College of Education
Policy for Centralized Management
of College Spaces (2/21/25)

The college recognizes the importance of efficient and equitable use of office space to support its academic, administrative, and operational needs. To achieve this, the college is implementing a centralized management process for allocating, monitoring, and optimizing all spaces. This approach ensures alignment with strategic priorities, promotes equity, and enables flexibility in addressing changing demands across departments and programs.

This policy applies to all academic and administrative departments and units within the college. It includes all college owned public spaces, office spaces, including faculty offices, administrative offices, workspaces, classrooms, student spaces, shared work areas, meeting rooms, and storage.

Why this change?

1. Equity in Resource Allocation

Centralizing space management ensures that all departments and units have access to office spaces based on objective criteria.

2. Optimized Space Utilization

The college has a finite amount of space, and it is crucial that these spaces are used efficiently. By centralizing space management, the Dean's Office can analyze space utilization across the entire college and optimize the use of available space. This may include reallocating underutilized spaces, and redesigning areas to better meet needs.

3. Enhanced Collaboration Opportunities

Centralized management allows the college to create shared spaces that encourage collaboration between departments and units. Eliminating the silos associated with department and unit-controlled spaces will enable the college to cultivate a more collaborative and innovative academic environment.

4. Consistency in Facilities Maintenance and Upgrades

With centralized management, the Facilities Office will be responsible for the upkeep, renovation, and modernization of all office spaces. This ensures a consistent standard of quality across the college, reducing disparities between departments, optimizing budget utilization, and ensuring that all spaces meet current safety and accessibility standards.

5. Support for Strategic Growth

As the college grows and evolves, having a centralized system for managing office space will allow the college to be more flexible and better implement strategic-initiatives. A centralized system enables the Dean's Office to strategically allocate space based on the college's evolving needs, including faculty and staff hiring, program and curriculum development, and overarching priorities. This approach supports addressing emerging trends in education, ensuring alignment with the college's mission and long-term goals.

Implementation and Timeline

The transition to centralized space management will be phased-in over the next 12 months starting **(July 1, 2025)**. During this period, the Facilities Office will work closely with department and unit leaders to assess current space usage, identify needs, and develop a fair and transparent process for reallocating office spaces. Departments and units will be consulted throughout the process to ensure that their specific needs and concerns are addressed. All major space assignments and space changes unrelated to research space will be determined by the Space Planning Committee.

Classrooms

Starting Spring Semester 2026 Erickson classrooms 107, 109, and 111 (currently known as TE classrooms) will join 130, 132, 133D, and 133E and be scheduled by the Facilities Office. TE classes that need to use materials or equipment located in 107, 109, or 111 will get priority booking.

Due to the specialized teaching equipment, IM Circle class-labs will continue to be managed by the Kinesiology department. Additionally, University classrooms that the college is given priority scheduling for will continue to be scheduled by the Facilities Office until the cutoff date.

All other University classrooms are not included in this policy.

Conference Rooms

Starting **(August 16, 2025)** all existing Erickson and IM Circle meeting spaces will be available to be scheduled through the college room scheduling system. Meeting spaces within departments and units that were previously considered exclusive to those departments and units will be available for use but must be scheduled through the unit admin or facilities staff.

Storage

Starting **(August 16, 2025)** all Erickson basement storage will be assessed for storage efficiency, need, and functionality. All documents and media stored in the basement must have a clearly defined destroy-by date, a detailed description, and a justification for why they have not been digitized. This ensures proper accountability, efficient space management, and alignment with record-keeping best practices.

Owners of documents or media that do not meet these requirements by the start of the Fall Semester 2025 will be asked to address the issue within 30 days. Items not updated or removed within this timeframe may be subject to secure destruction.

Furniture

All existing furniture, department, unit or Dean's Office purchased, will move with faculty and staff when they change offices with the following exceptions:
- Furniture does not fit in the new space
- Furniture is a part of a modular workstation
- Furniture that is a part of a Chair, Dean, Associate Dean, or unit leader's office

If new furniture is purchased for faculty or staff, the furniture being replaced will be returned to the Facilities Office for reassignment.

When faculty or staff retire or leave the department, unit, or college purchased furniture will be returned to the Facilities Office for reassignment.

Any furniture or office changes to accommodate employee needs should be initiated through Resource Center for Persons with Disabilities (RCPD).

New Space Requests or Transitions

Starting **(July 1, 2025)** all new space requests and employee space transitions must be submitted and approved through the Facilities Office. The following will be considered when reviewing these requests:

- Strategic importance
- Intended use of the space
- Employee(s) hybrid work schedule (if occupied)
- Proximity to department or unit faculty, support staff, students, and department or unit equipment.
- Employee longevity and position

All major space assignments and space changes unrelated to research space will be determined by the Space Planning Committee.

Research space requests and changes are covered under a separate policy document located on the [College Resources](#) page.

Painting and Paint Color

Paint color will be either the college standard (currently Shoji White) or as recommended by University designers.

As a reminder, MSU explicitly prohibits unlicensed painters from painting University property.

Department and Unit Initial Space Plans

By **(May 15, 2025),** all departments and units will be asked to develop and submit an initial space plan that includes:

- A catalog of space currently assigned to employees that includes:
  - Name, location, and title
  - Job functions
  - In-person work schedules for all individuals
  - Any existing RCPD accommodations with supporting documents
- A catalog of the contents of all storage areas that includes:
  - Identifying documents can and cannot be digitized and why
  - How long is storage is needed for items and why
  - Last audit the department or unit made of storage spaces
- A catalog of space not being used for employees or storage that includes:
  - Explanation of what the space is used for

- How often the space is used for the above use
  - New non-research space requests for Fall Semester 2025

Research space requests and changes are covered under a separate policy document located on the [College Resources](#) page.

Financial Cost

The availability of funding will influence whether certain projects, repairs, or new furniture can proceed, as well as the timeline for completion. For higher-cost projects to move forward, the college may need to explore cost-sharing opportunities with departments and/or University Facilities Planning and Space Management (FPSM).

Projects over $20,000 require FPSM approval which can add anywhere from a week to a month of additional approval time. During this time FPSM will ask for justification and may ask other questions.

Remodel projects or very large furniture projects will require Infrastructure Planning and Facilities (IPF) to assign an MSU designer which, depending on workload, can impact project timelines.

Timeline for Services

Furniture

- Design:
  - 1 – 2 weeks for small projects, 3 – 5 weeks for large projects.
- MSU Purchasing approval and PO:
  - 1 – 2 weeks for small projects, 3 – 5 weeks for large projects.
- Furniture manufacturing:
  - 5-10 weeks for most furniture
- Delivery and install:
  - 2 – 4 weeks for small projects, 4 – 8 weeks for large projects.

Infrastructure Planning and Facilities (IPF) Work

IPF timelines depend on the scope, material availability, staff availability, and priority of the project. IPF separates all work into low and high priority categories:

High Priority

- Life safety
- Impact on research and teaching

Low Priority
- Aesthetics
- Projects with planned deadlines
- Quotes

IPF is typically busier during these times:
- Early January through start of Spring Semester
- August through start of Fall Semester
- Spring & Winter Break

IPF does not schedule projects during University Holidays unless there is an emergency.

Requests for College Facilities

New requests for non-emergency College related facilities projects, furniture, or work should be submitted to cedfacil@msu.edu.

Facilities Staff Availability

Facilities staff are committed to providing timely and excellent service. However, there may be times when they are unavailable due to appointments, medical leave, meetings, vacations, or other unforeseen events.

To ensure you receive the assistance you need, please make use of the following resources for in-person facilities support services when staff are unavailable during normal business hours:

Opening Card Access Doors
- IT Support: Ted Manko, Steve Bell (218) or Dave Dai (240D)
- Dean's Office: Miles Nool or Amanda McNew (501)
- MSU Police (517-355-2221)

Opening Key Access Doors
- TIEs or Copy Center Students (133)

Urgent Facilities Issues
- IPF (517-353-1760)

Staff or students may ask to see and verify your MSU ID if they are not familiar with you, and/or after letting you into a space you (or your ID) have been locked out of.
We appreciate your understanding and remain committed to providing excellent service.

Responsibilities

The table below defines the Facilities Office and Unit responsibilities. This table covers the most common space related responsibilities but does not cover all items or scenarios.

Topic	Resp.	Exceptions	Notes
Keys			
New and additional keys	Facilities	If keys are lost or unit employees do not return keys necessitating additional keys. If submaster or Master keys are lost, or stolen unit or department covers rekey costs for impacted offices.	
New Tenure System Faculty Hires			
Carpet cleaning	Facilities		
Paint (if needed)	Facilities	Unit requests painting despite facilities manager deeming it not necessary.	
New furniture (if needed)	Facilities	Unit requests furniture despite facilities manager deeming it not necessary.	
Classrooms			
Basic Classroom technology	Facilities		For college owned classrooms
Specialized classroom technology	Unit		
Classroom furniture	Facilities		For college owned classrooms
Specialized classroom furniture	Unit		

Topic	Resp.	Exceptions	Notes
Conference Rooms			
Technology	Facilities		
Furniture	Facilities		
Remodeling	Facilities		
Office moves			
Boxes	Facilities		
Packing the boxes	Unit		
Storage	Unit		
Moving empty furniture	Facilities		
Carpet cleaning (if needed)	Facilities	Unit requests carpet cleaning despite facilities manager deeming it not necessary.	
Painting (if needed)	Facilities	Unit requests painting despite facilities manager deeming it not necessary.	
Basic furniture (used or new)	Facilities	Unit requests new furniture despite facilities manager deeming it not necessary.	
Office needs outside of an incident that are not covered elsewhere			
Carpet Cleaning	Unit		
Painting	Unit		
Furniture	Unit		
Supplies	Unit		
Office Needs Due to an Incident			
Carpet Cleaning	Facilities		Incidents include flooding, construction, ceiling leaks, vandalism, remodeling
Painting	Facilities		
Furniture	Facilities		

Topic	Resp.	Exceptions	Notes
Other Facilities Needs			
Ceiling tiles	Facilities	Unit employees damage/decorate tiles	
Plumbing issues	Facilities	Unit water coolers/water dispensers	
Windows	Facilities	Unit employee damage	
Wall damage	Facilities	Unit employee damage	
Electrical	Facilities	Unit special electrical requests	
Accessibility changes required by RCPD	Facilities		
Pests (bats, mice, etc)	Facilities		
Card access install initiated by dept. or unit	Unit		
HVAC repairs	Facilities		
Hanging pictures/awards	Facilities		Within reason
Signage	Facilities	Non-standard office signs, posters, staff listings, staff pictures, signs without paper changeable content, etc.	
Public Spaces			
Furniture	Facilities		
Cleaning	Facilities		
Remodeling	Facilities		
Unit or Department Events			
HVAC requests	Unit		
Furniture	Unit		
Setup	Unit		
Take down	Unit		
Clean up	Unit		

Topic	Resp.	Exceptions	Notes
Parking			
Guest permits	Unit		
Parking lot issues including enforcement			Parking office 517-355-8440