University at Albany
Office and Support Space Furniture Standards
Purpose

1. Establish baseline expectations for all parties involved

2. Improve the efficiency of the process of furniture layout consensus, budgeting and procurement

3. Establish furniture equity and consistency across campus within each given space type

4. Ensure flexibility and adaptability of existing furnishings as occupants change over time

5. Allow for special needs on an exception basis only

6. Preserve interior design creativity

*Please note this is a living document, and will be reviewed and updated as necessary.*
# Office Space Standards

<table>
<thead>
<tr>
<th>Position</th>
<th>NSF</th>
<th>Special Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>240</td>
<td>-----</td>
</tr>
<tr>
<td>AVP / Special Asst. to President</td>
<td>150</td>
<td>-----</td>
</tr>
<tr>
<td>Department Head / Chair</td>
<td>150</td>
<td>If existing faculty, current office must be given up when moving into Chair’s office</td>
</tr>
<tr>
<td>Director / Manager</td>
<td>120</td>
<td>Plus 30 if confidential meetings with 2+ staff</td>
</tr>
<tr>
<td>Single FT Faculty</td>
<td>120</td>
<td>Excludes emeriti faculty who shall be assigned to the Emeritus Center</td>
</tr>
<tr>
<td>Postdoc / Visiting</td>
<td>120</td>
<td>2 per office</td>
</tr>
<tr>
<td>Adjunct / PT Faculty</td>
<td>35</td>
<td>2 FTE per office (assuming .33 FTE per course / section) or 35 NSF / individual workstation (includes circulation) in a bullpen or office space</td>
</tr>
<tr>
<td>Professional Staff Office</td>
<td>120</td>
<td>-----</td>
</tr>
<tr>
<td>Professional Workstation</td>
<td>49 - 81</td>
<td>Size customized to specific work needs</td>
</tr>
<tr>
<td>Service Support Workstation</td>
<td>49</td>
<td>Individual workstation (office files, copy area, mail, supplies, etc. are provided separately)</td>
</tr>
<tr>
<td>(GA) Teaching Assistant</td>
<td>~35</td>
<td>Open landscape Individual workstation set-up preferred (includes circulation) w/ &gt;8 per space or by exception 1.5 to 2.0 FTE / 120 SF office (assuming .5 FTE per head count)</td>
</tr>
<tr>
<td>(GA) Research Assistant</td>
<td>~35</td>
<td>Individual workstation (included circulation) in a bullpen setup (preferred) or on an exception basis only 1.5 FTE / 120 SF office (assuming .5 FTE per head count) – only if dedicated lab space is unavailable</td>
</tr>
<tr>
<td>Work Study Workstation</td>
<td>35</td>
<td>Shared workstation per 4 students (2-4 per station) to equal 1 FTE per station</td>
</tr>
</tbody>
</table>
## Office Support Standards

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>NSF</th>
<th>Special Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference--Large</td>
<td>720</td>
<td>Up to 36 seats</td>
</tr>
<tr>
<td>Conference--Medium</td>
<td>480</td>
<td>Up to 20 seats</td>
</tr>
<tr>
<td>Conference--Small</td>
<td>240</td>
<td>Up to 10 seats</td>
</tr>
<tr>
<td>Reception / Waiting</td>
<td>varies</td>
<td>10 sf per seat, 5 sf for standing. Adjacent or visually accessible from secretarial station. Shared and/or building waiting areas are preferred.</td>
</tr>
<tr>
<td>File / Storage</td>
<td>0 - 120</td>
<td>Only if needed for immediate access and requiring a lockable room, otherwise units should utilize lockable storage cabinets or remote storage.</td>
</tr>
<tr>
<td>Mail / Copy</td>
<td>0 - 120</td>
<td>Provide room only if two or more large copiers need to be co-located and secured in a lockable room.</td>
</tr>
<tr>
<td>Pantry / Kitchenette</td>
<td>35</td>
<td>Six feet of counter top with base and overhead cabinets, sink, with adjacent full size refrigerator.</td>
</tr>
<tr>
<td>Recycling Area</td>
<td>100</td>
<td>Stand alone, or can be combined with Copy / Mail room</td>
</tr>
<tr>
<td>Study Room</td>
<td>120</td>
<td>Seating for 4-6 people</td>
</tr>
<tr>
<td>Lactation Room</td>
<td>75 - 120</td>
<td>120 sf minimum for new construction, not less than 75 sf for existing buildings</td>
</tr>
<tr>
<td>Universal Restroom</td>
<td>varies</td>
<td>A single, gender neutral, ADA restroom with changing table</td>
</tr>
</tbody>
</table>
Department Head / Chair (150 SF)

*if existing faculty, current office must be given up when moving into Chair’s office

Potential Furniture Pieces:

(1) D-Top height adjustable work surface w/modesty panel
(1) Bridge
(1) Credenza w/two B/B/F and 1 two-drawer lateral file below surface
(1) Open OH w/task light & tack board
(1) Upholstered fully adjustable ergonomic task chair
(2) Upholstered guest chairs
(1) Meeting table
(1) White board
(1) Coat hook by door

Estimated Cost of Typical Setup:

$9,000 - $10,000
Director/Manager (120 SF)

*plus 30 SF if confidential meeting with 2+ staff

Potential Furniture Pieces:

(1) D-Top height adjustable work surface w/modesty panel
(1) Bridge
(1) Credenza w/two B/B/F and 1 two-drawer lateral file below surface
(1) Open OH w/task light & tack board
(1) Upholstered fully adjustable ergonomic task chair
(2) Upholstered guest chairs
(1) White board
(1) Coat hook by door

Estimated Cost of Typical Setup:
$8,000 - $9,000
Single Faculty / Professional Staff (120 SF) (new construction)

Potential Furniture Pieces:

(1) D-Top height adjustable work surface w/modesty panel
(1) Bridge
(1) Credenza w/two B/B/F and 1 two-drawer lateral file below surface
(1) Open OH w/task light & tack board
(1) Upholstered fully adjustable ergonomic task chair
(1) Upholstered guest chairs
(1) White board
(1) Coat hook by door

Estimated Cost of Typical Setup:
$8,000 - $9,000
Single Faculty / Professional Staff (Typical Existing Podium)

Potential Furniture Pieces:
(1) D-Top work surface w/modesty panel
(1) Sit To Stand work surface
(1) Credenza w/ B/B/F and lateral file pedestals
(1) Overhead w/task light w/tack board below
(1) Bookcase or optional lateral file cabinet (hybrid)
(1) Upholstered fully adjustable ergonomic task chair
(1) Upholstered guest chair

Estimated Cost of Typical Setup:
$8,000 - $9,000
Post-doc / Visiting Professor (120 SF)

*2 staff per office

**Standard Furniture Pieces:**
- (2) Desks w/ B/B/F
- (1) 5-Shelf bookcase
- (2) Upholstered fully adjustable ergonomic task chair
- (2) Upholstered guest chairs

**Estimated Cost of Typical Setup:**
$5,000 - $6,000
Adjunct / PT Faculty (35 SF)

35 NSF / individual workstation in a bullpen or office space

Standard Furniture Pieces:
(2) Desks w/ B/B/F pedestal
(1) 5-Shelf bookcase
(2) Upholstered fully adjustable ergonomic task chair
(2) Upholstered guest chair

Estimated Cost of Typical Setup:
$5,000 - $6,000
Professional Workstation (81 SF)

*size customized to specific work needs

Standard Furniture Pieces:
- Fabric paneled walls
- Work surface w/ B/B/F pedestal
- Bridge work surface
- Credenza work surface w/ F/F pedestal and two drawer lateral file
- Overhead storage
- Door panel
  (1) Fabric upholstered fully adjustable ergonomic task chair
  (1) Fabric upholstered guest chair

Estimated Cost of Typical Setup:
$11,000
Professional Workstation (64 SF)

*size customized to specific work needs

Standard Furniture Pieces:
- Fabric paneled walls
- Work surface
- Bridge work surface, w/ B/B/F and 2 drawer lateral file
- Overhead storage
  (1) Fabric upholstered fully adjustable ergonomic task chair
  (1) Fabric upholstered guest chair

Estimated Cost of Typical Setup:
$ 8,500
Professional Workstation (49 SF)

*size customized to specific work needs

Standard Furniture Pieces:
- Fabric paneled walls
- Work surface w/ B/B/F
- Bridge work surface, w/ B/B/F
- Overhead storage
(1) Fabric upholstered fully adjustable ergonomic task chair
(1) Fabric upholstered guest chair

Estimated Cost of Typical Setup:
$6,000
Support Service Workstation (49 SF)

*individual workstation (office files, copy area, mail, supplies, etc. are provided)

**Standard Furniture Pieces:**
- Fabric paneled walls
- Work surface w/ B/B/F
- Bridge work surface, w/ B/B/F
- Overhead storage
- Transaction counter
  (1) Fabric upholstered fully adjustable ergonomic task chair
  (1) Fabric upholstered guest chair

**Estimated Cost of Typical Setup:**
$5,000 - $6,000
(GA) Teaching Assistant / Research Assistant (35 SF)

Hoteling - 35 NSF / individual workstation in a bullpen or office

Standard Furniture Pieces:
(4) Desks
(4) Upholstered, fully adjustable ergonomic task chair
(4) Mobile, upholstered top, B/F pedestal

Estimated Cost of Typical Setup:
$2,500 - $3,000
(GA) Teaching Assistant / Research Assistant (35 SF)

Hoteling - 35 NSF / individual workstation in a bullpen or office

Standard Furniture Pieces:
(4 - 8) Benching desks w/privacy panel
-Upholstered fully adjustable ergonomic task chair
-W/mobile, upholstered top, B/F pedestal

Estimated Cost of Typical Setup:
$3,000 - $4,000 Per Station
Work Study Shared Workstation (35 SF)

Standard Furniture Pieces:
(1) Desk
(1) Upholstered fully adjustable ergonomic task chair

Estimated Cost of Typical Setup:
$1,000 - $2,000
Conference Room – Large (720 SF)

Standard Furniture Pieces:
- Conference table(s), w/power grommet
(36) Upholstered conference chairs
(6) 4x6 Wipe Boards
(1) Media Cabinet

Estimated Cost of Typical Setup:
$29,000 - $30,000
*AV not included
Conference Room – Medium (480 SF)

Standard Furniture Pieces:
- Conference table(s), w/power grommet and computer below
- (20) Upholstered conference chairs
- (4) 4x6 Wipe Boards

Estimated Cost of Typical Setup:
$17,000 - $18,000
*AV not included
Conference Room – Small (240)

Standard Furniture Pieces:
- Conference table(s), w/power grommet and computer below
(10) Upholstered conference chairs
(2) 4x6 Wipe Boards

Estimated Cost of Typical Setup:
$11,000 – $13,000
*AV not included
File / Storage with Mail / Copy (0 – 120 SF)

*only needed for immediate access and requiring a lockable room, otherwise units should utilize lockable storage cabinets or remote storage

*provide room only if two or more large copiers need to be co-located and secured in a lockable room.

**Standard Furniture Pieces:**
Counter with overhead storage
Lockable storage cabinets
Lockable file cabinets

**Estimated Cost of Typical Setup:**
$TBD
Pantry / Kitchenette

* six feet of counter top w/base and overhead cabinets, sink and refrigerator

Standard Furniture Pieces:
Table and chairs if private room is planned as part of the project.

Estimated Cost of Typical Setup:
$1,000 - $2,000
* Casework and appliances not included