## Space Management Principles

### Space Management Principles Overview

## In conjunction with the OSU’s mission, the following principles help guide its work in developing university space standards.

## The Oregon State University Board of Trustees has ownership and control of all facilities belonging to or controlled by the university. Ultimate responsibility for the assignment of reassignment of space resides with the President, upon recommendation of the Provost and Vice President for Finance and Administration.

## Allocation of space does not imply permanence, but rather a commitment based upon continued program justification and to changing program priorities. Allocation of increased square footage depends upon a demonstrated campus-wide need.

## Space vacated by a physical move, renovation, or new construction is allocated back to the common university reserve. In the case of the Memorial Union the space reverts back to the MU space inventory. Likewise, space vacated due to a reduction in program size, reduction in workforce, or program elimination is also allocated back to the common university reserve.

## All university space will be managed to ensure effective and efficient utilization. The MU conducts annual utilization studies to ensure optimum utilization of the spaces.

## All space data, analysis and reports are in the public domain and available for inspection.

## The preservation of department or operating unit integrity is a high priority. The MU will make a concerted effort to locate members of the same department, office, or unit close to each other whenever possible and will only split units on an interim or as necessary basis.

## OSU Construction Standards are to be used by all architects, engineers (A/E), and other design and construction professionals under contract to do work at and for OSU. The standards are also a resource for staff and faculty in determining appropriate use of allocated space. Specifically, space use must comply with Section 01 10 02: Accessibility Best Practices for OSU in support of OSU’s commitment to universal accessibility.

### FICM Standards

## In 2015, OSU Space Management updated and revised space codes to align with FICM standards. The Postsecondary Education Facilities Inventory and Classification Manual (FICM) describes standard practices for initiating, conducting, reporting, and maintaining a postsecondary institutional facilities inventory.

####

#### FACILITY TYPE CODES

## Facility Type (room type) Codes identify the primary use of the room and how it is used. In addition to unclassified spaces, such as circulation areas, restrooms, or building service areas, these codes include:

## Classrooms - (Category 100): General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled non-laboratory instruction, including classroom service areas.

## Laboratory Facilities (Category 200): Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines. This includes classroom, open and research/non-class laboratory facilities (dry, computer, wet, and individual study labs, environmental control rooms, student practice rooms and lab service spaces)

## Office Facilities (Category 300): Offices and conference rooms specifically assigned to each of the various academic, administrative and service functions. This includes staff, faculty, administrative, student offices, office service spaces, conference rooms and conference services areas

## Study Facilities (Category 400): Study rooms and study service spaces, stacks, open-stack reading rooms and library processing spaces.

## Special use Facilities (Category 500): Military training rooms, athletic and physical education spaces and locker rooms, media production rooms, clinics, demonstration areas, field buildings, animal quarters, greenhouses, and other room categories that are sufficiently specialized in their primary activity or function to merit a unique room code.

## General Use Facilities (Category 600): Assembly rooms, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms, and other facilities that are characterized by a broader availability to faculty, students, staff, or the public than are special use areas.

## Support Facilities (Category 700) Computing facilities, shops, central storage areas, vehicle storage areas, and central service space that provide centralized support for the activities of a campus.

## Health Care Facilities (Category 800 Series) Facilities used to provide patient care (human and animal)

## Residential Facilities (Category 900 Series) Housing facilities for students, faculty, staff and visitors to campus.

## Unclassified Facilities (Category 000) Inactive or unfinished areas, or areas in the process of conversion.

The Memorial Union works primarily on categories 300, 400, 500 and 600.

#### FUNCTIONAL SPACE USE CODES

## Functional Use Code represents the function or activity that occurs in this space. Functional Use Codes are vital in determining indirect cost recovery of Facilities and Administrative (F&A) costs associated with sponsored agreements. Accurately tracking and maintaining costs associated with building and equipment depreciation and building O&M Costs is a mandatory requirement by the Office of Management and Budget.

## Instruction

## Organized/sponsored research

## Other sponsored activities

## Libraries

## Departmental administration

## Student Services

## General Administration

## Operations and maintenance of plant

## Other institutional activities

## Service centers

## Unoccupied space

### DEFINITION OF TERMS

## Gross Square Feet – gsf (also called bgsf-building gross square feet) - GSF is the total area of all floors of a building. This includes the area within the outside faces of exterior walls and floor penetration areas, however insignificant. GSF also includes all building structural, mechanical and other infrastructure systems, all building circulation space, and all support space such as public toilets, lobbies, etc. An interesting issue for Stanford is that this can include building arcades, which represent a significant area of space on the campus, particularly in areas such as the main quad. Gross area also includes space located above and below grade (basements.)

## Net Assignable Square Feet – nasf (also called nsf or asf -net square feet or assignable square feet) NASF refers to the space inside a room, as measured from interior wall to interior wall, including “nooks and crannies” which may exist in older buildings. It does not include building circulation, or areas such as restrooms, elevators and stairs. This is the space that is available for assignment to an occupant or for a specific use. The space guidelines are presented in terms of “nasf.”

## **Office Space Guidelines**

### Office Space Allocation

The decision about whether to allocate an office or a cubicle should be made on the basis of the type of work an individual performs and their time appointment (full-time vs. part-time, seasonal vs. year round). The following provides descriptions and articulate the sizes and utilization standards for various types of offices at Oregon State University.

* Large Private Office: these offices are for staff and faculty with functions that require high levels of privacy (need for frequent confidential meetings and/or phone conversations and working with high volumes of confidential materials) and enough space to frequently meet with 4 or more individuals. Typical assignments may include: president, provost, vice president/provost, deans, department chair, and executive directors.
* Regular Private Office: these offices are for 1.0 FTE staff/faculty that require high levels of privacy. Typical assignment may include: faculty, academic professionals, directors and managers.
* Regular Open Office: open offices are encouraged by Oregon State University and are to be used by all 1.0 FTE staff and faculty whose functions do not require additional space and who can use breakout and conference rooms for discussions that require high levels of privacy.
* Regular Shared Office: these office spaces are for below .5 FTE staff/faculty with functions that require meeting with up to two other and/or requiring some confidentiality, security, visual and acoustical privacy.
* Regular Shared Open Office: these office spaces are for below .5 FTE staff/faculty whose functions do not require additional space for meeting and/or require confidentiality, security, visual and acoustical privacy.

### Touchdown (Hoteling) Space

As space inventory becomes increasingly limited, touchdown, or hoteling, just-in-time office space is becoming more and more utilized. Whether addressing staff needs for distant campuses or experimental stations or relocating administrative and other staff off campus to free space to accommodate growing academic programs, the use of touchdown space provides a convenient means for staff to accomplish work as they move from the main campus to other campus locations. As a “just-in-time” office space that is shared by many, touchdown spaces should be flexible to meet a variety of workspace needs, but also conveniently located with easy access to printers, copiers, etc.

### Considerations for Improved Office Space Efficiency

* A modular planning approach, such as co-location offices of similar sizes and types provides increased flexibility of office use over time and assists in preparing for future needs and changes in academic and other programs.
* Positioning offices in the building core rather than along the windowed side of buildings increases flexibility and improves air quality and light penetration for the building.
* Eliminating excess paper by sorting, purging and archiving documents not only brings space efficiency, but also helps identify specialized storage needs or furniture solutions.
* Regular reviews of office space assignments and changing needs to ensure assignments still make sense helps to keep office rosters up-to-date, and helps identify space reallocations that might be necessary.
* Lockable storage should be provided for faculty, staff and graduate teaching assistants (GTA) in open and shared office space situations.