



Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA174
Title	Modifications to existing space
Policy Owner	Director of Buildings and Estates or nominee(s)
Date	13 December, 2022
Approved By	University Management Team

1.0 Purpose

This procedure document is associated with the Space Management Policy (QA162) and sets out the process and procedure for requesting modifications to existing space.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

2.0 Description

Requesting Modifications to Existing Space

- 2.1 To request modifications to space within your College/Unit's allocated footprint, please refer to New Project Request form, from Buildings & Estates, helpdesk@buildings&estates@universityofgalway.ie
- 2.2 If you are procuring equipment for installation within your College/Unit's allocated footprint and there are associated infrastructural requirements, please refer to New Equipment Request form, on the Buildings & Estates website. helpdesk@buildings&estates@universityofgalway.ie

3.0 Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Buildings & Estates or nominee(s) to the activity
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures
Head of Engineering & Infrastructure	Responsible for determination of the maximum allowed capacity in any space
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team ("UMT"), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University's strategic objectives.



Head of
College/School/Unit

Responsible for specifying facilities requirements in connection with staff hires, new programme proposals or research awards.

4.0 Related Documentation

4.1 QA162 Space Management Policy

4.2 Space Management Procedures (multiple)

4.3 University Health & Safety Policies and Procedures (multiple)

<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>

4.4 QA100 Procurement Policy

<https://www.universityofgalway.ie/media/procurement/QA100-Procurement-Policy-v2.1-Dec-2020.pdf>

4.5 Guidance document on Space Norms (in development)

4.6 QA180 Hybrid Working Policy

[https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-\(UMT-Approved-December-2022\).pdf](https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-(UMT-Approved-December-2022).pdf)

4.7 QA140 University of Galway Retired Staff Policy

https://www.universityofgalway.ie/media/publicsub-sites/retiredstaff/files/QA140-Retired_staff_policy_beartas_o_gaillimh_do_chomhalta_foirne_scor.pdf

*Visit the **P&P Repository** on the **Quality Office website**
for other policies, procedures, regulations and guidelines*