CU ANSCHUTZ Space Guidelines: Workplace

OVERVIEW

Optimizing current and future space on the CU Anschutz Medical Campus ensures that these important physical resources are utilized efficiently and effectively. Accordingly, the following **Workplace Space Guidelines (WSG)** were developed to assist the university community in establishing equitable, consistent, efficient, and flexible planning and design parameters, and to support sound management decisions regarding space allocations for both *new construction and renovations of existing facilities*. Existing facility space that is not consistent with the guidelines is grandfathered in until significant renovation are required. However, it is also recognized that due to the age and internal configuration of many existing facilities, future renovations consistent with the space guidelines may not be achievable.

The WSG is not a university policy, nor do they guarantee any faculty, administrator, student or staff a particular space type and size. Instead, the space recommendations outlined in this document are intended to guide the assignment, planning, and design of university workplaces. As such, the guidelines define space typologies and assignable area maximums.

All university space, whether owned or leased, is a resource held by the Chancellor that s/he or their designee apportions to vice-chancellors and school/college deans to best meet campus-wide mission and strategic needs.

The Vice Chancellors, Provost, and Deans have the authority and responsibility to assign or re-assign existing apportioned unit space consistent with the original function/use of the space and the guidelines. However, unit space no longer needed to house its original assigned function (i.e., unit relocation) reverts to the Chancellor for reassignment.

Internal unit space issues should be addressed within the unit. The Campus Space Committee, chaired by the Senior VC of Administration and Finance, is a resource available to all units and, if requested, can serve in an advisory and dispute resolution role. Unit space disputes not resolved internally should be reviewed and resolved by the Chancellor, under the advisement of the CU Anschutz Executive Space Committee, co-chaired by the Provost and Senior Vice Chancellor for Administration and Finance.

OBJECTIVES

The university intends to provide academic and administrative departments with quality work environments that support users, and program operations preserve the value of space, promotes wellbeing and sustainability, and reduces operation and maintenance costs. The design of workplaces should sustain and improve productivity, collaboration, and communication. The space guidelines should be seen as a living document that is periodically updated to meet university needs and objectives. New facility construction and necessary renovations of existing facilities should address:

Spatial Equity: Across campus, all workspace is allocated, renovated or built in an equitable manner to meet functional needs of the users.

Healthfulness: Workspace located in a healthy environment with individual access to daylight, water and is free of harmful contaminants and excessive noise.

Efficiency: Workspace is allocated and planned to maximize utilization of facility resources.

Flexibility: Workspace planning incorporates flexibility to meet current needs and accommodate changing needs and functionality.

Technology Connectivity: Workspace allows easy communication between distributed co-workers while allowing simultaneous access to data.

All university OIP project directors and Facility project managers must refer to the guidelines when working with university units and external consultancies during the planning and design phases of all new building construction or renovation of university facilities.

SPACE PLANNING PROCESS

Any university unit proposing the development of new space or the physical modification of assigned existing space[1] must submit a completed *Services Request Form*, which is available in the Office of Institutional Planning (OIP) website[2]. The service request will be reviewed for completeness of information and to ensure a funding source is identified. Once processed and approved by Senior VC Administration & Finance, OIP planners and architects will work with the requesting client group to develop initial space plan options to meet the needs of the proposed

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[1] Does not include decorative renovations such as patch and paint, new flooring, furniture and appliances, and IT/AV upgrades.

[2] http://www.ucdenver.edu/about/departments/InstitutionalPlanning/servicesrequest/Pages/form.aspx

users while ensuring the concepts are consistent with campus guidelines and norms. During the space planning phase, any request to exceed space guidelines must be reviewed and approved by the CU Anschutz Executive Space Committee, or the Chancellor.

Space planning efforts (>$2M) cannot progress into project design development and implementation phase until the space plan is approved by the unit head and campus leadership, and has available adequate funding. Lastly, projects >$2M require CU Board of Regents approval of a program plan and spending authority.

OFFICE | WORKSTATION GUIDELINES

The following guidelines describe the space typology, size and occupant capacity for various work environments and ancillary spaces used by CU Anschutz Medical Campus and developed with the understanding of the following considerations:

- Workplace design on the guiding principles and the assignment of an office should be based, in general, on the functions of employees, rather than job title.

- Preserving flexibility over time may require the application of a modular planning approach. For example, co-locating offices of similar sizes and furniture configurations can be very useful for controlling costs and addressing future needs and changes in academic and other programs.

- Placement of enclosed offices in the building core rather than along the exterior of the buildings provides efficiencies in heating and cooling and maximizes light penetration for all building occupants, as well as compliments the flexibility noted above.

- Units and individuals are encouraged to eliminate excess paper by sorting, purging and archiving their documents. Promote conversion to electronic data collection and retention whenever possible to reduce space pressures on and increase the utility of existing workspace.

- Schools/Colleges and administrative units are encouraged to review workspace allocation and update rosters regularly to make sure that current utilization is appropriate and required reallocations are accommodated and documented. Whenever space uses and physical configuration changes occur the designated reviewer of each school/college, and administrative unit should contact the university's Office of Institutional Planning.

The guidelines address office, workspaces, and workplace-related accessory areas that are consistent with standards at other institutions, and represent the current approach to defining and

applying workplace space by the university. The guidelines may be refined or expanded upon at the recommendation of the chancellor, or their designee, to address changing institutional needs, and advances in workplace design.

Work Space Layouts

Preferred designs that improve workspace quality, employee productivity, building efficiency, and decrease short and long-term costs are preferred. All workspace layouts should enhance user satisfaction and productivity by allowing natural light to be shared by more employees, increase visibility and view-lines, and promote teamwork and information sharing.

Numerous studies of active, open workplaces have found these environments to be the most effective spaces in bringing people together, removing barriers, and increasing collaboration, while also providing sufficient privacy for people to feel safe and not fear being overheard or interrupted. These workplaces positively affect the pattern of interactions and collaboration and increase informal communication.

However, studies have also shown that the open workplace layout does not guarantee overall increases in productivity, occupancy or NASF reductions, as designs must include a variety of common spaces, such as huddle, breakout, meeting, and private communication and teleconferencing rooms that would normally occur in a private, enclosed office.

Space Allocation

The type of work an individual performs, the level of responsibility, and their time appointment (full-time vs. part-time, seasonal vs. year-round) should be the basis for determining whether to allocate a private office, a shared office, an open workstation, or a landing zone. The university provides only one assigned office or workspace per person—including assignments in leased space and affiliated hospitals—unless authorized by the campus chancellor, or their designee. The following provides general descriptions, sizes and utilization standards for various types of workspaces at CU Anschutz.

Executive Private Office

Executive private offices are for the academic unit and senior administrative leadership with functions that require high levels of privacy (need for frequent confidential meetings and working with sensitive materials) and enough space to meet with 8 or more individuals. Typical assignments may include the chancellor, provost, vice chancellors, and deans.

Large Private Office

Large private offices are for academic unit and administrative leadership (1.0 FTE) with functions that require high levels of privacy and adequate space to meet with four to six individuals. The typical assignment may include department chairs, center and institute directors, and associate/assistant vice chancellors.

Private Office

Private offices are for faculty, as well as staff (1.0 FTE) that require high levels of privacy. The typical assignment may include faculty, division heads, department/office directors and academic administration.

Shared Office

Shared private offices are for staff and faculty below 0.5 FTE that require some level of privacy. The typical assignment may include adjunct faculty, emeritus faculty, visiting scholars, interns, graduate teaching/research assistants and professional staff managers.

Workstations

Workstations are recommended for all staff, students, and some faculty (1.0 FTE) whose functions do not require enclosed space and who can use breakout and conference rooms for discussions that require high levels of privacy. The typical assignment may include professional staff, academic professionals, and administrative assistant staff.

Shared Workstations

Shared open workstations are encouraged for all staff, students, and faculty below 0.5 FTE whose functions typically do not require privacy. The typical assignment may include professional staff, support/clerical staff, student employees, and interns.

Landing Zone

Assigned landing zones are workstations, either enclosed or open, for administration and faculty who work on multiple campuses, and have an office at their primary campus, and require a dedicated workspace on other campuses.

Unassigned landing zones are small open workstations available to administration, faculty, students, staff, and guests visiting a unit who need a short-term workspace.

WORKPLACE ACCESSORY SPACES

Work environments include a variety of additional associated spaces that are essential to everyday workplace functions and creating a work environment that promotes collaboration, and health and wellbeing. The appropriate planning and design of these accessory spaces are especially valuable in open workplace environments.

Conference Rooms

Conference Rooms are meeting spaces planned for six to twenty-eight people, with an area range of approximately 20 – 30 NASF per person. The general meeting space contains a conference table; guest chairs; audio/visual equipment; screen/monitor(s); and whiteboards. Medium and Large conference rooms usually have a greater NASF per person to accommodate a storage credenza/food service area and other conferencing needs as required. Smaller conference rooms rarely contain a storage credenza/food service area. However, all meeting rooms must be planned to accommodate ADA access throughout the space.

For these guidelines, three conference room sizes are proposed:
- **Small Conference Room**: Six to nine people at a range of 20 NASF per person.
- **Medium Conference Room**: 10 – 17 people at a range of 20 - 26 NASF per person.
- **Large Conference Room:** 18+ people at a range of 20 - 26 NASF per person.

The number and size of conference rooms provided within a given workplace will depend on the workspace typology—a predominantly private office or open workspace environment—and a demonstrated unit need by FTE. The following numbers serve as a framework for determining the number of conference rooms per FTE.

Predominantly Private Office Layout:
- One (1) conference room per 20 FTE

Predominately Open Workspace Environment:
- One (1) conference room per 10 FTE

The mix of conference room sizes is largely dependent on unit need, function, available area, and budget. However, many of the peer and aspirational research universities reviewed recommended the following mix: two-thirds (2/3) of conference spaces should be medium to large rooms, and one-third (1/3) small rooms. Alternately, some institutions allowed all conference rooms to be large, provided they were divisible into smaller rooms. The feasibility of doing this is dependent upon requirements for soundproofing, IT, and access. Many institutions also recommend including one large conference room per building floor.

Huddle | Breakout | Solution Rooms

Huddle, Breakout, and Solution rooms are an integral part of the open workplace environment. Solution rooms provide faculty and staff a quiet, informal area for private conversations, small group conference calls, quiet work, and focused teamwork. Solution rooms are not assigned or scheduled and are available to all employees at any time, when not already occupied. Solution rooms should contain a table and chairs, whiteboard, and data jacks for phone and network connections. These rooms should accommodate three to five people with a range of 16-20 NASF per person. All solution rooms should be ADA accessible.

Phone Rooms

Phone Rooms are small enclosed spaces provided as a shared amenity in predominantly open workspace environments for staff and faculty who might need a private, quiet space for a telephone conversation. Phone rooms should accommodate one to two people at 16 – 20 NASF per seat. All phone rooms should be ADA accessible.

Community Spaces

Community spaces include kitchens, break rooms, and lounge areas, and they are a valuable asset in any workplace environment. Since the construction of small kitchens and break rooms for every department is an inefficient use of space and resources, the guidelines recommend the development of centralized community spaces that provides equity across departments and ensures all employees have access to a kitchen and break area. The size of community spaces varies based on floor area, FTEs, and budget.

SPACE PLANNING GUIDELINE SUMMARY

Range of Square Footage

The guidelines establish a recommended range of space sizes (square footage) by type to allow flexibility in space assignment decisions. For example, a unit may assign a small office to a full-time faculty who is more likely to spend time working in a clinic or research lab, than in their office. Conversely, an individual may be assigned a workspace at the upper end of the range to accommodate the frequent meetings with multiple people required of their job.

Space-per-Person

All workspace is sized to meet a recommended maximum space per person based on space type, job function and requirements, and the occupant position/title. For example, the recommended maximum space per person for an administrative unit director is 120 NASF, while a full-time staff person is 60 NASF. Private versus share office assignment is primarily driven by office utilization, including factors such as; clinical activity, research load and type, FTE, and in some cases faculty rank. It is accepted that Professors and Associate Professors will have a private office. Assistant Professors would typically have private offices unless activity patterns or college/school and campus space considerations deem otherwise. Instructors and Senior Instructors would be assigned shared space but may have a single office contingent on space availability and activity patterns.

However, the guidelines define the maximum NASF an individual in a particular role or function should occupy, and do not guarantee that any employee or affiliate of the University will receive a specific workspace type or amount of square feet.

University of Colorado
Anschutz Medical Campus

CU ANSCHUTZ MEDICAL CAMPUS		
WORK SPACE GUIDELINES		
ROOM OCCUPANT by TYPE	RECOMMENDED SPACE TYPE	MAXIMUM RECOMMENDED NASF per PERSON*
POSITION		
EXECUTIVE		
Chancellor	Private Office	420
Provost, Vice Chancellors	Private Office	300
ACADEMIC UNITS		
Dean	Private Office	240
Associate or Assistant Dean	Private Office	150
Department Chairperson	Private Office	150
Faculty, Tenure Track, Research, Clinical Practice Series	Private Office	120
Faculty, Clinical (≥50% In hospitals)	Private Office or Landing Office	60
Unit Administrative Manager or Director	Shared Office or Private Office**	60-120
Faculty, Non-Tenure Track, (e.g. Lecturer III & IV)	Shared Office or Station*	60-90
Faculty, Visiting or Consulting	Shared Office or Station*	60
Faculty, Emeritus (Active)	Shared Office or Station*	60-90
Fellow, Lecturer I & II, Visiting Scholar	Shared Office or Station*	60
Technician, Associate, or Specialist (PRA)	Shared Office or Station*	60-90
Research Fellow	Shared Office or Station*	60
Staff, Professional (Full Time)	Shared Office or Station*	60-90
Staff, Professional (Part Time)	Shared Office or Station*	60
Staff, Administrative Support (Full Time)	Shared Office or Station*	60
Staff, Administrative Support (Part Time)	Shared Office or Station*	60
Graduate Student Instructor	Shared Office or Station*	30-60
Graduate Student Research Assistant	Shared Office or Station*	30-60
Temporary or Student Staff	Shared Office or Station*	30-60
ADMINISTRATIVE UNITS		
Associate or Assistant Vice Chancellor	Private Office	160-190
Director	Private Office	120
Associate or Assistant Directors	Shared Office or Private Office**	90-120
Managers	Shared Office or Station*	60-90
Staff, Professional (Full Time)	Shared Office or Station*	60-90
Staff, Professional (Part Time)	Shared Office or Station*	60
Staff, Administrative Support (Full Time)	Shared Office or Station*	60
Staff, Administrative Support (Part Time)	Shared Office or Station*	60
Temporary or Student Staff	Shared Office or Station*	30-60
** Space Type to be determined by Unit Leadership		

* Based on a 30' module

DEFINITIONS:

Net Assignable Square Feet (NASF): area of a building suitable for occupancy measured from the interior walls, including closets and small circulation corridors within assignable space. Excludes central corridors, bathrooms, and other non-assignable space.

Building: a roofed structure for the permanent or temporary shelter of persons, equipment, animals, plants, etc.

Facilities: any property, including buildings that are owned or controlled by CU Anschutz.

Office Facilities: are individual, multi-person or workstation spaces specifically assigned to academic, administrative, and service functions of the university.

Office: a space housing administrative, academic, staff, graduate and teaching assistants and students working at one or more desks or workstations. An office is assigned to one or more persons as a workstation or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment. NOTE: This does not include office service, conference room or conference services space.

Room: an interior building space defined by permanent walls, floor, ceiling, and doorway. Floor-to-ceiling height of an area may vary but cannot be less than 6' to qualify as a room.

Space Guidelines: distinct categories of space criteria detailed in the Office of Institutional Planning website: http://www.ucdenver.edu/about/departments/InstitutionalPlanning/Pages/AboutUs.aspx

Unit: a unit is a subset of CU Anschutz, and it may be a school or college, office or other distinct operational activity/entity, such as a center or institute.