

Policy Title: Space Management

Policy Reference: C-FA-002
Version: 1
Person Responsible: Deputy CEO: Resources and Information Affairs

1. Policy Statement

Bahrain Polytechnic effective and efficient planning, management and control of its campus space are keys to the Polytechnic's strategic planning and operational effectiveness.

Bahrain Polytechnic, and not any individual or group within it, is the owner of its physical space and assets within its premises.

While the Polytechnic's space is temporarily allocated to a faculty, Directorate, or other entity, the duration of such custody is temporary and is subjected to on-going reviews and redistribution and reallocation processes to maintain and maximise the spaces efficiency at Bahrain Polytechnic.

2. Definitions

- Relocation: the process whereby a person is moved from one location to another. It includes associated activities such as space re-allocation if necessary, modification of space or spaces to suit the new user/use, changeover of physical movement of room contents. This activity may place demands on the Polytechnic's Budget.
- Space allocation: the process whereby custody of space is given to a custodian (staff, contractors and other tenants of Bahrain Polytechnic).
- Space re-allocation: the process whereby custody of space is transferred from one space custodian to another on the Polytechnic's space database.

3. Application

People:

- This policy applies to all staff, contractors and other tenants of Bahrain Polytechnic.

Processes:

- This policy applies to all space on polytechnic premises and covers the assignment and control of spaces including spaces that are used by faculties, administrative units, controlled entities and any space that is subjected to a contract or a commercial arrangement.

- A separate Timetabling Policy defines the categorisation and allocation of teaching spaces (Generic classrooms, laboratories and workshops), teaching staff, and resources within Bahrain Polytechnic via the central systems (CELCAT and BANNER).

4. External Requirements

This policy helps Bahrain Polytechnic to meet the following external requirements:

- The laws and regulations of Kingdom of Bahrain.
- HEC Regulations.

5. What is Expected:

- To properly utilize the spaces at Bahrain Polytechnic in order to meet its strategic and operational objectives.
- To ensure the most effective and efficient use of all its facilities to appropriately conduct the teaching and learning processes and the professional performance
- Bahrain Polytechnic will continuously review, allocate and manage its spaces or physical assets to reflect the Polytechnic's educational objectives and professional requirements.
- To provide adequate spaces and a safe environment for students, staff members, contractors and other tenants.
- To meet the workspace requirements of the corporate and academic units, in addition to associated entities;
- To create the main source that initiates the procedures related to working spaces at Bahrain Polytechnic.
- To provide a timetable for the regular review of the polytechnic's space needs and the use of its physical assets.

6. Key Dates

First Approved: 24 April, 2016 by SMT

This Version Approved: 24 April, 2016 by SMT

Next Review Date: 4 years from this policy approval date or as required

7. Links and Related Documents

- Timetabling Policy A-AB-015
- Campus Security Policy C-FA-001

