

## Guidelines for Space Management

Space is an important physical resource, and its use should be optimized to support the university's academic, research and service missions. The university is continually launching new programs and developing new research areas, and facility changes to accommodate this perpetual redevelopment are essential for the continued vitality of our institution. The university's ability to sustain itself over the long term requires strategic space planning and effective fiscal management. These guidelines are intended to identify consistent practices to support the university's programs and its strategic decision-making. All space belongs to the university, rather than being "owned" by any college, department or individual. The provost is the final decision-maker for space allocation<sup>1</sup>. The common method of space management on campus is via a hierarchy of delegated control from the provost to schools, colleges or business units, which in turn may delegate management to departments or other units, where allocations are made to individuals.

The **principles** that guide space management at the University of Washington include these:

- Space function and use shall be maximized through effective space management practices, while configuration and layout should maximize flexibility to meet future needs.
- University resources shall be used efficiently and responsibly. In addition to the initial cost of new construction, consider life-cycle costs - the cost to operate, maintain and renew facilities over the life of the building - and the campus infrastructure costs to support buildings. Given the financial realities impacting our ability to build new space, it is critical that we make the best use of the space that we have.
- Renovation and new construction shall be treated as opportunities to create better performance, greater functionality, and increased flexibility.

### Development of These Guidelines

This document reflects the State of Washington's *Facilities Evaluation and Planning Guide* (FEPG; Inter-Institutional Committee of Space Officers, 1994), which outlines baseline space use expectations for the University of Washington. It also incorporates best practice and benchmarks from other universities and the private sector.

### Definition of Measurement Terms

The sum of all area on all floors of a building, measuring from the outside of the exterior walls, is identified as gross square feet (GSF). The space that can be assigned to occupants for a specific use is identified as assignable square feet (ASF). Spaces essential to building operation but not assignable to people or programs, such as public corridors, electrical and mechanical rooms, restrooms and custodial rooms, are called non-assignable spaces. These are included in counts of gross square feet but not in counts of assignable square feet.

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<sup>1</sup> Executive Order [No. 4](http://www.washington.edu/admin/rules/policies/PO/EO4.html), "The Provost," <http://www.washington.edu/admin/rules/policies/PO/EO4.html>

## **UW ROOM SIZE GUIDELINES**

The intent of these guidelines is to maximize assigned space. They are designed to be used for new construction and renovation, but may also help users evaluate current space use. Current best practice is to allocate space based on functional needs rather than job title. Where individual space sizes are smaller than in past practice, it reflects a desire to regain some space formerly held for private use and re-purpose it for other, common program needs. The total space devoted to staff and faculty is not reduced, but redistributed to include a range of space types suitable for private work or collaboration.

### **OFFICE SPACES**

**Private office space:** 100 - 120 asf. The range provided is intended to provide some flexibility in the allocation for faculty and staff who require confidentiality within an enclosed space.

*Departments are encouraged to engage in serious conversation about the degree of privacy needed by staff members, and explore new opportunities to use shared or open offices. For example, a staff member who engages in confidential conversation for 50% or more of the work week typically requires a private office, while staff whose work entails less frequent confidential conversation may not. This represents a culture shift for some units. The university's goal is to be as forward-looking and flexible in space use as possible, and greater use of open offices is consistent with that goal.*

**Open work space:** Station size approx. 50 asf. Footprint might be 7'x7', 6'x8', or similar. This size station may be used for staff and postdoctoral fellows. Open work spaces should be accompanied by common areas for collaboration and a variety of rooms for noisier group work or private conversation/phone calls and heads-down work.

*Our goal is not to have significantly less overall footprint, but to recapture underutilized space from private offices or larger cubes and convert it into a shared resource that facilitates collaboration.*



For example, a recent project created 6' x 7' professional stations at the UW Tower, as shown in the photo. The table in the photo is a sit/stand desk. Computer monitors will be mounted on moveable arms and won't take up desk space.

**Student Stations.** 24 asf station. Figure 4' x 6', providing a 4' wide work surface.

*Adding circulation for an open student office, you might estimate a room's capacity at 50 asf/station. A 120 asf office should be able to house three graduate student stations (40 asf/station).*

*Article 35 of the UAW Academic Student Employees Contract, section 1, states that contract-covered student employees be provided "reasonable access to facilities...required for the position."*

**Conference Rooms.** 20 asf/seat, with a variety of sizes based on need.

**Multiple Office Assignments.** People who need to work in more than one building would most appropriately have only one dedicated space, making use of hoteling space at their alternate work locations.

**CLASSROOM/LEARNING SPACES** – in development

**RESEARCH LAB** – in development

### UTILIZATION TARGETS

#### **CLASSROOMS**

- Use of classroom hours, based on a 50-hour daytime teaching week: average 70% of hours assigned for scheduled classes.
- Use of classroom seats: average 70% of seats filled when a classroom is in use.

#### **OFFICES**

- Total office and office support space: average of 140 asf per FTE