

Australian Association of Higher Education Facilities Officers – Space Planning Guidelines

- Gives advice on calculating space needs based on student and staff load, utilization rates, and space standards based on room type.
- Broad rule of thumb for planning: allow 12-19, or average of 15, m² gross floor area per FTE. Tables break this into detailed space requirements by category.
- Gives percentages of types of space in a typical campus.
- Gives assignable square feet by type of space and function.
- Gives target utilization and occupancy rates.

Auburn University Space Planning Guidelines

Space Guidelines

- The university shall provide adequate number and sizes of classrooms, in the appropriate locations at the appropriate times; adequate square footage for intended usage; appropriate technology; and flexible classroom design to allow the space to evolve with changing teaching methods.
- Space factor standard: .79.
- Assignable square feet: 18 per station, including related service areas.
- Average weekly room hours: 35
- Student occupancy ratio: 65%
- Provides tables of recommended net ASF per station by room category.
- Standards are also given for other room use categories: various types of labs, offices, conference rooms, service areas, and library spaces.
- (Note from Auburn's master plan executive summary: Space needs are based on assumed area of 200 GSF per student for academic and support space needs. Auburn currently has 150 GSF per student.)

University of Buffalo Space Planning Principles

Space Management Principles

- SUNY "owns" all University at Buffalo space. The President (or designee) has overall responsibility for equitable and optimum use of space resources and has final decision authority.
- The President (or Provost as designee) is responsible for analyzing and determining space assignments and space planning within a larger vision.
- Unless prohibited by contract, policy or statute, space is reassignable.
- Principle considerations for the use of any space will be the original intent, current function and sources of funds that built, renovated or currently maintain that space. These considerations are not the exclusive guidance but are fundamental elements in any space use discussion.

Space Management Processes

- Quantitative considerations in this document will be used as a guide in evaluating space need.
- Specific programmatic needs, location, functional layout, and/or other attributes may modify the quantitative considerations for evaluating space need.
- Codes and regulations governing availability of lavatory facilities, safety, accessibility, energy conservation, and environmental concerns will be considered when allocating and developing space.

- Workload factors (FTE, course enrollments, and WSCH) together with space standards listed in Attachment A should drive the calculation of a broad envelope of space need. These standards are intended as overall planning tools and should not be applied to individual programs without a thorough review.
- Changing instructional methodologies and changing curricula may increase or decrease space needs for instructional facilities.

Clemson University – Master Plan excerpt

- Academic centers and institutes can be difficult to find on campus as they are often housed in ill suited, out of the way spaces selected because of space availability rather than purposeful placement. Such random locations discourage spontaneous interaction and exchange of ideas between centers, and appear to diminish the importance of these vital University entities.
- Placing centers and institutes together, with space for a broad spectrum of activities (offices, classes, student space, café, etc) will stimulate fertile cross pollination of ideas and strengthen each of the individual units. It will create a place of connections.

Memorial University, Newfoundland – Space Standards

- Gives list of room use types.
- Gives size range in square feet for each room use type.
- Gives office size range in square feet for each faculty type.

Nevada University and Community College System – Space Guidelines (From Lane’s 2004 Self-Study)

- Defines hours of use and room use categories.
- Recommends that classrooms be utilized a minimum of 30 hours per week with 60% occupancy rate.
- Recommends that labs be utilized a minimum of 20 hours per week with 80% occupancy rate.
- Target space utilization rate: 67%.

University of Regina – Space Allocation

- The inventory of space serving the diverse needs of students, staff, and the public is owned by the university, managed by the physical plant through recommendation to the dean’s council and administrative directors council, allocated equitably among users, and is to be used efficiently.
- **All space is owned by the university and assigned for a definite or indefinite period of time to academic or administrative units.**
Although space is allocated to and managed by departments, all space is owned by the university and operated by the physical plant. With this ownership, the university has the responsibility to keep all spaces in good order in terms of maintenance, services, cleaning, etc., and to provide the appropriate amount and type of space for approved university activities.
- **The university has the sole responsibility to allocate space.**

- **Space must be allocated equitably among users.**
For all users and all categories of space, the Council of Ontario Universities space standards will be used as a guide to assess space needs. Space allocation studies will be used as a management and planning tool for assessing space use efficiency.
The physical plant will maintain a master inventory of space allocations.
Individual units must inform the physical plant of any changes in use or temporary reassignment to other units.
- **Effective use of space: Space allocated to a unit is to be utilized efficiently.**
To avoid unnecessary duplication or underutilization of this scarce resource, space should be shared as much as practical.
University staff is not entitled to more than one office per staff member.
- **Opportunity space: Space that is vacated is viewed as ‘opportunity space.’**
Opportunity space is available for assignment through the space allocation process to the best use. Space assigned to a faculty or department cannot be taken from them and reassigned without extensive consultation with them (or in the case of classrooms, the registrar). These groups may voluntarily trade or give up their allocated space.
- **Roles and responsibilities**
Physical plant: acts in a staff role. Collects requirements, determines needs, assesses competing interests, builds consensus where possible, produces space allocation recommendation.
Dean’s council and administrative directors council: May accept, revise, or reject these recommendations. Where consensus cannot be achieved, vice president for administration makes final decisions.
Planning and Priorities Committee: Provides advice to vice president for administration and physical plant director on space allocation policies and procedures.

South Carolina Space Planning Manual

Space Planning Guidelines

- Intended to be used as guidelines to assist in analysis of existing and projected space. useful as guidelines, but not to be used as the only measure when making complicated decisions about facilities needs.
- Space planning standards are to be used to assist in planning for new facilities and in determining the utilization of existing facilities. They are not intended for programming and/or design of capital projects.
- Room inventory data will be submitted as of October 15 of fall term.

Classrooms, Room Use Code 110:

- Weekly room hours: 30
- Average station occupancy rate: 60%
- Average ASF per station: 22
- Space factor for classrooms: 1.22

Class Laboratories, Room Use Codes 210 and 215:

- Weekly room hours: 24
- Average station occupancy rate: 75%
- Average ASF per station: varies by program, so no single rate is suggested.

Space Planning Factors

- These factors are adopted from CEFPI.

Appendix

- (Includes glossary of terms and formulas for calculations.)

Stanford University Space Planning Guidelines

Introduction

- Guidelines assist campus community in establishing equitable, consistent, efficient, and flexible planning parameters as well as making sound management decisions about space allocations.
- Based on guidelines, data, and approaches gathered from peer institutions across the nation.

Space Guidelines

- Office space standards, classroom space standards are listed by type and illustrated by general floor plans.

UK Higher Ed Space Mgt – Space Planning Principles

- Provide a framework with default settings which can be followed or overridden depending on circumstances.
- Use benchmarking of other institutions.
- Guidance on total amount of space to be based on performance of top 25% most efficient institutions, based on ratio of instructional time to total college floorspace.
- Calculate space needs: Calculate number of stations needed, divide by utilization rate to give total stations (e.g., for 50% utilization, divide by 0.5), break down into number needed by space type, calculate areas needed to accommodate these activities, then total institutional space needed, compare with actual space.
- Provides table of square meters per station, by type of space.