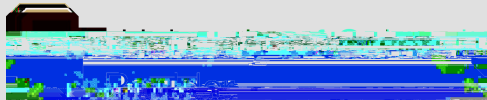


Space Allocation Guidelines



Office of Space Optimization



Contents

Guiding Principles	3
Office	4
Office Service	9
Classroom	14
Classroom Laboratory	18
Laboratory	21
Change Log	24



Office

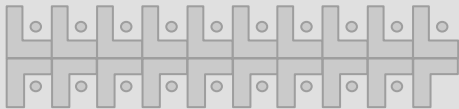


Place private offices and enclosed
conference rooms on the interior of the



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.

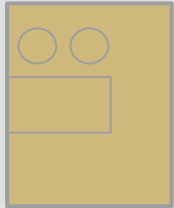


Office Service



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.



Conference Rooms

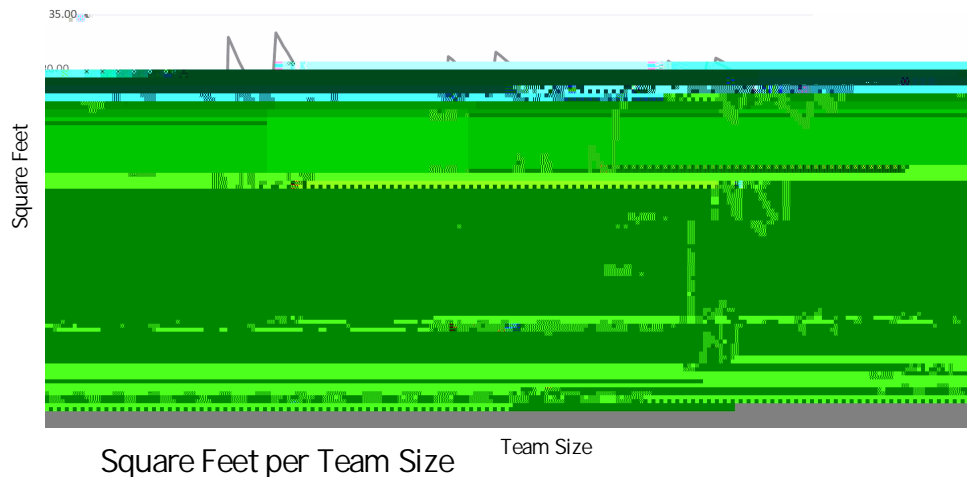
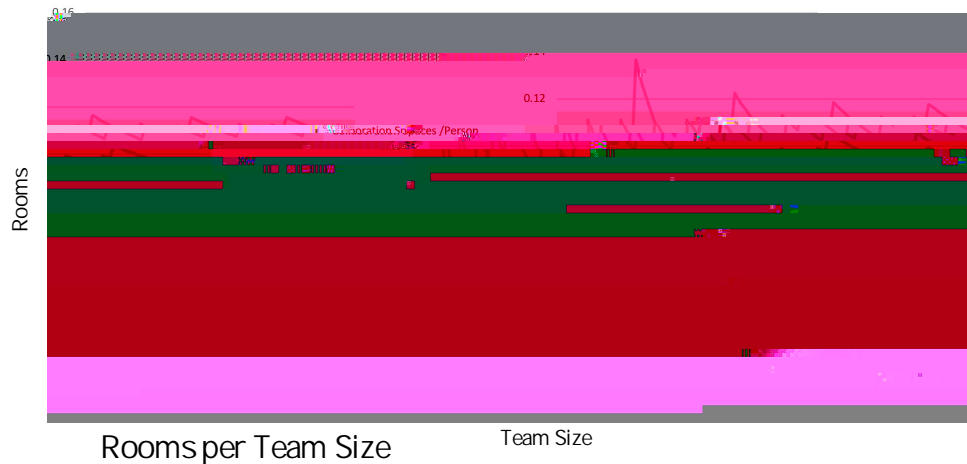
	<i>Amount</i>	<i>ASF/Person</i>	<i>Capacity</i>	<i>Size</i>
Conference Room- Large	1:60 or 1:Floor	25	24	600



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 that all staff are in workstations.

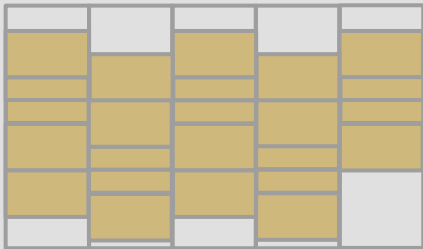


Classroom



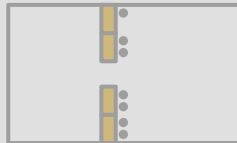
A. Centralized Scheduling

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

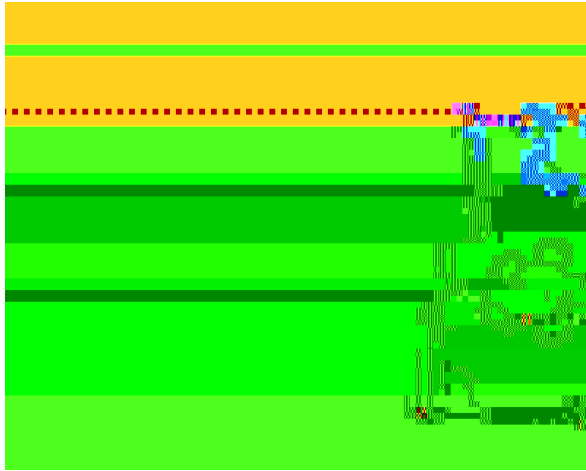
Provide enough space per student station to allow for a wide range of pedagogies. Flexible furniture and technology can adapt to different uses.



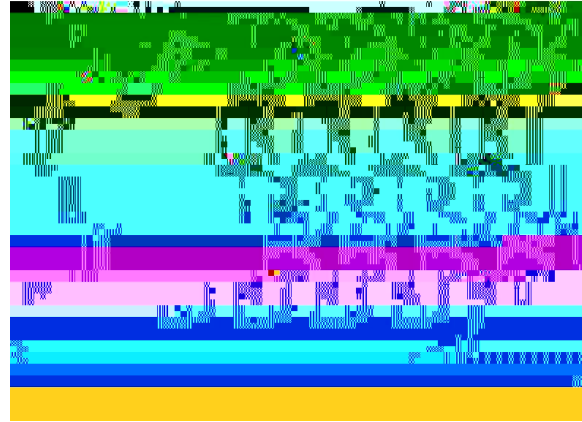
This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of

0

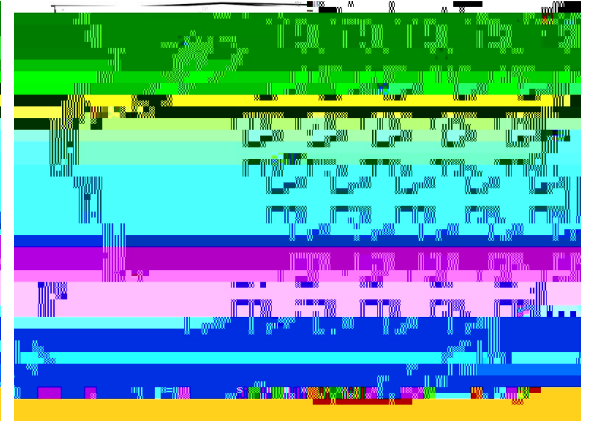




Collaborative/Problem-Based
Tables and chairs
25sf/station



Flat, Flexible
Tables and chairs
23sf/station



Flat, Flexible
Tablet arm chairs



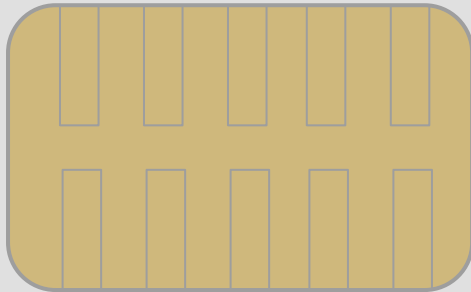
Classroom Laboratory





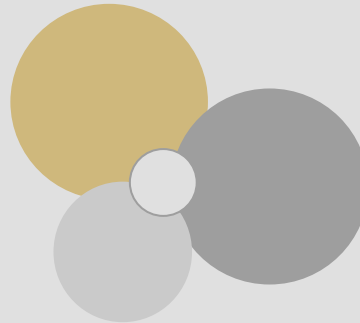
A. Embrace Open Laboratories

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



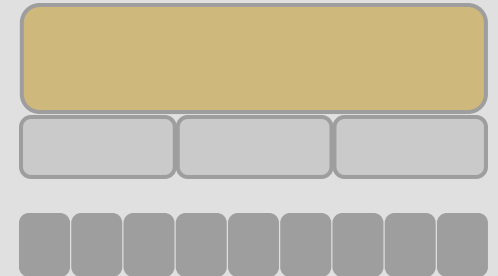
B. Increase Equipment Sharing

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

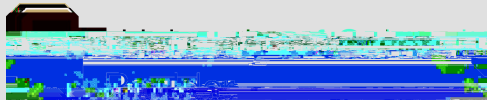


C. Separate Functional Zones

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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