

## UO SPACE STANDARDS for OFFICES - BY SPACE TYPE *(February 22, 2017 DRAFT)*

Prepared for the Office of the Provost, University of Oregon (by Campus Planning)

### Purpose

The UO Space Standards for Offices apply to the planning, allocation, and design of all university space for renovations and new projects. The standards provide a framework for allocating interior spaces to support the academic mission of the campus. They are designed to provide academic and administrative departments with a quality workplace environment that:

- supports program operations,
- promotes fair and equitable allocation of university resources,
- ensures fiscal responsibility and the long-term investment of physical resources,
- promotes flexibility and adaptation, and
- supports environmental sustainability by designing spaces and selecting furniture that can easily be repurposed and reused.

### Introduction

At the request of the Office of the Provost and the Space Advisory Group, Campus Planning prepared UO Space Standards for Offices.

These standards recognize the need to provide spaces that accommodate the activities of faculty, staff, and students within the context of limited funds, restricted land for development, and changing occupant needs. The magnitude of construction and maintenance costs makes it important for the university to use its space wisely and efficiently.

The standards were prepared in collaboration with Campus Design and Construction staff and with input from other campus entities. Recent campus construction projects and space guidelines from other universities were assessed to help determine space-per-occupant allocations.

### Space Standards Table

Office space will be allocated according to need and space type. The assignable square feet represent the standard the university strives to achieve for the different categories of office space. These standards do not guarantee a specific office type or amount of square feet but rather define a recommended size a person in a specific role should be assigned. For existing spaces, it is understood that current building configurations impact the ability to adhere to these standards. For new buildings and renovations, these standards will represent the standard for programming space. In all cases, space assignments shall meet mandated rules and policies including health and safety, ADA, FERPA (Family Educational and Family Act) requirements.

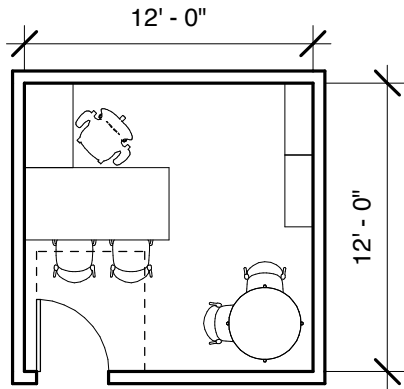
Work Space Type	Size - Maximum sf per person*	Buffer - 10% cushion for existing conditions	Position (full-time unless noted)
1 Private Office - Faculty Leadership	144		<u>Faculty</u> - Department Head.
2 Private Office - Large	120		<u>Faculty</u> - Tenure-Track - Professor/Assoc Professor/Assistant Professor/Visiting Scholar. <u>Officers of Administration</u> Management - Director/Associate Director/Assistant Director/Assistant Dean/Program Manager (typically positions with direct reports).
3 Private Office - Regular	100		<u>Faculty</u> - Non-Tenure Track - Career Instructor/Research Assoc (when not in lab) <u>Officers of Administration</u> - Only when primary work involves regular confidential activities.** <u>Classified Staff</u> - Only when primary work involves regular confidential activities.**
4 Shared Office***	60		<u>Faculty</u> - Non-Tenure Track - Career Instructor, Pro tem (Adjunct)/Visiting or Courtesy Faculty)/Post Docs/Research Assistant. <u>Officers of Administration</u> . <u>Classified Staff</u> .
5 Open Work Station - Large (preferred over shared office space options).***	64		<u>Faculty</u> - Non-Tenure Track - Pro tem (Adjunct)/Visiting or Courtesy Faculty)/Post Docs/Research Assistant; Emeritus - Active. <u>Officers of Administration</u> . <u>Classified Staff</u> .
6 Open Workstation - Regular (preferred over shared office space options)	48		<u>Faculty</u> - Emeritus - inactive (when available); Part-time (.5 or less). <u>Officers of Administration</u> - Part-time (.5 or less). <u>Classified Staff</u> - Part-time (.5 or less). <u>Students</u> - GTFs/GRFs (Phds get first preference).
7 Open Workstation- Student	24		<u>Students</u> - Part-time.

\*Does not include circulation and shared/support spaces.

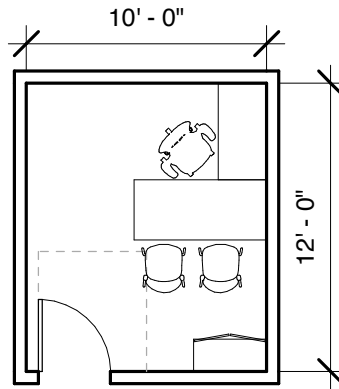
\*\* Regular confidential activities include regularly occurring, daily activities related to personnel matters (e.g. advising or disciplinary actions), acting as the financial budget authority, or other FERPA requirements. Refer to the Standards for a complete description.

\*\*\* The intent is to provide access to shared conference room space for personnel in open workstation or shared office environments.

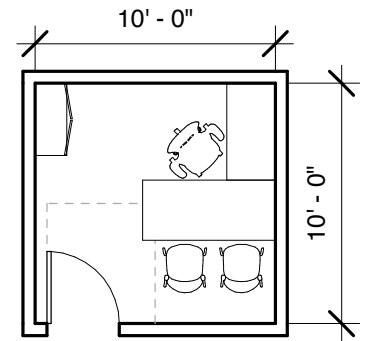
\*\*\*\* Second offices are highly discouraged and require special approval.



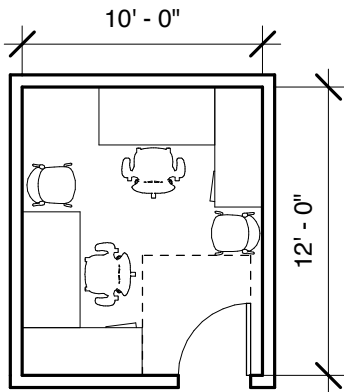
① PRIVATE OFFICE - LEADERSHIP  
144SF



② PRIVATE OFFICE - LARGE  
120SF

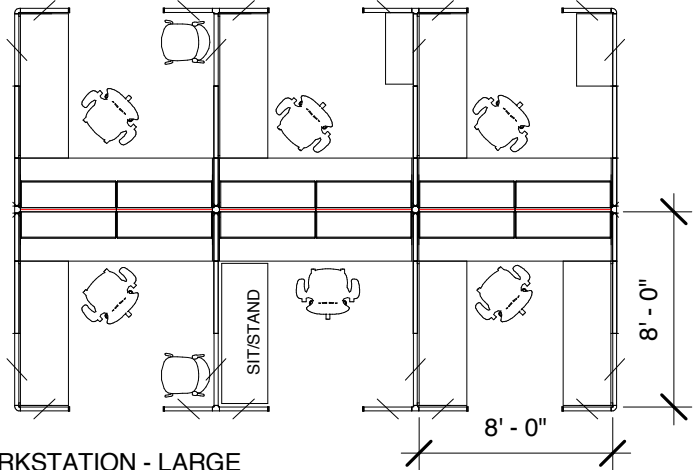


③ PRIVATE OFFICE - REGULAR  
100SF

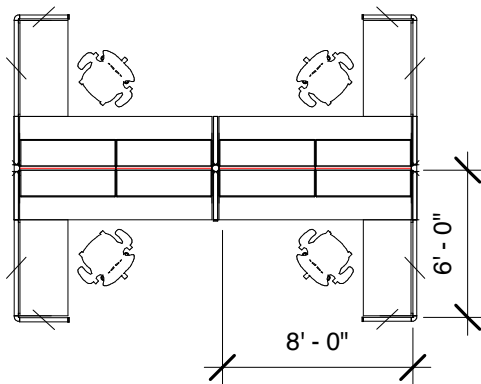


④ SHARED OFFICE  
120SF

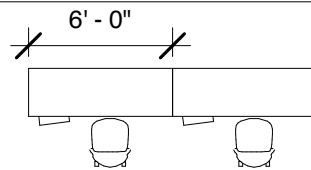
**NOTE:**  
EACH WORKSTATION  
SHOWN WITH  
DIFFERENT LAYOUT  
OPTIONS AVAILABLE.



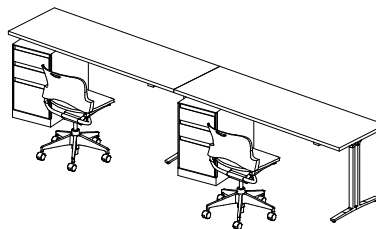
⑤ OPEN WORKSTATION - LARGE  
64SF EACH



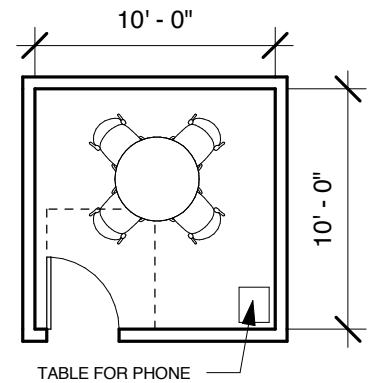
⑥ OPEN WORKSTATION - REGULAR  
48SF EACH



PLAN VIEW



⑦ OPEN WORKSTATION - STUDENT  
24SF



○ SHARED SMALL CONFERENCE  
100SF



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**SPACE  
ALLOCATION  
GUIDELINES**

Date	2/4/2016
Drawn by	MCG
Scale	1/8" = 1'-0"

**S007**