



Space Allotment and Use Standards

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SPACE ALLOTMENT AND USE STANDARDS

Space allotment for a given use shall be based on the following University standards. Modifications to these standards are to be made only when the use of the space can justify the change.

When project spaces do not fit into the categories presented in this document, the Facilities Planning & Management project manager shall make determinations of the space allocation. Discrepancies and requests for deviations in the standards shall be referred to the Facilities Planning & Management project manager for clarification.

A. CLERICAL AND STUDENT USE OFFICES:

1. Administrative Assistants to College Deans:
 - a. Includes full time Administrative Assistants and Secretaries reporting directly to College Deans and Directors. Furniture arrangement #4.
 - b. 110-125 square feet
2. Administrative Assistants to Non-College Deans and Directors:
 - a. Includes full time Administrative Assistants and Secretaries reporting directly to Non-College Deans and Directors. Furniture arrangement #4.
 - b. 100-10 square feet
3. All other Clerical Office Staff:
 - a. Includes full time Administrative Assistants, Secretarial, Receptionists, Clerical Staff, Office Support Staff, etc. not listed elsewhere. Furniture arrangement #3 or 4.
 - b. 75-100 square feet
4. Managerial and Technical Staff:
 - a. Includes full time management and technical staff. Furniture arrangement #3.
 - b. 125-135 square feet
5. Graduate Assistants:
 - a. Includes any work station/area dedicated for use by graduate assistant on a continual basis. May be in shared office but not in private office. Furniture



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- arrangement #5.
- b. 50-75 square feet
- 6. Student Work Station:
 - a. Includes any work station/area dedicated for use by student workers on a continual basis. Different person during the course of a workday/week may occupy it, may be in shared office but not in private office. Furniture arrangement #5 (with or without panels).
 - b. 50 square feet
- B. FACULTY AND ADMINISTRATIVE OFFICES:
 - 1. Faculty:
 - a. Includes full time faculty office space, faculty office/studio space would be determined based on need. Furniture arrangement #3.
 - b. 110-135 square feet
 - 2. Assistant/Associate Directors/Chairpersons:
 - a. Assistant to Departmental Chairpersons, Associate & Assistant Directors who report directly to a Director. Furniture arrangement #2.
 - b. 125-150 square feet
 - 3. Department Chairperson, Director:
 - a. Department Chairperson, Director reporting to Associate Vice President or Assistant to the President, Special Assistant to Vice President, Assistant to Vice President, Director of Auditing, Director of Sports Facilities Management, Director of Advancement Services. Furniture arrangement #2.
 - b. 150-175 square feet
 - 4. Associate Dean/Associate Vice President/Executive Directors:
 - a. Provost Office: Assistant to the Provost, Assistant Dean, Dean Graduate School, Dean Honors College, Dean School of Continuing Education & Public Service, and Dean University College.
 - b. Business Affairs: Associate Vice Presidents.
 - c. University Advancement: Executive Directors.
 - d. Student Affairs: Associate Vice Presidents, Dean of Students, Dean of Admissions and Financial Aid.
 - e. Furniture arrangement #2A



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- f. 175-200 square feet
- 5. Dean/Associate Provost:
 - a. College Deans, Associate Provost, and Directors: Equal Opportunity and Affirmative Action, Intercollegiate Athletics, University Computing Services. Furniture arrangement #1.
 - b. 200-250 square feet
- 6. President/Vice Presidents/Executive Assistants to President
 - a. President, Provost and Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for University Advancement, Vice President for Student Affairs, Executive Assistant to the President, Executive Assistant to the President for Information Technology.
 - b. 300-350 square feet:
- C. INSTRUCTIONAL SPACES
 - 1. General Classrooms:
 - a. 17-18 square feet per student.
 - 2. Class Labs:
 - a. 45 square feet per student average, but may range from 25-100 square feet based on use and equipment needs.
 - 3. Open Lab:
 - a. 50 square feet per student average, but may range from 25-100 square feet based on use and equipment needs.
 - 4. Fixed seat lecture Classrooms:
 - a. 10-12 square feet per student.
- D. SUPPORT SPACES
 - 1. Conference Rooms
 - a. Sized based on needs, but typically are 200-300 square foot. Furniture arrangement #6.
 - b. 200-300 square feet
 - 2. Work Rooms:
 - a. Workrooms shall be sized to include copiers, storage casework for supplies, counter workspace, etc.



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- b. 100-200 square feet
- 3. Break Rooms / Faculty Work Rooms:
 - a. Size based on need but typically have a minimum room size of ___ sf. Provide upper and lower cabinets with sink and sufficient sideboard space for a coffeemaker and microwave. Provide space for a refrigerator. Provide space for at least one 4-person table.
- 4. Telecommunications/Data Rooms:
 - a. MDF (Main Distribution Frame):
 - 1) Sized based on needs, but typically have a minimum room size of 200 sf to allow installation of rack mounted equipment with clearance on both sides of rack.
 - b. IDF (Intermediate Distribution Frame):
 - 1) Rooms shall be size according to the equipment housed. IDF rooms shall be located within 295' of the farthest device served from that panel. Minimum room size of 100 sf.
 - c. MDF/IDF rooms should be used exclusively for telecommunications and data equipment.
- 5. Vending Rooms:
- 6. Department / Stock Storage:
 - a. Size based on need as directed by the Facilities Planning Project Manager. Provide a minimum of 200 sf. Generally locate in building lowest level or top level Mechanical Floor, with access to the freight elevator.
- 7. Mail Centers:
 - a.
- 8. Custodial Rooms
 - a. Each building should have space for custodial closets on each floor for storage of chemical, supplies, and equipment and contain a mop sink. Each building should have space for custodial break rooms separate of equipment, chemical and supply storage.

FURNITURE ARRANGEMENTS

- A. FURNITURE ARRANGEMENT 1:
- B. FURNITURE ARRANGEMENT 2:
- C. FURNITURE ARRANGEMENT 3:



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- D. FURNITURE ARRANGEMENT 4:
- E. FURNITURE ARRANGEMENT 5:
- F. FURNITURE ARRANGEMENT 6:
- G. VENDING ARRANGEMENT 1:
- H. VENDING ARRANGEMENT 2:
- I. TRASH/RECYCLING CENTER:

END OF SECTION

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