible for determining the use parameters for space, monitoring the effectiveness of its use and the individual or function to which it is assigned.
16. **Long range** – as it pertains to space management is defined as any term that is in excess of one year.
17. **Temporary** – as it pertains to space management is defined as any term that is less than one year.
18. **Space metrics** -- are formulas and/or standards by which space utilization is measured.
19. **Effective utilization** is utilization of space that fulfills the specified function for which it was assigned.
20. **Efficient utilization** is utilization of space that is either at the benchmark level of the relevant metric or exceeds that level.
21. **Transparent** – visible and open to public scrutiny and review
22. **Equitable** – impartial and unbiased
23. **Consistent** – predictable decisions that constantly adhere to an agreed upon set of principles.
24. **Multiuse** – spaces that are capable of supporting multiple functions and uses.
25. **Multipurpose spaces** – space that have been designed with multiple purposes in mind.

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