

SPACE CALCULATIONS FOR OFFICES AND CLASSROOMS

By Department.

Offices:

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

Open Landscape: Space sizes are tailored for systems type furniture increments. Use with caution, as similar sized spaces allow more flexibility. Support, part time, and hourly appointments:

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

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

For work room and/or storage room add:	15 nasf/FTE
For reception area, 0 – 5.99 FTE add:	120 nasf
For conference room for 6 – 15.99 FTE add:	200 nasf
For conference room, 16 – 26 FTE add additional:	15 nasf/FTE
ADD FACTOR, space size to be determined for special or unusual departmental requirements. Functions such as departmental instructional (teaching) labs must be specifically programmed as to net assignable square feet (nasf) required for each individual function.	
For lactation room add:	135 nasf
For gender neutral restroom add:	60nasf/room

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)	16 nasf/station
Classrooms and theaters with fixed seating	10 nasf/station
Class Labs with strip tables and movable chairs	24 – 28 nasf/station
Innovative/Flexible (iFLEX) Classroom with moveable table and chair	25-35 nasf/station

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