



Administration and Finance

Policy and Procedure

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Issuing Office: Vice Chancellor for Administration & Finance

Policy Number: FY15-VCAF-007-01

Policy Name: Reassignment of Vacated Spaces in the Science Center

Original Date Issued: November 03, 2014, Updated June 15, 2015

Purpose of Policy:

Background:

In 2006 after extensive study of the university's deteriorated substructure, leaders of UMass Boston and the State's Division of Capital Asset Management and Maintenance made the decision to pursue an interim stabilization project for a 7-10 year period in lieu of a \$160 million long-term repair solution. In addition, an analysis conducted by Chan Krieger during the master planning process found that it was more cost-effective to replace the Science Center than to make renovations and upgrades to match modern teaching and research standards for science buildings. As a result, the Science Center will eventually be deconstructed and its programs relocated to new and renovated facilities. The stabilization project was completed in 2013.

Science Center Space Utilization:

With the opening of the ISC in fall 2014 and GAB1 in fall 2015, spaces in the Science Center will be vacated including research labs and support space, offices, and specialized instructional spaces. Given the future demolition of the Science Center subsequent to the completion of GAB2 (2018 estimated completion), severely limited capital funds will not be spent on facility reinvestment beyond minor critical repairs. To this end, no renovations will be made to modify the design and use of Science Center spaces.

However, significant enrollment and programmatic growth has outpaced UMass Boston's ability to meet immediate space needs while anticipating the opening of GAB1 and GAB2 and the Renovations to Existing Academic Buildings Project (REAB). To accommodate certain specific unmet space requirements, at the Chancellor's request the university will permit temporary use of vacant spaces in the Science Center.

Applicable to:

This policy applies to all members of the University community. All re-assignment of space must be explicitly approved by the SPACE Committee.



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Policy:

To accommodate certain specific unmet space requirements, the university will permit temporary use of vacant spaces in the Science Center pursuant to the following guidelines:

1. All space utilization will comply with the State's building code, and re-assignment of space that would necessitate repairs or maintenance deemed to be uneconomical will not be authorized.
2. Re-assignment of space must be consistent with the university's SPACE Policy principles and standards, and support the advancement of UMass Boston's strategic goals and priorities.
3. Re-assignment of space will be short-term only, and a long-term location for all functions that are to occupy re-assigned space must be identified in GAB1, GAB2, REAB, or other new locations.
4. No reinvestment beyond critical repairs will be made, including but not limited to alterations to building systems and IT infrastructure; construction, relocation, or removal of walls, doors, and windows; and removal or installation of hardware and equipment.
5. Prior to the re-assignment of a research teaching lab and related support spaces, a decommissioning and decontamination process must be performed by the Environmental Health and Safety Office in order to minimize hazards to employees and the environment and maintain compliance with government regulations.
6. Vacant offices may be re-assigned to newly hired faculty and staff based on university space standards, and selective cosmetic improvements may be made to offices including painting, furnishings, and flooring.
7. Space should be used for the purpose for which it was designed.
8. Classrooms in the Science Center will continue to be used as general purpose classrooms.
9. The re-assignment of un-renovated research labs with access to heating, ventilation, and air conditioning may be authorized for researchers who have active extramural grants and sponsorship.



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10. Vacant space may be used for swing space to temporarily house displaced personnel and activities during the REAB project.
11. All re-assignment of space must be explicitly approved by the SPACE Committee. Pursuant to the university's SPACE Policy, before a re-assignment of space is approved, current departmental space assignments and utilization will be reviewed to ensure that use of all departmental space is consistent with space allocation and utilization principles and policies.
12. The SPACE Committee will assess opportunities for achieving cost savings and efficiencies in the use of building utilities by physically consolidating functions and activities in the Science Center. This will also allow the gradual de-commissioning of Science Center spaces in preparation for eventual demolition.

Procedure:

1. To request re-assignment of space in the science center you must complete a Space Request Form:
(http://www.umb.edu/editor_uploads/images/facilities/UMass_Boston_Space_Request_and_Space_Profile_Form_06272012.pdf)
2. All re-assignment of space must be explicitly approved by the SPACE Committee. Pursuant to the university's SPACE Policy, before a re-assignment of space is approved, current departmental space assignments and utilization will be reviewed to ensure that use of all departmental space is consistent with space allocation and utilization principles and policies.

Oversight Department: SPACE Committee

Responsible Party within Department: SPACE Committee

Monitoring: Monitoring will be performed by the Space Workgroup.

Authority:

- University of Massachusetts Boston SPACE Policy

Related Documents:

- [SPACE Policy:
\(http://www.umb.edu/editor_uploads/images/facilities/UMass_Boston_Space_Request_and_Space_Profile_Form_06272012.pdf\)](http://www.umb.edu/editor_uploads/images/facilities/UMass_Boston_Space_Request_and_Space_Profile_Form_06272012.pdf)