

**Space Standards Guidelines**

The University of Arkansas space standards are to be used for suggesting appropriate room sizes, for recommending space needs of departments, and for space use evaluations. These space standards should be used as guidelines when developing new facilities, renovating existing facilities, and changing a room's use. The standards are the maximum assignable square feet to be used. The campus should use these standards where possible. However, they are meant to be guidelines and it is understood that they may not be applicable in all space development. (Please note that classrooms and laboratory square footage will include aisles for general circulation of the room's occupants.)

While the standards do provide individual room size suggestions for offices, the Office Complex Space standards should be used when developing a department's office space. The Office Complex Space standard allows flexibility and considers all the department's office space. Graduate students' space is classified as research space and is not part of the department's office space.

**TEACHING LABORATORIES**

The Teaching Laboratories standards apply to Upper and Lower division teaching laboratories. The assignable square feet per station includes circulation and support space for the occupants.

<u>Discipline</u>	<u>ASF Per Station</u>	<u>Discipline</u>	<u>ASF Per Station</u>
Administration	40	Geography	60
Agricultural Biol. Sciences	75	Intl.Relations	40
Agricultural Economics	40	Journalism	40
Agricultural Science	60	Law	40
Anthropology	60	Library Sciences	40
Architecture	75	Mathematical Sci.	40
Arts, Visual	90	Physical Science	90
Biological Sciences	75	Psychology	50
Computer Science	50	Social Ecology	75
Education	40	Soc. Sciences, Genl.	40
Engineering Sciences	90	Social Welfare	40
Engineering, Agriculture	90	Speech	75
Engineering, Chemical	90	Studies,App.Behavioral	40
Engineering, Industrial	90	Studies, Creative	40
Engineering, Mechanical	90	Studies,Environmental	40
English	40	Studies, Interdispline	40
Foreign Languages	40		

## RESEARCH LABORATORY SPACE

The Research Laboratory standards are to be used to determine the departmental space needs for research laboratories. While the standards may provide a guideline for individual labs, the needs of some labs may vary from the suggested size.

Space is to be allowed for each faculty member and graduate students. The Graduate Student category space should allow for the following: each 50% FTE graduate student, each postdoctoral fellow, and each 100% FTE professional support staff. (The support staff would need to be classified as a 38, 39, or 40 by the Human Resources EEO Occupation codes.) This allocation practice reclassifies graduate students' offices as research space. The standards include support space.

Discipline	ASF per Faculty	ASF per Graduate Student
Administration	50	50
Agricultural Biol. Sciences	500	250
Agricultural Economics	50	50
Agricultural Science	350	175
Anthropology	150	100
Architecture	150	150
Arts, Performing	150	150
Arts, Visual	500	250
Biological Sciences	500	250
Computer Science	150	100
Education	50	50
Engineering Sciences	350	175
Engineering, Agriculture	500	250
Engineering, Chemical	500	250
Engineering, Industrial	500	250
Engineering, Mechanical	500	250
English	50	50
Foreign Languages	50	50
Geography	150	100
International Relations	50	50
Journalism	50	50
Law	50	50
Library Sciences	50	50
Mathematical Sciences	50	50
Physical Science	500	250
Psychology	150	100
Social Ecology	150	100
Social Sciences, General	50	50

Social Welfare	50	50
Speech	150	100
Studies, Applied Behavioral	50	50
Studies, Creative	50	50
Studies, Environmental	150	100
Studies, Interdisciplinary	50	50

#### GENERAL PURPOSE CLASSROOMS

<u>Size of Room</u>	<u>Guidelines</u>
150 sq.ft. - 250 sq.ft.	33 sq. ft. per station
250 sq.ft. - 350 sq.ft.	20 sq. ft. per station
350 sq.ft. - 450 sq.ft.	16 sq. ft. per station
450 sq.ft. - 700 sq.ft.	15 sq. ft. per station
700 sq.ft. - up	13 sq. ft. per station

Fixed seating should use 11 square feet per station. Seminar rooms or classrooms with tables and chairs should use 20 square feet per station. A class lab that is used for drafting purposes should use 65 square feet per station.

#### COMPUTER LABORATORIES AND COMPUTER CLASS LABORATORIES

30 square feet per station

#### GENERAL OFFICE ROOMS

<u>Classification</u>	<u>Guideline</u>
Academic/Non academic	
Department Head	180 sq.ft.per room
Standard Office (including faculty)	135 sq.ft.per room
Graduate Assistant	60 sq.ft. perarea/station
Clerical/Technical Support	90 sq.ft. perarea/station

#### CONFERENCE ROOMS

<u>Room Size</u>	<u>Guideline</u>
6 person room	160 sq. ft.
10 person room	270 sq. ft.
15 person room	360 sq. ft.

## OFFICE COMPLEX SPACE

Office complexes should have 195 square feet of assignable space for each full-time employee who is to occupy an office. This would include full-time-equivalent faculty, full-time-equivalent teaching assistants (includes lecturers/instructors), full-time-equivalent postdoctoral fellows, and full-time-equivalent administrative staff. Human Resources" EEO Occupation Codes of 38,39, or 40 should be used to determine who is counted. Employees with codes of 41-44 would be considered support and would not be counted.

This standard is a simple way to determine space needs and allows flexibility in developing an office complex. The total area generated by this standard can be divided into offices, support staff areas/stations, storage, and general purpose work areas such as copy rooms. Each particular group can design the office area to fit their needs. This guideline is for all disciplines and administrative offices. The following example illustrates the flexibility of this type of policy:

A department with six faculty members should have 1,170 (195x6) assignable square feet. The area could be divided as follows:

Six 120 sq.ft. offices	720 sq.ft.
Two 90 sq.ft. support/help areas	180 sq.ft.
One 100 sq.ft. storage/copy area	100 sq.ft.
One 170 sq.ft. conference/work area	170 sq.ft.
Total	1,170 sq.ft.

Or, the department might need to divide the area as follows:

One 180 sq.ft. office	180 sq.ft.
Five 140 sq.ft. office	700 sq.ft.
Two 50 sq.ft. office	100 sq.ft.
One 190 sq.ft. copy/work area	190 sq.ft.
Total	1,170 sq.ft.

## BUILDING AREA GUIDELINES

All facilities have usable areas within the facility which are not assignable for the functions listed above. Some of these are circulation areas for the facility, building service areas, and mechanical rooms. In addition, the facility will contain some structural areas which are not assignable but are included in the gross square feet. The guideline for percentage of assignable square feet of a facility should not be less than 65% of the gross square feet.

May 13, 1993

