



Operating Policy – Space Allocation and Audit Committee

1. Purpose

- 1.1 To conduct audits of MSU spaces ~~in order to~~ ~~make~~ record the usage of the space and to make recommendations based on ~~the~~ audit results to the Executive Board;
- 1.2 ~~Shall To~~ 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;
- 1.3 ~~Shall To~~ mediate all disputes in relation to shared MSU spaces or supply areas in conjunction with the direct supervisor(s) of the departments involved;
 - 1.3.1 Appeals concerning the mediation of disputes in relation to MSU spaces and supply areas may be appealed to the Executive Board;
- 1.4 If, as a result of an extreme situation, an MSU office space is rendered unworkable, the Space Allocation and Audit Committee (SpAAC) must locate a suitable and temporary location ~~n, if possible,~~ ~~The temporary location must with the location to~~ be ~~ratified~~ ~~approved~~ by the Executive Board at the earliest possible date.

2. Committee Structure

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

Approved 08R

3. Space Audit

- 3.1 ~~A SS~~Space ~~AA~~Audits shall be a comprehensive investigation into the efficiency with which all MSU spaces and capital assets are being used;
- 3.2 ~~A~~Space Audits shall be conducted once every three (3) years;
- 3.3 ~~A~~Space Audits shall begin no later than October 1st of the year in which ~~they are~~it is to be conducted and ~~be~~ finished ~~and submitted to the Executive Board~~ by no later than November 30th of the same year;
- 3.4 Upon completion of a Space Audit, a comprehensive report detailing the findings and suggestions of the SpAAC shall be ~~published~~submitted ~~detailing the findings and suggestions of the Space Allocation and Audit Committee~~SpAAC to the ~~SRA~~^{DSEA1} and Executive Board by no later than November 30th of the year in which the audit was conducted;
- 3.5 The criteria which shall be measured by the ~~Space Allocation and Audit Committee~~SpAAC during the audit period shall be:
 - 3.5.1 ~~Efficiency of office setup~~Size and location
 - 3.5.2 ~~Service space requirements~~Accessibility
 - 3.5.3 Storage space
 - 3.5.4 Technology
 - 3.5.5 Optimization, design and architecture
 - 3.5.6 Privacy
 - ~~3.5.3~~3.5.7 Maintenance
 - ~~3.5.4~~3.5.8 Other MSU space concerns as necessary
 - ~~3.5.5~~3.5.9 Effective use of lease-hold improvements