

Office Space Standards (300s)

This standard reflects a shift from allocating space solely based on the number of employees to an allocation that factors in flexible work, right-sized spaces, and shared campus resources. The intent is to create a methodology that is clear, objective and easy to understand, while also acknowledging the diversity of work occurring across campus and the flexibility necessary to plan for each unit's unique needs.

Space allocation based on
number of employees.



Space allocation that factors in
flexible work, right-sized spaces, and shared resources.



Office Facilities Standards

This category includes spaces that are used for office and office support. Other space types (such as specialized storage/support or campus service centers) are not included in this space standard.

Office Space Budget

An Office Space Budget shall be calculated for each unit, based on the following formula:

- Adjusted Headcount x 130 ASF (Assignable Square Footage) where:
 - Adjusted Headcount is determined by the predominant flexible work arrangement of employees within the unit, as outlined in the chart below.

Flexible Work Arrangement	Adjusted Headcount
4+ days or 32+ hours/week on-site	85 - 100% of total headcount
3 days or 24 hours/week on-site	75% of total headcount
2 days or 16 hours/week or less on-site	50 - 65% of total headcount

- Total headcount includes full time, part time, and temporary employees who are on-site the equivalent of at least 8 hours per week and shall also take into account vacant positions that are currently funded.
- Employees with permanent off-site work locations are **not** included in total headcount. Student workers and interns will be considered on a case-by-case basis.
- In the following cases, a unit's Office Space Budget may be increased by up to 25% to account for inefficiencies:
 - Small unit sizes (less than ten people)
 - Locations in existing buildings with minimal renovation work

Working in collaboration with Campus Planning and Strategic Investment, units may allocate their Office Space Budget as they see fit to support their work. The following resources provide additional guidance:

- **Office Space Kit-of-Parts** - guidelines for spaces that can be utilized within a unit's Office Space Budget (workpoints, collaborative spaces, focus spaces, and office support spaces)
- **Space Planning Tool** - calculator to explore possible combinations of the Office Space Kit-of-Parts within an allocated Office Space Budget

Flex / Growth Space

Flex / Growth Space shall be calculated per the formula above, based on a unit's projected 5-year increase in headcount. Flex / Growth Spaces are to be centrally located to allow for sharing by multiple groups. These spaces will initially serve as overflow space for busy days and can be assigned to specific units when growth occurs.

Neighborhood Shared Spaces

In addition to the space allocated in their Office Space Budget, units shall have access to Neighborhood Shared Spaces. Neighborhoods are composed of adjacent buildings within easy walking distance of each other.

Wellness rooms, flexible interior gathering spaces, medium conference rooms, large conference rooms, and training rooms shall be planned for and shared at the neighborhood level, using the guidelines outlined in the chart below. Planning factors are based on Adjusted Headcount.

Space Type	Size	Planning Factor	Architectural Guidelines	Technology / Management Guidelines
Wellness Room	60 sf	1 per 250 employees, with a minimum of 1 per building	<p>Locate on common corridor, near restrooms</p> <p>Ensure room construction provides acoustic privacy (minimum STC 45)</p> <p>Provide lock with occupancy indicator</p> <p>Provide signage indicating that a reservation is required</p> <p>Provide sink, receptacles for charging devices, dimmable lights, and temperature control</p> <p>Furnish with comfortable seating, work surface, mirror, and wall hooks</p>	<p>Uses include: lactation, prayer, and personal wellness needs</p> <p>Schedule through Google calendar, with room data provided for reference</p> <p>Limit booking duration to a two-hour maximum block of time</p> <p>Provide priority scheduling for employees using the space for lactation</p> <p>Communicate that the room is to only be used for wellness purposes</p>
Flexible Gathering Space <i>(Interior Hearth)</i>	120 sf minimum	25 ASF per employee for 20% of the adjusted headcount, with a minimum of 1 per building	<p>Locate on common corridor, near meeting spaces and/or main building entries; locate adjacent to individual units' kitchenette spaces when possible to allow for shared use</p> <p>Provide receptacles for charging devices</p> <p>Furnish with comfortable seating and laptop tables and/or tables and chairs</p> <p>Locate vending in or adjacent to this space</p>	Uses include: seating during lunch / breaks, informal meeting space, touchdown work zone, and waiting area before meetings
Medium Conference Room <i>(7-12 people)</i>	250-350 sf	1 per 60 employees	<p>Locate on common corridor (not embedded in a suite)</p> <p>Provide receptacles at conference table(s) for charging devices</p>	Schedule through Google calendar, with room data provided for reference
Large Conference Room <i>(13-20 people)</i>	350-500 sf	1 per 100 employees	<p>Provide window coverings at interior and exterior glazing</p>	Provide digital schedule outside the room to display current and upcoming meetings
Training Room <i>(21+ people)</i>	500-1,000 sf	1 per 200 employees	Furnish with table(s) and chairs that are easy to reconfigure	Coordinate with OIT ClassTech to equip the room with plug-and-play technology that supports video conferencing