

Space Management Framework¹

Cornell policies and procedures that guide space management governance and decision-making²

Space Mgmt Issue	Summary	Relevant Guidance	Decision Authority	Outcome
Space Stewardship	All space belongs to the University. Stewardship of space begins with the President and Provost. Responsibility and accountability are delegated through organizational hierarchies.	Space Management Principles	Provost	
Space “Ownership”	All units are expected to maintain an accurate and current record of occupancy of rooms at the KFS department level	Policy 2.7, Reporting the Use of Facilities	- Financial Services - Facilities & Campus Services	Integrated Workplace Management System (IWMS)
Vacant Space	Space that is vacant or deemed underutilized can be reassigned or repurposed. Space that is vacated due to re-organizations, the creation of new space, or other programmatic changes will revert to the Provost until re-assigned. Last assigned unit remains the steward until such reassignment occurs.	Space Management Principles	Provost	
Vacant Space - Identification	The stewarding unit must identify a facility that no longer meets programmatic needs. Assessment is made to 1) explore reallocation, or 2) designate as out of service (no value to institution).	Procedure to Designate and Manage Out-of-Service Facilities	- Space Planning - SUAC	- Out of Service Designation, or - Request for Proposals to Reallocate
Vacant Space – Reallocation	Occupying unit identifies a space as excess and it is of sufficient quantity, quality and/or general character to offer to other units	Procedure for the Reallocation of Space	- Space Planning - SUAC	- Reassignment of Space in IWMS, or - Out of Service Designation
Space Growth – Studies	Apply a consistent framework to space needs studies, including report deliverables; use Cornell guidelines and relevant benchmarking to inform needs assessments; fully explore options to meet identified needs	Guidelines for Space Needs Studies; Office Guidelines and Classroom Space Guidelines	- Space Planning - SUAC	Study Report
Space Growth – Request	Any endeavors that require additional space should be addressed first within a unit’s current allocation, then within the unit’s lead college or division. When space in addition to current college or division holdings is required, units should complete a space request . Applicable to short-term and long-term needs.	Space Request Process	- Space Planning - SUAC	- Space Request endorsed or denied by SUAC - If need is endorsed, final solution may result in IWMS updates, a MOU (for temporary occupancies), a lease or license (if the need is met externally), a capital project, etc.
Space Growth – Design and Construction	Some space growth occurs rather organically through capital projects, often vetted through the annual capital planning process or through other project initiation processes.	Design and Construction Standard 013000, Space Programming Requirements; Office Guidelines and Classroom Space Guidelines	- Space Planning - Provost - CF&PC	Space Program

¹ This framework applies to all approvals for all units of the University, including NYC but excluding Weill Cornell Medicine except where WCM is occupying space with Ithaca-reporting units. A NYC SUAC parallel committee may be formed in the future.

² Policies and procedures related to schedulable spaces, including classrooms and event spaces are summarized and linked from [here](#).

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Space Growth – Lease	Any contemplation of a lease or use of any type of externally owned, real property space to meet programmatic needs for office, lab, residential, storage, warehouse, etc. must follow standard practices to explore options, negotiate terms, and seek approvals. Pursuit of leased space may require a space request .	Leased Space Approval Process	Real Estate Office and depending on space type, location, and term: - Space Planning - Provost - SUAC - CF&PC	- Request to Lease Space endorsed or denied by SUAC - If need is endorsed, then lease, license, etc. - New space is identified in the IWMS
Private Use	The university permits the use of its property and facilities for collaboration with industry or community, where such use is consistent with the university’s mission, its status as a tax-exempt educational institution, and with applicable university policies.	Policy 4.19, Personal and Private Activity Using University Property and Facilities	Research - Vice Provost for Research (Ithaca) - Sr Assoc Dean for Research (WCM)	- Form of agreement as determined by Counsel - IWMS updates
			Non-Research - Executive sponsorship & - SUAC or Exec Vice Pres (WCM) & - Counsel & Treasurer & Tax Office	- Space Request endorsed or denied by SUAC - Form of agreement as determined by Counsel - IWMS updates
Swing Space	To accommodate temporary needs associated with construction projects, the unit requiring swing space must first resolve as much of the need as possible through its own resources. Once the unit has exhausted its own resources, then resources outside of the originating unit will be identified to meet as much of the remaining need as possible. These resources will include 1) existing space in other units, 2) leased space, and 3) modular solutions.	Swing Space Solutions for Renovation and Construction Projects	- Space Planning - Provost - CF&PC	- Memorandum of Understanding, and/or - IWMS updates
Space for Student Organizations	The organization’s sponsoring department or other affiliate may voluntarily allow student orgs to have dedicated space, which is always subject to review and re-appropriation if a higher priority need for the space is identified. No organization is guaranteed the dedicated use of space.	Space Use Principles for Registered Organizations	- Sponsor Unit Endorsement - SUAC	Space Request endorsed or denied by SUAC

Committee Jurisdiction by Unit and Location

	Location of Space Issue		
	All locations outside NYC	NYC (not WCM)	WCM
Ithaca-based units (including Cornell Tech)	SUAC	NYC-SUAC (may be proposed)	WCM
WCM	NA	NYC-SUAC (may be proposed)	WCM