



## Administrative Excellence

UNIVERSITY OF WISCONSIN-MADISON

Shaping our Future

# 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.

