

General Requirements:

Formal classroom instruction is recognized as the heart of the educational mission of the University of Illinois at Urbana-Champaign. It is the primary, intimate, non-research space for teaching and learning, and constitutes the essential fabric of the Illinois experience for students and their instructors. The fundamentals are universal; everyone must be able to get in and out safely and easily, everyone must be able to see and to hear clearly and without undue strain, and everyone must have adequate equipment for their tasks. The quality, functionality, and maintenance of classrooms and lecture halls are a high campus priority.

The University offers our faculty and instructors a variety of learning spaces.

Illinois Flexible Learning Experience, iFLEX classrooms promote the belief that learning is an active process best accomplished in environments that offer maximum flexibility and enhanced opportunities for information sharing and collaboration.

Informal learning spaces are also important to the academic mission of the university. Care should be taken when designing these spaces to enhance learning objectives.

Background Information:

There are approximately 325 “general assignment” classrooms and lecture halls on the University of Illinois Urbana-Champaign campus which are assigned to the Office of the Provost and scheduled by the Office of the Registrar, Facility Management and Scheduling unit. In addition to these, there are also “departmental” classrooms and instructional spaces which are assigned to and scheduled by individual departments / campus units.

Design and Construction:

Several units have roles in the construction, remodeling, and updating classrooms and lecture halls. They include the Campus Code Compliance and Fire Safety, which is responsible for ensuring that project comply with the applicable Life Safety, Accessibility and construction code requirements; Disability Resources & Educational Services (DRES) who determine appropriate

accommodations for their clients; Facilities & Services Capital Programs Division (F&S) which is responsible for the planning and construction phases; Technology Services at Illinois for the selection and application of instructional technologies; Technology Services at Illinois for network and computing technologies; and the Office of the Registrar (OR) along with the Office of the Provost which is responsible for overall classroom management and scheduling including design oversight for classrooms and lecture halls to ensure that they meet instructional program requirements.

Compliance:

The design, construction and layout of all classrooms and lecture halls shall be in complete compliance with the applicable revisions of the Illinois Accessibility Code (see below), as well as the NFPA National Fire Codes as adopted by the State of Illinois Office of State Fire Marshall (OSFM), and all standards, codes, and regulations referenced by these documents. Generally, academic buildings containing small classrooms are classified as Type B, Business Occupancies. Those containing large classrooms by definition are considered Type A, Assembly Occupancy spaces and should be addressed accordingly.

Coordination / Lines of Sight:

Coordination of room layout (e.g. the three dimensional location of seating relative to writing surfaces, projection screens, equipment cabinets, etc.) and the installation of audio-visual equipment are of special importance in the design of classrooms and lecture halls to ensure optimal lines of sight for all occupants. This is typically a difficult aspect of classroom / lecture hall design and requires special involvement and review by Capital Programs Division and Technology Services at Illinois

Seating:

Classrooms shall typically be equipped with moveable tablet-arm chairs or tables and chairs.

Lecture halls with tiered or sloped floor shall be typically equipped with fixed auditorium seating including self-storing tablet arms.

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Accessibility:

All instructional spaces shall be fully accessible to persons with visible disabilities and non-visible disabilities. In lecture rooms with fixed seating, accessible wheelchair locations are required to be an integral part of the seating plan and provide persons with disabilities lines of sight comparable to those in the general seating area. The wheelchair locations must connect with an accessible route and accessible means of egress. An accessible route shall connect the wheelchair seating locations with the instructor's station or presentation area. All instructional furniture, writing surfaces, and instructional media controls shall be designed and located so as to be accessible to persons with disabilities. At least one companion seat (fixed or readily removable) shall be located next to each wheelchair seating area. Space for service animals shall be provided. In addition, one percent (but no less than one) of all fixed seats shall be aisle seats with either adjustable armrests or no armrests on the aisle side. Seating shall be provided in various width. Some seating should be provided along the back of the room. If tablet arms are provided in the general seating area, accessible tables shall be provided within the wheelchair locations. If seating is provided at tables, at least five percent of the seating (but not less than one seat) shall provide adequate clear floor space, width and height (i.e. a minimum knee clearance of 32") for wheelchairs.

Listening Systems:

Assisted listening systems are required to augment audio-amplification systems, where they are provided. A minimum number of receivers equal to 4% of the total number of seats, but not less than two seats, must be provided. Signage that identifies the availability of the listening system shall be installed.

Acoustics / Sound Transmission:

Internal acoustics are critical in the design of classrooms and lecture halls. The larger the space and /or the function of the space, the higher the priority shall be assigned to this aspect of the design of the space. Classrooms and lecture halls shall be designed and constructed to minimize sound transmission into and out of these spaces

(see the *Walls & Partitions* section within these *General Guidelines*). Location within a building relative to exterior and interior noise sources such as service entrances, equipment rooms, restrooms and high traffic areas is especially important.

HVAC:

Each classroom and lecture hall of any size shall be served by a dedicated zone of the controlling HVAC system(s) (i.e. it shall have its own temperature sensor), even if other spaces within the same building do not. The HVAC system(s) that serve classrooms and lecture halls shall be designed and constructed with special consideration given to noise control.

Lighting:

See *Lighting* section within these *General Guidelines*.

"Cleanability":

Seating in areas where stepped seating is required shall be, mounted on the step risers if possible to facilitate floor cleaning.

Mounting method shall be approved by the University. Carpet in lecture halls and auditoriums shall be avoided, especially in the seating areas.

Coat Hooks:

Coat hooks may be provided.

Program Statement:

More specific classroom requirements established by a project's Program Statement shall also be satisfied.

Authority to Make Decisions:

The 325 plus general assignment spaces are assigned to the Office of the Provost. F&S is responsible for the maintenance; OR is responsible for scheduling; and Technology Services at Illinois is responsible for the technology equipment and infrastructure. All decisions are made by representatives of the Provost's Office. The Illinois Space Advisory Committee speaks for the Provost's Office; this group is composed of faculty and one representative each from: OR, Technology Services at Illinois, Provost's Office, Center for Innovation in Teaching & Learning (CITL), Disability Resources & Educational Services

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(DRES) and Facilities & Services (F&S). The Provost's Office delegate is the coordinator of this Advisory Group. Any exceptions shall be brought to the attention of the Illinois Space Advisory Committee.