



**Polasaí agus Nósanna Imeachta / Policies and Procedures**

<b>Code</b>	QA172
<b>Title</b>	Application for Space Allocation (temporary or permanent)
<b>Policy Owner</b>	Director of Buildings & Estates or nominee(s)
<b>Date</b>	13 December, 2022
<b>Approved By</b>	University Management Team

**1.0 Purpose**

This procedure document is associated with the Space Management Policy (QA162) and sets out the process and procedure for requesting an allocation of new or incremental space.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

**2.0 Description**

**Application for Space Allocation (temporary or permanent)**

**2.1 Allocations from existing University Space**

- 2.1.1 Before an application for space is submitted to Buildings & Estates, Colleges/Units/Research Institutes should ensure that the space need cannot be met within their current space allocation.
- 2.1.2 If the space solution cannot be met from the current space allocation, an application can be sent to [buildingsandestates@universityofgalway.ie](mailto:buildingsandestates@universityofgalway.ie) detailing the following:
  - 2.1.2.1 Type of space required
  - 2.1.2.2 Indicative location on campus
  - 2.1.2.3 Proposed capacity of space
  - 2.1.2.4 Proposed use of space
  - 2.1.2.5 Period of requirement
  - 2.1.2.6 Confirmation of funding available for any proposed alterations
- 2.1.3 On receipt of an application the Unit's current space allocation will be reviewed by Buildings & Estates, including the number and status of staff and/or students occupying each room. Details of any hybrid working arrangements will be sought by Buildings & Estates as part of this process.
- 2.1.4 Buildings & Estates will work with units to understand their requirements and will take a campus-wide approach to seek and present solutions to address their needs.



## 2.2 Procurement of New Space

- 2.2.1 If the space solution cannot be met from the current University footprint, then this request will typically be presented with a business case by the relevant College/Unit/Research Institute, with support from the Head of Unit, Executive Dean (or nominee) and Buildings & Estates, for the procurement of additional space. The business case should include:
- 2.2.1.1 Type of space required
  - 2.2.1.2 Indicative location (any adjacencies that need to be considered)
  - 2.2.1.3 Proposed area of space required
  - 2.2.1.4 Proposed use of space
  - 2.2.1.5 Duration of requirement
  - 2.2.1.6 Confirmation of funding available for procurement of the space and any works associated with the acquisition of this space, including any legal fees.
- 2.2.2 The business case should be approved by the relevant UMT member and then submitted to Buildings & Estates for consideration, email address as follows:  
[buildingsandestates@universityofgalway.ie](mailto:buildingsandestates@universityofgalway.ie)
- 2.2.3 The University Procurement Policy (QA100) must be followed in procuring the external space. The Buildings & Estates office will seek confirmation that budget is in place to support any acquisition before researching opportunities for procurement/rental in the market.
- 2.2.4 The chosen property must be inspected and formally approved in advance by the Buildings & Estates Office and/or the Health & Safety Office, where appropriate. This will include inspections/condition surveys in advance of acquiring space external to the University.

## 3.0 Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Buildings & Estate or nominee(s)
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures
Head of Engineering & Infrastructure	Responsible for determining the maximum allowed capacity in any space.
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team (“UMT”), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University’s strategic objectives.



Head of College/School/Unit	Responsible for the optimum use of space allocated to their College/School/Unit, which includes ensuring obsolete materials, equipment and resources do not take up valuable space. Also responsible for the development of business cases to support the procurement/rental of additional space.
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#### 4.0 Related Documentation

- 4.1 QA162 Space Management Policy
- 4.2 Space Management Procedures (multiple)
- 4.3 University Health & Safety Policies and Procedures (multiple)  
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.4 QA100 Procurement Policy  
<https://www.universityofgalway.ie/media/procurement/QA100-Procurement-Policy-v2.1-Dec-2020.pdf>
- 4.5 Guidance document on Space Norms (in development)
- 4.6 QA180 Hybrid Working Policy  
[https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-\(UMT-Approved-December-2022\).pdf](https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-(UMT-Approved-December-2022).pdf)
- 4.7 QA204 Academic Year Scheduling and Timetabling Policy  
<https://www.universityofgalway.ie/registrar/policies>
- 4.8 QA140 University of Galway Retired Staff Policy  
[https://www.universityofgalway.ie/media/publicsub-sites/retiredstaff/files/QA140-Retired staff policy beartas o gaillimh do chomhalta foirne scor.pdf](https://www.universityofgalway.ie/media/publicsub-sites/retiredstaff/files/QA140-Retired%20staff%20policy%20beartas%20o%20gaillimh%20do%20chomhalta%20foirne%20scor.pdf)
- 4.9 QA158 Hosting Conferences at University of Galway  
<https://www.universityofgalway.ie/media/nuigalwayie/content/files/businessindustry/QA158-Hosting-Conferences-in-NUI-Galway.pdf>

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