

Subject: <b>SPACE ALLOCATION</b>		Issued By: <b>ADMINISTRATION</b>	
		Approved By: Kathleen R. Hurtado <b>President &amp; CEO</b>	
Policy #: 328	Issue Date: October 1, 1993	Revised Date: June 23, 2005	Effective Date: July 15, 2005

Reference:  
Revised and adapted from LAC + USC Healthcare Network Policy #328.

**PURPOSE**

To establish a formal policy, specific principles and criteria for the space allocation process at HRA and to ensure communication and coordination of space assignments, issues and concerns.

**POLICY**

All space at HRA belongs to HRA and not to any program, organization or individual. Space shall be allocated to programs, services and/or individuals – in accordance with priority and need – as determined by HRA’s President & CEO.

**AUTHORITY**

HRA’s President & CEO shall have ultimate authority to approve recommended allocations of space within HRA’s facilities:

**PRINCIPLES:**

1. **FINITE RESOURCE:** Space is a finite resource and shall be allocated in an organized and prioritized fashion;
2. **PATIENTS = HIGHEST PRIORITY:** Patient care needs, and related regulatory requirements, shall have the highest priority;
3. **ADEQUATE SPACE FOR STAFF:** Adequate space and a safe working environment for all HRA Staff-Members shall be provided;
4. **HRA TO COOPERATE WITH USC:** USC and HRA have a mutual interest in space allocation within HRA’s facilities and shall, therefore, decide on space management issues cooperatively.

Subject: <b>SPACE ALLOCATION</b>		Issued By: <b>ADMINISTRATION</b>	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 328	Issue Date: October 1, 1993	Revised Date: June 23, 2005	Effective Date: July 15, 2005

**CRITERIA:**

1. **HRA’S PRESIDENT & BOARD DEFINE PRIORITIES:** Space shall be provided for functions deemed necessary by HRA’s President & CEO, guided by priorities defined by HRA’s Board of Directors;
2. **PATIENT CARE SPACE ALWAYS GIVEN HIGHEST PRIORITY:** Programs providing direct patient care shall always have the highest priority in decisions about the allocation of space;
3. **SPACE FOR EQUIPMENT INCLUDED:** Space to house equipment and/or supplies shall be included in the space allocation decision-making process;
4. **RESEARCH SPACE FOR USC:** HRA shall provide space for research and education, as agreed to, or required by, HRA’s relationship with USC;
5. **NO SUBLETTING:** Space allocated to one individual or program shall not be “sub-let” to another individual or program;
6. **UNUSED SPACE MAY BE REASSIGNED:** Space not being fully or appropriately utilized is subject to reassignment.

**PROCEDURE DOCUMENTATION**

Executive Memorandum

**RESPONSIBILITY**

President & CEO  
Supervisors

**REFERENCES**

California Code of Regulations, Title 24  
Los Angeles County Code, Chapter 13, 12, Part 1 and 2, Chapter 2.81, Section 2.81.050