

SP012.1 Space Management Guiding Principles & Procedures

Policy Type: Administrative/Operations
Revision Date: June 28, 2021

Training Required: No

Procedure, Guideline or Protocol

With the growing demand of Kirk Kerkorian School of Medicine at UNLV (KSOM) academic, clinical and research space, our need to ensure we utilize this valuable resource responsibly and effectively is paramount to our success. As our departments continue to grow in size and diversity of roles, so does the requirement for space type and quantity of space. Our goal is to collaboratively transition our culture to ensure our work environments are safe, comfortable and functional. Space Management is responsible for maintaining and reporting the academic, clinical, and research education facilities leased or owned by the university and ensuring efficient and effective space use.

We strive to be flexible, collaborative, and adaptable to ensure the maintenance of high quality and productiveness in our dedicated workspaces, and to support the KSOM's mission and 34t ed 61 (c).2899(1 (anfTc 0.013

Space Allocation & Utilization

Values and Goals for Managing our Cultural Change

1. Realign institutional and individual goals by identifying appropriate working practices and how space can support these.
2. Engage users and encourage each department to assign a space champion to be part of space management committee.
3. Identify office situations in academic office space and understand occupant's preferences and needs to work in the future.

Research

Full-

