# **Operating Policy – Space Allocation and Audit Committee**

1. Purpose

* 1. To conduct audits of MSU space in order to make record the usage of the space and to make recommendations based on audit results to the Executive Board;
  2. Shall investigate the need for lease-hold improvements upon the request of the department manager and to make recommendations to the appropriate body based on the capital asset value of the lease-hold improvements;
  3. Shall mediate all disputes in relation to shared MSU space or supply areas in conjunction with the direct supervisor(s) of the departments involved;
     1. Appeals concerning the mediation of disputes in relation to MSU space and supply areas may be appealed to the Executive Board;
  4. If as a result of an extreme situation, an MSU office space is rendered unworkable, the Space Allocation and Audit Committee must locate a suitable and temporary location, if possible, with the location to be ratified by the Executive Board at the earliest possible date.

2. Committee Structure

* 1. The committee shall consist of the following:
     1. The Vice-President Administration, who shall act as chair;
     2. Two (2) Executive Board members, elected by the Executive Board;
     3. Chair of the Occupational Health and Safety Committee (non-voting)

3. Space Audit

* 1. Space Audits shall be a comprehensive investigation into the efficiency with which all MSU spaces and capital assets are being used;
  2. Space Audits shall be conducted once every three (3) years;
  3. Space Audits shall begin no later than October 1st of the year in which they are conducted and finished by no later than November 30th of the same year;
  4. Upon completion of a Space Audit a comprehensive report shall be published detailing the findings and suggestions of the Space Allocation and Audit Committee to the SRA and Executive Board;
  5. The criteria which shall be measured by the Space Allocation and Audit Committee during the audit period shall be:
     1. Efficiency of office setup
     2. Service space requirements
     3. Storage space
     4. Other MSU space concerns as necessary
     5. Effective use of lease-hold improvements