Operating Policy – Space Allocation and Audit Committee

1.   Purpose

    1.1   To conduct audits of MSU spaces to record the usage of the space and to make recommendations based on the audit results to the Executive Board;

    1.2   To investigate the need for lease-hold improvements upon the request of the department manager and make recommendations to the appropriate body based on the capital asset value of the lease-hold improvements;

    1.3   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 space is rendered unworkable, the Space Allocation and Audit Committee (SpAAC) must locate a suitable and temporary location If possible. The temporary location must be 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).

3.   Space Audit

3.1   A Space Audit shall be a comprehensive investigation into the efficiency with which all MSU spaces and capital assets are being used;

3.2   A Space Audit shall be conducted once every three (3) years;

3.3   A Space Audit shall begin no later than October 1st of the year in which it is to be conducted and be finished 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 submitted to the SRA 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 SpAAC during the audit period shall be:

    3.5.1   Size and location
    3.5.2   Accessibility
    3.5.3   Storage space
    3.5.4   Technology
    3.5.5   Optimization, design and architecture
    3.5.6   Privacy
    3.5.7   Maintenance
    3.5.8   Other MSU space concerns as necessary
    3.5.9   Effective use of lease-hold improvements