

# Space Allocation Guidelines



University of Colorado  
Boulder

Office of Space Optimization



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# Guiding Principles

## Success

The success of our students, faculty, and staff is paramount. Wise stewardship and thoughtful design of our spatial resources directly and indirectly impact this success.

## Community

Our spatial resources should foster and enhance the sense of community throughout the university.

## Valuable Resource

Space is a valuable, finite resource that will be surveyed, managed, and allocated similar to budgets or personnel. It will be leveraged to achieve university goals and objectives.

## Space Ownership

Space is university property. It is allocated to departments, users and programs for the sole purpose of advancing the university mission.

## Efficient Utilization

Space will be efficiently used. It will be used for its intended function and to its appropriate time utilization. Periodic reviews of space will be made and inefficient space will be considered for possible reallocation.

## Monitored/Managed

All space allocations or reallocations will be either monitored or managed. All space allocations will be entered and monitored through the official space management software. Space allocation proposals across organizational units shall be managed by university approved procedures.



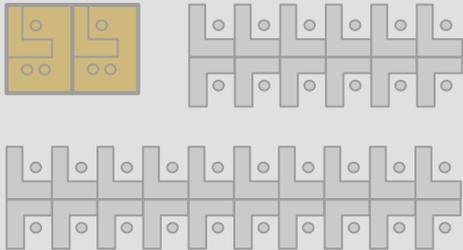
# Office



# Office Space Principles

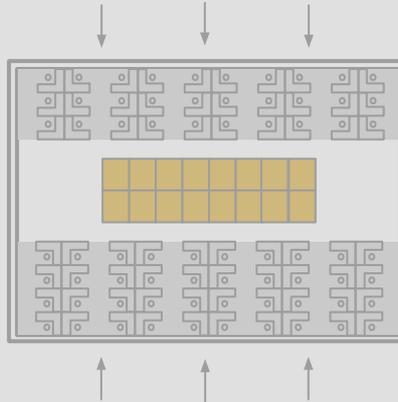
## A. Improve Office Environment

Optimize percentage of workstations within office suite to create better interior environments for all occupants, preserve future flexibility, minimize costly construction.



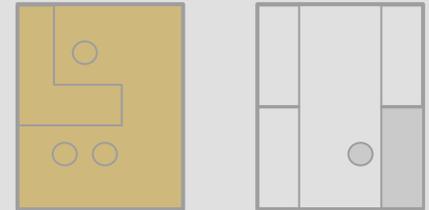
## B. Preserve Daylighting

Place private offices and enclosed conference rooms on the interior of the office suite. This leaves exterior window walls unobstructed for greater penetration of natural light.



## C. Serve Multiple Locations

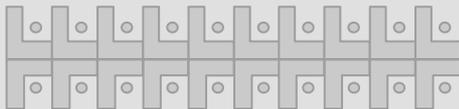
If personnel is allocated a private office at their primary location, any justified satellite location shall be in a shared office or hoteling space.



# Office Space Principles

## D. Consider Functional Needs

Carefully consider functional needs when allocating space. For example, additional collaboration rooms or private offices may be required for confidential functions.



## E. Exceptional Circumstances

Rare cases may necessitate deviations from the guidelines. Review and approval by leadership is required.



# Office Space Size Guidelines

The assignable square feet (asf) guidelines represent a standard the university strives to achieve for each role or position. Existing buildings may be challenged to accommodate the guidelines. New construction and renovations should adhere to the guidelines.

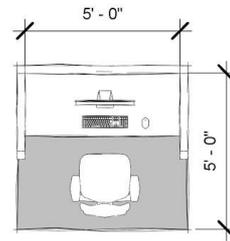
The table provides a range of square footages for each role or position. Actual space per person may vary depending on the existing room configuration and type of furniture selected. Shared offices may also accommodate two or more personnel who justify for a private office.

	Workstation (asf)			Private Office (asf) or in Shared Office		
	25	50	75	100	125	150
Vice Chancellor or Dean						150
Associate/Assistant Vice Chancellor or Dean, Institute Director					125	150
Department Head/Chair				100	125	
Faculty			75	100	125	
Adjunct Faculty, Lecturer, Post-Doctoral Researcher		50	75			
Student- Undergraduate or Graduate	25	50				
Staff Director				100	125	
Associate/Assistant Staff Director or Manager			75	100		
Professional Staff, Research Associate		50	75	100		
Administrative Support		50	75			
Temporary Staff or Student	25	50				

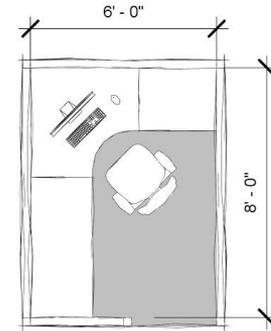


# Office Space Examples

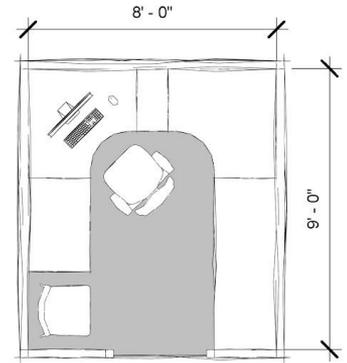
## Workstations



25sf

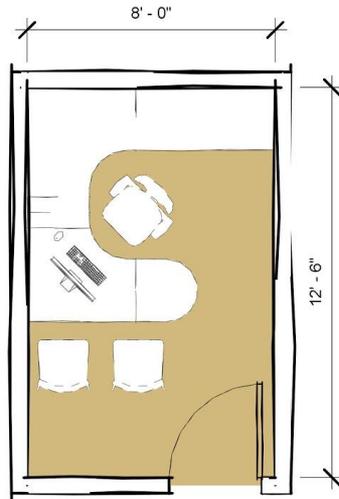


50sf

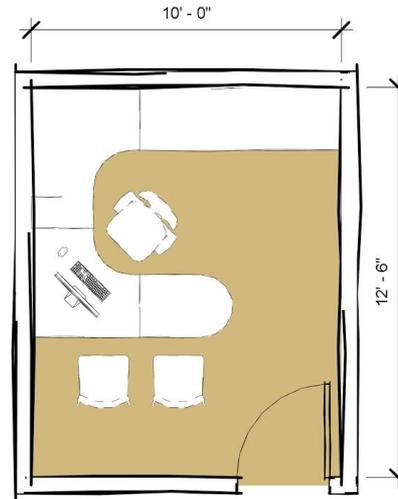


75sf

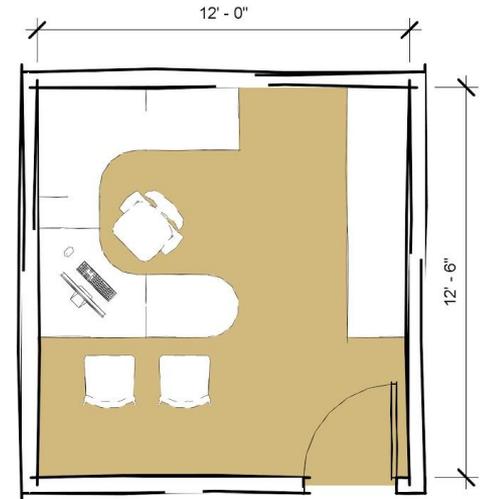
## Private Offices



100sf



125sf



150sf



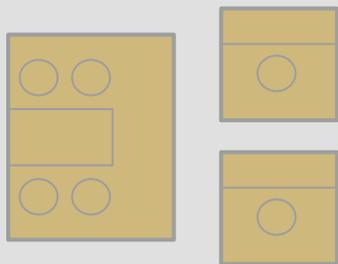
# Office Service



# Office Service Principles

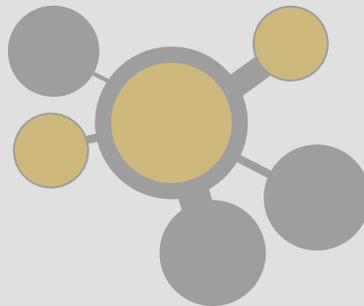
## A. Increase Collaboration Space

More collaboration space is necessary with increased workstation ratios. Additional solution and focus rooms provide privacy for workstation occupants when desired.



## B. Formalize the Informal

Purposeful creation of informal gathering or hub spaces provide for impromptu meetings, community building, and an extension of individual workspaces.



## C. Share Common Areas

Availability of collaboration spaces for multiple building tenants or university entities allows for higher utilization and reduction in overall need.



# Office Service Size Guidelines

Allocation of office service space is based on number of personnel planned for the office suite.

The amount of solution and focus rooms are based solely on the amount of workstations.

<i>Conference Rooms</i>	<i>Amount</i>	<i>ASF/ Person</i>	<i>Capacity</i>	<i>Size</i>
Conference Room- Large	1:60 or 1:Floor	25	24	600
Conference Room- Medium	1:20	25	12	300
Conference Room- Small	1:30	25	6	150

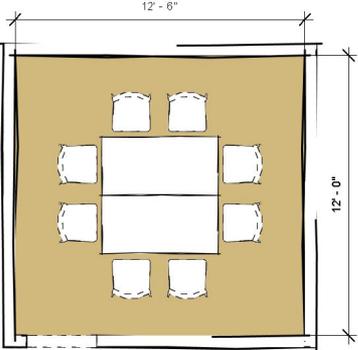
<i>Collaboration Spaces</i>	<i>Amount</i>	<i>ASF/ Person</i>	<i>Capacity</i>	<i>Size</i>
Solution Room	1:20 Wkstn	20	4	80
Focus Room	1:10 Wkstn	20	2	40

<i>Community Spaces</i>	<i>Amount</i>	<i>ASF/ Person</i>
Social, Lounge, Hub	1:1	10

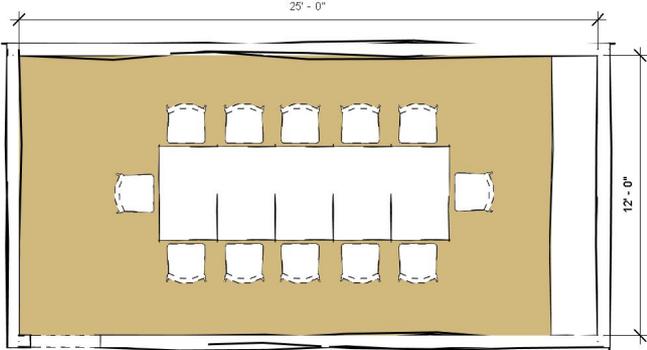
<i>Support Spaces</i>	<i>Amount</i>	<i>ASF/ Person</i>
Pantry, Copy, Storage	1:1	10



# Office Service Examples

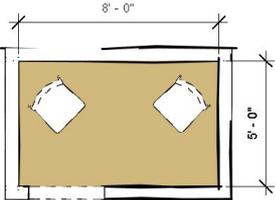


Small Conference

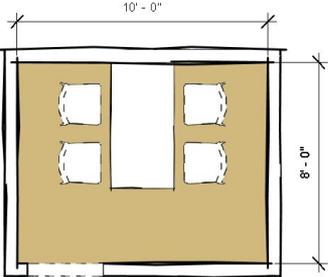


Medium Conference

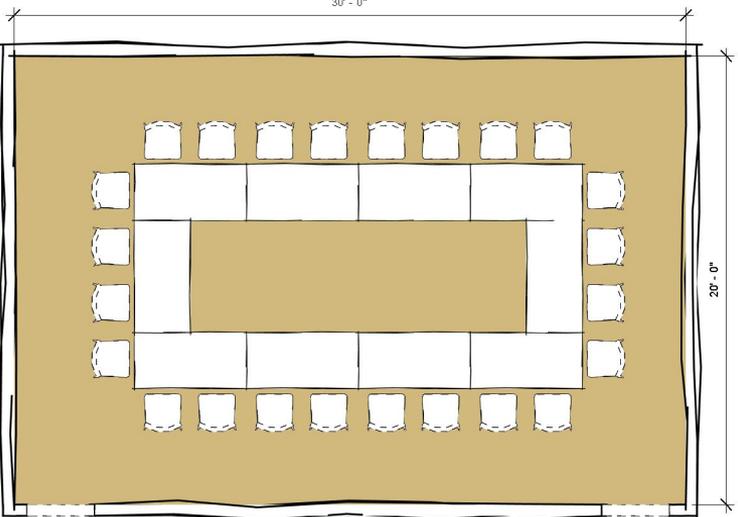
## Collaboration Spaces



Focus Room



Solution Room



Large Conference

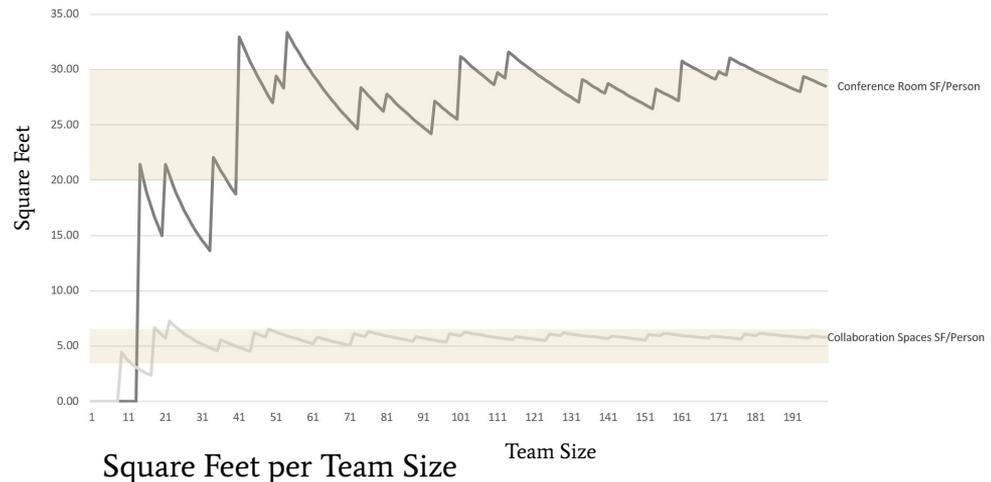
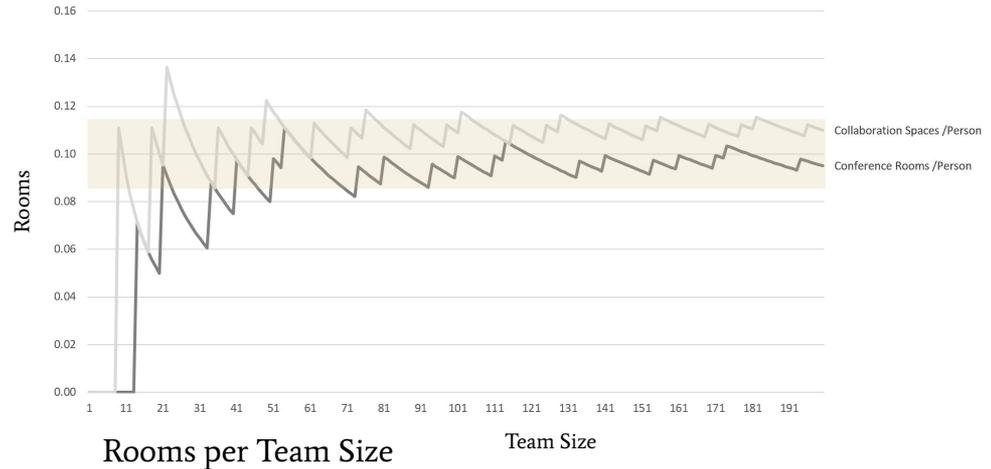


# Office Service Analysis

The ratios and sizes outlined for office service space aims to provide a functional level of spaces for meetings and informal collaboration.

The combination of ratios outlined in the guideline provides about 1 conference room for every 10 people and 20-30 square feet per person of conference space. They also provide about 1 collaboration space per 10 people and 5 square feet of collaboration space per person.

The graphs on the right show the resultant room-per-staff and square-feet-per-staff. For the purpose of this model we have assumed  $\frac{2}{3}$  of all staff are in workstations.



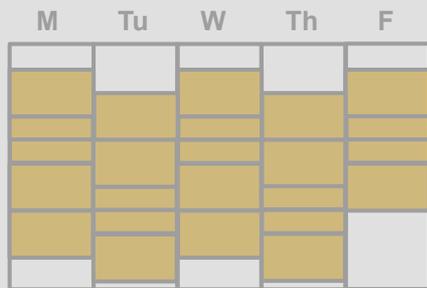
# Classroom



# Classroom Principles

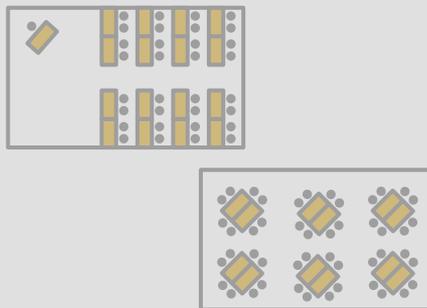
## A. Centralized Scheduling

Central scheduling of classrooms allows for a) efficient instructional utilization, b) standardization of equipment, furnishings, and support and c) renovations and maintenance planning.



## B. Design for Flexibility

Provide enough space per student station to allow for a wide range of pedagogies. Flexible furniture and technology can adapt to different uses.



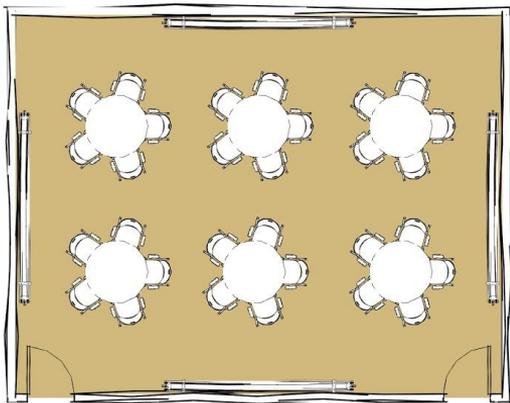
# Classroom Size Guidelines

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes general-purpose classrooms, but also lectures 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.

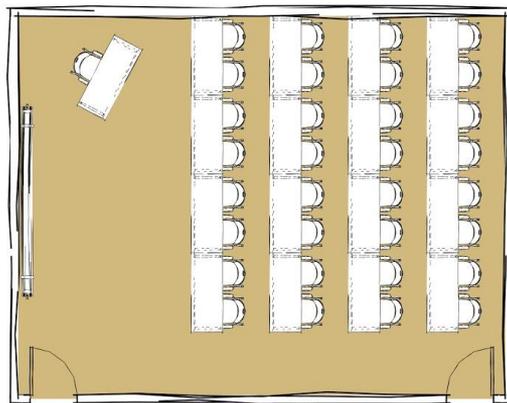
<i>Collaborative/Problem-Based</i>	<i>Furnishings</i>	<i>ASF/ Person</i>	<i>Size Range</i>
Large (50+ seats)	Tables and chairs	25	1,250+
Medium (25 to 49 seats)	Tables and chairs	25	625-1,225
Small (up to 24 seats)	Tables and chairs	27	648
<i>Flat, Flexible</i>	<i>Furnishings</i>	<i>ASF/ Person</i>	<i>Size Range</i>
Large (50+ seats)	Tables and chairs <i>or</i> Tablet arm chairs	23	1,150+
Medium (25 to 49 seats)	Tables and chairs <i>or</i> Tablet arm chairs	23	575-1,127
Small (up to 24 seats)	Tables and chairs <i>or</i> Tablet arm chairs	25	600
<i>Tiered</i>	<i>Furnishings</i>	<i>ASF/ Person</i>	<i>Size Range</i>
Large (50 seats and over)	Fixed surfaces and seating	17	850+
Medium (25 to 49 seats)	Fixed surfaces and seating	20	500-980



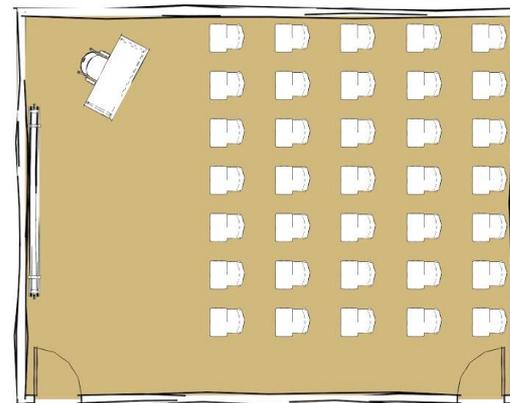
# Classroom Examples



Collaborative/Problem-Based  
Tables and chairs  
25sf/station



Flat, Flexible  
Tables and chairs  
23sf/station



Flat, Flexible  
Tablet arm chairs  
20sf/station

# Classroom Laboratory



# Classroom Laboratory Size Guidelines

Classroom laboratories are rooms 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 classroom laboratory guidelines outline square feet per station targets for various classroom laboratories based on the corresponding CIP categories. Actual space per station may vary depending on the existing room configuration, type of furniture selected, and unique discipline needs.

<i>Major CIP Group (2013)</i>		<i>ASF/ Station</i>
01	Agriculture, Agriculture Operations and Related Sciences	65
04	Architecture and Related Services	
50	Visual and Performing Arts	
03	Natural Resources and Conservation	55
14	Engineering	
15	Engineering Technologies/Technicians	
21	Technology Education/Industrial Arts/Technology Education	
46	Construction Trades	
47	Mechanic and Repair Technologies/Technicians	
48	Precision Production	
49	Transportation and Materials Moving	
09	Communication, Journalism and Related Programs	45
10	Communications Technologies/Technicians and Support Services	
11	Computer and Information Sciences and Support Services	
19	Family and Consumer Sciences/Human Services	
26	Biological and Biomedical Sciences	
32	Basic Skills	
40	Physical Sciences	
41	Science Technologies/Technicians	
42	Psychology	
51	Health Professions and Related Clinical Sciences	
60	Dental, Medical and veterinary Residency Programs	



# Classroom Laboratory Size Guidelines

<i>Major CIP Group (2013)</i>		<i>ASF/ Station</i>
05	Area, Ethnic, Cultural, and Gender Studies	35
12	Personal and Culinary Services	
13	Education	
16	Foreign Languages, Literatures and Linguistics	
22	Legal Profess and Studies	
23	English Language and Literature/Letters	
24	Liberal Arts and Sciences, General Studies and Humanities	
25	Library Science	
27	Mathematics and Statistics	
28	Reserve Officer Training Corps	
29	Military Technologies	
30	Multi/Interdisciplinary Studies	
31	Parks, Recreation, Leisure and Fitness Studies	
33	Citizenship Activities	
34	Health-Related Knowledge and Skills	
35	Interpersonal and Social Skills	
36	Leisure and Recreational Activities	
37	Personal Awareness and Self-Improvement	
38	Philosophy and Religious Studies	
39	Theology and Religious Vocations	
43	Security and Protective Services	
44	Public Administration and Social Service Professions	
45	Social Sciences	
52	Business, Management, Marketing, and Related Support Services	
53	High School/Secondary School Diplomas and Certificates	
54	History	



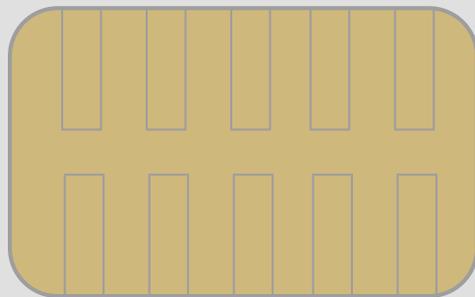
# Laboratory



# Laboratory Principles

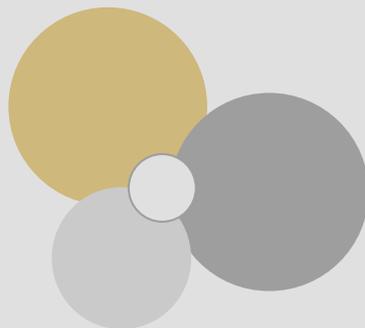
## A. Embrace Open Laboratories

Open laboratories enable sharing of space, equipment and support staff and can adapt to the changing space needs of department or collection of departments.



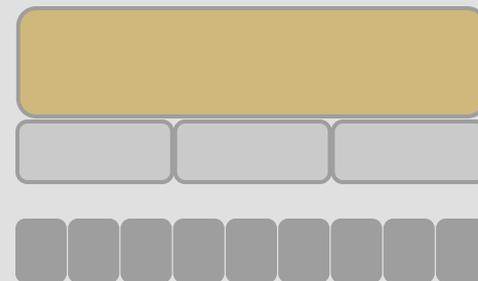
## B. Increase Equipment Sharing

Pooling shared research equipment can reduce individual investment, save critical start up time, and promote cross discipline collaboration.



## C. Separate Functional Zones

Separating distinct functional space in lab buildings can reduce construction and operation costs. Lab spaces generally require more infrastructure and control than non-lab spaces.



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