APPENDIX E – UNIVERSITY OF VIRGINIA SPACE PLANNING GUIDELINES

E.1 GENERAL DESIGN GUIDELINES

The following guidelines are provided to assist deans, vice presidents, space managers, and others involved in the allocation of space to use space efficiency. See the table of Allocation Standards and the Office and Conference Room Diagrams for specific sizing and layout guidelines.

1. When practicable, an open office layout (i.e., cubicle) is preferred to allow for flexibility of space over time. A layout that emphasizes collaboration is encouraged.
2. Second offices are permitted only with justification, such as extreme geographical need.
   a. The second office would be shared or smaller than the primary office, if approved.
   b. A second office may not be in the same building or in geographic proximity to the primary office.
   c. Approval of a second office is at the discretion of the Provost or his/her designee for academic units, and of the Vice President for administrative units.
3. Provide shared offices, office “hoteling”, or time-sharing space for part-time staff and academic instructional teaching lecturers (non-research).
4. Identify positions that can telecommute effectively. Where on-site space is needed provide shared, “hoteling”, or time-sharing office.
5. Emeritus faculty who are actively engaged in work serving the university may be provided office space at the discretion of the unit, if available.
6. In buildings with multiple departments, conference rooms and office service areas (copy/fax areas, lounges, and break rooms) must be shared amongst departments. The recommended utilization rate for conference rooms is 20-30 hrs/week.

E.2 OFFICE AND CONFERENCE ALLOCATION STANDARDS

The following State Council of Higher Education (SCHEV) space guidelines shall be used for the planning of all University facilities:

<table>
<thead>
<tr>
<th>Position Category</th>
<th>Recommended ASF</th>
<th>Recommended Space Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>250-300</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td>250-300</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>250-300</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>200-240</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Assistant or Associate Dean</td>
<td>160</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td>160</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Senior Staff</td>
<td>120</td>
<td>Private Office</td>
<td></td>
</tr>
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<td>Recommended ASF</td>
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<tr>
<td>-----------------------------------------</td>
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</tr>
<tr>
<td>Administrative</td>
<td></td>
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</tr>
<tr>
<td>Assistant or Associate VP</td>
<td>160</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Director Reporting to President or VP</td>
<td>160</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
<td>Manager or Director</td>
<td>120</td>
<td>Private Office/Shared Office/Workstation</td>
<td>Assign a private office for assistant directors with 2 or more direct reports. Assign a shared office or a workstation if there are fewer than 2 direct reports.</td>
</tr>
<tr>
<td>Assistant or Associate Director</td>
<td>110</td>
<td>Private Office/Shared Office/Workstation</td>
<td>Assign a private office for assistant directors with 2 or more direct reports. Assign a shared office or a workstation if there are fewer than 2 direct reports.</td>
</tr>
<tr>
<td>Professional Staff (full-time)</td>
<td>80-110</td>
<td>Private/Shared Office/Workstation</td>
<td>Assign shared office with 2 individuals housed in 160 asf or 1 individual in a work-station. A small private office may be assigned if the nature of the work requires one.</td>
</tr>
<tr>
<td>Professional Staff (part-time)</td>
<td>64-70</td>
<td>Workstation</td>
<td>Encourage time-sharing or “hoteling” the office space.</td>
</tr>
<tr>
<td>Director Reporting to President or VP</td>
<td>160</td>
<td>Private Office</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Administrative Support Staff (full-time)</td>
<td>80</td>
<td>Shared Office/Workstation</td>
<td></td>
</tr>
<tr>
<td>Administrative Support Staff (part-time)</td>
<td>64-70</td>
<td>Workstation</td>
<td>Encourage time-sharing or “hoteling” the office space.</td>
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<td>80</td>
<td>Shared Office/Workstation</td>
<td></td>
</tr>
<tr>
<td>Administrative Support Staff (part-time)</td>
<td>64-70</td>
<td>Workstation</td>
<td>Encourage time-sharing or “hoteling” the office space.</td>
</tr>
<tr>
<td>Temporary Staff</td>
<td>30-64</td>
<td>Workstation</td>
<td></td>
</tr>
<tr>
<td>Temporary Student Staff</td>
<td>30-64</td>
<td>Workstation</td>
<td></td>
</tr>
</tbody>
</table>

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### Conference/Meeting Rooms

<table>
<thead>
<tr>
<th>Size by Seating Capacity</th>
<th><strong>Suggested Allocation Standard</strong></th>
<th>ASF</th>
<th>Recommended # of Hours/Week</th>
<th>** General Comments**</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-8</td>
<td>25 ASF/Seat</td>
<td>125-200</td>
<td>20-30</td>
<td>Moveable tables and chairs – no visual equipment or buffet serving area</td>
</tr>
<tr>
<td>10-12</td>
<td>27 ASF/Seat</td>
<td>270-324</td>
<td>20-30</td>
<td>Moveable tables and chairs with possibility to accommodate AV equipment, projection screen/white board, and cabinet w/counter for equipment storage/food and drink service.</td>
</tr>
<tr>
<td>15-20 Seats</td>
<td>30 ASF/Seat</td>
<td>450-600</td>
<td>20-30</td>
<td>Moveable tables and chairs with possibility to accommodate AV equipment, projection screen/white board, and cabinet w/counter for equipment storage/food and drink service.</td>
</tr>
<tr>
<td>20-25 Seats</td>
<td>30 ASF/Seat</td>
<td>600-750</td>
<td>20-30</td>
<td>Moveable tables and chairs with possibility to accommodate AV equipment, projection screen/white board, and cabinet w/counter for equipment storage/food and drink service.</td>
</tr>
<tr>
<td>28-35</td>
<td>30 ASF/Seat</td>
<td>900-1,050</td>
<td>20-30</td>
<td>Moveable tables and chairs with possibility to accommodate AV equipment, projection screen/white board, and cabinet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>w/counter for equipment storage/food and drink service.</strong></td>
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<td></td>
</tr>
</tbody>
</table>

A Dean’s office should be a single private office typically furnished with a desk, bookshelves, file cabinets, a printer, and a meeting area to accommodate 4-5 people.

Sample office layouts are provided below:

Figure A
210 ASF

Figure B
210 ASF
These positions are generally assigned a single private office typically furnished with a desk, bookshelves, file cabinets, and a meeting area to accommodate 2-3 people.

Sample office layouts are provided below:

Figure A  
160 ASF  

Figure B  
160 ASF
• Academic Senior Staff
• Administrative Manager or Director 120 ASF

These positions are generally assigned a single private office typically furnished with a desk, bookshelves, file cabinets, and a meeting area to accommodate 1-2 people.

Sample office layouts are provided below:

Figure A  
120 ASF

Figure B  
120 ASF
Academic tenured-track faculty are generally assigned a private office typically furnished with desk, bookshelves, file cabinets, and a meeting area to accommodate 1-2 people.

Sample office layouts are provided below:

Figure A
120 ASF

Figure B
121 ASF

Figure C
140 ASF
• Academic Full-time Non-Tenure Track Faculty
• Academic Part-time Tenure Track
• Administrative Assistant or Associate Director
• Administrative Professional Staff

Academic full-time non-tenure track faculty and part-time tenure track faculty may be assigned a small private office, if available and at the discretion of the Dean. In general, full-time non-tenure track and part-time tenure track faculty are assigned a shared office of 160 asf with two individuals or an individual workstation.

Assistant/Associate Directors with two or more direct reports, may be assigned a private office, if available. Otherwise a shared office of 160 asf with two individuals or an individual workstation are generally assigned.

Sample office layouts are provided below:

Figure A
Private Office
110 ASF

Figure B
Workstation
80-100 ASF

Figure C
Shared Office
160 ASF
- Academic: Part-time non-tenure track faculty
- Lecturers
- Consulting Faculty
- Visiting Faculty
- Visiting Scholar
- Fellows
- Faculty / Research Associate

In general, these positions are assigned a shared office of 160 asf with two individuals or an individual workstation. Another option, as space is available, is to create a community of lecturers, visiting or consulting faculty, etc., in similar disciplines as illustrated in Figure C. In special circumstances, as space is available and at the discretion of the Dean, a small private office may be assigned. For Academic Part-time non-tenure track faculty encourage time-sharing or "hoteling" the office space.

Sample office layouts are provided below:

Figure A
Shared Office
160 ASF

Figure B
Workstation
80 ASF

Figure C
Workstation Center
518 ASF
Emeritus faculty significantly engaged in teaching, research or other work related to the university may be assigned a private office similar to that of a full-time tenure track faculty at the discretion of the Dean and as space is available. Refer to illustrations provided for full-time tenure track faculty offices.

Emeritus faculty engaged in teaching, research or other university-related work on a part-time basis or infrequently may be assigned a shared office of 160 asf with two individuals or an individual workstation at the discretion of the Dean and as space is available. Another option, as space is available, is to create a community of lecturers, visiting or consulting faculty, etc., in similar disciplines as illustrated in Figure C.

Sample office layouts are provided below:

Figure A
Shared Office
160 ASF

Figure B
Workstation
80 ASF

Figure C
Workstation Center
518 ASF
Administrative support staff are generally assigned a shared office of 160 ASF with two individuals or an individual workstation.

Sample office layouts are provided below:

![Figure A](image1.png)

**Figure A**
Shared Office
160 ASF

![Figure B](image2.png)

**Figure B**
Three example workstation
80 ASF
• Academic Graduate TA/RA
• Student Staff
• Temporary Staff 30-64 ASF

Academic graduate TAs and RAs who are active students are generally assigned shared office or workstations as space is available.

Student staff and temporary staff are generally assigned a small workstation.

Sample office layouts are provided below:

Figure A
Single Workstation
35 ASF

Figure B
Single Workstation
49 ASF

Figure C
Shared Grad TA/RA Office
308 ASF
Part-time staff are generally assigned a small workstation. Encourage time-sharing or "hoteling" the office space.

Sample office layouts are provided below:

Figure A
Example Workstations
64 ASF

Figure B
Example Workstations
70 ASF
Conference / Meeting Room
- 8 Seats
- 12 Seats

Sample layouts are provided below:

8 Seats @ 25 ASF/Seat
198 ASF

12 Seats @ 27 ASF/Seat
324 ASF

Provided with
- Audio/visual equipment, projection screen/marker board
- Cabinet w/ counter for housing audio/visual equipment, for storage, and for food and drink service
Conference/Meeting Room
- 20 Seats

Sample layouts are provided below:

20 Seats @ 30 ASF/Seat
600 ASF

Provided with
- Audio/visual equipment, projection screen/marker board
- Cabinet w/counter for housing audio/visual equipment, for storage, and for food and drink service