# Auburn University
Space Planning Guidelines

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1.0 INTRODUCTION

Space on the Auburn University campus is a fixed, highly visible but generally a scarce resource. The Office of Campus Planning & Space Management (CP&SM) has been created by the President and Provost to ensure the most effective and efficient use of this valuable resource.

The following guidelines have been developed by CP&SM to serve as an aid in planning, allocating and managing space on the campus. These guidelines will assist the Auburn community in establishing equitable, consistent, efficient and flexible planning parameters as well as making sound management decisions about space allocations both for new construction and within existing or renovated buildings. CP&SM has been given the responsibility to administer these guidelines and assist the campus community in their implementation and interpretation.

At this point, these guidelines represent a synthesis of similar guidelines at peer universities with North Carolina State and Stanford University representing the primary benchmarks. Going forward, these guidelines will be continually reviewed and adapted to represent the uniqueness of Auburn University. Therefore, this document should be considered a “living” document that will evolve as new information arises. CP&SM welcomes your comments and suggestions on these guidelines and their application. You can find additional information about the CP&SM office on our website at www.auburn.edu/administration/campus_planning.
2.0 APPLICATION OF SPACE PLANNING GUIDELINES

The guidelines defined in this document have been developed to assist CP&SM and the users of campus space in the efficient and effective planning for space needs. The guidelines will help ensure that space is allocated equitably across the campus and provide a framework for prioritization of competing demands.

Given the unique needs of a campus environment, it is understood that these guidelines cannot be applied to all situations and must be flexible. These guidelines are not meant to imply entitlement or to set rigid standards for space. Instead, they are meant to provide a stating point for the analysis of current space and the programming of new space.

Macro-Level Campus Planning
While most users of space on the Auburn campus are primarily concerned with space that is allocated to their department/school, CP&SM is also concerned with the overall allocation of space types across the entire campus. This macro-level analysis allows the office to determine areas of need for the campus as a whole and to conduct “what-if” analysis relative to increases in enrollment, changes in programs of study, etc. The guidelines outlined in this document provide a basis for the office to conduct this type of analysis.

Analysis of Existing Spaces
As the Auburn campus has evolved and academic programs have changed, buildings that were constructed for one purpose are now being used for other purposes. Given the costs of demolishing older building and constructing new buildings, it is understood that this practice will continue in the future. When consideration is being given to a major relocation, these guidelines should serve as a reference for planning decisions.

These guidelines should also serve as a starting point for departments/schools that wish to analyze the suitability of the space they currently occupy. If an increase in enrollment or staffing is planned, these guidelines can help determine if the current space is being used in the most efficient manner possible and if additional space may be required. As mentioned, these guidelines do not imply an entitlement to additional space but can provide a basis for initiating discussions with CP&SM.

Planning for New Constructions and/or Renovations
As requirements for new space or the renovation of existing space are identified by different campus constituents, CP&SM will use these standards in the initiation, feasibility and programming phases of a capital project to define the magnitude of the project. These guidelines outline the expectations for classroom, office and lab/research space that Auburn University wishes to adhere to. It is understood that deviations from these guidelines will occur as
unique requirements are identified in the detailed programming and design phases.

The Role of the Office of Campus Planning & Space Management

CP&SM was formed to provide Auburn University with an integrated approach to facility planning and space allocation. As part of that mission, the office is responsible for the development and application of the space planning guidelines.

While these guidelines allow for departments/schools to analyze and plan the space they occupy or need, they are intended as a starting point to determine if there is a need to engage the services of CP&SM. The CP&SM office is available to assist the schools in performing many tasks associated with space including:

- Inventory and assess existing space usage
- Translate requirements into specific space solutions
- Analysis of current space layout to ensure maximum efficiency
- Assist in the development of programming documents for the design and construction of new space or renovation of existing space.
3.0 GUIDING PRINCIPLES FOR SPACE MANAGEMENT

The following policies and guidelines should govern all space in the University:

ALL SPACE IS OWNED BY THE UNIVERSITY

Although space is allocated to the faculties, departments and specific users, all space is owned by Auburn University. With this ownership, the University has the responsibility to keep this space in good order in terms of maintenance, services, cleaning, etc., and to provide the appropriate amount and type of space to approved University activities.

THE UNIVERSITY HAS THE RESPONSIBILITY TO ALLOCATE SPACE

Space is allocated to specific users for certain periods of time. For example, classrooms are allocated for hour-long slots whereas, at the other extreme, offices and research space are allocated for longer periods of time. Space use should be reviewed periodically and space assignment reconfirmed accordingly.

SPACE MUST BE ALLOCATED EQUITABLY AMONG USERS

For all users and all categories of space, space standards will be used to assess space needs. These space standards may be adjusted in accordance with the total amount of space available. In this way, an overall space shortage or surplus can be handled fairly. In many cases existing uses and space assignments may not meet the standards and subsequently will not face an unfair imposition of these standards. However, any reallocation, renovation, or provision of new building space shall conform to the university space standards as closely as possible.

USERS SHALL BE PROVIDED WITH SUITABLE SPACE AND ADEQUATE FURNITURE IN THE APPROPRIATE LOCATION

Space provided to every use shall be suitable in terms of size, quality, and location, and uses of a similar nature or uses which are functionally related may require proximity. University departments should not be fragmented and whenever practical, should have had their office, lounge, laboratory, and support activities located contiguously. Adequate furnishings and furniture must also be provided by the University.

EFFECTIVE USE OF SPACE

Each space allocated to a department or a user shall be used efficiently in terms of utilization of space over time. A space which is used infrequently may require introduction of a similar and compatible approved University use to increase its
utilization to a level which is consistent with standards of utilization across the University. Periodic reviews of utilization for different types of space (i.e. classroom, office, and laboratory) will be conducted by the Office of Campus Planning & Space Management to ensure the most effective utilization and recommend improvements.

**SHARING OF SPACE AND FUNCTIONS**

To avoid duplication of space, equipment, and staff services, and to avoid unnecessary costs, as much space as possible should be shared by the departments. This applies especially to machine shops, electronics shops, animal rooms, audio-visual areas, storage areas, etc. If there is more than one user, procedures should be developed for priorities of services if this is necessary.
4.0 SPACE GUIDELINES

4.1 CLASSROOM FACILITIES (100’s)
This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different level of organizational control. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity. A classroom may contain various types of instructional aids and equipment as long as these do not tie the room to instruction in a specific subject or discipline.

4.1.1 CLASSROOMS (110)
Planning and allocation of classroom space on the Auburn campus depends on several factors including:

- *Classroom Space Assignments and Utilization Analysis* – provision of adequate number and sizes of classrooms, in the appropriate locations at the appropriate times.

- *Classroom Space Requirements per Station or Seat* – provision of adequate square footage within the classroom for its' intended usage.

- *Classroom Technology Support* – provision of appropriate technology support for the intended teaching methods.

- *Flexibility of Classroom Space* – classroom design should be flexible to allow the space to evolve with changing teaching methods.

Regarding the assignment and utilization of classroom space, the Office of the Registrar has primary responsibility for the allocation and scheduling of classrooms. The Office of the Registrar will work with CP&SM to conduct regular classroom utilization studies to ensure the University has the appropriate amount and types of classrooms on campus.

The following calculation is used to determine space requirements for classrooms at Auburn University:

\[
\text{ASF Space Required} = \text{[Space Factor]} \times \text{[Student Clock Hours]}
\]

The Space Factor standard is .79. This is derived through the following calculations:
Space Factor = \frac{\text{Student Station Size (ASF)}}{[\text{Avg. Weekly Room Hours}] \times [\text{Student Occupancy Ratio}]} \quad \frac{18}{[35] \times [65\%]} = 0.79

**DEFINITIONS:**

**Student Station Size (18)** - represents the standard square feet per student station included related service areas.

**Avg. Weekly Room Hours (35)** – calculated by dividing the total room hours of instruction in classrooms by the total number of classrooms. It is the average number of hours that an institution’s classrooms are used for instructional purposes each week. This calculation can serve as an indicator of the adequacy of the number of classrooms at an institution.

**Student Occupancy Ratio (65%)** – the average percentage of student stations that are occupied when classrooms are in use. It is calculated by dividing the student clock hours generated in classrooms by the potential student clock hours for classrooms and multiplying by 100 to convert to a percentage. Potential student clock hours is computed on a room-by-room basis by multiplying the number of student stations in each room by the room hours of instruction generated by the room. It indicates the number of student clock hours which would be generated if every room were filled to capacity each time a course met in the room. The Student Occupancy Ratio access the utilization of rooms only when they are in use. Therefore, it is a helpful indicator of how close to capacity an institution’s courses are to the room in which they are scheduled.

**Student Clock Hours** – a measurement of the total weekly hours of scheduled instruction for all of an institution’s students. It is computed for each course by multiplying the number of times the course meets each week by the number of hours of each course meeting and multiplying that product by the number of students.
When planning for new construction or major renovations that involve classrooms, the following table outlines the guidelines that are used to ensure the appropriate amount of space per seat or per student station is provided. Actual space per seat in a classroom may vary depending on existing room configuration as well as type of furniture and seating used.

### Classroom Space Guidelines

**Net Assignable Square Feet per Station**

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Room Capacity (# Stations)</th>
<th>Moveable Chair w/ Tablet Arms (15&quot;-20&quot; Arms)</th>
<th>Fixed Pedestal or Riser Mounted Seating with Tablet Arms</th>
<th>Auditorium Seating</th>
<th>Moveable Tables &amp; Chairs</th>
<th>Fixed Pedestal Table &amp; Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar/Small Classroom</td>
<td>0 – 25</td>
<td>17 - 24</td>
<td>17</td>
<td>-</td>
<td>16 – 26</td>
<td>20 – 22</td>
</tr>
<tr>
<td>Classrooms</td>
<td>26 – 49</td>
<td>16 – 18</td>
<td>17</td>
<td>-</td>
<td>16 – 26</td>
<td>18 – 20</td>
</tr>
<tr>
<td>Classrooms &amp; Lecture Rooms</td>
<td>50 – 99</td>
<td>14 – 16</td>
<td>13</td>
<td>14 – 17</td>
<td>16 – 22</td>
<td>18 – 20</td>
</tr>
<tr>
<td></td>
<td>100 – 149</td>
<td>-</td>
<td>12 – 14</td>
<td>12 – 15</td>
<td>16 – 22</td>
<td>18 – 20</td>
</tr>
<tr>
<td></td>
<td>150 – 299</td>
<td>-</td>
<td>-</td>
<td>10 – 14</td>
<td>16 – 22</td>
<td>17 – 19</td>
</tr>
<tr>
<td></td>
<td>300+</td>
<td>-</td>
<td>-</td>
<td>10 - 14</td>
<td>16 – 22</td>
<td>16 - 18</td>
</tr>
</tbody>
</table>
4.2 LABORATORY FACILITIES (200’s)
A laboratory is a facility characterized by special purpose equipment or specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study and can be subdivided into three categories: class, open, and research laboratory.

4.2.1 CLASSROOM LAB SPACE (210)
This standard applies to “210” Class Lab space only. It is defined as a room used primarily for formally scheduled classes that require special purpose equipment or a specific room configuration for student participation experimentation, observation or practices in an academic discipline.

The following calculation is used to determine space requirements for Classroom Lab Space at Auburn University:

**ASF Space Required = [Space Factor] X [Student Clock Hours]**

The Space Factor equation is the same for classrooms and class lab space. However, the factor varies depending upon the discipline for which the class lab space is used. The average weekly room hours for class lab space is 20 rather than the 35 used for classrooms because each of them is designed for a particular field of study and, therefore, are not used as frequently as classrooms. Additional the student occupancy ratio for class lab space is 75% rather than the 65% used for classrooms because is assumed that, although used less frequently than classrooms due to the specialized configuration, these rooms are usually closer to being filled to capacity when they are in use.

The following table defined the space factor for the differing disciplines:

**Average Student Station Size and Resulting Space Factor by Discipline:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples: Disciplines</th>
<th>ASF/Station</th>
<th>Space Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Intensive</td>
<td>Engineering, Textiles, Fine Arts, etc.</td>
<td>108</td>
<td>7.2</td>
</tr>
<tr>
<td>Intensive</td>
<td>Physical Sciences, Biological Sciences, Agriculture, Animal Sciences, Nursing, Forestry, Pharmacy, Architect [See Note ‘d’ below], etc.</td>
<td>70</td>
<td>4.67</td>
</tr>
<tr>
<td>Moderate Intensive</td>
<td>Communication, Language, Computer/Info. Technology, Education, Psychology, etc.</td>
<td>50</td>
<td>3.33</td>
</tr>
</tbody>
</table>
Non-Intensive | Business, Music, Mathematics, Social Sciences, etc. | 33 | 2.2

**DEFINITIONS:**

**Student Station Size (varies depending upon discipline)** - see classrooms for definition.

**Avg. Weekly Room Hours (20)** – see classrooms for definition.

**Student Occupancy Ratio (75%)** – see classrooms for definition.

**Student Clock Hours** – see classrooms for definition.
4.2.2 **CLASSROOM LAB – COLLEGE OF DESIGN STUDIO SPACE STANDARD**

This standard applies to “210” Class Labs and “215” Class Labs Service space assigned to the College of Design. They are defined as class laboratories/studios and are used primarily for individual or group instruction that is formally scheduled, unscheduled, or open.

**a. Design Studio/Class Lab [210] Space Factor Calculation:**

Total Studio ASF = [ASF/station] X [Average Number of Students Enrolled – Studios]

Where: ASF/station = 100

Where: Average Number of Students Enrolled – Studios = [90%] X [Total College of Design enrollment]

\[
\text{Total Studio/Class Lab ASF} = [100 \times .9] \times [\text{Total enrollment}]
\]

**b. Design Critique (Class Lab Support) [215] Space Factor Calculation***

Total Critique/Class Lab Service ASF = [ASF per station] X [Average Number of Students Enrolled – Studios]

Where: ASF per station = 10

Where: Average Number of Students Enrolled – Studios = [90%] X [Total College of Design Enrollment]

\[
\text{Total Critique/Class Lab Service ASF} = [10 \times .9] \times [\text{Total enrollment}]
\]

***NOTE 1: Total College of Design Enrollment = Undergraduate Students + Masters Students (excludes PHD Students).

***NOTE 2: 215 SPACE WILL BE USED AS 110 CLASSROOM SPACE WHEN NOT IN USE FOR CRITIQUES (TYPICALLY MORNINGS).
4.2.3 OPEN LABRATORIES (220)
This standard applies to “220” Open Lab space only. It is defined as a laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Included in this category are: music practice rooms, language laboratories used for individual instruction, studios for individualized instruction, and computer laboratories involving specialized, restrictive software or where access is limited to specific categories of students.

To calculate the required assignable square footage for a Open Lab Space the following ratios and standards are used:

**STEP 1: Determine Full Time Equivalents (FTEs)**

FTEs = Student Credit Hours (for discipline) divided by 12 hours (min. hours for full time student)

* Student Credit Hours from University Planning & Analysis Institutional Database

**STEP 2: Determine Converted FTEs**

Converted FTEs = FTEs (for discipline) divided by Student Use Factor

* Student Use Factor is the # of students that would use the student station weekly (by discipline) (See Table below.)

<table>
<thead>
<tr>
<th>DISCIPLINE:</th>
<th>Student Use Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture, Physical Science, Veterinary Medicine</td>
<td>3</td>
</tr>
<tr>
<td>Engineering, Textiles, Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>Agriculture, Biological Sciences, Pharmacy, Nursing, Forestry</td>
<td>5</td>
</tr>
<tr>
<td>Communications, Computers &amp; Information Sciences, Education, Psychology, Language, Mathematics, Social Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Business Management</td>
<td>10</td>
</tr>
</tbody>
</table>

**STEP 3: Determine ASF Required**

ASF Space Required = Converted FTEs X ASF per Station

* ASF per Station: Use table under "210" Class Labs (by discipline)
4.2.4 RESEARCH LABORATORIES (250/255)

This standard applies to “250” Research Lab and “255” Research Lab Service space. It is defined as a room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.

Research laboratory space presents difficulties as it is varied in scale, does not coincide with start/finish times of other activities, and is usually unique. University space standards are difficult, if not impossible, to develop for research space.

The allocation of research and laboratory space within schools and departments is typically determined by the department head in collaboration with the school Deans. When additional space is needed and/or major renovations are requested for research functions, the Office of Campus Planning & Space Management (CP&SM) will assist schools in defining the specific types of space required. The following represents the primary principles/guidelines that CP&SM seek to adhere to:

- Research supported by University approved grants or University approved contracts take precedence over research not so supported.
- Space cannot be held or reserved for possible long-term research needs.
- Whenever additional space is required, CP&SM will review current allocations of space to ensure efficient usage of existing space.
- When building new research space or renovating current space, the design should remain as flexible as possible to accommodate future requirements.
- If space is to be reallocated, the priority of need will take into account the following factors:
  - scientific or scholarly merit,
  - amount of activity, number of individuals involved actively in the research in that space, and demonstrated space need,
  - track record on research grants: growing, steady, or declining,
  - recognition of emerging scholarship,
  - the cost of refurbishing and re-equipping the space to accommodate the changes or new use.

As mentioned, the nature of laboratory and research space makes it nearly impossible to develop set guidelines for the analysis of current space and programming of new space. However, the following calculation will allow for rough estimating of space requirements for new and existing research space.
STEP 1: Calculation of Research Lab Standard

<table>
<thead>
<tr>
<th>Research Units: (FTE Headcount)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Faculty X 100%</td>
<td>=</td>
</tr>
<tr>
<td>Research Staff X 100%</td>
<td>=</td>
</tr>
<tr>
<td>Masters Students (thesis *) X 80%</td>
<td>=</td>
</tr>
<tr>
<td>PhD Students X 80%</td>
<td>=</td>
</tr>
<tr>
<td>Total Research Units</td>
<td>=</td>
</tr>
</tbody>
</table>

*For Masters Student Thesis Percentage Factors assigned to each academic discipline, please contact the office of Campus Planning & Space Management.

NOTE: For Research Lab Space calculations, the number Graduate Research Assistants should be included in the research units calculation above. Graduate Teaching Assistants should not be included.

STEP 2: Average Assignable Square Feet (ASF) per Research Unit
(includes shared lab and equipment space)

<table>
<thead>
<tr>
<th>Discipline Categories</th>
<th>Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive:</td>
<td>Agricultural Sciences, Animal Sciences, Biological Sciences, Forestry, Engineering, Physical Sciences, Textiles, and Veterinary Medicine</td>
</tr>
<tr>
<td>300 ASF average per research unit</td>
<td></td>
</tr>
<tr>
<td>Moderately Intensive:</td>
<td>Computer Science, Design and Psychology</td>
</tr>
<tr>
<td>125 ASF average per research unit</td>
<td></td>
</tr>
<tr>
<td>15 ASF average per research unit</td>
<td></td>
</tr>
</tbody>
</table>

STEP 3: Calculation of Research Lab Standard

Total Research Units X Average ASF per Research Unit = Total Required Research Space ASF

Definitions

**Research Faculty:** Unduplicated headcount of faculty whose salary includes research funding (110 and 122), and principal investigators and co-investigators of a sponsored program or grant.

**Research Staff:** Headcount of professional EPA and SPA staff who are paid in whole or in part from research funding, including appropriated research and externally funded research sources. Positions are selected using EPA title codes and SPA class codes that are deemed to engage in direct use of research lab space.
**Master Students (Thesis):** Headcount is based on a four year average, by discipline, of masters students enrolled in thesis degree programs.
4.3 OFFICES (300’s)
This category includes rooms that are used as individual, multi-person or workstation space that is used by faculty, staff or students when working at one or more desks, tables or workstations. It also includes service support rooms for those offices as well as conference rooms and their service/support rooms.

The assignable square feet (ASF) guidelines represent the standard that Auburn University strives to achieve for the different categories of staff. For current spaces, it is understood that current building configurations impact the ability to adhere to these guidelines. For new buildings, these guidelines will represent the standard for programming new space. For each category of office a figure is included that demonstrates a sample office layout.

Applies to all office space: “310” Office; “315” Office Services; “350” Conference Room and “355” Conference Room Service.

4.3.1 Dean/Vice President Offices (310) – 225 ASF

Dean and Vice President Offices should be a single, private office capable of accommodating a desk, files, bookshelf and a meeting area for an additional 4-5 people.
4.3.2 Senior Secretary/Receptionists (310) - 125 ASF

Receptionist and Senior Secretaries serving Deans/Department Heads typically require a space adjacent to the office that they are serving.

4.3.3 Assistant Dean/Asst. VP/Department Head Offices (310) - 180 A.S.F.

Assistant Dean, Assistant Vice President and Department Head Offices should be a single, private office capable of accommodating a desk, files, bookshelf and a meeting area for an additional 2 people.
4.3.4 Full-Time Faculty and Professional Staff Offices (310) – 140 ASF

Full-time faculty and professional staff are generally assigned a single, private office capable of accommodating a desk, file/bookshelf and a meeting area for an additional 2 people.
4.3.5 Staff/Administrative Office (310) – 64-100 ASF

Staff/administrative offices can be accommodated in different configurations including cubicles, a shared office or a private office depending upon the available space (if current building) and the nature of the work being performed. The guideline for staff/administrative office space is 90 asf/person but is depending on the type of configuration being used. Below are the guidelines for these different types of spaces.

**Cubicle** 64-80 A.S.F/Person
Cubicle environments offer unique benefits as a configuration for staff space such as being more open, more efficient and more conducive to a team environment. Cubicles can range from 64 to 80 ASF (see diagrams below). Considerations should be given to additional meeting and storage space is a cubicle environment is used.

![Cubicle Diagram](image1)

![Cubicle Diagram](image2)
Shared Office 140 ASF
Shared offices are a good solution for existing buildings with standard, private offices that will house staff not warranting a single, private office. This solution is preferable to cubicles where staff require more privacy or may be handling sensitive documents that need to be secured. Below is a sample layout of a shared office. Shared offices may also be a good solution when using an existing building that has excess meeting room space.

Management Office 80 - 100 ASF
Management staff may require a private office depending on the nature of the work performed and the requirement for a private setting for discussions with staff.
4.3.6 Graduate Teaching Assistant Office (310) - 30-60 ASF

Assignment of office space for students varies from between the different schools and departments. When it is available, space is allocated to graduate students ranging from 30-64 asf/person. Cubicle environments similar to the illustrations below work well for this kind of space. Additionally, shared offices (see above) are often used for graduate students due to the existing configuration of buildings.

NOTE: Office space is not specifically allocated for Graduate Research Assistants and any required workspace is assumed to be included in the space allocated for research labs.
4.3.7 Conference Rooms (350)

The total amount of conference room space required to serve a building or grouping of office areas varies widely. Factors influencing the amount of conference room space required include type of offices being served (cubicles vs. private offices), number of offices being served, academic discipline, and nature of work being performed. Due to these various factors, the amount of conference room space is addressed on a case-by-case basis for new construction of renovations.

For planning considerations, CP&SM recommends using the following guideline for calculating conference room space:

**Total Conference Room ASF Required = FTE Faculty & Staff X 15 ASF**

* In general, the maximum required is 750 ASF for one grouping of offices.

For the purpose of these guidelines, a conference room is considered a meeting space planned for 25 or fewer people. The ASF per person for conference rooms is **16 – 26**. The larger ASF is for meeting rooms with space for A/V equipment, bookcases, serving areas, etc. The smaller ASF is for conference rooms consisting of simple tables and chairs with no additional requirements.

Depending on the nature of work, the size and quantity of the conference rooms will be dependent on the nature of work being performed. Below are sample illustrations of a small conference room (6ppl) and a large conference room (25ppl).

Small Conference Room – 6 ppl (16 asf/person)
Medium Conference Room – 12 ppl (26 asf/person)
4.3.8 Office Services (315)

Offices services represent room(s) that directly serves an office or group of offices as an extension of the activities of those rooms. This includes file rooms, break rooms, kitchenettes serving office areas, copy rooms, office supply rooms, etc.. The space requirements for office services can vary depending on the type of work being performed and the availability of other spaces in the surrounding area.

As a general rule, CP&SM recommends using the following calculation to estimate Office Services requirements:

<table>
<thead>
<tr>
<th>Academic Departments:</th>
<th>% of Total Office Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;15,000 ASF</td>
<td>15%</td>
</tr>
<tr>
<td>15,000 – 24,999 ASF</td>
<td>14%</td>
</tr>
<tr>
<td>25,000 – 34,999 ASF</td>
<td>13%</td>
</tr>
<tr>
<td>35,000 – 44,999 ASF</td>
<td>11%</td>
</tr>
<tr>
<td>&gt;45,000 ASF</td>
<td>10%</td>
</tr>
</tbody>
</table>

Administrative Departments
All Units
20%


4.4 STUDY FACILITIES (400’s)
This standard applies to those rooms assigned to the Central Library only and have a Program Code 41: Library Services. It includes room use codes: “410” Study rooms, “420” Stack rooms, “430” Open–Stack Study rooms, “440” Processing rooms and “455” Study Services rooms.

Calculation of Study Facilities

A. Study Space = “410”[Study Rooms] + 50% of “430” [Open Stack Room] space
   Study Space ASF = [FTE Factor] X 25 ASF
   Where: FTE Factor = [20% of FTE Students] +[8% of FTE Faculty]

B. Stack Space = “420” [Stack Space] + 50% of “430” [Open Stack Study Room] space
   Stack Space ASF = .08 ASF X [# of Volumes by category] / [Adjustment Factor]

   # of Volumes =

<table>
<thead>
<tr>
<th>Category</th>
<th>[Adjustment Factor]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>1</td>
</tr>
<tr>
<td>Microforms</td>
<td>80</td>
</tr>
<tr>
<td>AV Material</td>
<td>5</td>
</tr>
<tr>
<td>CartoMaterials</td>
<td>8</td>
</tr>
<tr>
<td>Govt Materials</td>
<td>8</td>
</tr>
<tr>
<td>Graphic Materials</td>
<td>8</td>
</tr>
<tr>
<td>Mach Read</td>
<td>8</td>
</tr>
<tr>
<td>Other Materials</td>
<td>8</td>
</tr>
<tr>
<td>Serial Sub.</td>
<td>8</td>
</tr>
</tbody>
</table>

C. Service Space includes “440” [Processing Room] + “455” [Study Service Space]
   Service Space ASF = 15% X ([Study Space ASF] + [Stack Space ASF ])
