

## Office Space Guidelines and Allocation Standards

### **Background**

Space is a resource that must be used as efficiently as possible. Adding space by constructing a new building is one of the largest capital cost for a university. It is important to develop strategies maximizing space efficiently to save costs related to space while meeting the goals of the University's academic mission. In response to some of these challenges, ranging from increased energy costs to reduced state funding, the Office of Space and Real Estate Management and the Office of the Executive Vice President and Provost are working on space utilization initiatives to ensure that space is used effectively while meeting the academic mission.

The Space Utilization Initiatives include:

- Develop office guidelines; assess and expand the existing office allocation standards.
- Develop research space guidelines
- Work with the Schools to maximize new space coming on-line and strategically back-fill existing space
- Work with Schools and administrative units to assess if space requests can be accommodated in existing space through reconfiguration
- Improve utilization of research space through the efforts of a team composed of the Provost's Senior Academic Facility Planner, the Director of Space and Real Estate Management, and the Senior Facility Planner for Research in the Office of the Architect
- Establish a University Space Needs Committee with wide representation including members from schools and every major organization to foster communication and coordination on space issues and topics

The Objectives of the Space Utilization Initiatives are:

- Reduce leased space
- Ensure that space is allocated, renovated and built in an equitable and consistent manner
- Ensure that existing space is effectively utilized by meeting with Deans and heads of departments at the initiation of a new capital project
- Promote space sharing among schools and major departments
- Measure proposed stacking plans against institutional guidelines for office, research, collaborative, and other space types.
- Align stacking and space use to support School's teaching and research strategies
- Anticipate planned changes in faculty and student headcount and composition, using a 5-year and 10-year horizon
- Develop balanced use of portfolio by considering institutional needs for classrooms, swing space, and other needs of the academic unit
- When circumstances create vacancy in an academic unit's portfolio, seek to configure it in useful blocks and put it in temporary service that benefits the larger academic enterprise
- Seek to create opportunities and maintain a space bank to quickly address institutional needs

## **Office Guidelines and Allocation Standards**

In 2010, the Office of Space and Real Estate Management, and the Office of the Executive Vice President and Provost, in coordination with the University's Space Needs Committee, updated the office allocation standards and developed office space guidelines based on benchmarking analysis from peer universities and Virginia state agencies and universities. This update includes guidelines and allocation standards for conference rooms. These allocation standards and guidelines should be re-assessed every five years to reflect current and innovative practices that may yield improved efficiency of existing and future office space. The office guidelines address methods to improve space efficiency, while office allocation standards provide a recommended amount of square feet and office type (private, vs. shared, vs. workstation) for a position category.

### **Office Guidelines**

Office guidelines are provided to assist deans, vice presidents, space managers, and others involved in the allocation of space to use space efficiency.

#### **General Principles**

- When practicable, consider open office layout (i.e., cubicle) to allow for flexibility of office use over time. A layout that emphasizes collaboration is encouraged.
- Second offices are rarely permitted and only with justification, especially for extreme geographical need. The second office would be shared or smaller than the primary office, if approved. A second office is not in the same building or in geographic proximity to the primary office. Approval and justification for a second office is at the discretion of the Provost or his/her designee for academic units, and a Vice President for administrative units.
- Provide shared offices, consider office "hoteling", or time-sharing space for part-time staff and academic instructional teaching lecturers (non-research)
- Identify positions that can telecommute effectively. When space is needed, provide shared, "hoteling", or time-sharing office.
- Emeritus faculty who are actively engaged in work serving the university may be provided office space at the discretion of the unit, if available
- In buildings with multiple departments, departmental conference rooms and office service areas, such as copy /fax areas, lounges, and break rooms are discouraged. These spaces should be allocated as a shared resource among several departments to maximize utilization. The recommended utilization rate is 20-30 hours/ week for conference rooms.
- Not all offices will conform to the recommended allocation standard. The university has many existing buildings with architectural constraints. We also have buildings that have been re-purposed for a different use than originally intended, and some buildings have been purchased and not built by the university. Each school and administrative unit must work within the existing building constraints and circumstances

## Office Allocation Standards

The previous office allocation standards were established in 1987 based on Virginia's State Council of Higher Education (SCHEV) space guides. Since then, SCHEV has moved away from detailed space guidelines to general space guidelines that do not provide allocation standards for offices. The current SCHEV space guidelines, now referred to as fixed asset guidelines can be found at [www.schev.edu/AdminFaculty/Fixed\\_Asset\\_Guidelines\\_2001.pdf](http://www.schev.edu/AdminFaculty/Fixed_Asset_Guidelines_2001.pdf)

Based on extensive benchmarking analysis, U.Va.'s office allocation standards were updated and expanded to reflect better the various position categories and to provide uniformity in space planning and assignment. In some cases, the assignable square footage for an existing position category was lowered to be more consistent with peer institutions.

These allocation standards are provided as a tool for the planning of a new building, planning for leased space, and as practicable, for the planning of building renovations, taking into consideration existing conditions, historic conditions, and the cost of reconfiguration if the benefits outweigh the cost. They are also used in assessing the utilization of existing space and quantifying the amount of space needed in a uniform manner. See the table on the following page for the expanded office allocation standards and conference room allocation standards. Following this table are illustrations of office and conference room diagrams. These are useful in visualizing an office. At the end of this section is a list of frequently asked questions (FAQs) related to office allocation standards.

University of Virginia Office Allocation Standards

Position Category	Recommended ASF	Recommended Space Type	Comments
<b>Executive</b>			
Executive Vice President	250-300	Private Office	
Provost	250-300	Private Office	
Vice President	250-300	Private Office	
<b>Academic</b>			
Dean	200-240	Private Office	
Assistant or Associate Dean	160	Private Office	
Department Chair	160	Private Office	
Senior Staff	120	Private Office	
Tenure Track Faculty (full-time)	120-140	Private Office	In special circumstances, some offices may need to be larger or smaller. This is to be evaluated by the Dean.
Non-Tenure Faculty (full-time)	80-110	Private Office/ Shared Office /Workstation	The office type recommended is to be evaluated by the Dean.
Part-time Tenure Track Faculty	80-110	Private Office/ Shared Office /Workstation	The office type recommended is to be evaluated by the Dean.
Part-time Non-Tenure Track	80	Shared Office /Workstation	May assign shared office with 2 individuals housed in a 160 asf or 1 individual in a workstation. Encourage time-sharing or "hoteling" the office space.
Emeritus Faculty Active	120-140	Private Office	
Emeritus Faculty Non-Active	80	Shared Office /Workstation	May assign shared office with 2 individuals housed in 160 asf or 1 individual in a workstation.
Other Teaching: Lecturers, Consulting Faculty, Visiting Faculty	80	Shared Office /Workstation	Assign shared office with 2 individuals housed in 160 asf or 1 individual in a workstation.
Visiting Scholar, Fellows, Research Associate	80	Shared Office /Workstation	Assign shared office with 2 individuals housed in 160 asf or 1 individual in a workstation.
Graduate TAs / RAs	30-64	Workstation	Assigned when space is available in general to active Post Doctoral students.
<b>Administrative</b>			
Assistant or Associate VP	160	Private Office	
<b>Director Reporting to President or VP</b>	160	Private Office	
Manager or Director	120	Private Office/ Shared Office /Workstation	
<b>Assistant or Associate Director</b>	<b>110</b>	<b>Private Office/Shared Office /Workstation</b>	<b>Assign private office for assistant directors with 2 or more direct reports. Assign a shared office or a workstation if there are fewer than 2 direct reports</b>
Professional Staff (full-time)	80-110	Private/Shared Office /Workstation	Assign shared office with 2 individuals housed in 160 asf or 1 individual in a workstation. A small private office may be assigned if the nature of the work requires one.
Professional Staff (part-time)	64-70	Workstation	Encourage time-sharing or "hoteling" the office space.
Administrative Support Staff (full-time)	80	Shared Office /Workstation	
Administrative Support Staff (part-time)	64-70	Workstation	Encourage time-sharing or "hoteling" the office space.
Temporary Staff	30-64	Workstation	
Temporary Student Staff	30-64	Workstation	

# University of Virginia Conference Allocation Standards

## Conference/Meeting Rooms

\*\* The conference rooms suggested allocation standards and general comments are for illustrative purposes only. Conference rooms should be designed and equipped with appropriate equipment to fit program needs. The focus is to meet the targeted utilization rate of 23-30 hours per week

Size by Seating Capacity	**Suggested Allocation Standard	ASF	Recommended # of Hours/Week	** General Comments
5-8 Seats	25 ASF/Seat	125-200	20-30	Moveable Tables and Chairs - no visual equipment and buffet serving area
10-12 Seats	27 ASF/Seat	270-324	20-30	Moveable Tables and Chairs with the possibility to accommodate audio/visual equipment, projection screen/white board, and cabinet w/ counter for equipment storage and for food and drink service.
15-20 Seats	30 ASF/Seat	450-600	20-30	Moveable Tables and Chairs with the possibility to accommodate audio/visual equipment, projection screen/white board, and cabinet w/ counter for equipment storage and for food and drink service.
20-25 Seats	30 ASF/Seat	600-750	20-30	Moveable Tables and Chairs with the possibility to accommodate audio/visual equipment, projection screen/white board, and cabinet w/ counter for equipment storage and for food and drink service.
28-35 Seats	30 ASF/Seat	900-1,050	20-30	Moveable Tables and Chairs with the possibility to accommodate audio/visual equipment, projection screen/white board, and cabinet w/ counter for equipment storage and for food and drink service.

A Dean's office should be a single private office typically furnished with a desk, bookshelves, file cabinets, a printer, and a meeting area to accommodate 4-5 people.

Sample office layouts are provided below:

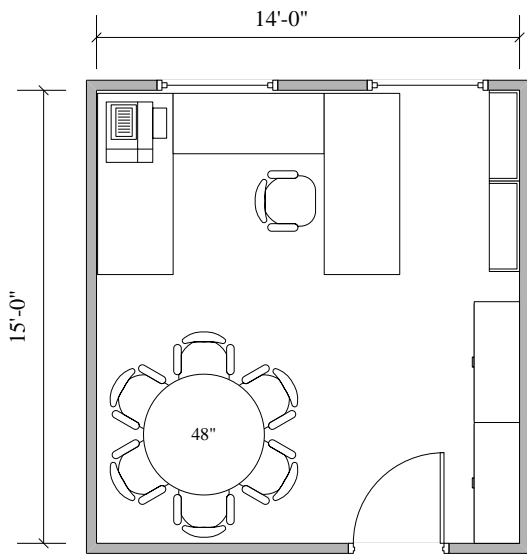


Figure A  
210 ASF

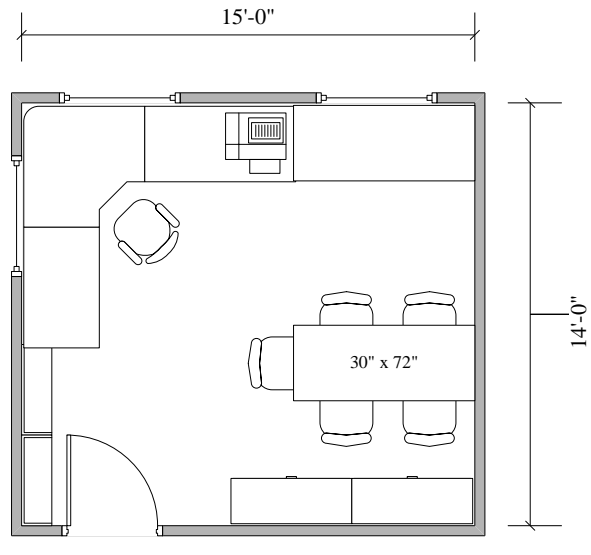


Figure B  
210 ASF

- Assistant or Associate Dean
- Department Chair
- Assistant or Associate VP
- Director Reporting to President or VP

160 ASF

These positions are generally assigned a single private office typically furnished with a desk, bookshelves, file cabinets, and a meeting area to accommodate 2-3 people.

Sample office layouts are provided below:

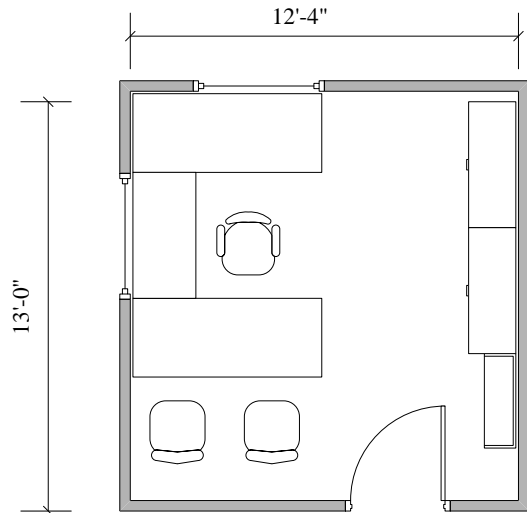


Figure A  
160 ASF

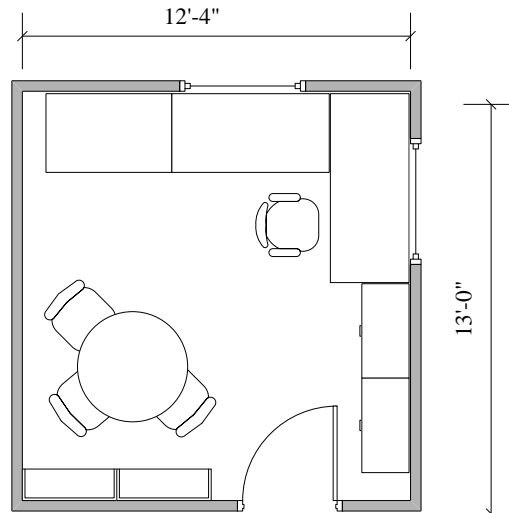


Figure B  
160 ASF

- Academic Senior Staff
- Administrative Manager or Director

120 ASF

These positions are generally assigned a single private office typically furnished with a desk, bookshelves, file cabinets, and a meeting area to accommodate 1-2 people.

Sample office layouts are provided below:

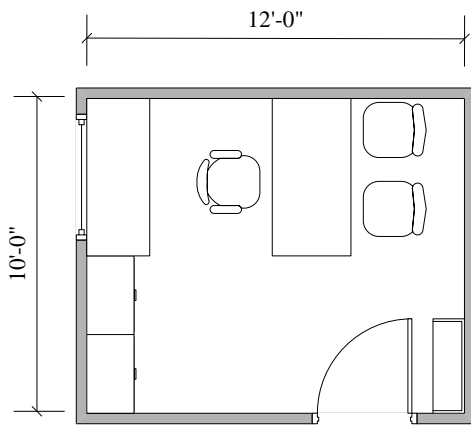


Figure A  
120 ASF

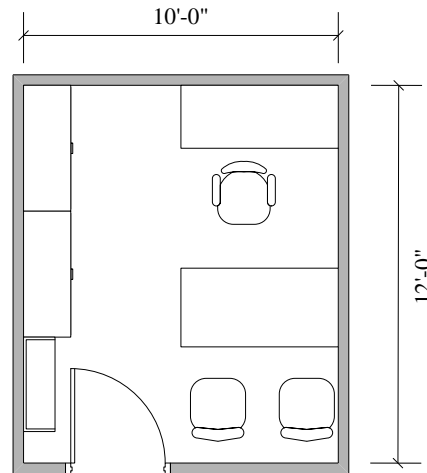


Figure B  
120 ASF



Academic tenured-track faculty are generally assigned a private office typically furnished with desk, bookshelves, file cabinets, and a meeting area to accommodate 1-2 people.

Sample office layouts are provided below:

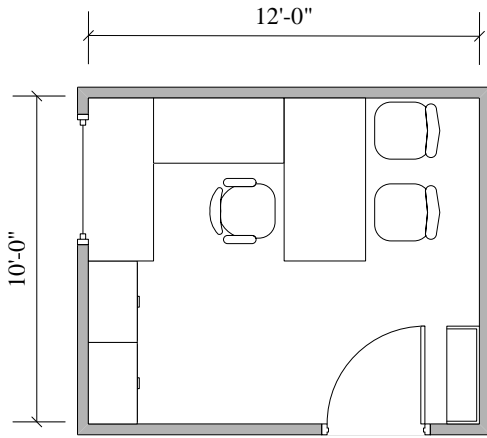


Figure A  
120 ASF

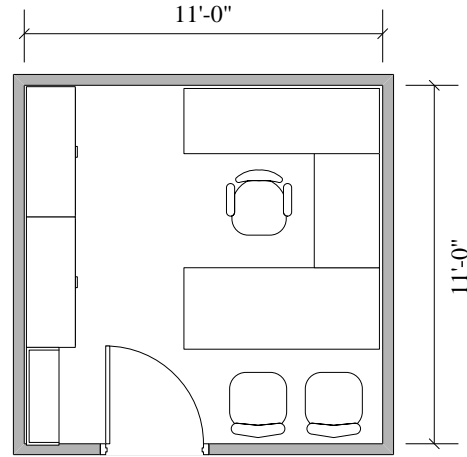


Figure B  
121 ASF

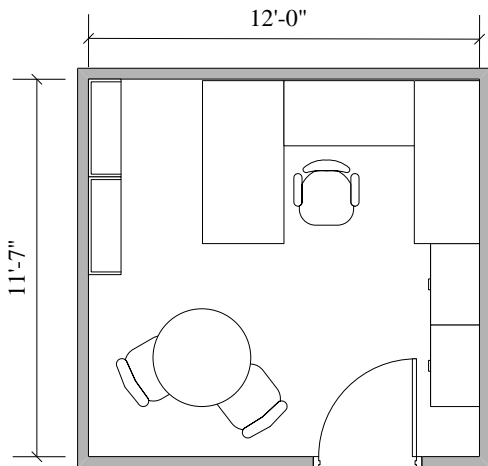


Figure C  
140 ASF

- Academic Full-time Non-Tenure Track Faculty
- Academic Part-time Tenure Track
- Administrative Assistant or Associate Director
- Administrative Professional Staff

80-110 ASF

Academic full-time non-tenure track faculty and part-time tenure track faculty may be assigned a small private office, if available and at the discretion of the Dean. In general, full-time non-tenure track and part-time tenure track faculty are assigned a shared office of 160 asf with two individuals or an individual workstation.

Assistant/Associate Directors with two or more direct reports, may be assigned a private office, if available. Otherwise a shared office of 160 asf with two individuals or an individual workstation are generally assigned.

Sample office layouts are provided below:

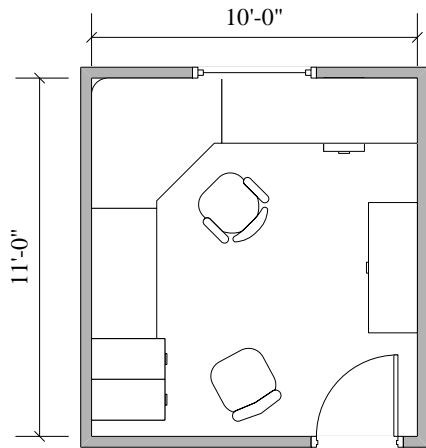


Figure A  
Private Office  
110 ASF

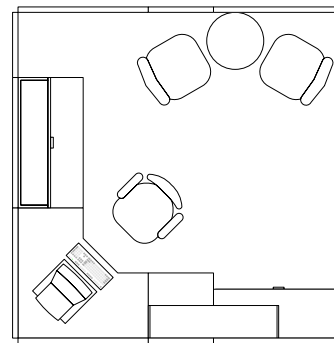


Figure B  
Workstation  
80-100 ASF

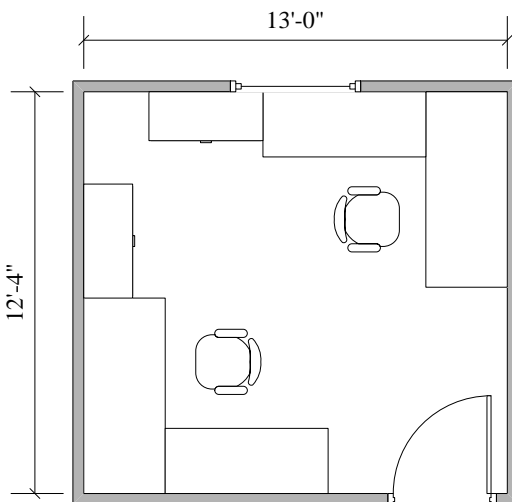


Figure C  
Shared Office  
160 ASF

- Academic: Part-time non-tenure track faculty
- Lecturers
- Consulting Faculty
- Visiting Faculty
- Visiting Scholar
- Fellows
- Faculty / Research Associate

80 ASF

In general, these positions are assigned a shared office of 160 asf with two individuals or an individual workstation. Another option, as space is available, is to create a community of lecturers, visiting or consulting faculty, etc., in similar disciplines as illustrated in Figure C. In special circumstances, as space is available and at the discretion of the Dean, a small private office may be assigned. For Academic Part-time non-tenure track faculty encourage time-sharing or "hoteling" the office space.

Sample office layouts are provided below:

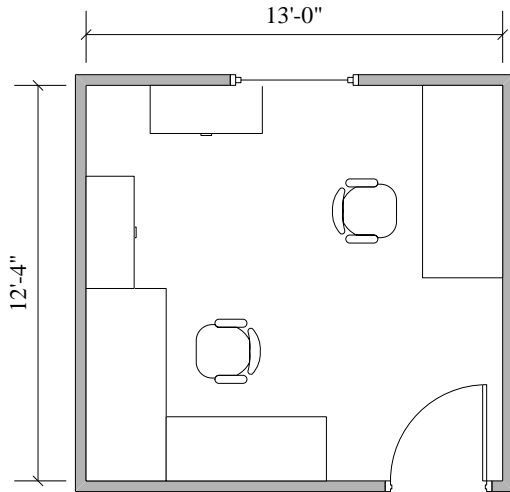


Figure A  
Shared Office  
160 ASF

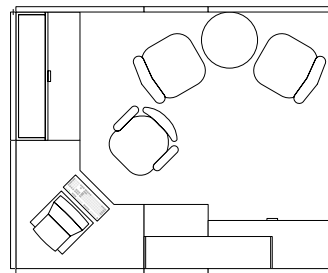


Figure B  
Workstation  
80 ASF

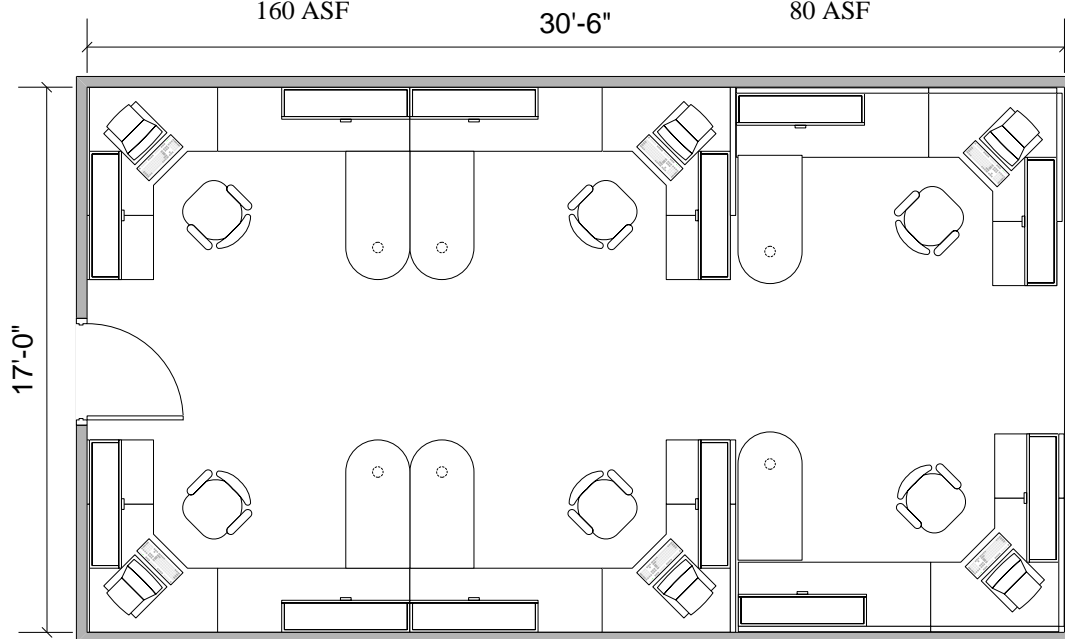


Figure C  
Workstation Center  
518 ASF

Emeritus faculty significantly engaged in teaching, research or other work related to the university may be assigned a private office similar to that of a full-time tenure track faculty at the discretion of the Dean and as space is available. Refer to illustrations provided for full-time tenure track faculty offices.

Emeritus faculty engaged in teaching, research or other university-related work on a part-time basis or infrequently may be assigned a shared office of 160 asf with two individuals or an individual workstation at the discretion of the Dean and as space is available. Another option, as space is available, is to create a community of lecturers, visiting or consulting faculty, etc., in similar disciplines as illustrated in Figure C.

Sample office layouts are provided below:

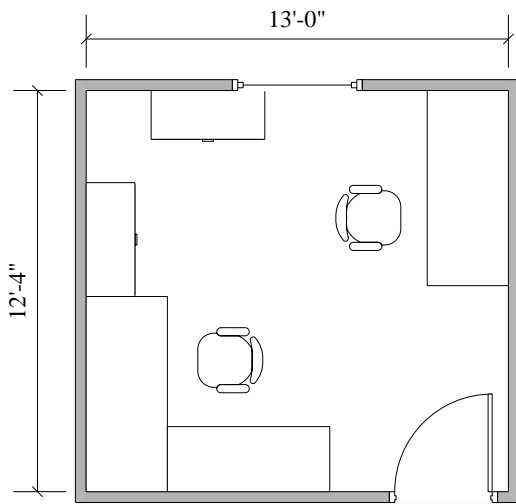


Figure A  
Shared Office  
160 ASF

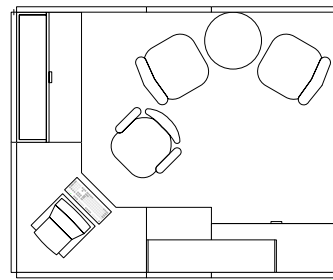


Figure B  
Workstation  
80 ASF

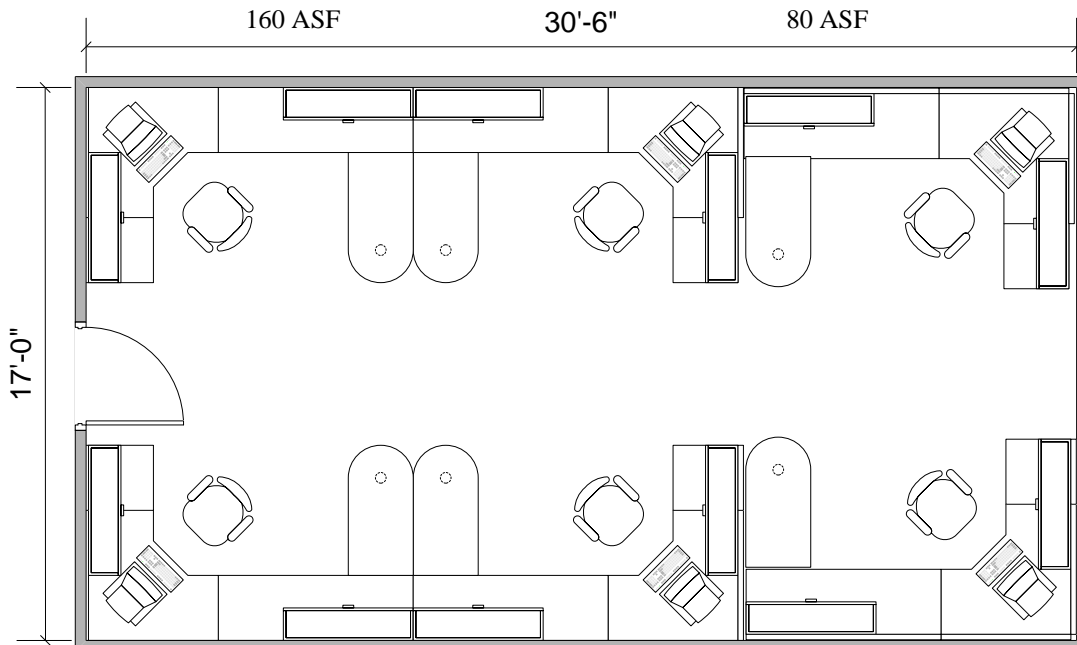


Figure C  
Workstation Center  
518 ASF

Administrative support staff are generally assigned a shared office of 160 asf with two individuals or an individual workstation.

Sample office layouts are provided below:

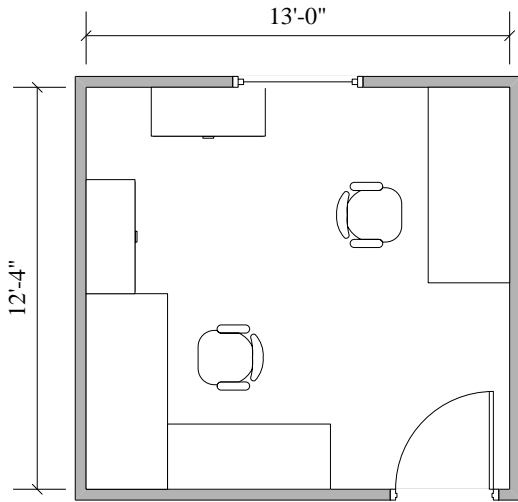


Figure A  
Shared Office  
160 ASF

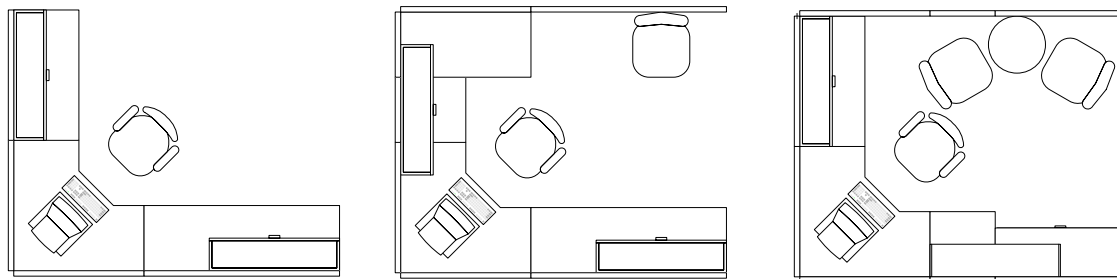


Figure B  
Three example workstation  
80 ASF

- Academic Graduate TA / RA
- Student Staff
- Temporary Staff

Academic graduate TAs and RAs who are active students are generally assigned shared office or workstations as space is available.

Student staff and temporary staff are generally assigned a small workstation.

Sample office layouts are provided below:

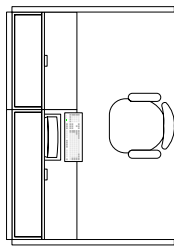


Figure A  
Single Workstation  
35 ASF

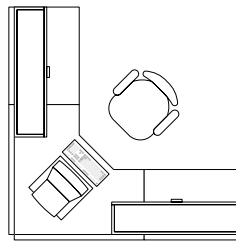


Figure B  
Single Workstation  
49 ASF

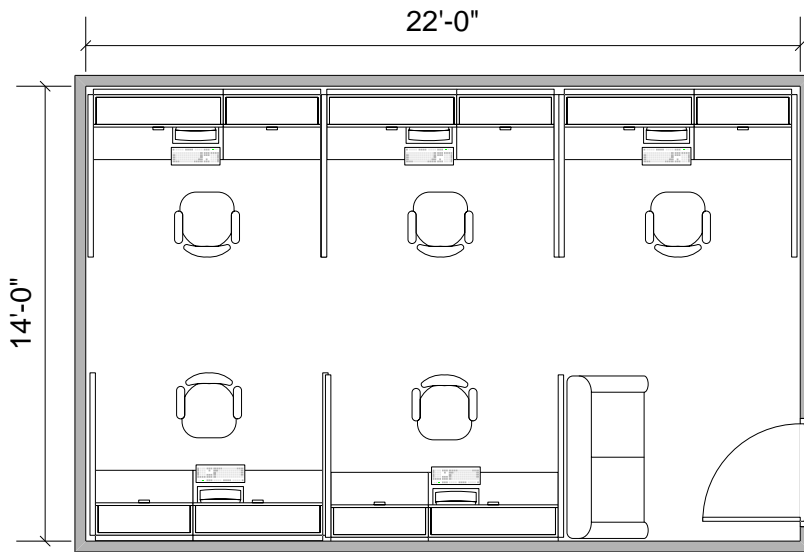


Figure C  
Shared Grad TA/RA Office  
308 ASF

- Administrative Part-time Professional
- Administrative Part-time Staff

Part-time staff are generally assigned a small workstation. Encourage time-sharing or "hoteling" the office space.

Sample office layouts are provided below:

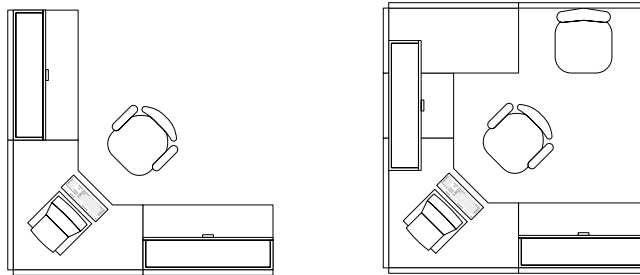


Figure A  
Example Workstations  
64 ASF

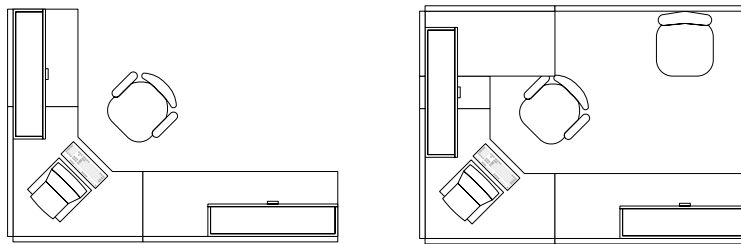
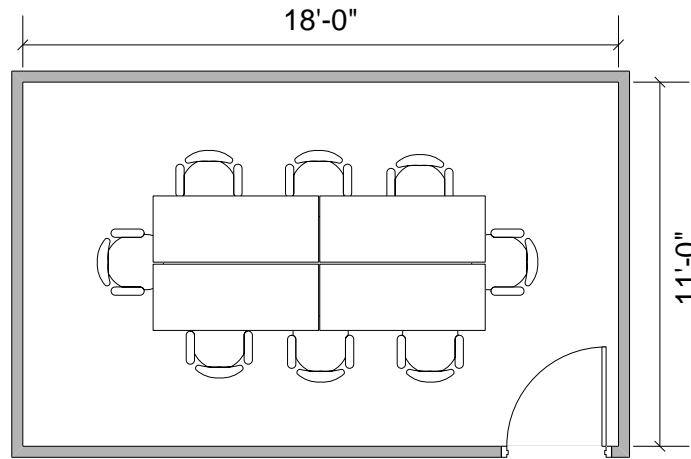


Figure B  
Example Workstations  
70 ASF

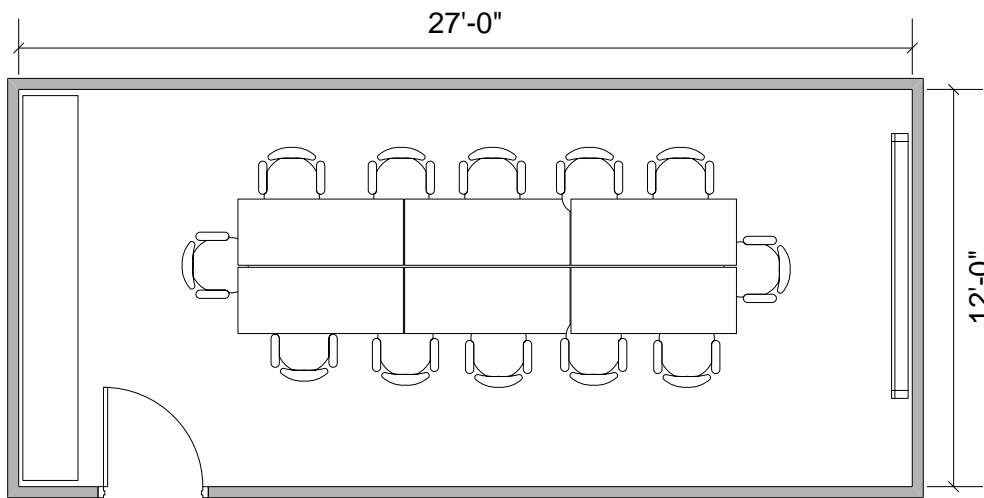
## Conference / Meeting Room

- 8 Seats
  - 12 Seats
- 

Sample layouts are provided below:



8 Seats @ 25 ASF/Seat  
198 ASF



12 Seats @ 27 ASF/Seat  
324 ASF

### Provided with

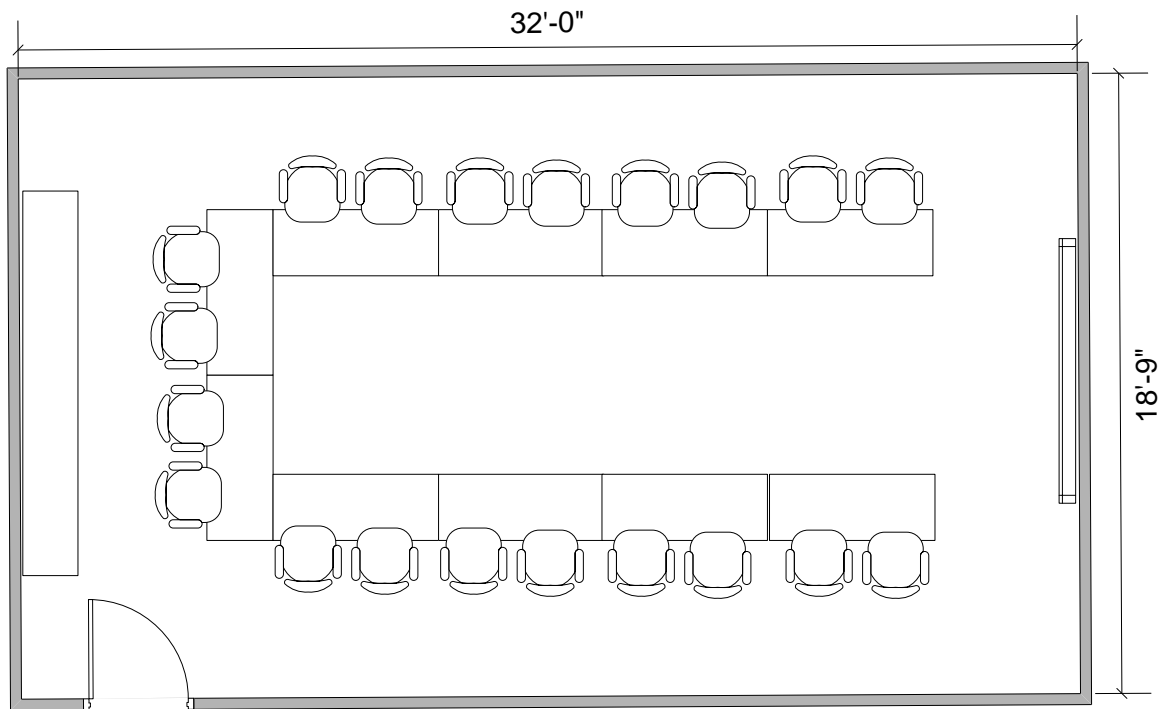
- Audio/visual equipment, projection screen/marker board
- Cabinet w/ counter for housing audio/visual equipment, for storage, and for food and drink service



## Conference / Meeting Room

- 20 Seats

Sample layouts are provided below:



20 Seats @ 30 ASF/Seat  
600 ASF

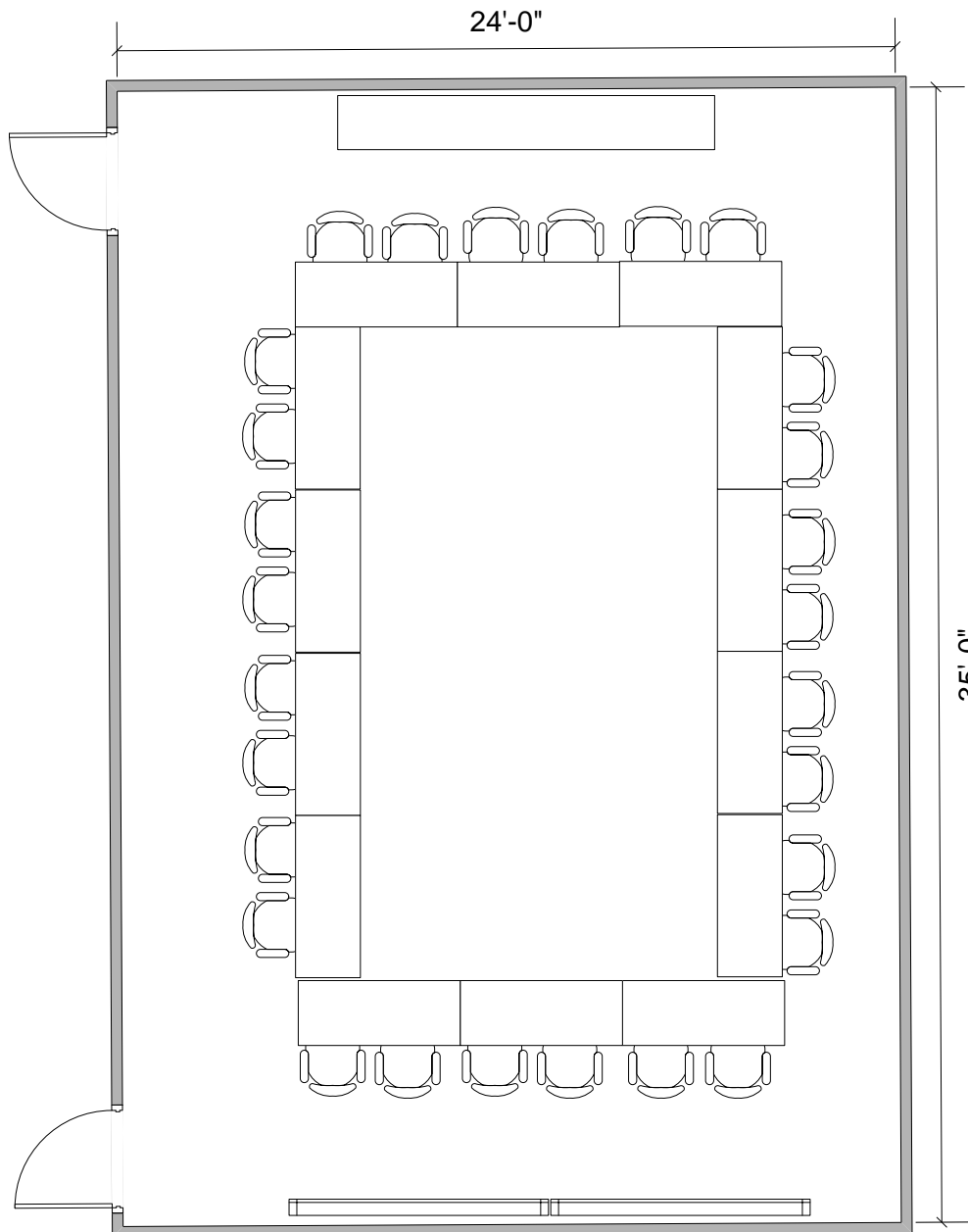
Provided with

- Audio/visual equipment, projection screen/marker board
- Cabinet w/ counter for housing audio/visual equipment, for storage, and for food and drink service

## Conference / Meeting Room

- 28 Seats

Sample layouts are provided below:



28 Seats @ 30 ASF/Seat  
840 ASF

Provided with

- Audio/visual equipment, projection screen/marker board
- Cabinet w/ counter for housing audio/visual equipment, for storage, and for food and drink service

## Frequently Asked Questions

**1. Why are office guidelines and allocation standards needed?**

The guidelines and allocation standards provide a uniform and consistent approach to space planning and assignment to maximize the efficient use of space.

**2. How are the office allocation standards to be used?**

They are used as a planning and assessment tool for:

- Programming and planning a new building
- Developing space requirements for leased space
- As practicable, planning the renovation of an existing building
- Assessing space utilization of existing space
- Quantifying how much space is needed in a uniform manner

**3. Why were the previous office allocation standards changed?**

The previous office allocation standards, originally established in the late 1980's, were very minimal, and needed to be assessed and updated to be consistent with peer institutions.

**4. How were the revised office allocation standards and guidelines established?**

The Office of Space & Real Estate Management, in coordination with the Office of the Provost and the University's Space Needs Committee, established the allocation standards and guidelines based on benchmark analysis of 23 peer institutions outside Virginia, in-state universities, and state agencies.

**5. I have a 110 asf office. The allocation standards state I should be in a 120 asf office. Does that mean I should have a larger office?**

Not all offices will conform to the recommended allocation standard. The university has many existing buildings with architectural constraints. We also have buildings that have been re-purposed for a different use than originally intended, and some buildings have been purchased and not built by the university. Each school and administrative unit must work within the existing building constraints and circumstances.