Space Utilization Improvement Resources

The first step toward improving a departments’ efficient and effective use of space often involves discarding unneeded, obsolete or surplus materials. Requests for additional space typically require the demonstration that existing space is well utilized. For departments wishing to improve space utilization through this manner, campus service providers are available to assist departments in cleaning up of space.

Facility planners supporting SACI are available to identify areas in buildings that offer opportunities for improved space utilization. For assistance in space planning, space use improvements or other needs relating to building space needs, please send requests to: SpacePlanning@berkeley.edu

The organizational strategy for the efficient management of space includes:

- Reducing retention of obsolete records, equipment, furnishing, chemicals, etc.;
- Minimizing contribution to waste stream through recycling, reuse and disposal;
- Converting paper records to electronic media through imaging storage;
- Fully implement campus guidelines for space allocation and utilization;
- Collaborate among building units and campus service providers to maximize efficiency.

The campus resources are distributed according to classification of material to be handled:

1. Campus Moving Services
2. Campus Refuse and Recycling Service
3. Cal Shredding Services
4. EH&S Hazardous Materials
5. ReUse
6. Toner Cartridge Recycling
7. Electronic Equipment Disposal (e-waste)
8. Surplus Equipment Disposal

Implementation metrics for five collaborating buildings include disposal of:

- 23 truck loads equal to 27,600 lbs. of furniture
- 31 e-waste cages of electronic equipment
- 378 boxes of confidential shredding = 13,300 lbs.
- 900 cubic feet of mixed paper recycling
- 430 toner cartridges

RESULTS: 14,000 square ft. of improved space utilization!