

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: SPACE ALLOCATION	Original Issue Date: 10/01/93	Policy # 128
	Supersedes: 2/21/20	Effective Date: 3/29/23
Policy Owner(s): Admin, Facilities Management Executive Sponsor(s): Chief Operations Officer		
Departments Consulted: Facilities Management	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: Chief Operations Officer
		Chief Executive Officer

PURPOSE

To delineate a standardized, systematic approach for the assignment and utilization of space within Los Angeles General Medical Center facilities.

POLICY

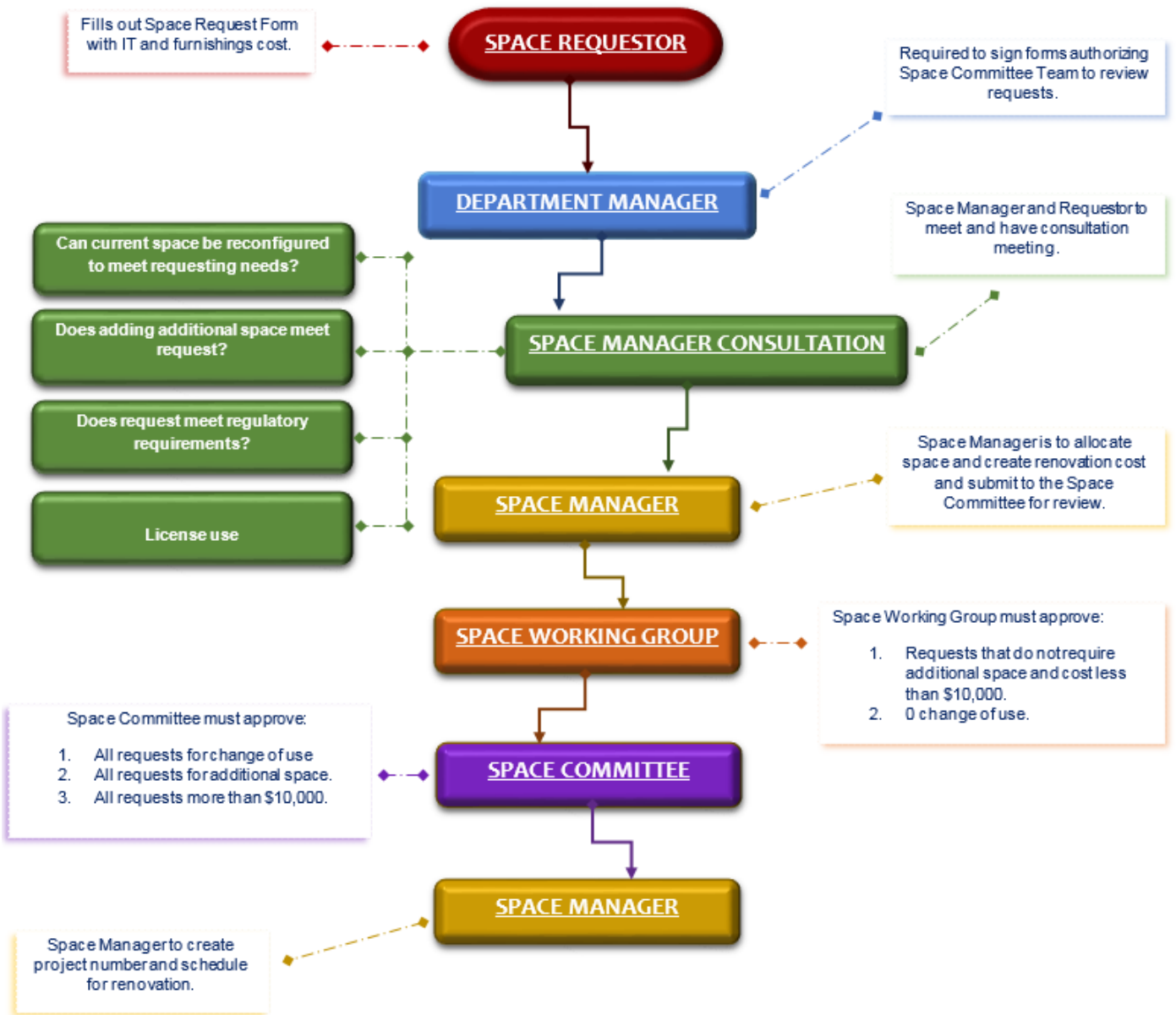
All space in Los Angeles General Medical Center facilities is considered Medical Center space and is not the possession of any program, organization, or individual. The Medical Center Chief Executive Officer in consultation with Senior Officers and others, as appropriate, are responsible for the final disposition of space allocation requests approved and recommended by the Space Committee.

PROCEDURE

Request for Space

- A department/service area completes the Medical Center "Space Request" form (Attachment MC128-A) and routes it to the Space Committee via the Space Manager.
- The Space Committee reviews the request and evaluates whether the requested space is necessary or if other options exist.

SPACE REQUEST FLOW CHART



THE SPACE COMMITTEE

- The purpose of the Space Committee is to review, vet and adjudicate space requests within the medical center.
- The Space Committee includes:

Chief Operating Officer	Chief Nursing Officer	Chief Financial Officer
Facility Administrator	Hospital Administrators	Space Manager (non-voting)

- The Space Committee in consultation with Senior Officers and others, as appropriate, will evaluate appropriateness of request based on the mission and vision of the Medical Center and DHS. Subsequent to the Space Committee decision, the responsible SEC member is notified as to whether their request was approved, denied, or an alternate solution was reached.
- If an SEC member objects to the decision of the Space Committee, the Space Request can be escalated to the SEC for deliberation and ultimate decision.

Space Allocation Criteria

- All space allocation will be subject to the Los Angeles General Medical Center mission, regulatory requirements, and Los Angeles County policies and rules.

Space Standards

- Conference rooms, break rooms, and lounges shall be shared spaces.
- Office/cubicle space allocation shall be dependent upon occupant type and appropriateness for the performance of the duties.

Space Review

- All space allocations are subject to periodic reviews for appropriateness and effectiveness use of space.

RESPONSIBILITY

Medical Center Officers Group
 Senior Executive Council
 Facilities Management

REFERENCES

California Code of Regulations, Titles 22 and 24
 Los Angeles County Code, Chapter 13.12, Part 1 and 2, Chapter 2.81, Section 2.81.050
 Los Angeles County, Space Allocation Standards

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REVISION DATES

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