

UNIVERSITY OF OREGON



SPACE GUIDELINES

July 9, 2020

Campus Planning
Campus Planning and Facilities
Management

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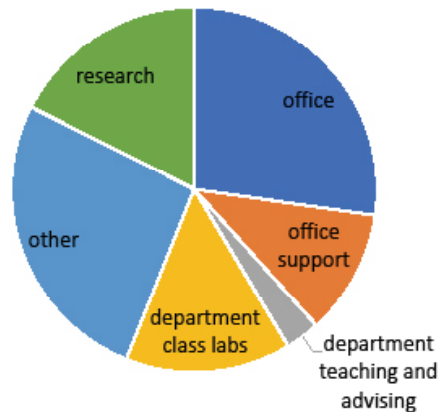
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Please contact the Campus Planning office for IN PROGRESS sections.

INTRODUCTION

These space guidelines recognize that space is a university asset that supports the needs and activities of faculty, staff, and students. It is the university's goal to optimize this significant asset to accommodate growth, change, enhance facilities and university operations, and achieve larger institutional strategic goals within the context of limited funds, restricted land for development, and changing occupant needs. Additionally, the magnitude of construction and maintenance costs makes it important for the university to wisely and efficiently seek the highest and best use of its space.

Types of space found in Academic Units



OBJECTIVES

These guidelines support three UO guiding objectives:

1. UO's 2016-2020 Strategic Framework, including the 2015 Institutional Priorities to:

- Promote and enhance student access, retention, and success.
- Enhance the impact of research, scholarship, creative inquiry, and graduate education.
- Attract and retain high quality, diverse students, faculty, and staff.
- Enhance physical, administrative, and IT infrastructure to ensure academic excellence.

2. UO Policy Number IV.07.06:

"Section C, Space Use Planning: The university shall establish space use objectives and standards consistent with the university's mission. The objectives and standards shall ensure space allocation and usage are consistent with other relevant university policies and in alignment with the university's strategic plans and goals. They shall apply to all university owned, leased, and managed properties."

3. Provide a quality environment for all users that:

- supports program operations;
- promotes fair and equitable allocation of university resources;
- ensures fiscal responsibility and long-term investment of physical resources;
- promotes flexibility and adaptation;
- supports environmental sustainability by optimizing space that is "right sized" and accommodates furniture that can easily be repurposed and reused;
- encourages an interconnected, collegial, and collaborative community; and
- is functional and comfortable.

INTRODUCTION

APPLICATION

These space guidelines are one of many tools used to guide space use and allocations across the UO campus. They do not trigger an immediate change in existing space use or allocation. Rather, they represent the goals the university strives to achieve for the different categories of space use.

These guidelines do not guarantee a specific type of space or amount of square feet. They do not contractually obligate the UO to provide a specific amount of space nor do they confer rights to space on the employee. Rather, they recommend space needs for university uses and define factors to consider when making decisions about space use and allocations.

Priorities

Space allocation priorities are based on programmatic needs and the mission of the university. The primary priority of space allocation is to meet overall institutional objectives. Space is allocated to users for limited periods of time and may be reallocated as needs and priorities change.

Associated Rules and Regulations

Mandated rules including those related to health and safety, ADA, FERPA (Family Educational Rights and Privacy Act), as well as UO Policies including those related to space management, campus planning, real estate, and facilities use apply to all space assignments (e.g., UO Campus Plan, UO CPFM Design and Construction Manual).

Modifications to the Space Guidelines

Space requests and projects have unique requirements and circumstances that may require variations from the space guidelines. These include existing building conditions (e.g., structural limitations, window placement, and historic features), special programmatic requirements, and projections for future needs. Modifications to the guidelines will be considered by Campus Planning in consultation with the Provost and will be reviewed by the Space Advisory Group as needed.

Unoccupied and Underutilized Spaces

Optimizing space assignments ensures that resources are used effectively and efficiently. The Provost shall reassign space that is unoccupied or underutilized.

Space Types not Covered by these Space Guidelines

The allocation of space for uses not covered by these space guidelines (e.g., research facilities and the list of other spaces at the end of this document) will follow similar principles and are under the same authority.

Roles

Space Ownership - University of Oregon:

Ownership of all university facilities rests with the university as an agent of the State of Oregon, regardless of the original funding or acquisition and regardless of the facility's location on or off campus. Facilities that are leased off-campus for university program purposes are leased in the name of the university. Allocation or assignment of space in university facilities does not constitute and is not to be inferred as a transfer of ownership. Assigned departments, units, and occupants are stewards, rather than owners, of allocated space.

Space Allocation - Provost:

All university-controlled space is allocated by the Provost under the advices of the Space Advisory Group.

Space Management - Campus Planning, CPFM:

Campus Planning coordinates space requests, space allocations, and any other space-related issues.

Capital Projects - Design and Construction, CPFM:

Design and Construction manages construction and renovation projects and applies the space guidelines to all projects.

Space Use and Coordination - University, Department, or Unit:

Each department is responsible for managing space resources it administers on behalf of the university. This includes periodically reviewing space assignments and reassessing space needs and functions to ensure that resources are optimized and used effectively. University units with internal space policies, standards, or guidelines are responsible for ensuring that they are consistent with the UO Space Guidelines.

Building or Project Type

These guidelines are strategically flexible to accommodate the specific and unique constraints associated with a wide range of building types, projects types, and strategic planning studies.

The UO has a wide range of structures that reflect the needs, architectural styles, and cultural attitudes of their particular eras. Many existing buildings' inherent characteristics and configurations (historic layouts, existing structure, etc.) may impact the ability to achieve individual area space goals.

Application of these guidelines depends on the project condition as outlined below:

Small Space Allocations in Existing Buildings:

- Priority is to meet the space function first (e.g., private office, open workstation), then assignable square footage.
- The types of spaces available at the time of the space allocation may require additional deviations from the programming guidelines in order to complete a space allocation.

Small & Medium Renovations:

- Priority is to meet the space function first, as well as accommodate future flexibility (e.g., preferred office size of 120 sf).
- The full range of assignable square footage can be applied when encountering physical or budgetary constraints.

Major Renovations, Additions, New Construction:

- The goal is to apply the guidelines to the greatest degree possible.

Strategic Planning for Campus-wide, College/School, or Department-level Space Use and Needs Assessments:

- The goal is to apply the guidelines to the greatest degree possible.

INTRODUCTION

PLANNING PROCESS

These space guidelines were developed in collaboration with the Space Advisory Group and with feedback from UO Campus Design and Construction staff, College/Schools staff, and other campus entities. Research of recent campus construction projects and space standards from other universities provided the basis for defining UO space-per-occupant allocations. Resources specific to higher education facilities and their functions, such as the Education Advisory Board, provided valuable insight in thinking about how space is considered and valued. And finally, the UO's Campus Plan continues to guide and reinforce the shared principles for campus development, many of which are applicable to interior spaces. See "Space Allocation – Peer Comparisons" in the appendix for comparator schools and their space allocation standards. Other reference materials are listed in the "References" section.

OFFICE SPACE

Key components for all office space:

- The decision whether to allocate a private office or a workstation should be made on the basis of:
 - The type of work an individual performs, and
 - An individual's time appointment (full-time vs. part-time, seasonal vs. year-round)
- The assignment of multiple private offices should be minimized. Faculty with joint appointments and persons with staff in multiple buildings may be assigned a secondary workstation or a shared open office if there is a demonstrated need. Other instances require special approval from the Provost.

OFFICE TYPE & SIZE TABLE

Office Function	Occupant Examples	ASF Range	Office Type
1.0 FTE or less Leadership Faculty and Staff requiring: <ul style="list-style-type: none"> high levels of privacy and confidentiality frequent meetings with others 	e.g.: Target - 140 ASF Faculty: <ul style="list-style-type: none"> Dean or Department Head Staff: <ul style="list-style-type: none"> VP and AVP Executive Director 	120-180	Private Office - Large
1.0 FTE or less Faculty, Management, or other Staff requiring: <ul style="list-style-type: none"> high levels of privacy for regular duties, or regular work with high volumes of confidential materials, or frequent meetings with others, or managing direct reporting staff 	e.g.: Target - 120 ASF Faculty: <ul style="list-style-type: none"> Associate/Assistant Dean Tenure-Track Career with direct reports Staff Management: <ul style="list-style-type: none"> Associate/Assistant Director Program Director 	95-120	Private Office - Standard
1.0 FTE or less Faculty and Staff who: <ul style="list-style-type: none"> can use breakout rooms for discussions can use locked storage for documents have no direct reports Shared Offices are appropriate when: <ul style="list-style-type: none"> required privacy levels cannot be achieved in an open workstation, or regularly meeting with others 	e.g.: Target - 65 ASF Faculty: <ul style="list-style-type: none"> Career/Pro-Team Emeritus - When available Part-time (.5FTE or less) Staff: <ul style="list-style-type: none"> All other full-time and part-time GEs: <ul style="list-style-type: none"> All GEs (PhD candidates get first preference) 	50-65 ³	Open Work Station - Standard (or Shared Office)
0.5 FTE or less non-GE Students	Undergraduate Student	25 ³	Open Work Station - Student

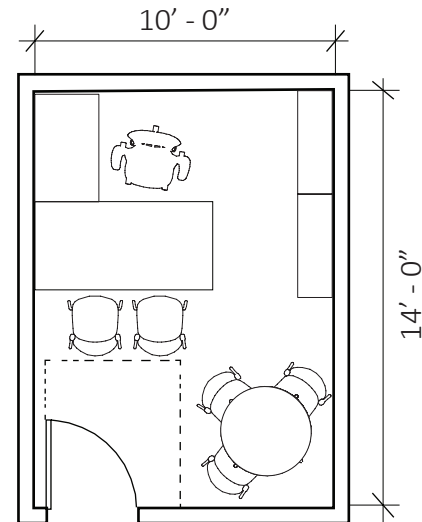
Notes:

- The area for each workspace type does not include office support space (see the "Office Support Space" section).
- A 10 percent deviation from the ASF goal acknowledges and accommodates variations in conditions found in existing buildings (historic layouts, existing structure, etc.) and to allow for some design flexibility.
- Open Work Stations:
 - Circulation – Add 30% to the open work station ASF for circulation to and from the work station.
 - Shared work stations are encouraged for Students and .5 FTE or less staff members.

OFFICE SPACE

Private Office – Large

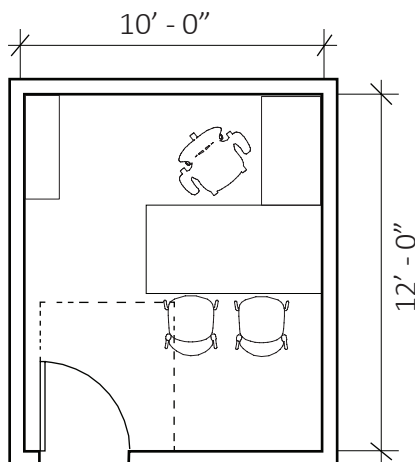
Fully enclosed space with workstation, full height sound attenuated walls, a door, lighting control, and a table and chairs for meeting up to four individuals.



① PRIVATE OFFICE - LEADERSHIP
120-180SF

Private Office – Standard

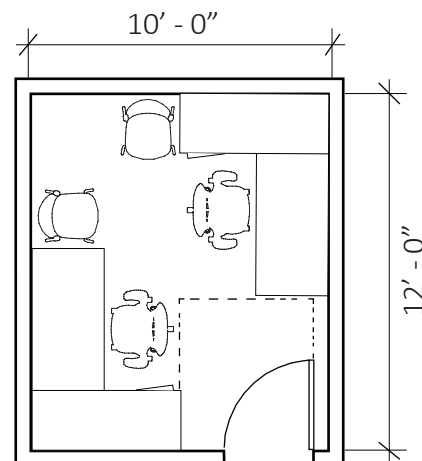
Fully enclosed space with a single work station, full-height sound attenuated walls, a door, lighting control, and seating for meeting two to three individuals.



② PRIVATE OFFICE -
120SF

Shared Office

Fully enclosed space with multiple work stations, full-height sound attenuated walls, a door, and lighting control. Workstations for two sharing an office should be 60 ASF. Depending on the type of employee, this may be slightly below the guidelines but will result in a private office for a future single occupant.



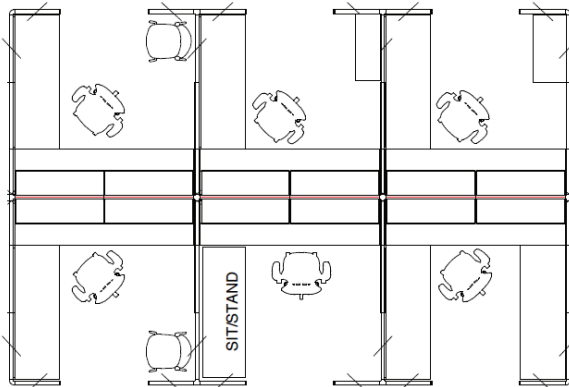
③ SHARED OFFICE
120SF

OFFICE SPACE

Open Workstations – Standard

Space enclosed by partial-height panel-based walls without a door, with shared lighting and atmosphere. Two open workstations can be in a shared office as noted above in “Shared Office”.

NOTE:
EACH WORKSTATION
SHOWN WITH
DIFFERENT LAYOUT
OPTIONS AVAILABLE.

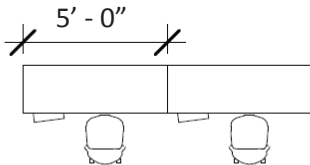


- ③ OPEN WORKSTATION
50-65SF EACH

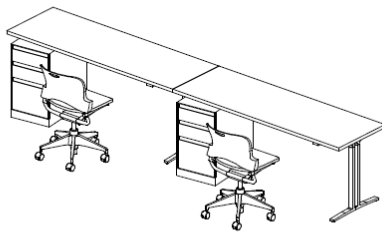


Open Workstation – Student

A work surface, and when available, space partially enclosed by partial-height panel-based walls without a door, with shared lighting and atmosphere.



PLAN VIEW



- ④ OPEN WORKSTATION - STUDENT
25SF

Breakout Rooms

Breakout rooms for workstation occupants provide acoustically private space for work and conversations. Fully enclosed space with full-height sound attenuated walls, a door, lighting control, and seating for three to four individuals. Provide approximately 1 - 100 ASF breakout room for the first five (5) open workstations and then an additional room for each additional ten (10) workstations in open office layouts.

OFFICE SPACE

OFFICE SUPPORT SPACE

Purpose

Space allocated to support offices represents a significant amount of space and represents space that is needed to carry out the functions of the individual units. These guidelines were created by documenting and analyzing the current allocation of office support spaces across the campus and researching standards and guidelines found on other campuses. The resulting guideline goals are near the average allocation for this type of space on campus and slightly greater than many comparators. See “Peer Comparisons” in the Appendix.

Description

Office support includes the following categories from UO Space: waiting-reception, conference, meeting, computer support, office supply, records, duplicating, mail, workroom, kitchenette, lactation, break, lounge, and multi-purpose rooms.

Department-controlled storage, closets, and file rooms are not included in this guideline. All space other than conference rooms are typically allocated to a department or unit. Conference and meeting rooms can be more efficiently used when shared between departments rather than allocated to a department.

Department Office Support Space needs are calculated by taking 40% (0.4x) of the total defined departmental office space as summed from the “Office Type and Size Table”:

$$\text{Office Support Space (ASF)} = \text{Total Office Space} \times 0.4 \text{ (+/- 10\% After Calculation)}$$



EAB, 2010, University Leadership Council, “Maximizing Space Utilization”

EAB, 2016, “Recalibrating Allocation and Size of Faculty Offices”

EAB, 2016, “Working with Academic Leaders to Improve Space Utilization”

UO Campus Plan

UO CPFM Campus Design Standards

APPENDIX

University of Oregon
SPACE ALLOCATION - PEER COMPARISONS
 Campus Planning February 17, 2020, rev. April 6, 2020

Position (full-time unless noted)	Space Type	UO		PEER Institutions										Other Institutions				
		Existing - 2019 (+/-10%)	Proposed 2020 (+/-10%)	OSU & PSU (2019)	Indiana U (2015)	U Colorado Boulder (2011)	Iowa (2015)	Michigan (2012)	U North Carolina Chapel Hill*	U Virginia (2010)	U Washington (2011)	California State Universities	UC Berkeley (2015)	UC San Diego	Stanford (2016)			
Year Founded		1859	1859	1858	1820	1876	1847	1817	1793	1819	1861	1868	1960	1891				
Faculty - Department Head	Private Office	140-180	120-180 (Target 140)	150-300 (Goal 200)	160			160		160	120	120-160	150	200-400				
Faculty - Tenure-Track Professor- Assoc Professor/Assistant Professor/Visiting Scholar	Private Office	120	95-120 (Target 120)	90-120 (Goal 100)	120	150	140	100-160	190	120-140	120	120-160	110	135	140			
Faculty - Non-Tenure Track Career Instructor	Open Workstation	120	50-65 (60 if shared office)	90-120 (Goal 100) and/or 42-72	80-120	150	120 (some shared)	80-100		80-110		95-150			56-100			
Faculty - Non-Tenure Track Pro tem (Adjunct)/Visiting or Courtesy Faculty/Post Docs	Shared Office, Open Workstation, or Private	65 (60 if shared office)	50-65 (60 if shared office)	42-72	40-80 (some shared)	150	60	80		80-110		64-95			56-100 (60 if shared)			
Faculty - Emeritus - active	Open Workstation or Shared Office,	65 (60 if shared office)	50-65 when available (60 if shared office)		40-80	50	0 (maybe if space)	64-120		120-140		75-140			120-160			
Faculty - Emeritus - inactive	Shared Office, Open Workstation (when available)	50	0			50	0 (maybe a shared office if space)	30-64		80		36-48			56-80			
Officer of Administration - Director/Associate Director/Assistant Director/Assistant Dean/Program Manager (typically positions with direct reports) Officer of Administration (all others) and Classified Staff - primary work involves regular confidential activities* Officer of Administration (all others) and Classified Staff Classified Staff - also see above	Private	120	95-120 (Target 120)	90-120 (Goal 100)	80-120			100-160			120	100-120			120-160			
	Private	120	95-120 (Target 120)	90-120 (Goal 100)											80			
	Open Workstation, some Private or Shared Office	50 (60 if shared office)	50-65 (60 if shared office)	90-120 (45-60pp)	80	150		64-100	140	80-110		120	110	110	48-80			
	Shared Office or Open Workstation	50 (60 if shared office)	50-65 (60 if shared office)	45-60	40-80	100	64-120	64-100	140	80		64-100	80	80	48-80			
Part-time - Faculty, Officers of Administration, and Classified Staff (.5 or less)	Shared	50	50-65 (60 if shared office)	45-60								48-76			36-64			
GTF/GIF - Master & Phds -	Open Workstation	50 (Phd's 11x option)	50-65 (60 if shared office) (Phd's 1st priority 25)	21-36	40-80	50	50	30-64	60	30-64		36-76	60	50	30-64			
Student Workers	Open Workstation	25		21-36	20-40	25		30-64	25	47		36-56			30-48			
** Second offices are highly discouraged and require special approval																		

** Second offices are highly discouraged and require special approval