

SPACE CALCULATIONS FOR OFFICES AND CLASSROOMS

By Department.

Offices:

Director + 4-6 seat conference area, as required.	165 nasf/FTE
Academic, Senior and tenured	165 nasf/FTE
Associate Deans and Advisors	150 nasf/FTE
Academic and non academic professional	135 nasf/FTE
Senior Clerical	80-120 nasf/FTE

Open Landscape: Space sizes are tailored for systems type furniture increments. Support, part time, and hourly appointments:

25% appointment:	6 x 8 = 48 sf
50% appointment:	8 x 8 = 64 sf
75% appointment:	8 x 10 = 80 sf
100% appointment:	10 x 10 = 100 sf

Formula for calculating appointment %, then round to a, b, c, or d above:

$$\frac{\text{Number hours appointment} = \% \text{ appointment} \times 120 \text{ sf} = \text{station size}}{40}$$

Note: All % appointments are summed to arrive at a total FTE.

(i.e.: .25 FTE + .75 FTE = 1 FTE)

FTE = Full Time Equivalent (40 hour/week employee)

Additional Space Allowances – for waiting, conference room, break and storage:

For work room, conference, storage add:	15 nasf/FTE
For receptionist, 0 – 5.99 FTE add:	120 nasf
For conference room, 6 – 15.99 FTE add:	200 nasf
For conference room additional, 16 – 26 FTE:	50 nasf
ADD FACTOR, space size to be determined for special or unusual departmental requirements. Functions such as departmental computer or instructional (teaching) labs must be specifically programmed as to net assignable square feet (nasf) required for each individual function.	

Instructional Space – General Assignment Classrooms:

General Assignment Classrooms are not assigned to a specific department. *Departmental* classrooms or labs are spaces not counted in the General Assignment classroom pool and are controlled by a specific Department.

Classrooms with movable tablet arm chairs (MTAC)	Nominal size = 16 nasf/station
Classrooms and theaters with fixed seating	10 nasf/station
Type, size, location and media requirements of General Assignment classrooms are a collaborative effort between the Classroom Scheduling Office and the respective Academic Departments.	
Class Labs with strip tables and movable chairs	24 – 28 nasf/station

Note: Above spaces are net assignable square feet (nasf) only and do not include circulation, wall thicknesses, toilets, or building infrastructure.