

Office Space Standards

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

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