	The Johns Hopkins Hospital Corporate and Administrative Policy Manual Administration	<i>Policy Number</i>	ADM006	
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	<i>Subject</i>	Appropriation of Space	<i>Page</i>	1 of 3
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I. POLICY

The Johns Hopkins Medicine (JHM) Space Committee (the Committee) governs appropriation of space owned and leased by the JHM entities related to the needs of the East Baltimore campus (the Medical Campus), with the exception of space owned by the Bloomberg School of Public Health (BSPH) and the School of Nursing (SON), who govern their own respective spaces. The JHM Space Committee acts in close coordination with Johns Hopkins Facilities and Real Estate (JHFRE) where appropriate.


Space is inventoried as follows:

Johns Hopkins University School of Medicine (JHUSOM) owned space is listed in the JHUSOM Space Inventory Book maintained by the JHUSOM Facilities Department. Johns Hopkins Hospital-owned space is listed in the JHH Space Inventory Book maintained by JHHS Facilities. The Committee administers the provision of adequate space to support the required functions. If available space is not adequate or does not meet the needs for a particular use, it will not be assigned. All requests for space require a written request in the form of a letter to the JHM Space Committee.

Letters of request require inclusion of the following information:

- Requestor / Department / Functional Unit
- Proposed occupant and function
- Size, quantity, and type of space requested (e.g., JHU faculty, JHU administration, JHU research, JHH clinical, JHH support, JHH administration, other)
- Funding sources for renovations, rent and associated moves
- Entity (JHH, JHUSOM) and Departmental ownership
- Desired date of occupancy
- Justification for request
- Description of prior commitments
- Information on related moves
- Identification of space which will be vacated if the request is approved

Intra-organizational space reallocations and space 'swaps' are encouraged. Such internal agreements require submission of a request to, and approval of the Committee before the space transfer may be executed.

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Requests for additional conference room and meeting space will be weighed against existing available resources.

HOSPITAL SPACE

1. All Hospital space that is vacated by a move to another area of the Hospital, to the Johns Hopkins Outpatient Center or off-campus, cedes back to the Hospital space inventory, and is under the purview of the JHM Space Committee for reassignment. Ownership will be designated as "FPO Reassign" in the JHH space inventory until reassignment.
2. Vacated space will be protected by the installation of construction locks until it is officially appropriated to a new tenant.
3. Departments that cause other departments to be moved from occupied space must fund the relocation and renovation costs associated with the affected department's move (also known as 'pusher pays').

SCHOOL OF MEDICINE SPACE

Requests for space charged to the University (e.g. faculty offices, research labs) must first be reviewed and approved by the Chief Financial Officer (CFO), of JHUSOM. Requests for SOM space will be considered by the JHM Space Committee only with the approval of the CFO or his/her designee.

II. RESPONSIBILITIES

Dean/CEO, JHM


- Appoints co-chairs of the JHM Space Committee.

President, JHH/JHHS, and Chief Financial Officer, JHM:

- Serve as Co-Chairs of the JHM Space Committee.
- Appoint committee membership
- Conduct space committee meetings
- Administer assignment of space on behalf of the Dean/CEO.

JHM Space Committee Membership:

- Primary Members include: President, JHHS; Chief Financial Officer, JHM; Executive VP/COO, JHH; VP JHHS Facilities or designee; representative from JH Facilities and Real Estate Office; Executive Vice-Dean, SOM or representative; representative of JHHS Finance.
- Others to be invited to participate when determined by the Committee include: Director of Security, representative from Clinical Administrator's group; VP Nursing and Patient Care Services, Director Ambulatory Services; Director, Facilities, SOM.

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III. PROCEDURES

JHM Space Committee Staff (JHHS Facilities Department):

- Review requests, discuss stated needs, investigate requests as directed by co-chairs, and act on recommendations for disposition of requests.
- Log all requests, investigate requests, recommend space allocations and resolutions of requests to the Committee, coordinate scheduling of Committee meetings, keep record of proceedings and communicate status and disposition of requests to departments and the Committee.
- Make plans for renovations and moves. Update space assignments by department in the JHH Space Inventory and Allocation records.

Functional Unit Administrator or Designee:

- Submit written space request to the Committee.
- When changes are approved, initiate space database change request and identify the owning cost-center.

Finance Department:

- Document and reconcile changes in rent between the Hospital and the university.

IV. SPONSOR

President, The Johns Hopkins Hospital

V. REVIEW CYCLE

Three (3) years

VI. APPROVAL

President Approval



 Ronald R. Peterson

President, The Johns Hopkins Hospital

Executive Vice President, Johns Hopkins Medicine

11/4/13

 Date