



# University at Albany Office and Support Space Furniture Standards

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# Purpose

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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



# Office Space Standards

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



# Office Support Standards

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

## Department Head / Chair (150 SF)

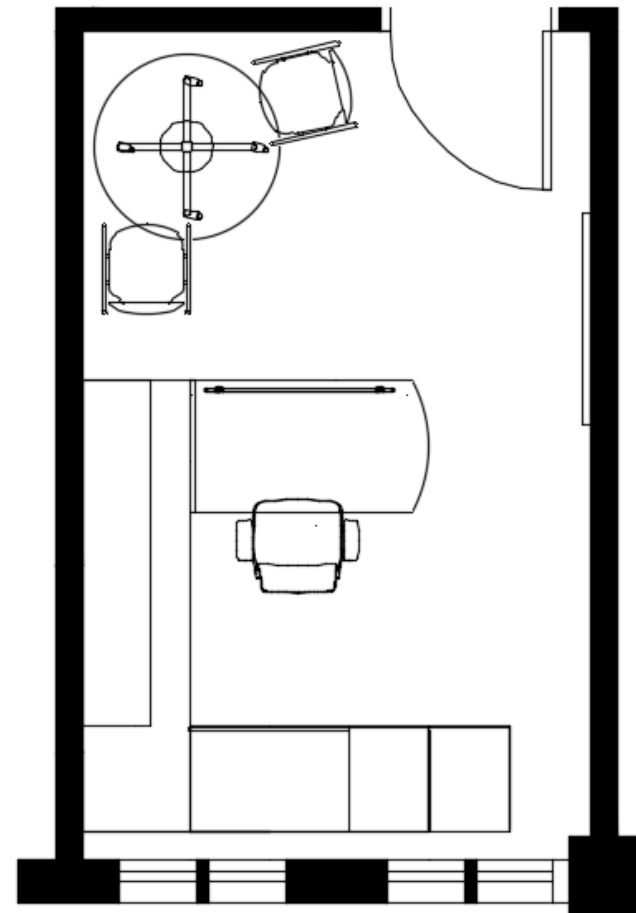
\*if existing faculty, current office must be given up when moving into Chair's office

### 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)

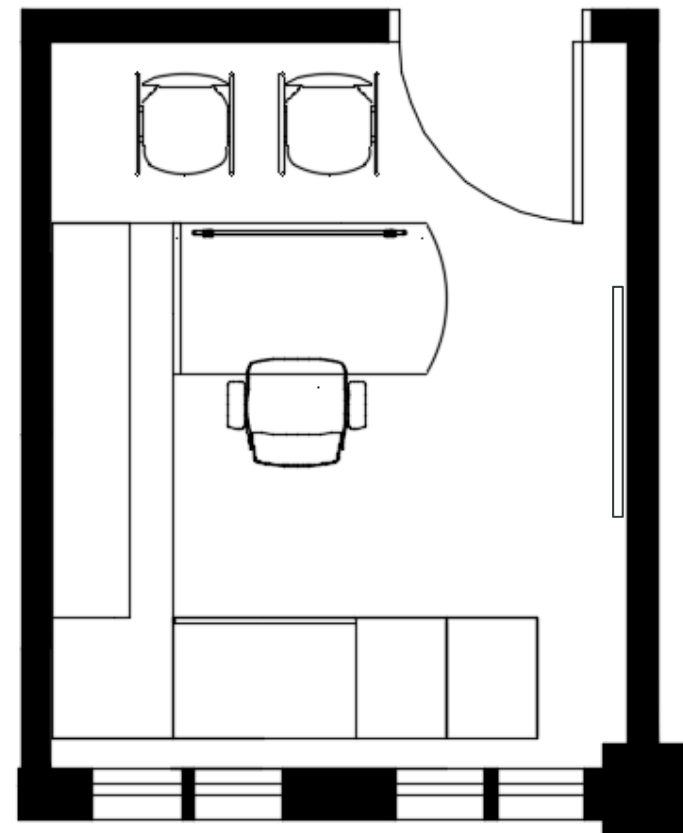
\*plus 30 SF if confidential meeting with 2+ staff

### 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



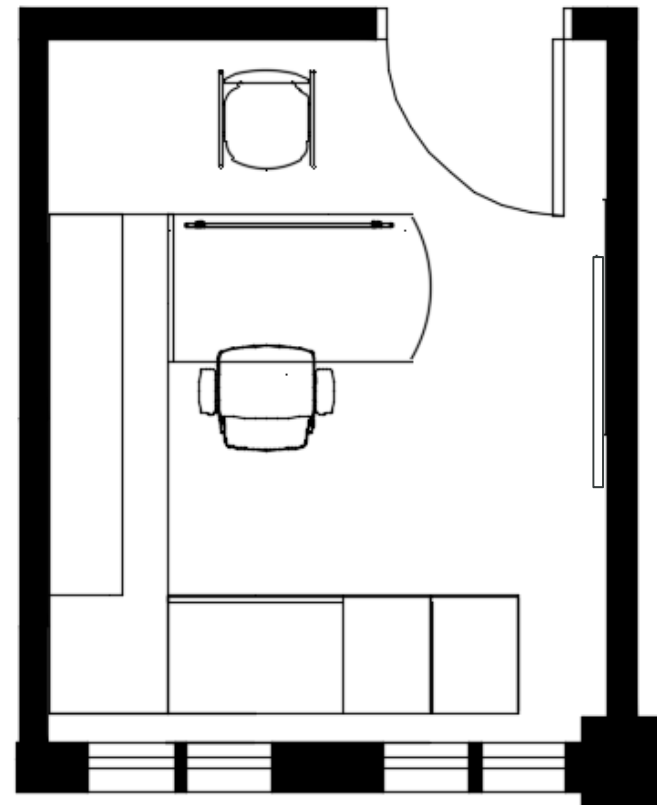
## Single Faculty / Professional Staff (120 SF) (new construction)

### 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



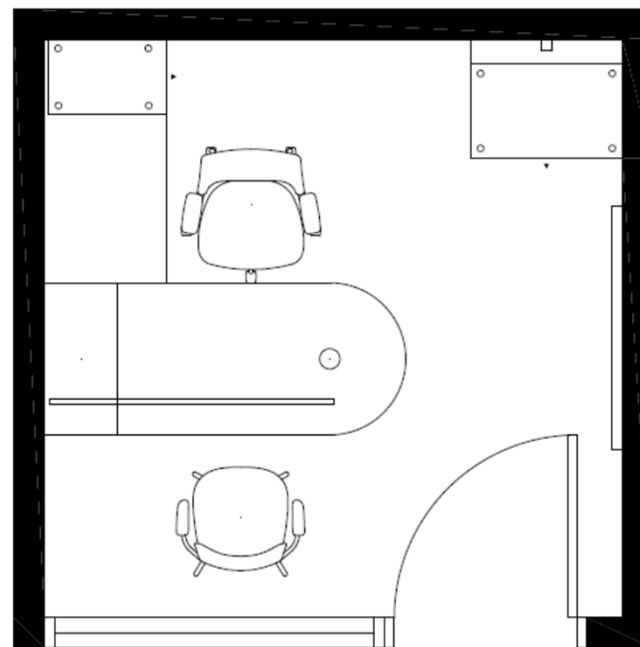
## Single Faculty / Professional Staff (Typical Existing Podium)

### 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)

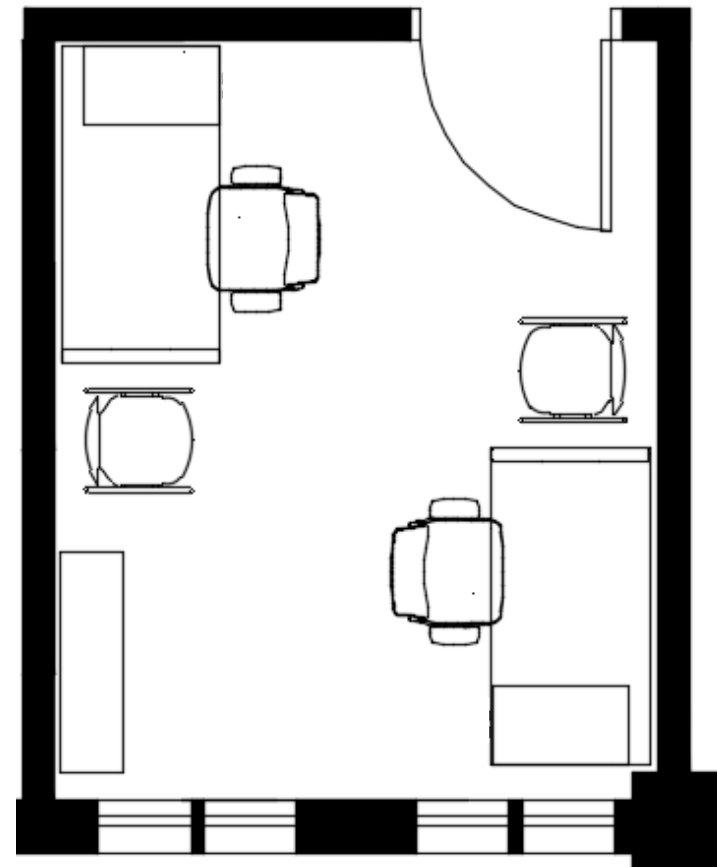
\*2 staff per office

### 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)

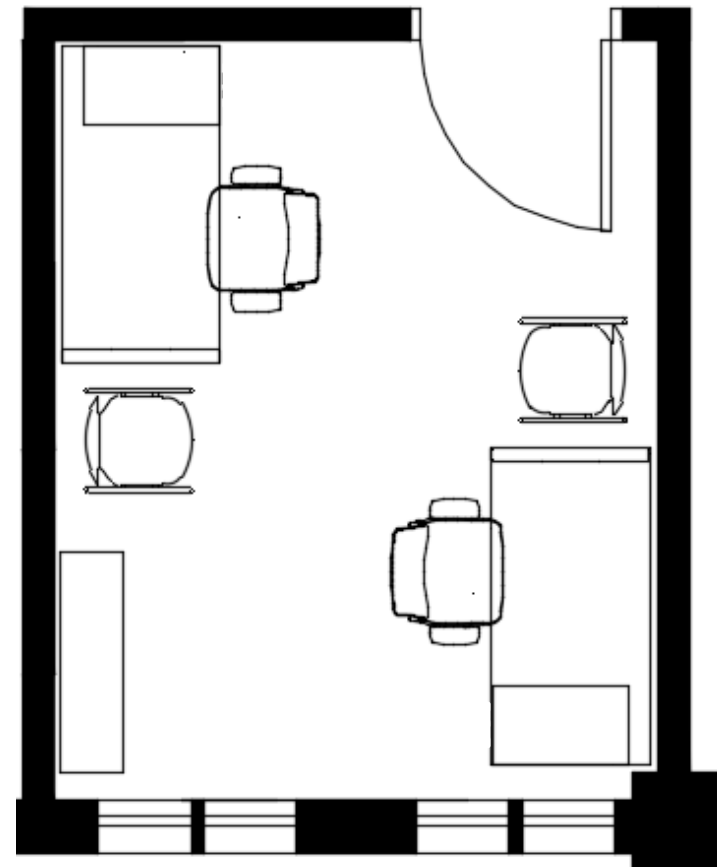
35 NSF / individual workstation in a bullpen or office space

### 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)

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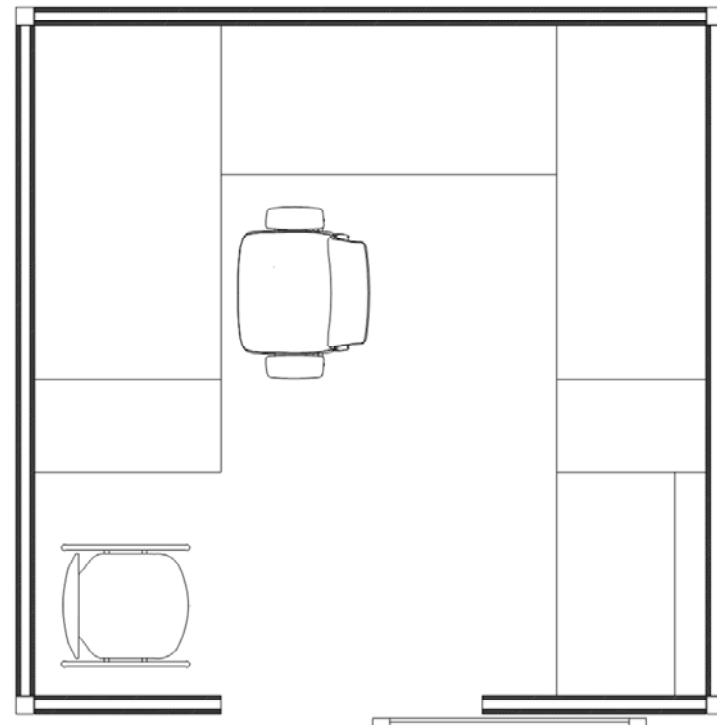
\*size customized to specific work needs

### 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)

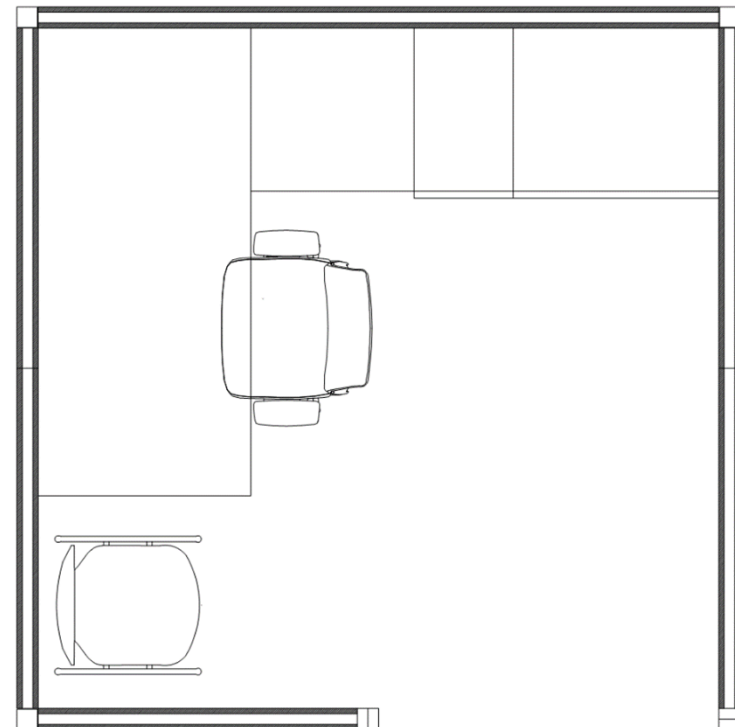
\*size customized to specific work needs

### 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)

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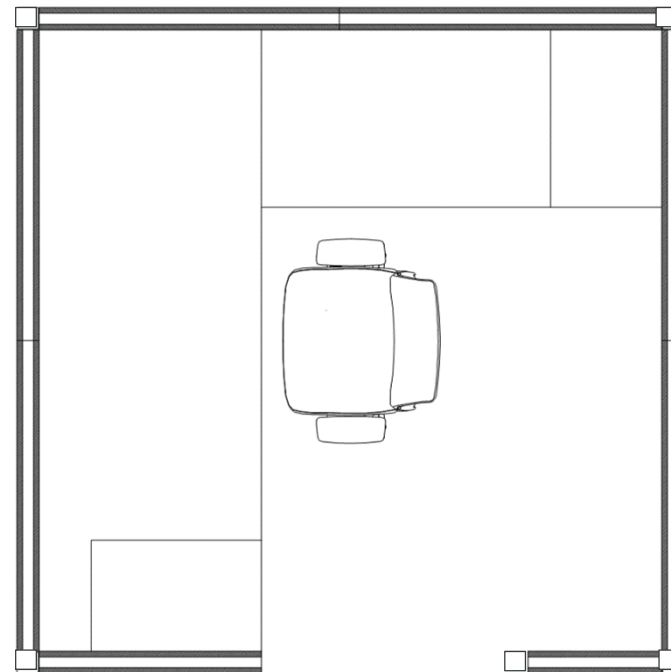
\*size customized to specific work needs

### 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)

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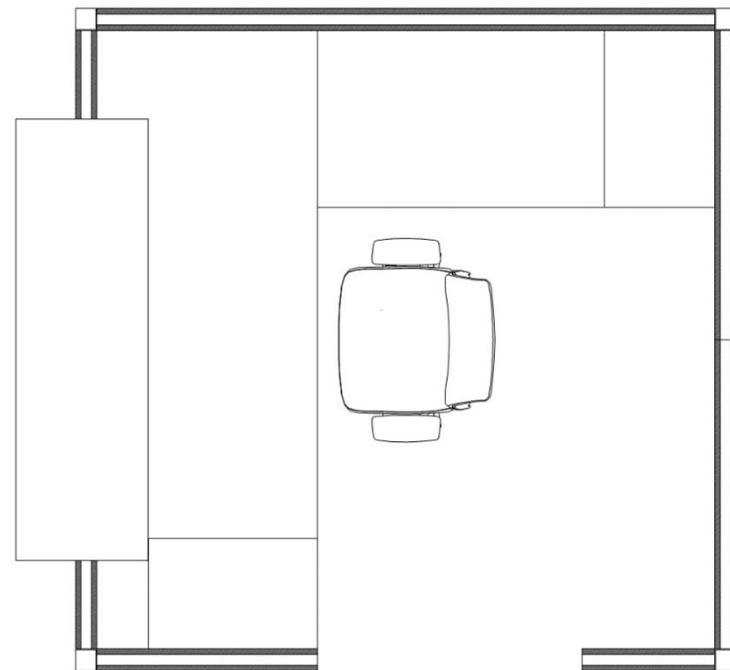
\*individual workstation (office files, copy area, mail, supplies, etc. are provided)

### 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)

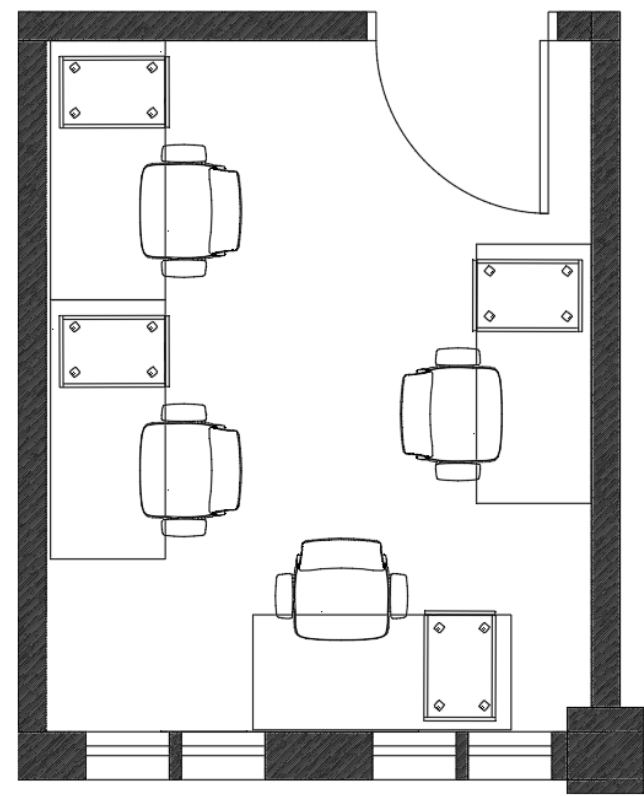
Hoteling - 35 NSF / individual workstation in a bullpen or office

### 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)

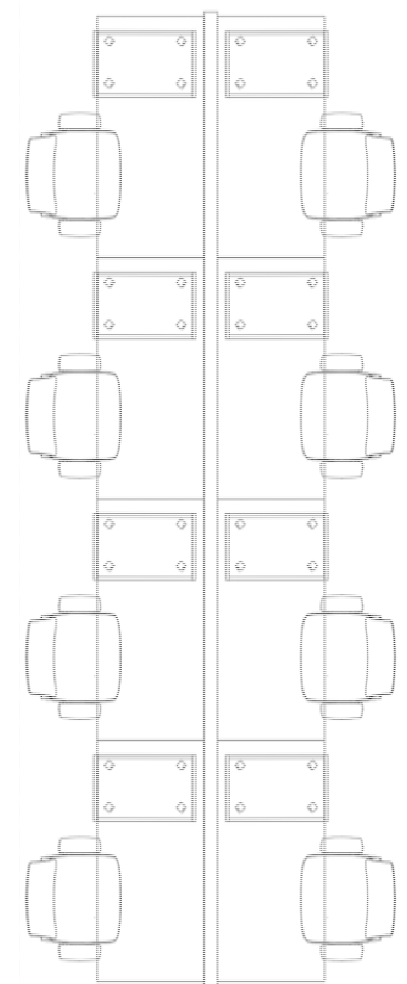
Hoteling - 35 NSF / individual workstation in a bullpen or office

### 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)

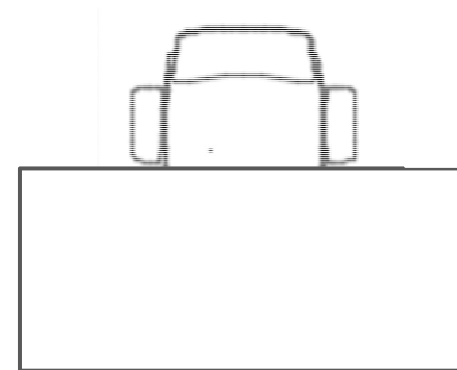
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### Standard Furniture Pieces:

- (1) Desk
- (1) Upholstered fully adjustable ergonomic task chair

### Estimated Cost of Typical Setup:

\$1,000 - \$2,000



## Conference Room – Large (720 SF)

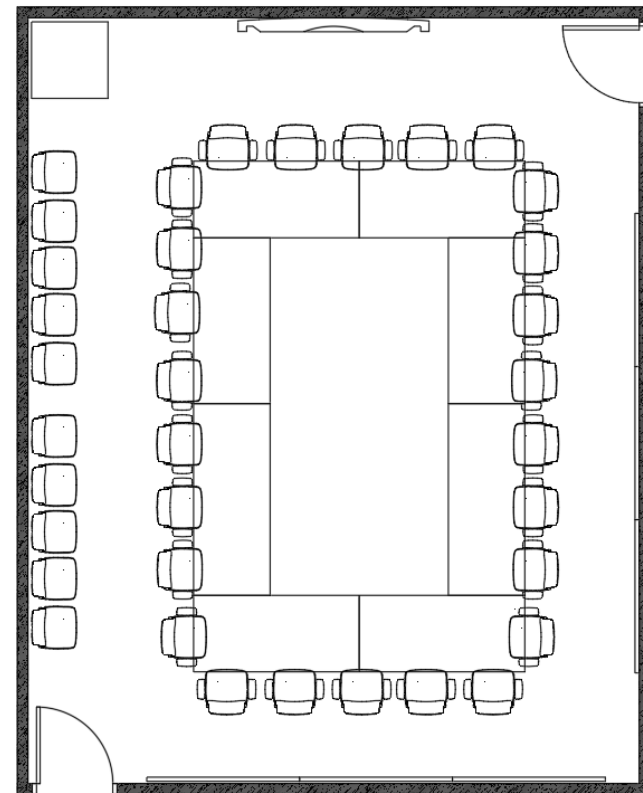
### Standard Furniture Pieces:

- 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)

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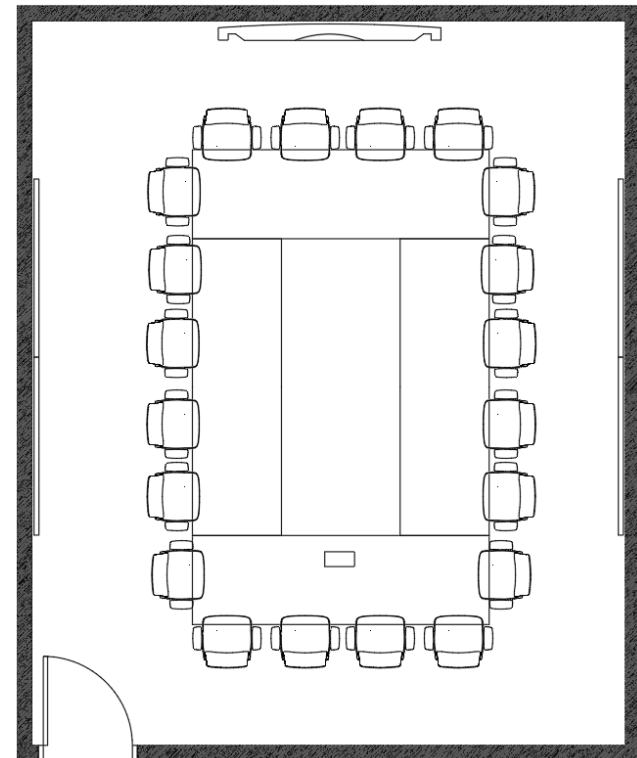
### Standard Furniture Pieces:

- 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)

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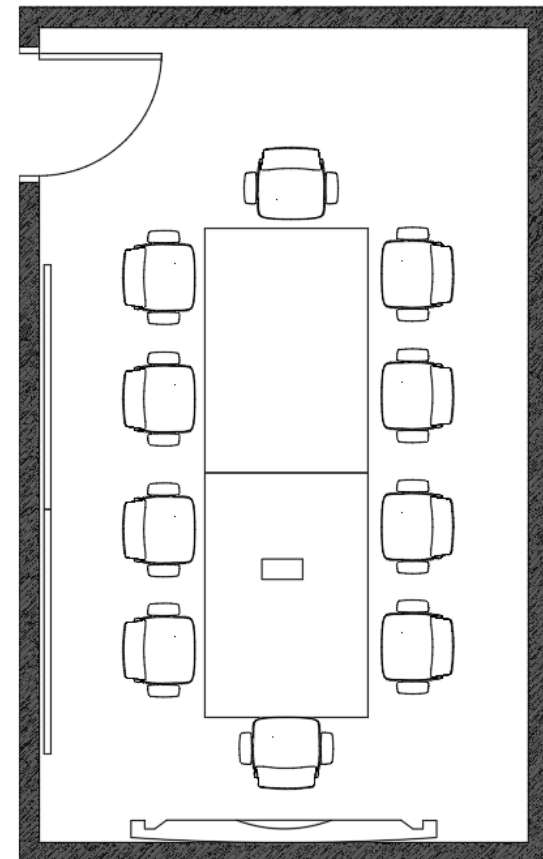
### Standard Furniture Pieces:

- 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

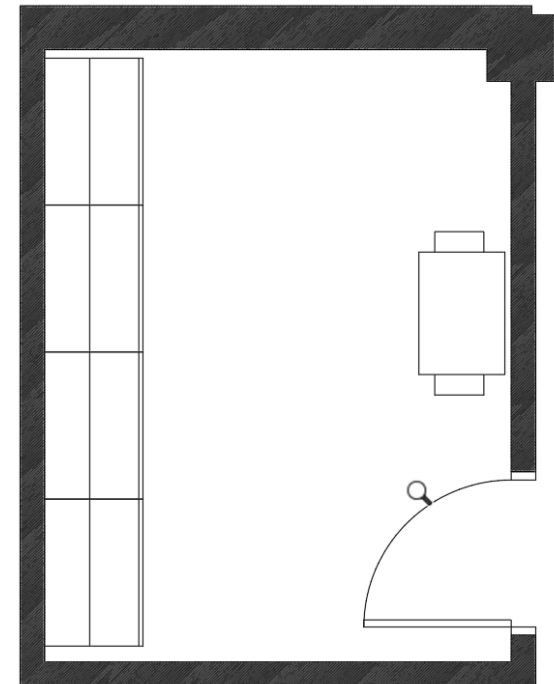
\*provide room only if two or more large copiers need to be co-located and secured in a lockable room.

### 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

