



New York Medical College Policy and Procedure Manual

Section: BUDGETS	No.: CO.202
	Date: Oct 11,1996
Subject: SPACE INVENTORY AND SPACE RECORDS	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines on the record keeping of how space is used within College buildings.

II. Scope

This policy applies to all College faculty and staff employees using building space at New York Medical College and the records that reflect its functional use by room and building.

III. Definition

Functional Space Inventory - Records that reflect the use of defined space by category (i.e. instruction, research, etc.).

IV. Policy

It is the policy of New York Medical College to record each building's space by functional use within categories by room and department.

V. Procedures

A. The Budget Director contracts with an independent organization acceptable to federal authorities every two (2) years to perform a functional space inventory by room and department within each College building. This study will be used to support the College indirect cost recovery proposal to the Department of Health and Human Services.

Issued By:	Approved By:
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- B. The contractor prepares a report that reflects the functional use of each room and its verified square footage. The contractor submits it to the Budget Director. After reviewing the report with each department, the report is provided for update to the Facilities Management Department computer file.
- C. A printed copy of this report is maintained by the Budget Director and Facilities Management Department.

VI. Responsibility

- A. Facilities Management Department
 - 1. Update computer space records for changes received from departments or the Budget Director.
- B. Budget Department
 - 1. Coordinate and plan for College space inventories as needed.
 - 2. Maintain a copy of the final space study for review by senior management.
 - 3. Provide advice and guidance with respect to the interpretation and administration of this policy.