

# UCSF Space Loan Procedure

## BACKGROUND

In July 2018, the Research and Administrative Space Policy (RASP) Working Group Final Report provided an assessment of how departments (both functional and research) used space loans (i.e., when a current assignee loans space to another unit or PI) and how such arrangements impacted the “liquidity” and availability of space throughout the campus.

## PROBLEM STATEMENT

When departmental space that would otherwise be relinquished to a Control Point, is instead loaned to another unit, it effectively reduces the Control Point’s available “reserve” of space. However, in practice, space loans allow for short-term use swing space during construction; encourage a community of sharing; and divert the need for off-campus leases or new buildings. Therefore, the Control Points need a procedure that combines the flexibility that loaning provides with visibility to call the space when a need is identified.

## GOALS

- Allow for an efficient loan process to solve urgent and/or critical space issues.
- Balance efficiency with transparency for review of space loans.
- Establish a campuswide understanding that loans are temporary.

## LOAN PROCESS

1. Departments/Chairs can maintain vacant space for up to 2 years. This allows for reassignment of the space to new recruits, new programs, and expansion of existing programs/PI space.
  - a. Alternatively, Departments/Chairs, under a Control Point, can loan space <600 ASF<sup>1</sup> without approval.
  - b. Although an approval is not needed, the loan will be subject to the same requirements listed in Section 5.
2. Space loans >600 ASF, within a Control Point, will be approved by the Control Point.
3. Space loans between Control Points, regardless of size, will be approved by the UCSF Space Committee.
4. Loaned space will be accepted as-is by the Lessee, with only non-permit level work allowed.
5. All space loans, regardless of size, shall include the following features:
  - a. A lessee shall develop an exit strategy for the negotiated end date of the loan. The exit strategy shall be documented in writing and attached to the Archibus entry.
    - i. To ensure that an exit strategy can be implemented when needed, the Dean’s Office of each School shall effectively become a “co-signer” to the documentation stated above in 5.a.

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<sup>1</sup> Note that the 600 ASF was identified in the RASP Final Report, July 2018, because it represented 50 percent of the size of the average UCSF wet lab and was also the minimum lab size for a new investigator.

- b. Space loan shall be reviewed throughout the year, with a high level of attention during the annual Space Survey. Each School will review their loans and determine if they should be renewed or called. If not renewed, the space automatically reverts back to the Control Point.
    - c. If a loan is to be renewed, it must be reassessed and re-authorized by:
      - i. The loaner and lessee
      - ii. The Control Point, for departmental loans >600 ASF
      - iii. The Space Committee, for loans between Control Points
    - d. Space loans will be memorialized in a standard format and documented in Archibus.
  6. Any space identified as loaned, but not documented in Archibus will automatically revert back to the Control Point.
  7. All loans in place for more than 2 years, unless a specific duration longer than 2 years has been negotiated, will be reviewed by the Space Committee and associated Control Points for potential reassignment to any of the following:
    - i. The current occupant or "Lessee;"
    - ii. Another Control Point;
    - iii. A collaborative program between Control Points; or
    - iv. A campus-wide initiative with the space assigned to the Chancellor.