

APPENDIX E – UNIVERSITY OF VIRGINIA SPACE PLANNING GUIDELINES

E.1 GENERAL DESIGN GUIDELINES

The following guidelines are provided to assist deans, vice presidents, space managers, and others involved in the allocation of space to use space efficiency. See the table of Allocation Standards and the Office and Conference Room Diagrams for specific sizing and layout guidelines.

1. When practicable, an open office layout (i.e., cubicle) is preferred to allow for flexibility of space over time. A layout that emphasizes collaboration is encouraged.
2. Second offices are permitted only with justification, such as extreme geographical need.
 - a. The second office would be shared or smaller than the primary office, if approved.
 - b. A second office may not be in the same building or in geographic proximity to the primary office.
 - c. Approval of a second office is at the discretion of the Provost or his/her designee for academic units, and of the Vice President for administrative units.
3. Provide shared offices, office “hoteling”, or time-sharing space for part-time staff and academic instructional teaching lecturers (non-research).
4. Identify positions that can telecommute effectively. Where on-site space is needed provide shared, “hoteling”, or time-sharing office.
5. Emeritus faculty who are actively engaged in work serving the university may be provided office space at the discretion of the unit, if available.
6. In buildings with multiple departments, conference rooms and office service areas (copy/fax areas, lounges, and break rooms) must be shared amongst departments. The recommended utilization rate for conference rooms is 20-30 hrs/week.

E.2 OFFICE AND CONFERENCE ALLOCATION STANDARDS

The following State Council of Higher Education (SCHEV) space guidelines shall be used for the planning of all University facilities:

University of Virginia Office Allocation Standards			
Position Category	Recommended ASF	Recommended Space Type	Comments
Executive			
Executive Vice President	250-300	Private Office	
Provost	250-300	Private Office	
Vice President	250-300	Private Office	
Academic			
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, larger or smaller offices may be needed. 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 a 160 asf or 1 individual in a workstation.
Other teaching: lectures, 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

University of Virginia Office Allocation Standards

Position Category	Recommended ASF	Recommended Space Type	Comments
Administrative			
Assistant or Associate VP	160	Private Office	
Director Reporting to President or VP	160	Private Office	
Manager or Director	120	Private Office/Shared Office/Workstation	
Assistant or Associate Director	110	Private Office/Shared Office/Workstation	Assign a 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.
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 work-station. 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.
Director Reporting to President or VP	160	Private Office	
Manager or Director	120	Private Office/Shared Office/Workstation	
Assistant or Associate Director	110	Private Office/Shared Office/Workstation	Assign a 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.
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 work-station. 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.
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	

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

				w/counter for equipment storage/food and drink service.
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E.3 OFFICE AND CONFERENCE ROOM DIAGRAMS

- Dean

200-240ASF

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:

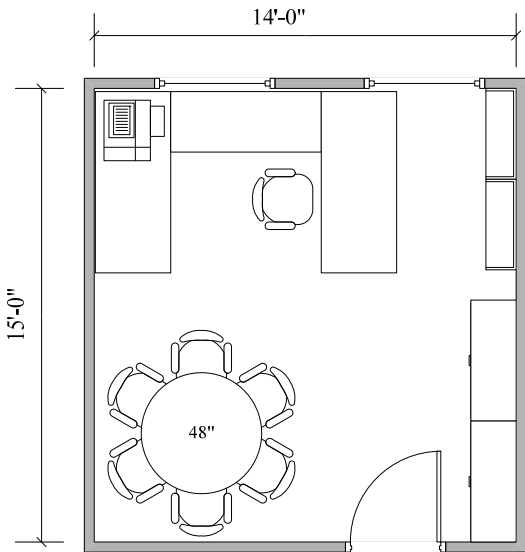


Figure A
210 ASF

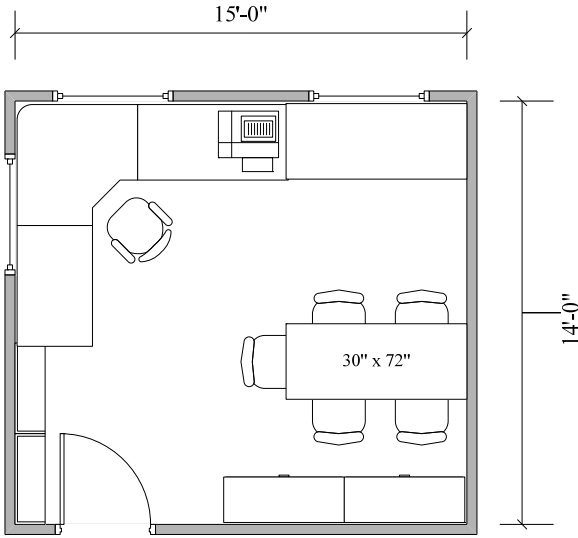


Figure B
210 ASF

- 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:

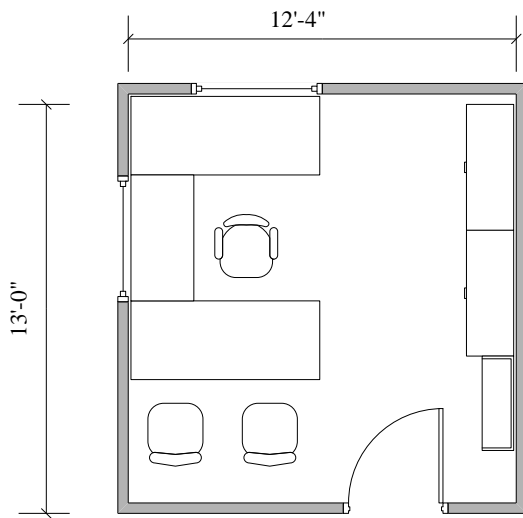


Figure A
160 ASF

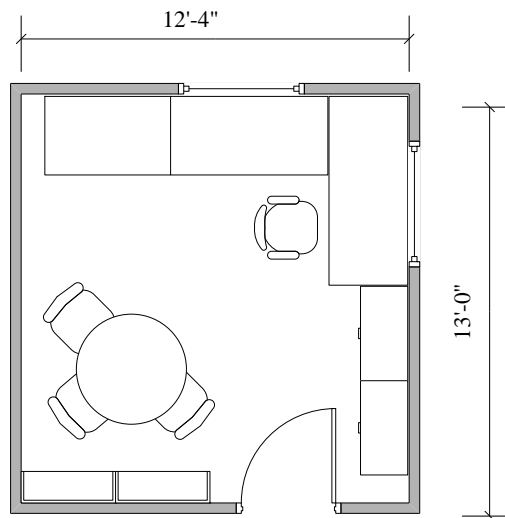


Figure B
160 ASF

- 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:

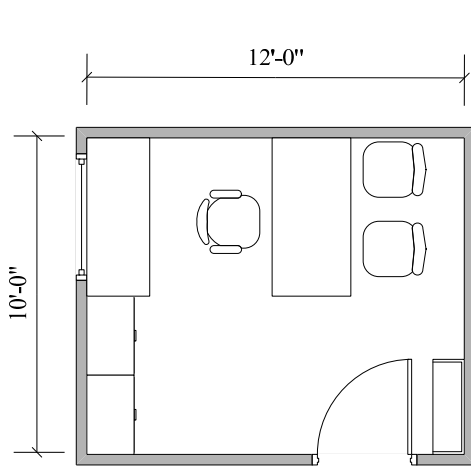


Figure A
120 ASF

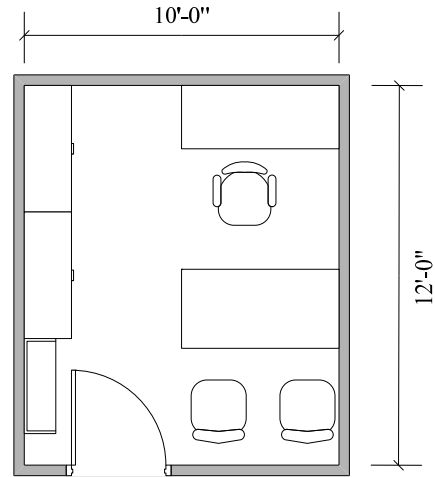


Figure B
120 ASF

• **Academic Tenured-Track Faculty (full-time)**

120-140 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:

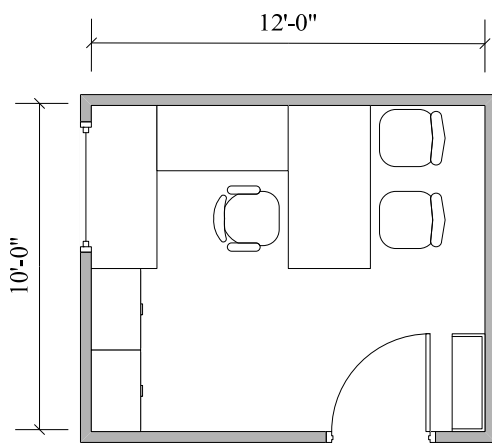


Figure A
120 ASF

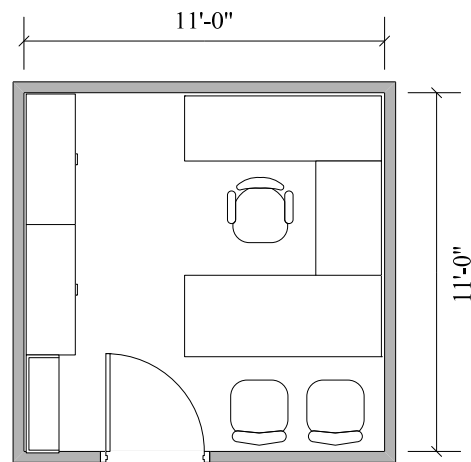


Figure B
121 ASF

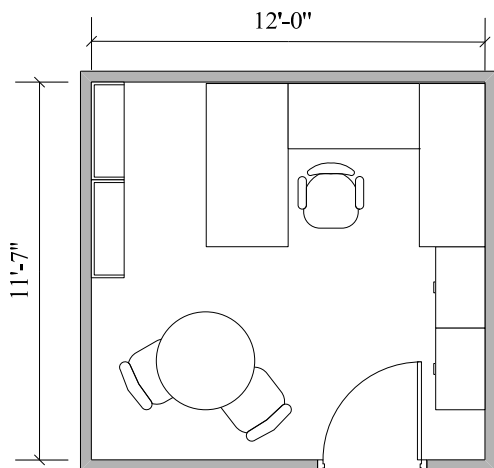


Figure C
140 ASF

- 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:

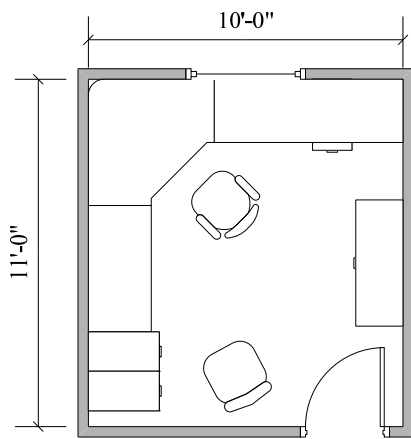


Figure A
Private Office
110 ASF

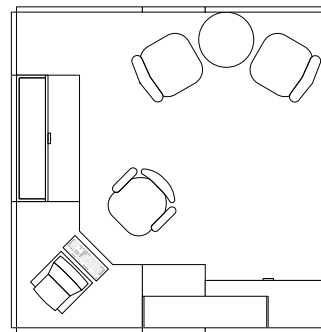


Figure B
Workstation
80-100 ASF

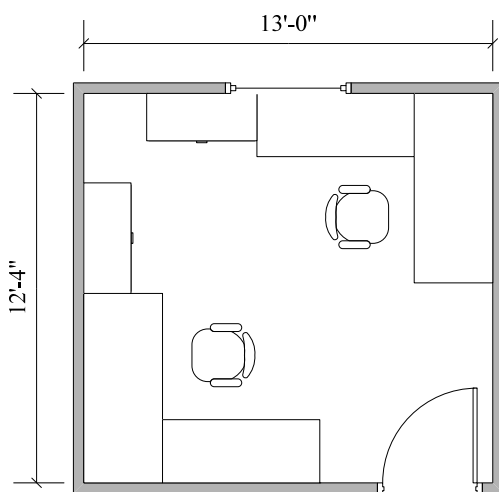


Figure C
Shared Office
160 ASF

- **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:

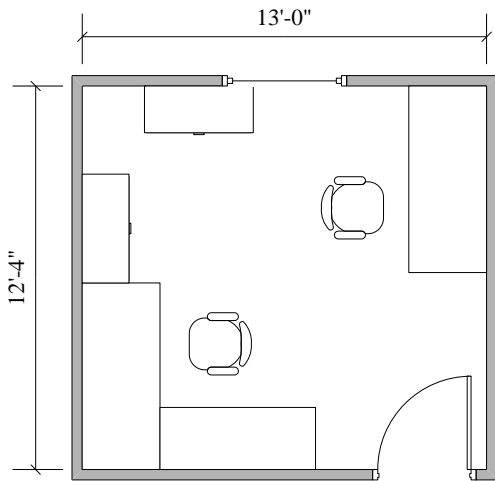


Figure A
Shared Office
160 ASF

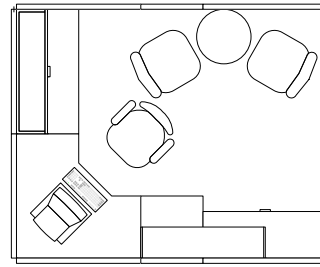


Figure B
Workstation
80 ASF

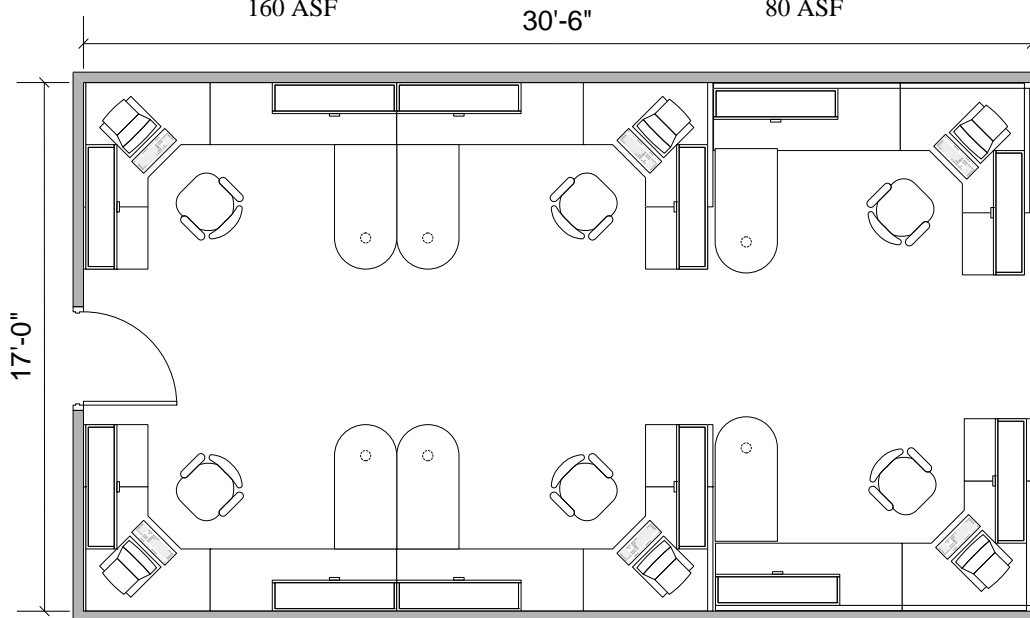


Figure C
Workstation Center
518 ASF

• **Academic: Emeritus Faculty (Active and Non-Active)**

80-140 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:

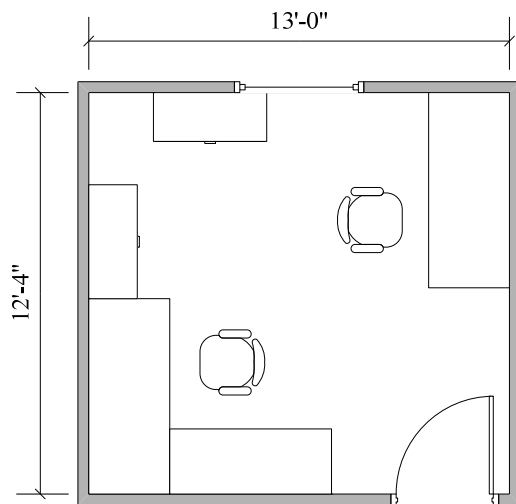


Figure A
Shared Office
160 ASF

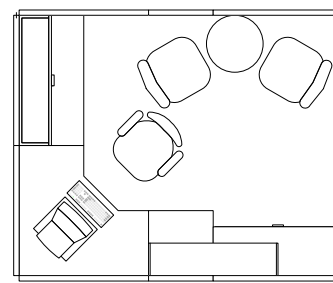


Figure B
Workstation
80 ASF

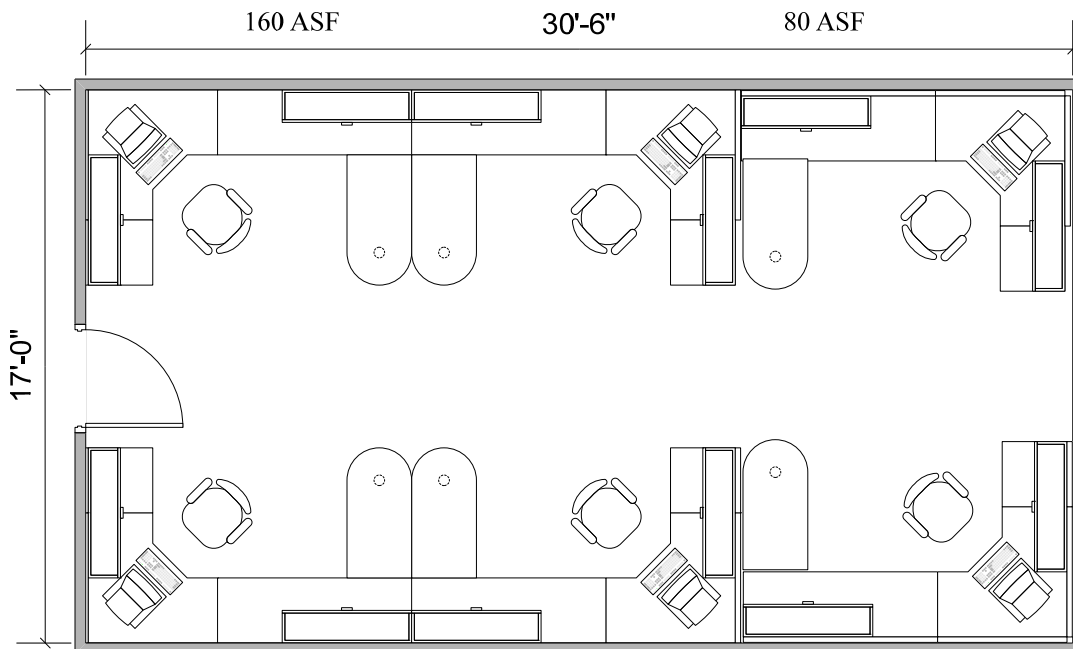


Figure C
Workstation Center
518 ASF

• **Administrative Support Staff**

80 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:

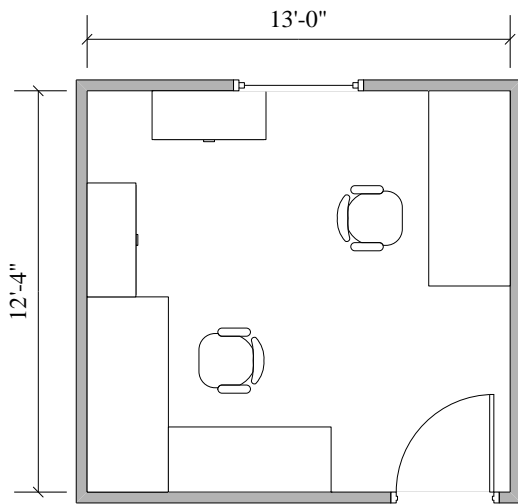


Figure A
Shared Office
160 ASF

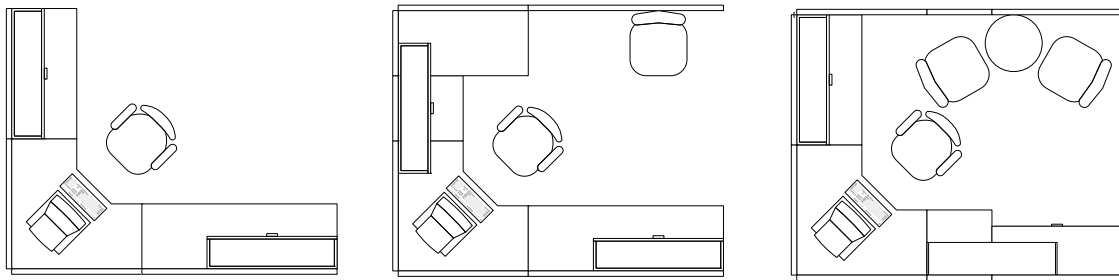


Figure B
Three example workstation
80 ASF

- 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:

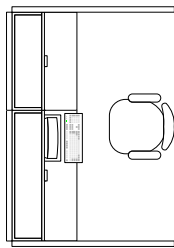


Figure A
Single Workstation
35 ASF

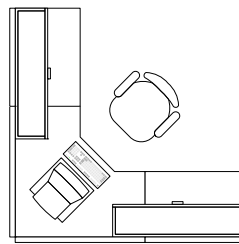


Figure B
Single Workstation
49 ASF

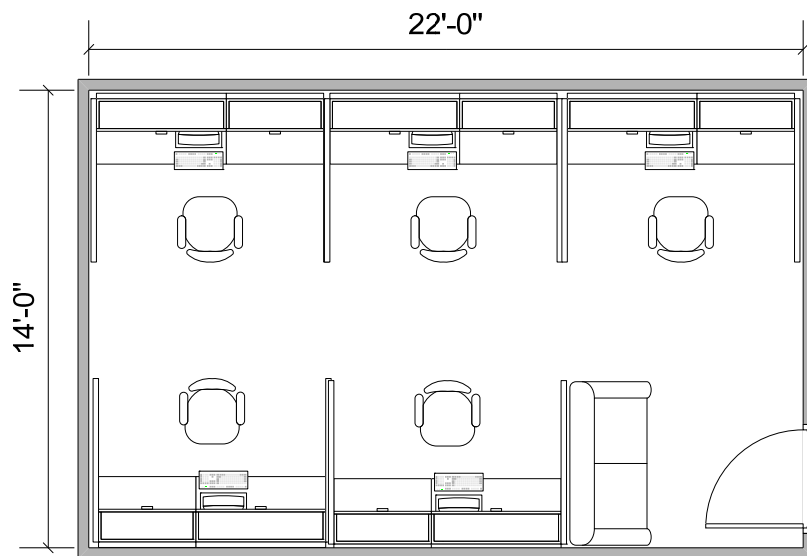


Figure C
Shared Grad TA/RA Office
308 ASF

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

64-70 ASF

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

Sample office layouts are provided below:

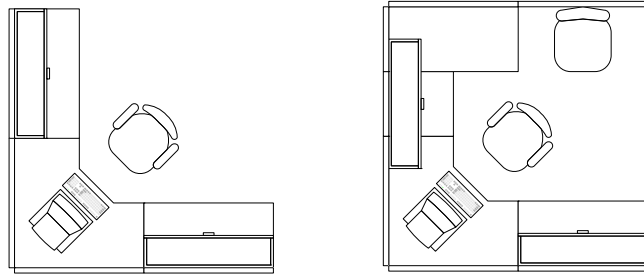


Figure A
Example Workstations
64 ASF

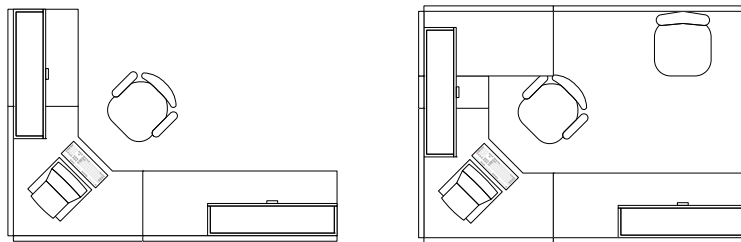
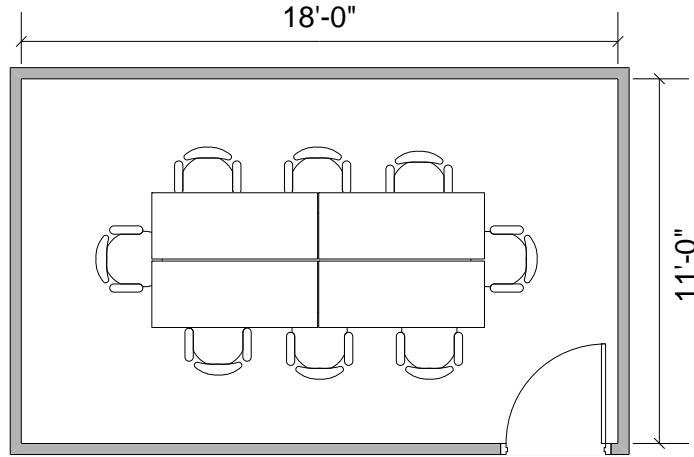


Figure B
Example Workstations
70 ASF

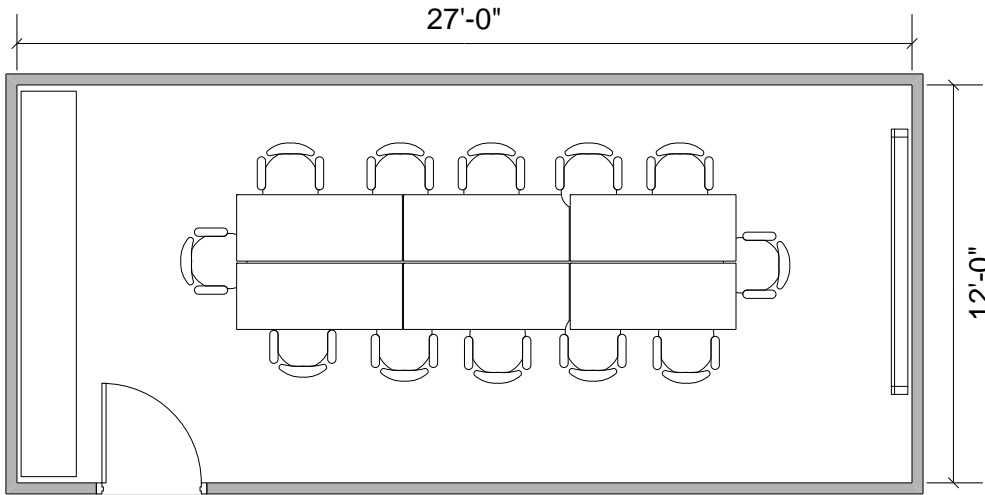
Conference / Meeting Room

- 8 Seats
 - 12 Seats
-

Sample layouts are provided below:



8 Seats @ 25 ASF/Seat
198 ASF



12 Seats @ 27 ASF/Seat
324 ASF

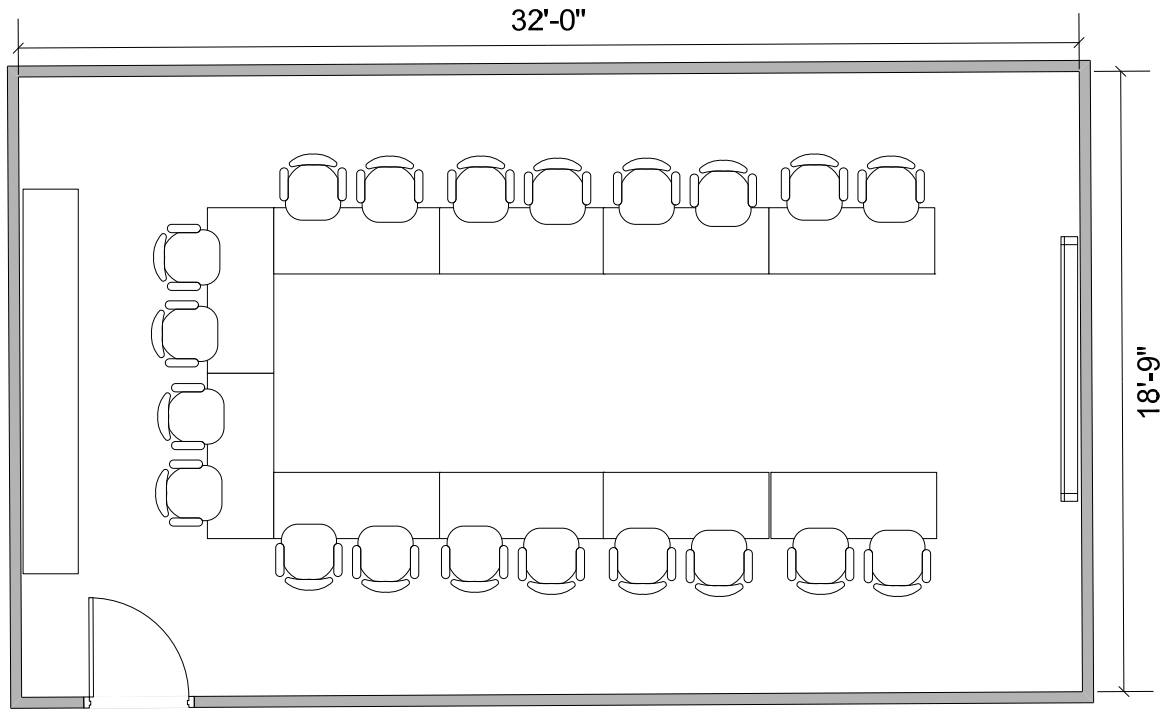
Provided with

- 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