


Category	Facilities and Project Management	Policy Number	SUP-FPM-302	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	4.2	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	10 June 2020	Effective Date	10 June 2020	
Date Last Reviewed	16 April 2020	Due Date for Next Review	16 April 2023	

POLICY

Space Allocation and Management

1. Purpose

This policy will provide guidelines to assist decision-making on the use and allocation of spaces on campus.

2. Scope of Application

This policy is applicable to all university facilities except the Convention Centers, and to all university faculty, staff, and students.

3. Policy

3.1 The physical facilities of all Zayed University campuses will be managed to maximize their use while maintaining equity between competing demands and retaining flexibility for future demands.

3.2 The Director of Campus Physical Development and Services Department is responsible for managing the following campus amenities in accordance with available resources and incoming needs and requests:

- a) Space allocation, office allocation, stores allocation;
- b) Parking allocations for students, staff, faculty, and senior management;
- c) Vehicle access and permits; and
- d) Warehouse management.

4. Related Policies and Laws

SUP-HSE-101 Health and Safety
 SUP-HSE-103 Environment

5. Administration

The policy is administered by Campus Physical Development and Services Department.

6. Revision History

Date	Revision
28 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format.

	<ul style="list-style-type: none"> Updated the policy number from SUP-CPDS-02 to SUP-FPM-302
10 June 2020	Approved by the CAFO.
16 April 2020	Reviewed with no substantive changes required: <ul style="list-style-type: none"> Clarified current situation in Article 3.2; Added Health and Safety, and Environment policies to Section 4.
6 January 2020	Updated the policy number to SUP-CPDS-02 from ADM-CAM-08.
7 December 2017	Non-substantive changes approved by the Vice-President.
28 March 2016	Approved by the University Council.
6 June 2010	Reviewed policy approved.
30 March 2007	Reviewed policy approved.
3 October 2001	Policy approved.