SPACE UTILIZATION

Context
• Divisions and departments control their own space.
• Aside from generally-assigned classrooms, information on space availability and utilization is not centralized.
• Systems that could help analyze the productivity of space, such as HRS and SFS, do not tie with a consolidated database of space information.
• There are very few, if any, mechanisms to control the use of non-classroom space.

Analysis
• Analyzed the occupancy of available classroom space (time that space is occupied / time that it is available) and the utilized capacity of occupied classroom space (number of seats used / number of seats available)
• Reviewed the systems that are used to manage space across campus and the current level of integration between these systems

Findings
• During prime instructional hours (9 a.m. to 5 p.m.), classroom utilization is approximately 43% (including generally-assigned and departmental instruction space) during the fall and spring semesters.
• Of those classrooms being used, only 45% of available seats are filled on average.
• Existing space databases have limited information, with little to no integration between those databases and other systems such as HRS and SFS.
• UW spends approximately $9 million annually on leased property: office, multi-purpose, and laboratory space.

Opportunities
• If space utilization rates were higher, there would be less need for leased space and new construction. There is also the potential to increase UW’s F&A rate.
• However, space data must be collected in a consistent and comprehensive manner, which can be accomplished in concert with current initiatives underway in Space Management.
• Additionally, UW needs to explore where systems integration is required to make sure that space is used as effectively as possible.