Space Coding Review and Appeal Process

The approval and implementation of the Campus Space Definitions will necessitate an outlined process by which campus spaces will be evaluated and the definitions consistently applied. The uniform application of space definitions will provide a number of benefits to FGCU’s campus and academic programs. Improved flexibility in appropriate areas will release space that is critical to the growth of academic programs. Increased utilization of space will generate more state funding and improve eligibility for PECO funds to build spaces needed for further program growth.

The process for the review, application, and appeal of Space Definitions and Coding are outlined in this document. It is important to note that the Space Definitions, Coding, and their practical application are strictly based on the Department of Education and State of Florida parameters to which FGCU must comply. Every five years, the University is audited by state university space representatives and the Facilities Department of the Board of Governors to gauge compliance with these guidelines. The Committee’s proposed Space Coding Review Process simply provides a standardized process by which FGCU self-monitors room use and compliance with established state and federal standards.


**Space Coding Room Review Process**

Members of the Campus Space Committee will complete a walkthrough of each building and/or space on campus with the appropriate Dean, Director or other designated person charged with responsibility for the particular area.

The walkthrough will include an evaluation of the following:

1. Assessment of space in relation to the state coding guidelines
2. Assessment of space in relation to the Space Definition Spreadsheet
3. Present and potential Academic use
4. Present and potential multi-purpose use
5. Equipment in the space
6. Hazardous materials or chemicals in the space
7. Types of lighting, flooring, and other room features
8. Data, electric, plumbing, HVAC and other infrastructure elements
9. Present and potential technology
10. Present and proposed furnishings
11. Room Schedulers assigned to the space
12. Room approvers assigned to the space
13. Scheduling or Use Restrictions
14. Safety considerations
15. Security parameters

After the walkthrough, the Campus Space Committee will submit a room coding proposal to the Safety and Facilities Committee based on the outlined criteria. The Safety and Facilities Committee will review the proposal and approve or make recommendations to the committee for consideration. After the Campus Space Committee considers and acts upon any proposed recommendations, a final version will be presented to the Safety and Facilities Committee for approval. Upon approval, the Dean, Director or designated person charged with responsibility for the particular area may submit recommendations or changes to the Safety and Facilities Committee via the Coding Appeal Process.

The final version of the applied room coding and Space Definitions will be sent to the Dean, Director or designated person charged with responsibility for the particular area and any changes posted to the Campus Space Committee web page. At the completion of the Space Coding Process and/or the Coding Appeal Process, all changes to space name, definition, coding or other criteria will be updated in the appropriate space systems.
Coding Appeal Process

Upon receipt and posting of the approved room coding and Space Definitions, the Dean, Director, Safety and Facilities Committee member or designated person charged with responsibility for the particular area may have questions or concerns regarding the room coding. The Dean, Director or person charged with responsibility for the space may make an appeal within 14 business days of the Space Coding approval by the Safety and Facilities Committee.

The Dean, Director or designated person charged with responsibility for the particular area must complete a Space Coding Appeal Form which will automatically be submitted to the Chair of the Safety and Facilities Committee.

The Chair of the Safety and Facilities Committee will place the appeal on the next appropriate committee agenda for consideration. The stakeholder making the appeal may present the appeal in person at the committee meeting. The Safety and Facilities Committee will review the reason for appeal in light of Regulation FGCU-PR9.001, Use of University Facilities Policy #3.026, and the Evaluation Criteria for Room Use Coding, and SUS Space Descriptors. After review, the Safety and Facilities Committee will vote to uphold the space categorization, approve the appeal, or review the space leading to a final decision.