

When newly constructed facilities are completed resulting in vacated space in temporary buildings, and when, during the normal course of business, there is space that becomes available in permanent buildings, the following guidelines and procedures are set forth to assist in the management of vacated space.

Procedure for Management of Vacated Space

As soon as it is known a program, department, or function will need additional space or will vacate existing space that is not for faculty offices, the need must be communicated to the Director of Facilities. If the request pertains to a space previously dedicated as a faculty office, the request goes through the existing Academic Senate procedure for the assignment of faculty offices. If the Academic Senate cannot house the request using the existing inventory of faculty offices, the Academic Senate president will submit the request through the process outlined below.

Any program or department can initiate a request for use of a vacant space through program review. The Director of Facilities will maintain a standardized form available on the Facilities Department Web site at <https://www.miracosta.edu/Administrative/Facilities>, to be used to request the use of vacant space. The form includes the following elements:

- A. Name of initiating manager
- B. Name of program
- C. Description of intended use
- D. Size in square feet being requested
- E. Equipment or furnishings to be moved from another area or purchased
- F. Potential impact on other areas (specify areas/departments)
- G. Any building needs such as electric or gas hookups, lighting, space access, data, storage, or parking or visitor arrangements
- H. Any technology needs, such as phones, computers, smart technology, etc.
- I. Source of the proposed budget to fund the relocation, furniture, fixtures, equipment, renovations, etc.
- J. The specific plan for transitioning out of the temporary building, such as:

- a. Ending date of a temporary program
 - b. Moving back into space that had been renovated
 - c. Moving into a new space in a newly constructed building, as per the facilities master plan
- K. Period of use being requested (beginning and ending dates)
- L. Linkage to program review, if any
- M. Linkage to the academic, facilities, and/or technology master plans, if any
- N. Approval of the respective division head

Criteria

The facilities master plan is clear that an institutional value is to replace all temporary buildings with safe, secure, and technologically current facilities. Therefore, no request to occupy a temporary building on the district's current space inventory may create or perpetuate an ongoing function for which permanent housing has not been identified and funded. When a program or service is moved into a temporary building, it is with the understanding there is a planned, permanent space for the program or it is a short-term program with a firm and nonnegotiable ending date.

Any proposed use must be congruent with the academic, facilities, and/or technology master plans, as well as identified as part of program review. The actual space allocated for a program or function shall be congruent with the assignable-space standards published by the facilities unit of the California Community Colleges. No proposal shall be considered for a space that must be relocated in order to make way for a planned permanent structure for which there is identified budget.

Upon receiving the form, the Director of Facilities will recommend a decision to the Vice President, Business and Administrative Services.

The following criteria shall be applied to each request (in priority order):

- A. There is an immediate health-and-safety issue that requires the relocation of the function or program as determined by a third party and/or the district's risk manager.
- B. The function or program must relocate due to secondary effects of a funded construction project.
- C. The district has a valid contractual obligation to provide space for the function.
- D. The function or program is expanding as per the educational master plan and there is identified and budgeted space being constructed or renovated for the expansion.
- E. The proposed use is truly temporary as defined above in the assumptions.