Department of Medicine
Space Allocation Process and Guidelines

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Office of the Chair, Department of Medicine</th>
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<td>Office of Administrative Responsibility:</td>
<td>Office of the Assistant Chair, Administration Department of Medicine</td>
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<td>Approver:</td>
<td>Chair, Department of Medicine</td>
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<td>Scope:</td>
<td>Compliance with Department of Medicine processes and guidelines extends to all members within the Department.</td>
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<tr>
<td>Date Approved:</td>
<td>April 2, 2010</td>
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<td>Date of Latest Approved Revision:</td>
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Overview

Due to the constant internal and external pressures on available space, it is important that the Department of Medicine has a clear, concise and easily followed process for the allocation of the space that is provided to the Department by the University and other sources.

Purpose

Outline the process for allocating space and the associated guidelines used for space decisions.

PROCESS

Due to the cascading allocation of space within the University, the allocation of space within the Department of Medicine will adhere to the following process:

1. Divisional Space
   a. Space allocated to a Division by the Department is reallocated to individuals or for designated purposes as determined by the Divisional Director.
   b. If individuals are moved within Divisional space or Divisional space is repurposed, the Project Manager is to be informed of these changes.
   c. If a Division wishes to reallocate space to another Division, unit or work group external to the Division, this decision is to be forwarded to the Assistant Chair, Administration for review and recommendation for decision by the Chair, Department of Medicine.

2. Departmental Space
   a. The Chair, Department of Medicine will make all decisions regarding the allocation of space to the Divisions provided to the Department by the University of Alberta and all other sources unless specifically designated by the University or the other sources.
   b. Upon decision by the Chair, the changes in Departmental or Divisional space will be communicated to the Project Manager and formally assigned and recorded by the University through the Office of the University Architect.

GUIDELINES

1. In allocating office space to individuals within the Department of Medicine, the University of Alberta Space policies and guidelines will be used. (See links below.)
DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended organization-wide use.

| Space          | Includes all office, dry lab and wet lab space. |

RELATED LINKS

University of Alberta Planning and Renovation of Existing Facilities Policy
University of Alberta Space Standards Guidelines
University of Alberta Space Policy for Professors Emeriti
Department of Medicine Move Notification and Approval Form at: Space and Space Planning\DoM Office\Space & Moves\Work Req Forms and Info\DoM Move Notification and Approval Form 2010.04.30.doc