



HEALTH SCIENCES BUILDING ANNUAL SPACE AUDIT POLICY

Policy

The University of Saskatchewan (USask) Health Sciences, in consultation with the Health Sciences Space Committee(s), is responsible for the day-to-day administration of all space in the Health Sciences Building and for any changes in space allocation or policy. The Health Sciences has final approval on all space allocations in the Health Sciences Building. Any change in the use of space in the facility — including renovations to the space — must be pre-approved through the Health Sciences office.

In order to provide the Health Sciences Space Committee(s) with meaningful and current information, the Health Sciences will undertake annual space audits of the use of office, laboratory, and other relevant spaces in the Health Sciences Building.

Information collected will include:

- Room information
 - Room number, room type, room capacity
- Occupant information
 - Name of current occupant(s) and position title(s)
 - NSID, telephone number, e-mail address
 - Name of occupant's college/department/research cluster
 - Status of position (term, permanent, etc.)
 - End date of position (if occupant holds a term position)
- College/department future growth plans for the next 12 months in recruitment of new faculty and/or staff
- Expected retirements, sabbaticals, leaves, etc., in the next 12 months

Information collected will be used by the committee(s) to assist in making space allocation decisions based on a global view of the current space utilization, planned growth, and possible space vacancies.

Committee members will assist in the Health Sciences' timely response by underscoring (to the dean/department head and person responsible for the collection and submission of the information) the importance of having this essential information available.