Defining FGCU Space Custodians and Approvers

University Facilities are a vital asset to the fulfillment of our mission. These Facilities require the coordination from a number of departments to fulfill the multiple and competing demands for academic, student, multi-purpose and maintenance usage. To that end, the Campus Space Committee would like to add a designation of Facility Use Custodian, Space Approver, “Unit” Space Custodians and “Institution” Space Custodians to the designated responsibilities associated with space operations and management. For clarification, the various duties and their associated titles are outlined below.

- **Facility Use Custodian**: Staff member assigned by Dean or Director to schedule, coordinate and manage a specific facility when the area is not scheduled, managed, and coordinated through Campus Reservations. Current examples include: Athletics, Housing, Campus Recreation

  **Responsibilities**: The Facility Use Custodian will enter events in the University Scheduling System upon receipt of reservation request and confirmation of space availability. The Facility Use Custodian will prepare a Fee Estimate Form and/or other documents as outlined in the Event Classification Requirements and deemed necessary by FGCU policy and procedures. A final invoice will be issued by the Facility Use Custodian. (Per FGCU Policy #3.026.) An annual audit will be performed by Campus Reservations to review compliance with University policies and procedures.

- **Space Approver**: Staff member designated by Dean or Director to approve use of specific space on campus. Examples include: Administrative Conference Rooms, Deans’ Conference Rooms, Video Conference Rooms, WGCU studio, etc.

  **Responsibilities**: Restricted rooms will be assigned a Space Approver. The Space Approver can freely make reservations for the stakeholder department or other users in the University scheduling system through Campus Reservations. If use of the space is requested through Campus Reservations, the Approver will be notified of the request which they can then approve or deny. (Per FGCU Policy #3.026)

- **“Unit” Space Custodians** will be appointed within each department or unit to manage offices, storage rooms and any other commonly used areas (mail rooms, conference rooms, lunch areas, etc.) that have been officially assigned and are directly affiliated with the business operations of their respective department or unit. The Unit Space Custodian will be appointed by each responsible Office/Unit/Department Dean, Director.

  **Responsibilities**:
  - Prepare and submit annual reconciliation of unit and institutional space utilization, verifying adherence to SUS reporting criteria.
  - Act as unit liaison to PSCAC in the coordination and submission of any requests for additional space, space renovations, space decommission and space transfers.
 ✓ Coordinate the submission of space utilization restriction requests to the PSCAC and any subsequent appeals, if required.
 ✓ Participate in construction planning meetings for new buildings affiliated with the Unit Space Custodian’s department or program to ensure adequate distribution of work and common area space for related faculty, students and staff.
 ✓ Coordinate the submission of space utilization reports that may be requested by FGCU’s PSCAC.
 ✓ Annual attendance - Space Custodian Orientation and Planning Session

• “Institution” Space Custodians are individuals or departments appointed to manage and coordinate space on a University scale. Institution custodial assignments will be made through the respective Office of the Vice President, President or designee. Examples include: Office of the Registrar, Campus Reservations, Academic and Event Technology, Physical Plant, Facilities Planning, Planning and Institutional Performance, Academic Affairs.

Responsibilities
 ✓ Manage, coordinate, and report the use of space, assets within spaces, and physical condition of space.
 ✓ Prepare and submit annual reconciliation of institutional space utilization, repair and replacement priorities, and verify adherence to SUS reporting criteria.
 ✓ Appoint at least one representative from the department to serve as a representative on PSCAC.
 ✓ Review submissions of any requests for additional space, space renovations, space decommission and space transfers.
 ✓ Reviews the submission of space utilization restriction requests to the CSC and any subsequent appeals, if required.
 ✓ Participates in construction planning meetings for new buildings to ensure adequate distribution of work and common area space for related faculty, students and staff.
 ✓ Coordinate the submission of space utilization reports in conjunction with other PSCAC members.
 ✓ Annual attendance - Space Custodian Orientation and Planning Session

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