



Building Management Policy and Procedures

A. Purpose

To effectively assign and manage space in Page Hall

B. Audience

Glenn College faculty, staff, eligible graduate assistants, students, student organizations and visitors.

C. Policy and Procedures

Introduction As a limited resource, space must be managed in a way that promotes the strategic priorities of the John Glenn College of Public Affairs. Flexibility must be maintained to allow for changes in focus, programs, and technology. Accordingly, a comprehensive method for assigning office space has been established to allow the College to adapt to current and emerging needs and priorities. Space that has been assigned within the College must also be managed to establish a welcoming work environment while maximizing safety, comfort, and functionality. With these objectives in mind, this policy provides general guidelines on the appropriate ways to use assigned space.

General Principles for the Allocation of Space

- Space will be configured to be consistent with ADA guidelines.
- Conference spaces and work rooms are to be shared to maximize the use of space.
- Space will be allocated in such a way as to protect the health and safety of faculty, staff, and visitors.
- Space will be allocated to protect the integrity of data and documents.
- All faculty, staff, eligible graduate assistants, students and eligible visitors will be provided with a suitable working environment subject to the availability of space.
- Space will be allocated at the discretion of the Dean to maximize efficiency and to meet current and future needs. Space that has been allocated can be reassigned to meet the needs and priorities of the College. No one individual, Center or unit “owns” a particular space.
- The [University Space Guidelines](#) will be used to allocate space, though existing space may not align completely with the guidelines. Any reassignments or reallocations of space will align as closely as possible.
- Space made available due to an individual leaving the College or changes in a unit or Center’s size will be reallocated based upon the discretion of the Dean and the priorities of the College.

- Space assigned in support of a grant or contract may be time-limited in accordance with the terms of the agreement. Absent continued funding, space may be reassigned at the discretion of the Dean.

General Guidelines for the Allocation of Space The Dean and the Chief Administrative Officer will make every attempt to accommodate all reasonable requests for space in Page Hall. In the event space is limited, the priorities for the allocation of space are as follows:

- (1) Tenured, tenure track, research faculty and full-time staff requiring privacy when working on confidential issues or when meeting with students or other staff.
- (2) Graduate students with teaching or research assistantships and part-time staff.
- (3) Adjunct faculty, postdoctoral fellows and active emeritus/retired faculty.
- (4) Student employees and visiting scholars/researchers.
- (5) Student organizations, visitors and contractors.

Assignments will be made based upon need, availability and the suitability of space for the intended use. The following table outlines the type of office space for specific categories of users:

Types of Occupants	Space Allocation
Dean	Private Office
Associate Deans	Private Office
Full-Time Faculty	Private Office
Part-Time Faculty	Private or Shared Office
Emeritus/Retired Faculty	Private or Shared Office
Adjunct Faculty	Private or Shared Office
Visiting Scholars	Shared Office or Cubicle
Full-Time Staff	Private Office or Workstation
Part-Time Staff	Private Office or Cubicle
Graduate Assistants	Shared Office or Cubicle
Postdoctoral Fellows	Shared Office or Cubicle
Students	Workstations or Cubicles
Student Organizations	Shared Office, Cubicle or Workstation
Visitors and Contractors	Assigned by the Dean or Designee

General Guidelines for Using Space:

- Space must be maintained in compliance with University safety and security guidelines. Equipment and personal items that present significant health and safety hazards such as candles and hot plates are not to be kept and operated in individual offices or shared spaces.

- While the College encourages faculty, staff, and students to individualize their space, the use of personal items and pictures should be limited. In particular, faculty, staff, students and others are strongly encouraged to have only low value items in assigned spaces. Page Hall is a public building and the College cannot guarantee the safety of personal items. The College is also not responsible for replacement of any lost or stolen items.
- Doors to assigned offices must be closed and locked when not occupied. This not only protects the health and safety of the occupant but also anyone else in the building, as open offices may invite theft.
- If you lose your office key, please email Glenn-Help for a replacement.
- We all want the building to be as clean and presentable as possible. In addition to limiting personal items in an office or shared space, faculty, staff, and students are also expected to make office space accessible to cleaning staff as needed.
- Pets are not permitted on the premises unless there is a special event scheduled by the College or they are otherwise approved by the Dean. Service animals are exempt.

Process for Requesting Space To request new or additional space, please send an e-mail to Kim Young at young.1807@osu.edu. The e-mail should indicate the type of space required and the proposed amount of time for the use of the space if the assignment is not for a full-time position. Kim Young will review the request with the Dean and respond. Once space is assigned, please make sure that Glenn-Help has been contacted about building access (see the College Key Policy).

Process for Office Moves Centers and unit managers have the ability and the flexibility to move staff and students within their respective areas. Requests for office moves should be sent to Kim Young for review with the Dean, HR and Admin & Ops staff. Questions regarding options and timing will be discussed with the Center director or unit manager as needed. As there is no central budget for moving furniture and non-IT equipment, units may be asked to absorb any related costs in their budgets.

Proposed office moves for faculty, graduate assistants and visiting scholars should also be submitted to Kim Young for review with the Dean.

Furniture and Furniture Purchases To the extent possible, existing furniture will be used to accommodate office moves and the configuration of additional assigned space. The College has limited funds available for the purchase of new furniture. To the extent funds become available in the future, the Dean may choose to allocate resources for this purpose. Requests for new furniture are to be submitted to Kim Young for review with and approval from the Dean.

Elevator Access Elevator access for all floors will be available to faculty, staff, students and visitors until 6:00 p.m. Monday through Friday. After hours and weekend access to the first floor is available to everyone. After hours and weekend access to the second and third floors is restricted with swipe access required. Approval for access during those times must be obtained from the Dean or the Chief Administrative Officer. The elevator will travel to lower floors during all hours. Once you are on a floor, you will be able to use it to reach the lower level and exit the building.

Building and Office Access All space in the building is the responsibility of the College. No individual, unit or Center owns a specific space. Consequently, only College faculty, staff, students or others with approval can access or use non-classroom space in Page Hall. Keys to individual offices and access to computer labs should not be shared with individuals who have not been approved to use those spaces.

Reserved Space Spaces can be reserved for meetings and events. The following table outlines the available spaces:

Room	Available to Faculty/Staff	Available to University Partners	Capacity
030 Computer Lab	X		18
040 Classroom	X		41
Lower Level Lobby	X	X	100
100 Policy Forum	X	X	45
110B Conference Room	X	X	25
126 Friendship Space	X	X	10
130 LEC Meeting Space	X	X	45
136 Discovery Space	X	X	10
240 Conference Room	X	X	28
250G New Mothers Room	X	X	1
310G SBC Meeting Space	X		13
310K Distinguished Visitors Office	X	X	1
330 Lounge Library	X	X	40
340 Lockheed Martin Conf. Room	X	X	25
350B Annie Glenn Conf. Room	X	X	10

Note that there are limitations on the use of some spaces. For example, 310K is reserved for distinguished visitors and 250G is reserved for lactating mothers.

Glenn College faculty and staff can reserve rooms through Outlook Calendar. There are different instructions depending upon the type of computer used.

Reserving Meeting Space on a PC (non-Mac device)

Faculty and Staff within the Glenn College can reserve meeting space using Outlook's calendar tool:

1. Go to your calendar
2. Double-click the start time of your meeting/appointment
 - a. This will open a new window
3. Choose the "**Scheduling Assistant**" button
4. Select the "**Add Rooms**" button (located on the bottom left)
5. Choose a room (to quickly search for Glenn College space, type + **Glenn** in the search box)
 - a. You can now see if the room is already in use
 - b. You can select multiple rooms
 - c. You can select meeting room resources (a/v needs)
 - d. You can add any other attendees to your meeting (you may wish to add them after the room is confirmed)
6. Toggle back to your appointment page by clicking the "Appointment" button
7. Confirm all information is complete/correct and hit "Send"
8. Your request is sent to the meeting room owner. **They must accept the meeting request and then you will receive a confirmation e-mail that the room is reserved**

Reserving Meeting Space on a Mac

Faculty and Staff within the Glenn College can reserve meeting space using Outlook's calendar tool:

1. Go to your calendar
2. Double-click the start time of your meeting/appointment
 - a. This will open a new window
3. Click the "**Invite**" button
4. Choose the "**Scheduling Assistant**" button
5. Under "**All Attendees**" press "**Add New**"
6. Choose a room (to quickly search for Glenn College space, type + **Glenn** in the search box)
 - a. You can now see if the room is already in use
 - b. You can select multiple rooms
 - c. You can select meeting room resources (a/v needs)
 - d. You can add any other attendees to your meeting (you may wish to add them after the room is confirmed)
7. Toggle back to your appointment page by clicking the "Appointment" button

8. Confirm all information is complete/correct and hit "Send"
9. Your request is sent to the meeting room owner. **They must accept the meeting request and then you will receive a confirmation e-mail that the room is reserved**

With the exception of the New Mothers Room which can be reserved through Outlook Calendar, the process for students, faculty and staff outside of the Glenn College to reserve space involves the following:

1. Send an e-mail to glenn-events@osu.edu
2. Include the following in the body of the e-mail:
 - a. Start date/end date
 - b. Start time/end time
 - c. Meeting name
 - d. Room requested
 - e. Estimated number of participants
 - f. Contact person

D. Policy Contact

John Glenn College of Public Affairs

- Kim Young, Chief Administrative Officer, young.1807@osu.edu, 614-292-7221
- Steve Fink, Building Coordinator, fink.77@osu.edu, 614-292-4486

Last updated: 11/15/2021