



Polasaí agus Nósanna Imeachta / Policies and Procedures

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| Code | QA176 |
| Title | Return of Space/Premises on Termination of Legal Agreement |
| Policy Owner | Director of Buildings and Estates or nominee(s) |
| Date | 13 December, 2022 |
| Approved By | University Management Team |

1.0 Purpose

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for the return of space/premises on termination of legal agreement.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

2.0 Description

- 2.1 All University space must be returned to the Owner in accordance with the conditions set out in the relevant lease/licence agreement.
- 2.2 All University space must be returned in pre-lease condition. The Occupier will refer to the condition survey undertaken at the outset of the agreement.
- 2.3 Schedule of dilapidations will be carried out by the owner, costed and sent to Lessee.
- 2.4 The Lessee is responsible for all fixtures and fittings associated with the space/premises. The Lessee to agree with the Owner what fixtures and fittings remain in situ post contract termination.
- 2.5 On vacation of the space/premises, the Lessee is responsible for and is required to pay for:
 - 2.5.1 disposal of all waste
 - 2.5.2 all utilities costs and any other associated costs
 - 2.5.3 outstanding rates
- 2.6 The space/premises must be vacated as per condition set out in the relevant lease/licence agreement.



3.0 Responsibilities

| Name (Office or position) | Responsibility |
|--|---|
| Director of Buildings & Estates or nominee(s) | Policy Owner |
| Head of Business Support Services | Responsible for the implementation of the Space Policy and related procedures |
| Strategic Space Planning Group | Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives. |
| University Management Team ("UMT"), Colleges, Units, Research Institutes | Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University's strategic objectives. |

4.0 Related Documentation

- 4.1 Space Management Policy (QA162)
- 4.2 Procedures for Space Management (multiple)
- 4.3 University Health & Safety Policies and Procedures (multiple)
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.4 QA100 Procurement Policy
<https://www.universityofgalway.ie/media/procurement/QA100-Procurement-Policy-v2.1-Dec-2020.pdf>
- 4.5 Signing Authority and Approval Policy (QA350) (not publically available)

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