## **POLICY Board of Trustees - Montgomery College**

<u>81001</u>

Chapter: Facilities Modification No. <u>002</u>

Subject: Space Planning and Utilization

The approved Facilities Master Plan, as amended by the Board of Trustees from time to time, shall direct long term facilities planning at the College.

Board Approval: February 25, 1985, September 24, 2001.

## **PROCEDURE - Montgomery College**

81001CP

Chapter: Facilities Modification No. 003

Subject: Space Planning and Utilization

I. The Associate Vice President for College Facilities is responsible for developing and maintaining an inventory of all College-owned spaces in accordance with the Maryland Higher Education Commission Community College Space Guidelines and the National Center for Educational Statistics Postsecondary Education Facilities Inventory and Classification Manual (FICM).

II. No construction or physical changes shall be undertaken in any College-owned space without the prior approval of the Associate Vice President for College Facilities or designee.

Administrative Approval: February 25, 1985; September 24, 2001; August 13, 2010.