

Space Planning Guidelines

I. OFFICES

Introduction

The following guidelines articulate the sizes, utilization guidelines, and layouts for the various types of offices at NSU. As we think about space planning guidelines with regard to offices, it is important to consider the following:

- Application of a modular planning approach, to preserve flexibility of office use over time. For example, co-locating offices of similar sizes and types can be very useful as we think about future needs and changes in academic and other programs.
- Placement of offices in the building core rather than along the windowed side of buildings, in order to create the flexibility noted above as well as to promote air quality and to maximize light penetration for all building occupants.
- Undertaking reviews of office spaces to be sure that utilization continues to make sense, to update office rosters, and to make any space reallocations that might be required.

The figures shown in the space guidelines that follow demonstrate sample diagrammatic office layouts, for the purpose of visualizing the variety of office spaces at NSU and thinking about how the guidelines can be used to plan efficient and flexible space. Some of the office “shapes” in the figures are irregular and are not layouts that NSU would likely plan in new buildings. These shapes represent the reality that in many of our older buildings we have unusual office shapes, which represent challenges for layouts.

At the end of this section, we have attached a summary of the office guidelines.

Dean and Vice President Offices should be a single, private office intended to accommodate a desk, files, bookshelf and a meeting area for an additional 4-6 people. Dean and Vice President Offices at NSU tend to average 240 nasf.

Sample office layouts are illustrated below:

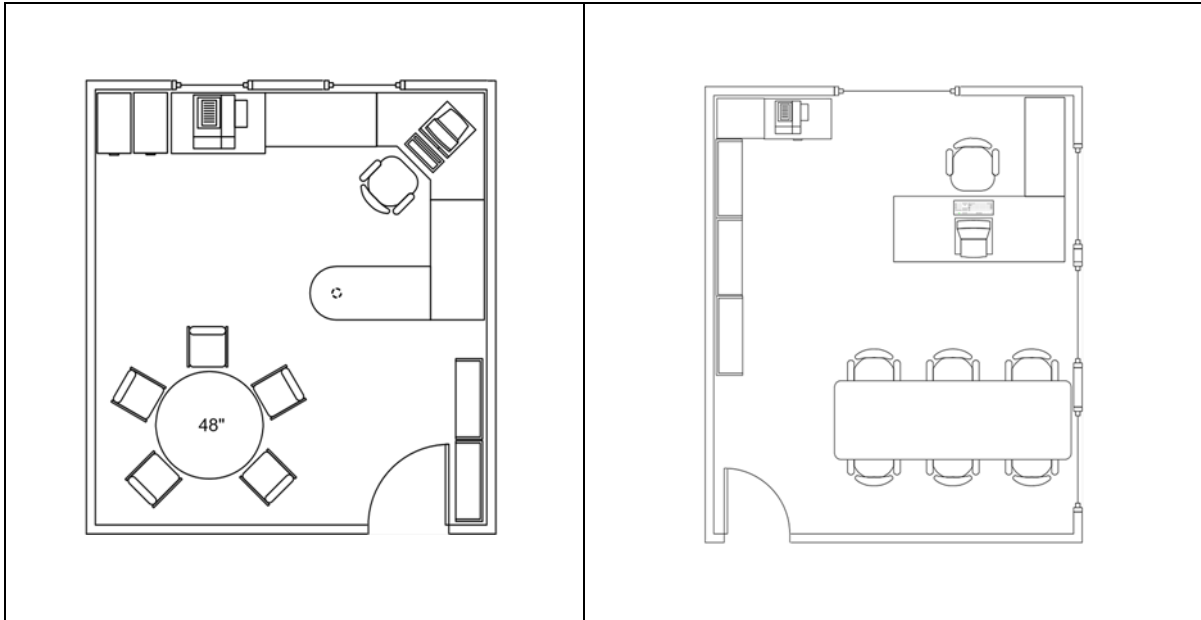


Figure 4A
240 nasf

Figure 4B Dean/VP Office
238 nasf

Full time faculty generally are assigned a single, private office. Individual offices are intended to accommodate a desk, files, bookshelf and plus an area for 1-2 guests as needed. Part-time faculty & staff, depending upon their circumstances, may be assigned spaces more similar to visiting faculty and research associate offices (outlined in the next section.)

Special Circumstances

In special circumstances, to be evaluated by the Dean and/or Department Chair, a faculty office may be larger or smaller than 120 nasf. These circumstances might include:

- Special or unusual building configurations which affect the efficiency of the measured nasf;
- Particular accessibility issues;
- Overall school and/or department space constraints or needs.

Sample layouts are illustrated below:

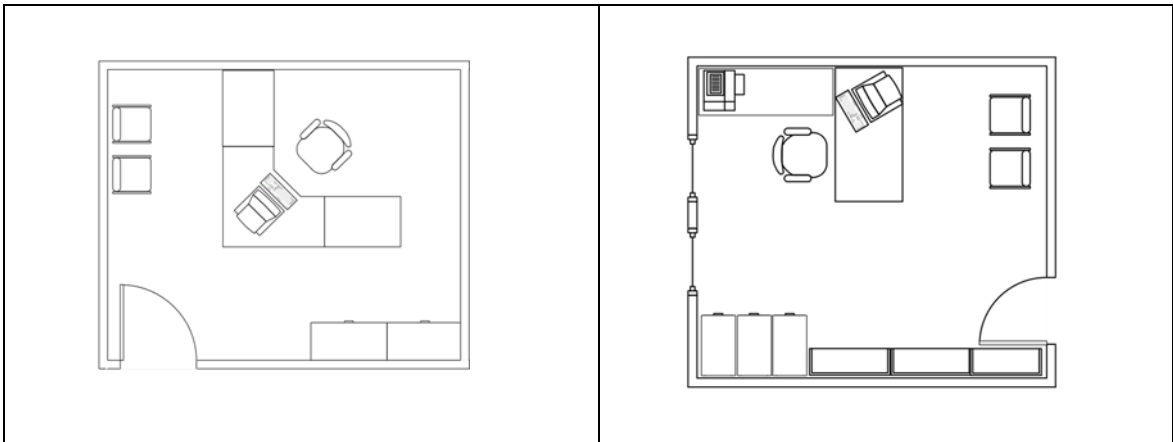


Figure 5A
121 nasf

Figure 5B
119 nasf

**Visiting Scholars, Visiting Faculty, Lecturers,
Fellows and Research Associates**

160 nasf for 2 occupants

Visiting Scholars, Visiting Faculty, Lecturers, Fellows and Research Associates generally are assigned shared office space, with two individuals housed in one 160 nasf office. A variation on shared offices for these faculty can be open-office cubicle arrangements, with typical cubicle sizes of about 80 nasf per person. In either case, space assignments for these faculty depend upon the type of work being done, whether individuals have full or part time appointments, and overall program needs and building constraints.

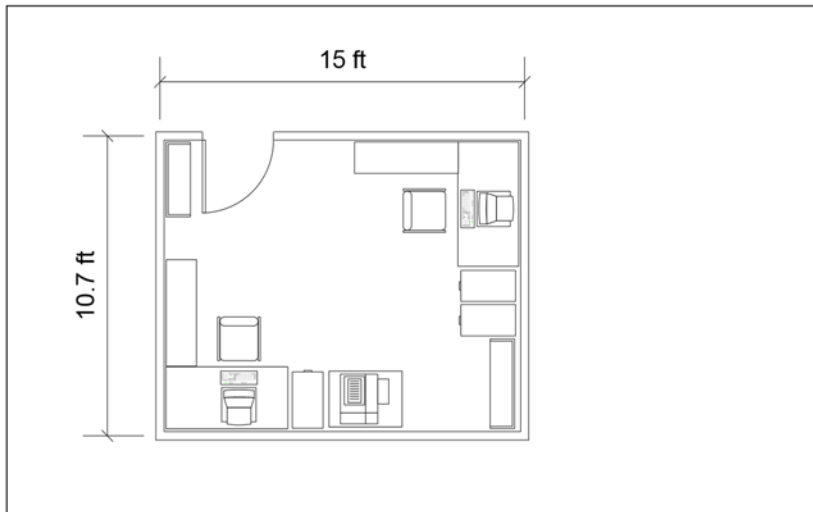


Figure 6A
160.5 nasf

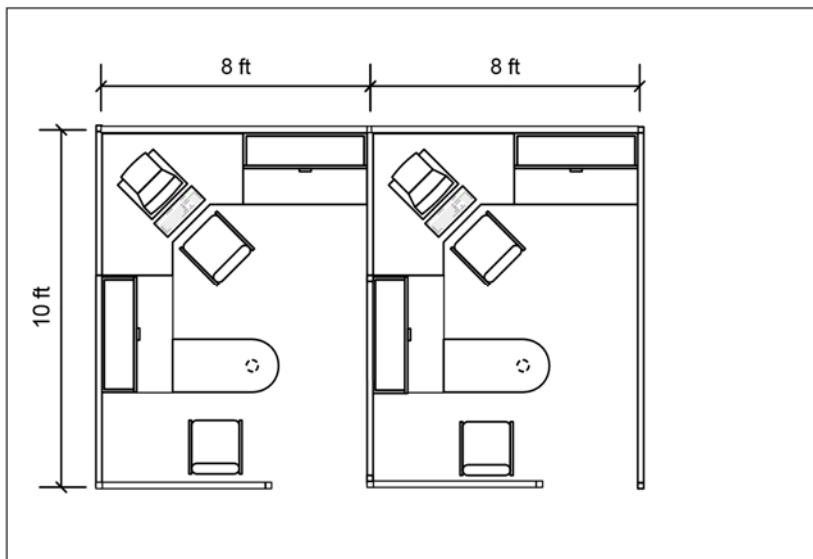


Figure 6B
80 nasf/person

Emeritus Faculty Offices

80-160 nasf (depending on activity status)

Emeritus faculty with significant continuing research or teaching responsibilities, and/or in active or “recalled” status, may be assigned a private office similar to that of a faculty office, and /or laboratory space, as appropriate and as space is available.

When emeritus faculty are engaged in teaching and research on a part-time or infrequent basis, they generally are assigned a shared office space of 160 nasf to accommodate two emeritus faculty members (80 nasf each.) Layouts of these types of shared spaces are similar to those shown previously for visiting faculty and research faculty. Layouts may also include cubicle environments or shared office spaces.

Staff Offices

64-120 nasf per person

The NSU guideline for full time staff office space ranges from 64-120 nasf per person. This space may be cubicle space, a shared office, or a private office, depending upon the nature of the work. Part-time staff should be located in shared spaces or cubicles at the smaller end of the range. Student employees should be located in shared cubicles.

One of the most challenging aspects of allocating office space for staff at NSU has to do with determining which staff members should have a private office and which should have a cubicle or open office environment. Private offices are heavily favored at NSU, and many staff tend to resist cubicles or open office settings, despite the fact that such settings are commonplace in our area of the country in corporate settings and also at many universities and colleges.

Guideline for Determining Staff Office Space Type

The decision about whether to allocate an office or a cubicle or a teaming environment to NSU staff members should be made on the basis of the type of work an individual performs. The following factors can be a part of determining workspace assignments:

- Job position, rank, and classification
- Time appointment (full-time versus part-time, seasonal versus year-round, job share versus more traditional job arrangements)
- Supervisory and/or managerial role
- Nature/frequency of interaction with internal or external client groups
- Nature/frequency of confidential communication in person or on the telephone
- Nature/frequency of working with other members of a team pursuing similar tasks
- Nature/frequency of processing confidential data
- Nature/frequency of handling equipment/material that requires secure space
- Volume of noise associated with departmental activity or individual job role
- Degree of isolation required for completion of routine job duties

Guidelines for the types of offices, cubicle and teaming spaces assigned to individual staff are as follows:

- Senior Associate Deans, Associate Deans, and Assistant Deans generally qualify for an individual office. The size of such offices will vary depending upon the criteria listed above.
- Departmental Managers and/or Program Directors with three or more direct reports generally qualify for an individual office. Managers with fewer than three direct reports qualify for offices when they are available and when the scope of work requires a private space. These offices typically range from 100 to 120 nasf.
- Managers and other staff with no direct reports qualify for a cubicle environment. Shared offices can be appropriate based on the criteria above (need for secure space, quiet areas, etc.) These spaces range from 64 to 100 nasf.
- Part-time, seasonal and job-sharing staff qualify for a cubicle environment or, based on the criteria above, a shared office. This guideline applies to all of the staff categories listed above, even senior managers. These spaces typically range from 64 to 80 nasf.
- All of the staff categories above, from Associate Deans to Managers to part-time staff might qualify for a teaming or open office environment. These environments are particularly useful for groups that work closely together on a daily basis, project-based groups, groups that desire or need interaction in order to complete their work, groups that rely heavily on cross-training and shared responsibilities, etc. The following are the guidelines for these types of staff office spaces.

Cubicle Spaces

Staff may be accommodated in cubicle environments ranging from 64-80 nasf per person, depending on the type of work. In general, the 64 square foot cubicle is the preferred size; cubicles reach the 80 square foot range only for particular and specialized work-related reasons. Cubicle environments can have the benefit of being more open, airy and light, and can make more efficient use of space. Such environments are particularly conducive to team-oriented office groupings. Additional storage is sometimes required for file intensive office groups. Sample layouts are shown below:

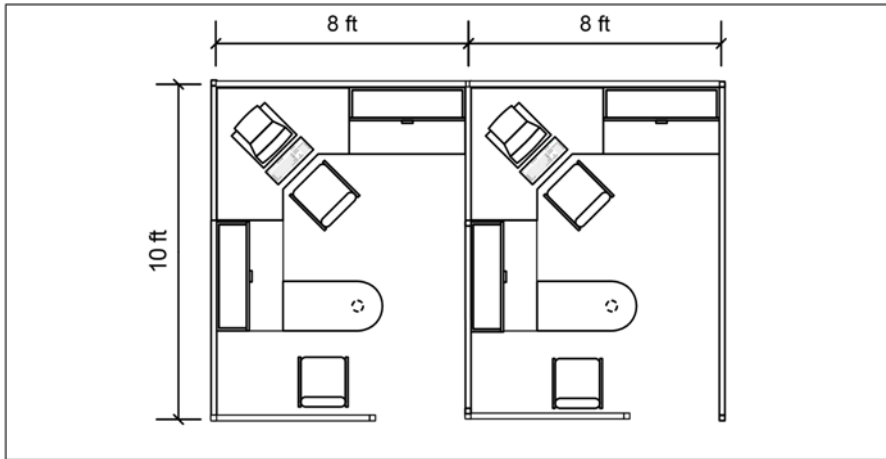


Figure 8A
80 nasf

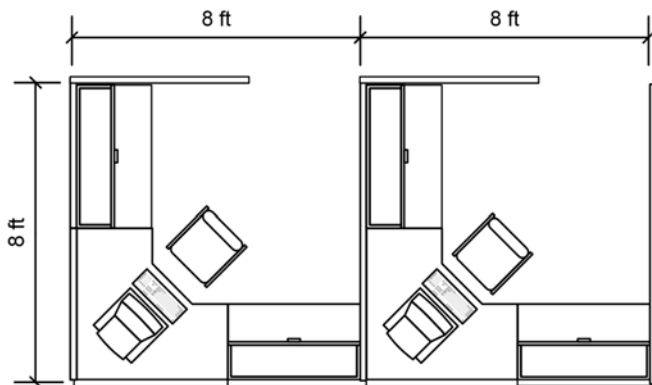


Figure 8B
64 nasf

Shared Offices

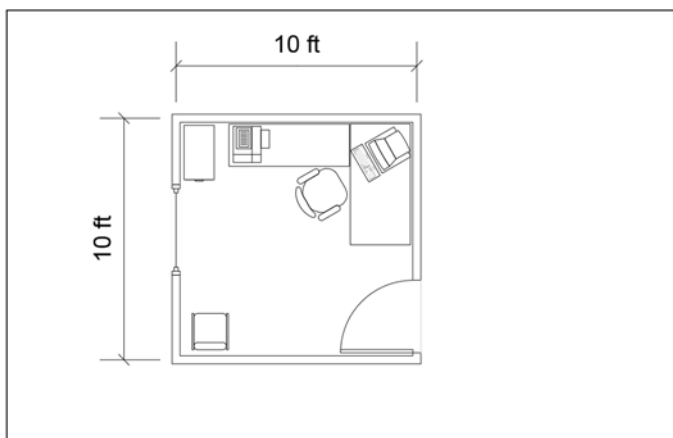
Staff also may be assigned to share an office space of 120 nasf, which amounts up to 60 nasf per person. This can be a good solution for staff for whom a quiet office environment is important for writing, financial planning or other tasks. In addition, for staff working in teams of two this can be ideal. Below is a sample layout for this type of shared office format.



**Figure 8C Shared Staff Office (2 people)
120 nasf**

Private Offices

Management staff, depending upon the nature of their work, may require a private office. The size of the office varies depending on the type of work and the need to supervise other employees and/or participate in private discussions. When private offices are justified, management staff members typically are assigned private offices of 100 nasf. If senior management staff and/or department heads require different or larger space accommodations for specific reasons, such cases are considered by the appropriate Vice President or Dean on a case-by-case basis, and space is allocated depending on the work needs of these individuals. In some cases, Program Directors require an office of 120 nasf.



**Figure 7D
100 nasf**

Space Planning Guideline Summary

Group	Employee Type	Office type	Recommended Sq ft
Dean	Dean/VP	Office	240
	Associate Dean	Office	180
Faculty	Full Time	Office	120
	Part Time	Shared office or cube	80
Emeriti	Active	Office	120
	Non-active	Shared office or cube	80
Other	Visiting Scholars Fellows Research Associates Consulting Faculty Visiting Faculty Lecturers	Shared office or cube	80
Staff	Program Directors	Office	120
	Full Time	Small office, shared office or cube	64 to 100
	Casual & Temp (full time)	Shared office or cube	36 to 64
	Part Time	Shared office or cube	36 to 64
	Research Associates	Small office, shared office or cube	36 to 64
	Student workers	Cube	36 to 64
	TAs	Cube	30-64
	Grad Students	Cube	30-48

* Second offices

Note: Second offices for faculty or staff are highly discouraged.