Last Approved:	*N/A*
Next Review:	*N/A*
Owner:	*Dustin Montgomery*
Document Area:	*Vice President for Facilities*
References:	
Applicability:	*Saint Louis University Campus Wide*

Guidelines on Office Space Standards

Contact: Senior Architect, Kent Smith

Overview

The **Guidelines on Office Space Standards** are used by the Division of Facilities Services to determine space requirements to support the management and allocation of office spaces as well as by the Space Advisory Committee when making recommendations to the President for approval. The intent of the Guidelines on Office Space Standards is to adopt a uniform process for the planning and allocation of university office space that allows for the maximization of both the management of existing and new space and the financial resources to supply space to perform the many functions of the university. It is recognized that most existing buildings on campus were not designed and constructed to these standards and that exceptions to these guidelines for unusual and unique circumstances will require the approval of the Space Advisory Committee.

Office Space

An office space is typically assigned to one or more persons as a place to conduct one's work. Included are administrator and faculty offices along with administrative staff, graduate assistant, and student work spaces. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment. The following standards are intended to inform decisions about the allocation of office space. The square footage ranges are provided to accommodate the varying programmatic needs of these positions across the university. For example, a unit may assign space on the smaller end of the square footage range to a person who is likely to spend more time working in a research lab than in an office space. Whereas an occupant may be assigned space on the upper end of the range to accommodate the functional needs of the position.

The following table shows the recommended assignable square footage for a person by position type. These guidelines are not a guarantee that an employee or affiliate of the university will receive a specific office type or amount of square feet, but rather defines the recommended range of net assignable square feet (NASF) a person in a specific role should be assigned,

Occupant Type	Eligible Space Type	NASF
President	Private Executive Office	350-400
Provost	Private Executive Office	250-300

Vice President	Private Executive Office	250-300
Associate or Assistant Vice President	Private Executive Office	160-250
Dean	Private Executive Office	160-250
Associate or Assistant Dean	Private Executive Office	120-160
Department Chair	Private Executive Office	120-160
Executive Director	Private Executive Office	120-160
Full-Time Faculty	Private Office	100-120
Part-Time Faculty	Career Station, Hoteling Office Space	60-120
Administrative Director	Private Office	100-120
Department Manager	Private Office	100-120
Full-Time Professional Staff	Private Office, Career Station, Hoteling Office Space, Touchdown Office Space	60-120
Part-Time Professional Staff	Career Station, Hoteling Office Space, Touchdown Office Space, Workstation	30-120
Full-Time Administrative Support Staff	Career Station, Workstation, Hoteling Office Space	60-120
Part-Time Administrative Support Staff	Hoteling Office Space, Touchdown Office Space, Workstation	30-120
Student Employee	Hoteling Office Space, Touchdown Office Space. Workstation	30-120
Graduate Assistant	Hoteling Office Space, Touchdown Office Space, Workstation	30-120
Intern	Hoteling Office Space, Touchdown Office Space, Workstation	30-120

Multiple Offices

The assignment of multiple offices for faculty and staff is highly discouraged. However, when an individual has two different functions not performed in close proximity, the individual may need two separate workspaces. The Space Advisory Committee may approve faculty with joint appointments and persons with staff in multiple buildings a secondary office or workstation if there is a true demonstrated need.

Remote Work Arrangements – On-Location Office Space

Fully Remote: Given that the primary work location is remote, fully remote employees will be eligible for touchdown or hoteling space when on campus. Employees with this arrangement will not have a dedicated individual office or workstation on campus.

Part-time Remote: To accommodate on-campus work for hybrid remote work arrangements of greater than 50 percent, the unit leader should consider how to manage office space to the degree deemed essential for business operations considering their reduced work time in university workspace. The unit leader should consult the Divisions of Facilities Services to evaluate office and workstation design in a strategic manner, with a thoughtful mix of designated and flexible workspace.

Office Support Space

Office areas normally include support spaces (such as meeting rooms, copy rooms, supply rooms, and kitchenettes) in addition to staff and faculty work spaces. Office support space directly serves an office or group of offices as an extension of the activities in those spaces. The guidelines for allocation of office support space correlates to the population of the occupying department(s) and the function of the employees within the department(s). A good design practice is to construct space as generic as possible so the spaces can endure changes in occupancy with minimal modifications. Academic and administrative departments have varying functional needs throughout campus. While some departments may need minimal or no office support space, other departments may require additional and/or specialty spaces to meet their functional needs. These considerations will be considered as part of the design process. To ensure efficiency and high utilization, office support space should be shared by departments whenever possible.

Conference/Meeting Rooms

Conference/meeting rooms vary in sizes across campus and provide space for administrative meetings, video conferencing and conference calls, and for academic departments to hold seminar classes.

Schools, departments, divisions, and programs have varying needs for conference/meeting rooms. It is important to meet those needs while also ensuring that conference/meeting rooms are well utilized. Conference/meeting rooms can present utilization challenges, as they can occupy a large footprint in a unit's allocated office space and can be unused many hours per week. It is important for units to track the utilization of their 'departmental' conference/meeting rooms, and open these rooms up to the university community when rooms are underutilized.

Construction of new conference/meeting rooms should be strategically planned near department entrances or along shared corridors to allow for ease of use by the university community. Conference rooms should be shared with the general university community whenever possible and should be designed and equipped with appropriate equipment to fit the occupant needs. The number and size of conference/meeting rooms required by a department/work group will heavily depend on the office typology, demonstrated need of the occupant(s), furniture type and layout.

Breakout Rooms

Breakout rooms provide faculty and staff a quiet area for private conversations (in person or on the phone) or a quiet area to focus on work. These rooms are often unscheduled and available for employees at any time. Breakout rooms can be especially important in open space environments if departments have frequent meetings and/or need additional quiet workspaces. These rooms should be equipped with data jacks for phone and network connections. Breakout rooms will be included in the programming of new or renovated facilities. As a baseline planning guideline, the number and size of breakout rooms will be proportional to the number of individuals assigned to the space and to the number and size of available conference rooms.

Kitchenettes

Kitchenettes are not considered an entitlement and typically are not provided for individual office suites. Size and allocation of these spaces will be tailored to available space and requirements of occupants within the unit(s).

Copy/Print/Workroom Areas

Copy/print/workroom areas may be open or semi-enclosed. These areas generally house printers, copiers, faxes, mail slots and supplies. A separate copy/print/workroom area for each work group or small department

is discouraged. Creating centralized copy/print/workroom areas improve space utilization as well as cost efficiencies (equipment costs can be shared) and are more sustainable by reducing energy and costs resulting from operating duplicative equipment and procurements, and costs resulting from small orders of the same vendor(s). Size and allocation of these spaces will be tailored to available space and requirements within the unit(s).

Reception Waiting Areas

Typical reception areas take the form of a workstation at the entrance to the suite, a small waiting area to accommodate some seating, possibly coat storage and/or display related the department.

File/Storage Areas*

Storage areas for files should be minimized as much as possible to save space. Departments are encouraged to utilize the record storage facility at Earhart Hall when feasible. File rooms should be limited to only items that cannot be digitally archived. Departments should adhere to their records retention policies to ensure efficient space utilization.

Unwanted furniture and electronics, including computers, monitors and laptops that are no longer needed can be picked by the Department of Distribution Services. Gently used furniture will be stored in the Distribution Services Community Property Room.

*Undesignated Support Space**

Support functions that require enclosed spaces should be sized and built to accommodate the functions of the department. Types of undesignated support spaces may include:

- Server/LAN rooms (rooms of this type specific to Unit's requirements beyond those provided as part of the base building).
- IT equipment storage (computers or audio-visual equipment that require secure storage).
- Resource rooms or libraries.
- Lockers.

*As a standard, departmentally controlled office file, storage and undesignated support space are not to exceed 10 percent of the office space allocated to the department.

References

A. Space Advisory Committee
B. Space Management and Allocation Policy

Definitions

Career Station (60-100 SF): A semi-enclosed office space for one employee.

Office Space: An area allocated to one's work.

Hoteling Office Space (30-100 SF): A workstation that is reservable/schedulable.

Private Executive Office (120-400 SF): An enclosed office space designed for one executive level employee.

Private Office (100-120 SF): An enclosed office space designed for one employee.

Touchdown Office Space (30-100 SF): A workstation for use on a first come first serve basis.

Workstation: An area, within an office space, outfitted with equipment and furnishings, usually a desk, chair, and computer, for one worker at a time.

Attachments

No Attachments

Applicability

SLUCare, Saint Louis University

DRAFT