



UNIVERSITY OF
CALGARY

Heritage Medical Research Clinic

Space Policy

December 2025



Preamble

Space assignment and usage at the University of Calgary is governed by the institution's [space allocation policy](#). The UCalgary policy defines the university's space, maximizes efficiency of use of space and outlines the responsibilities of the allocation and assignment of space. The Dean of the Cumming School of Medicine (CSM) is responsible for adhering to this policy and is accountable for space management of the Health Sciences Centre, Heritage Medical Research Building, Health Research Innovation Centre, and Cal Wenzel Precision Health (CWPH) building. The [CSM space policy](#) outlines the principles and priorities of the management of space assigned to the faculty.

Space is a limited and valuable resource since there is little likelihood that additional space will be added at the Foothills campus in the near future. It is the goal of the CSM to optimize the use of space according to the faculty's strategic goals and priorities.

The Senior Associate Dean, Health Research is responsible for adhering to the UCalgary and CSM policies and is accountable for space management within the Heritage Medical Research Clinic (HMRC), located in the CWPH building. The CSM has allocated space to the HMRC to enable clinical research. The HMRC is comprised of rooms for patient examination and consultation, infusion bays, laboratory space for sample processing, workspace for industry monitors, storage space for laboratory kits and shipping materials, and office space for research staff.

This HMRC space policy outlines the principles and priorities of the management of desk space within the HMRC (see floor plan at the end of this document). For information on how to request the use of HMRC clinical facilities or services visit the [HMRC webpage](#).

A. Foundational Principles

Space assignment is governed by the following foundational principles:

1. Space is assigned according to the research strategic objectives and priorities of the CSM.
2. Space is assigned only to UCalgary investigators whose staff utilize the research facilities/services provided by HMRC.
3. Space is a limited resource and will be used effectively and efficiently as per its design intent.
4. Contiguous space will be considered where possible.
5. Desk assignments are not to be regarded as permanent.
6. Underutilized desks will be reviewed at regular intervals and can be reallocated by the Senior Associate Dean, Health Research for higher priority space needs. Random walk-throughs by HMRC staff may be conducted to verify occupancy and use data.
7. Space assignment procedures are transparent, and affected stakeholders are always consulted.

B. Responsibility for space allocation

1. Space related requests and issues should be brought to the Director, Clinical and Health Services Research.
2. The Director, Clinical & Health Services Research and Senior Associate Dean, Health Research are responsible for the assignment of desks and making decisions on space related issues in the HMRC.
3. The Senior Associate Dean, Health Research is accountable to the CSM Space Committee.

C. Allocation of space

1. Prioritization of desk assignments is based on the strategic objectives and priorities of the CSM, investigator program needs, utilization of HMRC services (based on HMRC's annual service billing), and usage of allocated desks.
2. The allocation of multiple desks to one investigator or group of investigators will consider their annual HMRC service utilization, and usage of currently assigned desks.
3. Space in the HMRC is limited and the number of desks assigned to an investigator or group of investigators will be reassessed on an ongoing basis and revised, as needed, over time. Affected users will be consulted.
4. Although space is allocated to specific investigators or group of investigators, HMRC is the space custodian and responsible for the maintenance of the space.

D. Use of space

1. It is the responsibility of the investigator or group of investigators to allocate assigned desks to research staff who are or will be working in HMRC.
2. It is expected that assigned desks will be fully utilized (Monday to Friday) and that staff who follow a hybrid work model will share assigned desks.
3. On a given day when the number of staff on site exceeds the assigned desk space, touchdown desks in 5D19 and 5D09 can be booked for a partial or full day.
 - a. Note that priority to desks in 5D19 is given to visiting industry monitors.
4. Room 5D07 or 5D60 can be booked to hold a meeting or conduct confidential work.
5. The workspace layout was designed to meet building code. Alterations to the furniture layout (e.g., relocation, addition or removal of furniture) are not permitted.

E. Storage space

1. Storage space in HMRC is exclusively reserved for storing materials and equipment required for active research studies conducted in HMRC. Space constraints in HMRC do not allow for the storage of 1) expired study materials, 2) materials and equipment of closed-out studies, 3) materials and equipment for research not conducted in HMRC.

HMRC Floorplan

