

YAVAPAI COLLEGE SPACE UTILIZATION PROCEDURES

The Facilities and Technology Committee was created in October 2021 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 this Committee is as follows:

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

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 Space Allocation form is available on the Facilities website <https://www.yc.edu/v6/facilities/> and is to be completed before any move or allocation occurs. The form is also available by clicking this link:

<https://www.yc.edu/v6/facilities/docs/space-allocation-form.pdf>

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.

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 are 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 fee 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 fee 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. Juneteenth
7. Independence Day
8. Labor Day
9. Veterans Day
10. 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.

Space Allocation Request Form

Space Allocation Guidelines: All requests for room rearrangement or the allocation of indoor and outdoor space must adhere to the "Yavapai College Space Utilization Guidelines", website <https://www.yc.edu/v6/facilities/>

Return completed & approved form to facilities@yc.edu

Facilities Phone: 928-776-2180

Level 1: No remodeling required

Level 2: Space requires facelift: paint, carpet, whiteboards, etc.

Level 3: Space needs furniture and special equipment plus item 2 above

Level 4: Space needs significant modifications: demolition, new walls, heating & cooling upgrades, electrical & fire alarm alterations, ITS improvements, etc. plus items in 2 & 3 above

Level 5: Space needs sophisticated improvements: explosion proof wiring, fume hoods, specialized laboratory ventilation, laboratory casework, acid-resistant plumbing, humidity control, etc. plus items in 2, 3 & 4 above

Level 6: Space needs immediate renovation relating to Life Safety

Part I: Requester Information

Name: _____ Department: _____ Date: _____
Phone: _____ Email: _____ Location: _____

Part II: Request Type

- Occupants:** Faculty _____ Staff _____ Students _____ Non-College _____
- Basic Description** (examples below): _____
Office Move(s) Computer/Phone Move Furniture Rearrangement Change room use
New Furniture Need New Equipment Need New Space Request Hang Whiteboard
- Budget** - Source of funds & projected budget numbers to support this request including all remodeling costs, equipment and furniture. (capital, grant, department funds). FOAP _____ Est Cost _____

Part III: Space Use Summary List all requested spaces involved along with an in-depth explanation of intended use. List any requirements of requested space such as location, access, equipment and adjacencies. Include any vacated space due to request.

Part IV: Required Approvals Upon review of this request for allocation of space, I certify that this request supports the vision, goals, and mission of the Department/Unit or the College/Division. VP signature required for levels 4, 5 & 6

- Name of Division Dean/Director: _____ Date: _____
Signature: _____
- Name of Facilities Director: David Laurence _____ Date: _____
Signature: _____
- Name of Vice-President: _____ Date: _____
Signature: _____