

Space Management Policy

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1. Purpose

- 1.1 The purpose of this Space Management Policy is to establish a structured and transparent framework for the allocation, utilisation, and management of physical space across Fiji National University (FNU).
- 1.2 The policy ensures that the University's buildings and facilities are used efficiently, equitably, and in alignment with the University's strategic priorities.
- 1.3 The policy also supports the effective planning of infrastructure by ensuring that space allocation decisions are based on:
 - 1.3.1 institutional priorities
 - 1.3.2 operational needs
 - 1.3.3 efficient utilization of existing facilities
 - 1.3.4 long-term campus planning objectives
- 1.4 This policy recognizes that all University space is an institutional asset and must be managed in the best interests of the University as a whole.

2. Policy Objectives

The objectives of this policy are to:

- 2.1 Ensure efficient utilization of University space
- 2.2 Provide a transparent and equitable framework for allocating space across all campus.
- 2.3 Support the University's teaching, learning, research, and administrative functions.
- 2.4 Enable strategic planning and optimization of campus infrastructure.
- 2.5 Ensure space allocation decisions align with institutional priorities
- 2.6 Improve visibility and management of the University's space resources

3. Scope

This policy applies to all Fiji National University owned and managed assets, including but not limited to:

- Academic buildings
- Teaching and learning spaces
- Laboratories and workshops
- Administrative offices
- Meeting rooms
- Student support spaces
- Storage areas
- Shared facilities

The policy applies across all FNU campuses and facilities.

4. Guiding Principles

Space allocation and management at FNU shall be guided by the following principles:

4.1 Institutional Ownership of Space

All space within University buildings is considered a shared institutional resource.

4.2 Strategic Allocation

Space allocation shall support:

- teaching and learning activities
- research activities
- student services
- institutional strategic priorities

4.3 Efficient Utilization

The University shall promote efficient use of space to maximize the value of its infrastructure.

Where possible, space should be shared or multi functional.

4.4 Transparency and Equity

Space allocation decisions shall be fair, transparent, and based on documented criteria.

4.5 Evidence Based Planning

Space allocation decisions shall be informed by:

- space utilization data
- academic program requirements
- student numbers
- operational needs

5. Space Classification

The University space shall be classified into the following categories.

5.1 Academic Space

- lecture theatres
- classrooms
- laboratories
- studios

5.2 Administrative Space

- offices
- administrative workspaces
- meeting rooms

5.3 Student Support Space

- libraries
- study areas
- student service centers

5.4 Specialist Space

- workshops
- technical facilities
- research laboratories

5.5 Shared Facilities

- conference rooms
- common areas
- collaborative spaces

6. Space Allocation Authority

Space allocation decisions shall follow the governance structure below.

Authority	Responsibility
Senior Leadership Team	Approves major space allocation decisions
Director Estates & Facilities	Manages space planning and allocation
College and Divisions	Submit space requests and provide operational requirements

7. Space Allocation Process

Requests for additional space or changes in space allocation shall follow a structured process.

7.1 Step 1 – Submission of Request

College or division submits a formal request to the Division of Estates and Facilities.

7.2 Step 2 – Space Utilization Review

Estates and Facilities reviews existing utilization and availability of space.

7.3 Step 3 – Assessment

The request is evaluated based on:

- operational needs
- utilization levels
- strategic priorities
- availability of space

7.4 Step 4 – Approval

Recommendations are submitted to the appropriate authority for approval.

8. Space Utilization Monitoring

The Division of Estates and Facilities shall monitor space utilization across the University.

Utilization monitoring may include:

- classroom utilization rates
- office occupancy levels
- laboratory usage
- shared space utilization

This information will support better planning and optimization of University facilities.

9. Space Standards

The University may adopt guidelines for space allocation to ensure consistency and efficient use of facilities.

Indicative standards may include:

Space Type	Typical Size
Academic Office	10–12 m ²
Meeting Room	1.8 m ² per person
Classroom	1.5–2 m ² per student
Laboratory	Program specific

These standards serve as guidelines and may be adjusted based on operational requirements.

10. Changes to Space

Any modification, refurbishment, or conversion of space must be coordinated through the Division of Estates and Facilities.

This includes;

- office reconfiguration
- change of building use
- conversion of teaching spaces
- new partitions or renovations

Approval must be obtained prior to any modification.

11. Space Data Management

The Division of Estates and Facilities shall maintain a centralized space inventory database containing:

- building information
- room functions
- floor areas
- occupancy data

This database will support:

- campus planning
- maintenance planning
- infrastructure investment decisions

12. Compliance

All space allocation and use must comply with:

- Fiji Building Regulations
- Occupational Health and Safety requirements
- Fire safety regulations
- Accessibility standards
- Environmental standards

13. Roles and Responsibilities

13.1. Senior Leadership Team

- Approves major space allocation decisions.

13.2. Director Estates & Facilities

- Manages University space planning and allocation.

13.3. Colleges and Divisions

- Ensure space is used effectively.
- Submit space requests through formal processes.

14. Policy Review

This policy shall be reviewed every three years or earlier if significant changes occur in legislation, asset portfolio, or strategic direction.

15. Supporting Documents

The Director Estates and Facilities may develop Strategies, Plans, Guidelines and Standard Operating Procedures supporting the implementation of this policy