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Introduction

The University of Cincinnati’s “Design Guidance: Office Space” was developed as a reference for University personnel, Associate Architects, furniture dealerships, furniture manufacturers, and contractor personnel who are involved in the design, furnishing, construction, and/or use of new and renovated office areas. It presents guidance for the allocation and design of office space at the University.

The guidance was developed through research of office environments in both higher education and industry, utilizing campus planners, architects, and interior designers who have extensive experience in designing many different kinds of office space. The team obtained information from a variety of sources, including:

- A comprehensive review of university personnel classifications
- A review of comparative information about office standards at other universities
- Visits to other campuses
- Input from professional design teams with a diverse range of experience
- Input obtained from presentations made at professional conferences

History

The need for a comprehensive set of standards for the allocation and design of all University office space has become apparent, and the precedent for this has been established. The concepts embedded in these standards have been applied to University Hall, University Pavilion, The Student Life Center, and other projects at the University. With increasing application, these concepts have been refined, and have been developed into this document.

The University now has an opportunity to take advantage of the knowledge gained from these recent applications. By applying this knowledge across the board, the University can realize the benefits a high-quality office environment can deliver in terms of recruitment, retention, and increased fiscal effectiveness. This comprehensive level of thinking is commensurate with the concepts embedded within the Master Plan; further, it integrates the same attention to the interior details of the workplace as has been given to our MainStreet and other Master Plan initiatives. A standard policy for the equitable allocation and design of office space at the University of Cincinnati is consistent with the strategies of the Master Plan. The policy also is not without precedent, as is outlined below.
Integration with Master Plan Initiatives and Strategies

The Master Plan contains several initiatives that support the desire for universally applied office space standards:

- **The 1991 Edition** introduced the concept of Connective Strategy, emphasizing, among other points, the celebration of innovation.
- **The 1995 Edition** added the Three Imperatives, of which one is to provide new academic and research space and facilities on campus.
- **The 1995 Edition** added a Fourth Imperative, Quality of Student Life and Services. Among other goals, this imperative includes the attraction and retention of top-quality students, and the creation of a physical environment reflecting the idea that learning takes place at all times, in a range of places in and beyond the classroom.

Specifically, the Master Plan points out: “A strong campus community, fostered by an attractive and cohesive, interconnected physical environment, with a high quality of student services, is critical for the University to remain competitive academically.” The quality of the work environment — where students will interact with university employees and faculty — contributes extensively to the ability to recruit and retain top-quality students, faculty, and staff. The scope of this vision, therefore, is naturally recognized to include the interiors of our buildings and the furnishings within. Such conclusions have been applied to date in the construction and renovation of facilities. In keeping with the overriding goals of the Master Plan, the University recognizes that the quality of the university’s office space and the furnishings within must continue to be brought up to par, in a similar fashion as its academic, research, and open space.

Integration of Quality of Life Standards for All Students, Faculty, and Staff

The University of Cincinnati is one of the largest employers in the Cincinnati region, with an equally significant economic impact. In this capacity, the University employs over 13,000 full- and part-time faculty, staff, and students — dispersed over a wide range of research, academic, and administrative disciplines and functions. As the University continues to improve the quality of its facilities and assets, the same concepts applied to recent projects should be applied. To follow our policy of improving academic, student, and research facilities, along with open space, to the same level of quality, we need to follow a similar path in the design of future facilities — from the purchase or replacement of furniture, to building renovations, to the design of new buildings.

The University has the opportunity to benefit from the impact of well-crafted space and interiors. It is known that students base their decision to attend a university on the first few
minutes of a campus visit. The quality of the work environment is recognized to play a part in a job candidate’s decision to work for a particular employer. The impressions on surrounding communities have lasting impacts. The growing policy toward open access and broader use of facilities emphasizes the role departments have as ambassadors for the university. An ordered and systematic method for allocating space and furnishings focuses attention to quality, from the space to the workstation. Such an approach also helps the University remain competitive in recruitment and retention. These concepts have been applied to such recent projects as Braunstein Hall, Baldwin Hall, Swift Hall, The Student Life Center, University Hall, and University Pavilion, among others.

**Integration with Industry**

The concepts of value-based asset management and universal application of space standards have been in place in industry for many years. Within higher education, the application of space and furniture standards has grown, with many universities implementing a codified method for allocating and designing office space. In addition, as the University continues to adapt to further reductions in state funding, there is heightened emphasis on retaining a unified identity as an institution. Space standards help achieve this.

**Benchmarking**

The University’s office space standards have been extensively measured against those found in similar offices across the United States. While developing these standards, the University sought policy information about typical square footage, office types, etc., for similar spaces in other public institutions and in private industry. Beginning in March 2003, the Office of Campus Planning and Design assembled a list of public universities and businesses comparable to UC in size and mission. Design professionals at these comparable institutions were then questioned about the space standards and philosophy in place in their offices.

Not all institutions responded with complete information; many have not developed space standards of their own. However, the data available did indicate that UC’s standard office sizes, furniture selections, and finish levels are similar to, or even more generous than, those found in other, similar businesses.

**Integration of Responsible Use of Funds and Resources**

Equitability, value, quality, function, and flexibility are all important goals that office space and furniture should support. First cost is not the only cost to be acknowledged in determining value to the University. Selecting materials that may have a higher price point, but that reduce maintenance over time is a concept in use at the University of Cincinnati. As an example of this, the recent purchase of new field turf surfaces for the football stadium, the soccer field, and other fields that students will use has been very successful, allowing both
specific and general recreational use, and reducing fears of wear and tear. Similarly, the
furniture for University Hall, University Pavilion, the Student Life Center, and other recent
projects was chosen and purchased for its ability to support a variety of job descriptions and
for the ease with which it can be reconfigured in the future, as well as for its quality and
durability. By virtue of larger quantities and industry-proven performance, furniture of a
median or higher price point could be procured for greater reduced cost, increasing the
purchasing power of the University.

Dedicated budget line items for furniture and interior design have been in place at the
University on all major projects, and it is concluded that furniture purchases, renovation
projects, and new construction will include a separately identified budget allocation for
interiors and office furniture commensurate with the standards herein.

In support of the above, the standards contained in this document have been established.

**Objectives**

The guidance presented here supports the following objectives:

- To provide a quality environment for the University’s high-quality employees and
  services, thus enhancing job satisfaction among staff members
- To foster the recruitment and retention of top-quality employees and students
- To create functional, efficient workspaces for staff performing diverse duties in a
  variety of settings
- To encourage interaction and teamwork among members of each department
- To promote creativity and innovation in the office environment
- To convey workplace equality through equitable and consistent distribution and
  quality of space and furniture resources throughout the University
- To apply a consistent and professional look to office environments across all
  campuses
- To simplify asset management
- To better utilize financial resources through a work environment designed for
  long-term quality, interchangeability and flexibility; ergonomics based in research;
  and longevity and depth of product
Space Planning

In the last 10 to 15 years, changes in work and work processes have brought about a gradual but dramatic shift in the way office spaces are designed. With computer technology continuing to advance, offices must deliver maximum connectivity. Business objectives often require employees to work collaboratively, so office designs must promote interaction between co-workers. “Repurposing” of space is commonplace, so designs must minimize costs by providing the flexibility for possible new configurations. And human factors such as the need for natural light, privacy, and comfort are recognized as being essential to productivity.

Against that backdrop, UC has established a governing philosophy and a set of organizing principles for space planning that facilitate the design of contemporary, ergonomic, and optimally functional work environments.

**Governing Philosophy for Office Space Planning**

The following three elements will guide the design of office space at UC:

a) **Co-location of related functions.**

   This approach places people in related jobs close to one another on the office floor. As an example, administrative assistants’ work spaces are located near those of the personnel they support. Reducing the reduced need for foot travel throughout the floor has a positive impact on time efficiency and productivity.

b) **Sharing of spaces** by multiple departments or by all personnel in a building.

   Examples of spaces that can be shared include conference or breakout rooms, training facilities, reception areas, photocopying/printing/mail distribution areas, work-related storage space, and kitchens or break rooms. By designing these areas to be shared among groups, the University makes the best use of expensive “fitted out” space (i.e., space equipped with phone and data jacks, conferencing capability, etc.). The sharing approach also results in more available square footage for assignment to employees.

c) **Use of modular furniture systems** in office layouts.

   Modular furniture systems deliver flexibility and efficiencies of cost and space. They can be either freestanding or panel-mounted (for example, overhead storage shelves mounted on cubicle walls). This type of furniture also establishes a consistent, professional appearance throughout a building. Both individual work areas and shared spaces will be designed with modular furniture, including areas where built-in components such as cabinets and counter tops are being considered. (The section “Office Layouts” in this
document shows floor plans for different job functions and the furniture systems, components, and sizes typically found in each.)

**Other Office Spaces**

**Conference rooms** should have the capacity for 12 or more people.

**Breakout rooms** should have capacity for 8 or more people.

**Note:** Rooms with capacity for 20 or more have specific audiovisual requirements. Please refer to “Design Guidance: Learning Environments” for specifics.

**Organizing Principles**

The University’s organizing principles for office space were developed to provide guidance for assigning office types and space allocations, and to address other considerations related to occupant comfort and productivity.

**Planning Principles**

In programming a new office, designers must follow these principles:

- Employees are assigned either an open office (with moveable partitions surrounding a portion of the space) or a closed office (with fixed walls and a door). Assignment is determined by job category. The table in the section “Space and Finish Standard” presents the standard office assignments by category.

- Net assignable square footage (NASF) for each employee is also determined by job category. Standard NASF amounts are also shown on the table in the section “Space and Finish Standard”.

- To provide views and daylight for a majority of occupants, designers should avoid placing closed offices along exterior walls whenever possible.

- When practicable, exterior corners should be reserved for conference rooms, multi-purpose rooms, or the offices of senior-level administrators. Locating senior staff in proximity to people with whom they have functional relationships is a priority.

**Other Considerations**

**Technology and electricity:** A standard work station is equipped with one voice and one data jack. Three duplex power outlets are provided, one for computers and the others for convenience.

Any requests for variations from the standard work stations will be addressed on a case-by-case basis.
In lieu of in-building surge protection, power circuits should be segregated as follows:

1. Computer
2. Convenience
3. Specialty equipment (i.e., photocopiers, fax machines, laser printers, etc.)
4. Work station task lighting

**Noise management:** As much as possible, design should minimize noise by placing the majority of work spaces away from the floor’s main traffic flow. Organizations must be separated from one another by sound-isolated, floor-to-deck partitions.

**Temporary/interim space:** Design of temporary space need not follow the guidance presented in this document. Such spaces must be designed with economy and flexibility in mind.

**Requirements for Design Submissions**

Designers must follow the “Design Phase Submission Requirements” outlined in the University’s *Design Guidelines and Standards Manual*, as well as the Office of the University Architect (OUA) publication “Interior Design and Furniture Acquisition.” For interior design of office spaces, specific requirements include:

- **Schematic Design (SD):** Floor plans showing spatial design elements and the proposed furniture layout. A preliminary budget must be submitted for review and approval.
- **Design Development (DD):** Required coordinations with architectural and MEP disciplines; material, finish, and product selections; color boards with outline specifications; updated budget.
- **Construction Documents (CD):** Updated choices and product lead times.

**Compliance Issues and Special Requirements**

The University requires that all offices achieve full compliance with building and fire codes. Full compliance with all applicable provisions of the Americans with Disabilities Act (ADA) is also a requirement.

The criteria contained in this guidance meet or exceed Americans with Disabilities Act Accessibility Guidelines (ADAAG), fire, life safety, and other related building codes, as applicable, as of April 2003. Designers are to incorporate subsequent changes if they are more stringent.
Space Standards

Space standards were established to create uniformity and efficiency in the University’s work environments. The standards encourage designers and other stakeholders to think in terms of adaptability for future reconfigurations. Inherently, the standards also discourage designs that dedicate space to infrequent or “luxury” uses.

Office Types

As stated previously, the open office environment offers numerous advantages that are validated by industry research. Open environments promote creativity, collaboration, and flexibility, among other benefits.

Closed offices will be allocated to people in positions of director and above. All other employees will be located in open offices.

Design Elements

Furniture

Modular furniture is the standard for all office space. Designers are to specify standard product lines and components for a look and quality that match throughout an organization. Stand-alone office furniture, or “case goods,” will be evaluated by the University Architect for specialty conditions only.

Finishes

The selection of finish materials and colors for a public space (i.e., one visited by students, parents, community members, etc.) must be approved by the Office of the University Architect and must follow the selection process presented in “Interior Design and Furniture Acquisition.” For non-public spaces, selections should remain within the University’s approved color guidelines and furniture standards.

Standard Space Sizes and Finishes

The table on the following page shows the office type (open/closed), square footage allotment, and furniture/finish for each job category. Standard finishes are shown in the table on the following page.
<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Academic/ Research</th>
<th>Athletic</th>
<th>Closed NASF</th>
<th>Open NASF</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive V.P.</td>
<td>Provost</td>
<td>Athletic Director</td>
<td>300</td>
<td></td>
<td>Wood</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Conferencing for 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Optional loveseat/ club chairs</td>
</tr>
<tr>
<td>Associate V.P.</td>
<td>Vice Provost</td>
<td></td>
<td>250</td>
<td></td>
<td>Wood</td>
</tr>
<tr>
<td></td>
<td>Dean</td>
<td></td>
<td></td>
<td></td>
<td>Conferencing for 6</td>
</tr>
<tr>
<td>Assistant V.P.</td>
<td>Associate Dean</td>
<td></td>
<td>220</td>
<td></td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td></td>
<td>Associate Provost</td>
<td></td>
<td></td>
<td></td>
<td>Wood tops</td>
</tr>
<tr>
<td>Assistant Dean</td>
<td>Faculty Dept. Head</td>
<td></td>
<td>180</td>
<td></td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td></td>
<td>Division Chair</td>
<td></td>
<td></td>
<td></td>
<td>wood trim</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td>Director</td>
<td>Assist. Athletic Director</td>
<td>150</td>
<td></td>
<td></td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td></td>
<td>Head Coach</td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td>Full-time faculty</td>
<td></td>
<td></td>
<td>100–150</td>
<td></td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td>Part-time faculty</td>
<td></td>
<td></td>
<td>75 (shared 150 sq ft)</td>
<td>64</td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td>Emeritus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td>Assoc. Director</td>
<td>Assistant Coach</td>
<td></td>
<td></td>
<td>96</td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td>Assist. Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td>Staff</td>
<td>Part-time faculty</td>
<td></td>
<td></td>
<td></td>
<td>Metal files and overheads</td>
</tr>
<tr>
<td></td>
<td>Research Asst.</td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
<tr>
<td></td>
<td>Teaching Asst.</td>
<td></td>
<td></td>
<td></td>
<td>Plastic laminate top</td>
</tr>
</tbody>
</table>

*a* Director position requires direct reports with managerial responsibilities of those reports.

*b* Full-time faculty offices shall fall within the listed net assignable square footage (NASF) range depending on individual needs and potential physical constraints of existing structures.

*c* Part-time faculty offices shall fall within the listed NASF range depending on individual needs and potential physical constraints of existing structures. An option of shared closed office space within a 150-NASF closed office can be considered if the situation justifies.

*d* Emeritus faculty office space will be determined on a case-by-case basis in discussions among the department head, Campus Planning and Design, and any administrative space committee as necessary.
Available Office Layouts

The following pages show office layout options for job categories including:

- Executive VP/Provost/Athletic Director (two options)
- Associate VP/Dean/Vice Provost
- Assistant VP/Associate Dean/Associate Provost
- Assistant Dean/Faculty Department Head/Division Chair/Associate Athletic Director
- Director/Assistant Athletic Director/Head Coach (three options)
- Full-time faculty (four options)
- Part-time faculty (three options)
- Emeritus—Faculty/Administrative Officers
- Professional/Associate Director/Assistant Director/Assistant Coach (five options)
- Staff — Administration
- Staff/Part-Time Faculty/Research Assistant/Teaching Assistant (two options)

Other drawings show:

- Optional office furniture, including filing and storage pieces
- Panel height options in an example 8’ x 8’ workstation. Panel heights can range from 42 to 64 inches depending on the workstation’s function.

Note: Examples shown on the following pages are included as examples only and are not meant to prescribe final product or options. User needs are to be evaluated to determine actual layouts. The options depicted show how the same furniture can best be configured within the standard square footage.
Executive VP / Provost / Athletic Director
300 sq. ft. (16' x 19') Closed Office
Option A

A. U-shaped freestanding wood case goods
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic executive chair (leather option)
J. Lateral file, 42” wide, 2 high
   (2) Upholstered side chairs
   Sofa and (2) upholstered club chairs
   Side table and coffee table

Options: 0-3
Executive VP / Provost / Athletic Director
300 sq. ft. (15’ x 20’) Closed Office
Option B

A. U-shaped freestanding wood case goods
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic executive chair (leather option)
J. Lateral file, 42” wide, 2 high
(6) Upholstered side chairs
Conference table

Options: 0-3


**Associate VP / Dean / Vice Provost**  
250 sq. ft. (14’ x 18’)  
Closed Office

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**SPACE STANDARDS**  
**OFFICE FURNITURE TYPICALS**

---

A. U-shaped freestanding wood case goods  
B. Overhead storage w/ task lights  
C. Tackable panel with work tool rail and paper management  
D. Drawer/drawer/file pedestal, lockable  
E. File/file pedestal, lockable  
F. CPU mounting unit (fixed or mobile)  
G. Pencil drawer  
H. Ergonomic adjustable keyboard  
I. Ergonomic executive chair (leather option)  
J. Lateral file, 30” wide, 2 high  
Wood conference table and (6) upholstered side chairs

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Options: 0-3
Assistant VP / Associate Dean / Associate Provost
220 sq. ft. Closed Office (12’ x 18’)

Options: 0-3

A. U-shaped freestanding wood case goods
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic executive chair (leather option)
J. Lateral file, 30” wide, 2 high
Wood conference table and (4) upholstered side chairs

Options: 0-3
Assistant Dean / Faculty Dept. Head / Division Chair / Assoc. Athletic Director
180 sq. ft. Closed Office (12’ x 15’)

A. U-shaped freestanding wood case goods
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic managerial chair
J. Lateral file, 30” wide, 2 high
K. (2) Full height bookcases
L. (2) Combo units
(2) Guest chairs

Options: 0-2
**Director / Assistant Athletic Director / Head Coach**

150 sq. ft. Closed Office (12’ x 12’-6’)

Option A

A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic managerial chair
J. Lateral file, 30” wide, 2 high
   (2) Guest chairs

Options: 0-2
Director / Assistant Athletic Director / Head Coach
150 sq. ft. Closed Office (11’ x 14’)
Option B

A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic managerial chair
J. Lateral file, 30” wide, 2 high
(2) Guest chairs

Options: 0-2
Director / Assistant Athletic Director / Head Coach
150 sq. ft. Closed Office (10’ x 15’)
Option C

A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic managerial chair
J. Lateral file, 30” wide, 2 high
(2) Guest chairs

Options: 0-2
Full-Time Faculty
150 sq. ft. Closed Office (12’ x 12’-6”)
Option A - Full Capacity

A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. Not used
K. (4) Full height bookcases
L. (2) Combo units
(2) Guest chairs

Options: 0-2
Full Time Faculty
150 sq. ft. Closed Office (11’ x 14’)
Option B - Full Capacity

A. U-shaped systems furniture (Metal files, Laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. Not used
K. (4) Full height bookcases
L. (2) Combo units
(2) Guest Chairs

Options: 0-2
**Full Time Faculty**
150 sq. ft. Closed Office (10’ x 15’)
Option C - Full Capacity

A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. Not used
K. (4) Full height bookcases
L. (2) Combo units
   (2) Guest chairs

Options: 0-2
**Full-Time Faculty**

120 sq. ft. Closed Office (10’ x 12’)

Full Capacity

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**SPACE STANDARDS**

**OFFICE FURNITURE TYPICALS**

---

**Options: 0-2**

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University of Cincinnati
Division of the University Architect
Part-Time Faculty
Shared 150 sq. ft. Closed Office (12’ x 12’-6”)
Option A

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. Not used
K. Full height bookcases
L. Combo unit

Guest chair

Space Standards
Office Furniture Typicals
Part-Time Faculty
Shared 150 sq. ft. Closed Office (11’ x 14’)
Option B

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. Not used
K. (2) Full height bookcases
L. (2) 30” w. combo units
Guest chair
Part-Time Faculty
Shared 150 sq. ft. Closed Office (10’ x15’)
Option C

A. L-shaped systems furniture w/ shared P-top (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. Not used
K. (2) Full height bookcases
L. (2) Combo units
   Guest chair

Options: 0
**Professional/Associate Director/Assistant Director /Assistant Coach**

96 sq. ft. Open Office

Option A

- **A.** L-shaped systems furniture (metal files, laminate top)
- **B.** Overhead storage w/ task lights
- **C.** Tackable panel with work tool rail and paper management
- **D.** Drawer/drawer/file pedestal, lockable
- **E.** File/file pedestal, lockable
- **F.** CPU mounting unit (fixed or mobile)
- **G.** Pencil drawer
- **H.** Ergonomic adjustable keyboard
- **I.** Ergonomic task chair
- **J.** 42" wide, 2 high lateral file

**Options:** 1
Professional/Associate Director/Assistant Director/Assistant Coach
96 sq. ft. Open Office
Option B

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. (2) File/file pedestals, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. 42” wide, 5 high lateral file
   Task chair

Options: 0
Professional/Associate Director/Assistant Director/Assistant Coach
96 sq. ft. Open Office
Option C

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. 30” wide, 2 high lateral file
N. Mobile table
Task chair

Options: 0
Professional/Associate Director/Assistant Director/Assistant Coach
96 sq. ft. Open Office
Option D

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
Drafting table

Options: 1
Professional/Associate Director/Assistant Director/Assistant Coach
96 sq. ft. Open Office
Option E

A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Not used
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. 30” wide, 2 high lateral file
Side chair

Options: 1
Staff - Administration
Shared 128 sq. ft. Open Office

A. L-shaped systems furniture with shared P-top (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
J. 42" wide, 2 high lateral file

Options: 0-2
Staff / Part-Time Faculty / Research Assistant / Teaching Assistant
64 sq. ft. Open Office
Option A

- L-shaped systems furniture (metal files, laminate top)
- Overhead storage w/ task lights
- Tackable panel with work tool rail and paper management
- Drawer/drawer/file pedestal, lockable
- File/file pedestal, lockable
- CPU mounting unit (fixed or mobile)
- Pencil drawer
- Ergonomic adjustable keyboard
- Ergonomic task chair

Options: 0-1
Staff / Part-Time Faculty Office
64 sq. ft. Open Office
Option B

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair
L. Combo storage unit

Options: 0-1
Storage Options

J. LATERAL FILES

2 HIGH
30" w. = 5 ft.
36" w. = 5.5 ft.
42" w. = 6 ft.

3 HIGH
30" w. = 8 ft.
36" w. = 8.25 ft.
42" w. = 12 ft.

4 HIGH
30" w. = 10.5 ft.
36" w. = 11 ft.
42" w. = 15.5 ft.

5 HIGH
30" w. = 10.5 ft. + 2.25 Book Storage
36" w. = 11 ft. + 2.75 Book Storage
42" w. = 15.5 ft. + 3.25 Book Storage

K. BOOKCASES

BOOKCASE, 36" w.
Book Storage = 8.25 Ft.

BOOKCASE, 36" w.
Book Storage = 11 Ft.

BOOKCASE, 36" w.
Book Storage = 13.75 Ft.

L. COMBO STORAGE UNITS

COMBO UNIT
(Lat. File & Closed Storage)

COMBO UNIT
(Closed Storage & Bookcase)

COMBO UNIT
(w/ coat storage)

M. CABINETS

N. MISCELLANEOUS ITEMS

* Note: Options vary per project pending user group needs.
Workstation Typical – Open Office

A. L-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. File/file pedestal, lockable
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic task chair

SPACE STANDARDS
OFFICE FURNITURE TYPICALS
Principles for Variances

The processes outlined below are used to evaluate most variance requests. During design, requests by professional staff for closed offices are reviewed on a case-by-case basis.

Variance Requests During Design

1. The Office of the University Architect will maintain a list of all variance requests (and rationales) received during design.
2. The Office will evaluate all requests in the context of the user’s needs (e.g., for privacy, meeting space, specific equipment and furniture, etc.).
3. The Office will propose alternative solutions that meet the user’s functional needs while also complying with the spirit of the standards.
4. The Office will present each request to the appropriate Vice President or Provost, who will approve the request, deny the request in favor of the standard, or approve one of the proposed alternative solutions.

Variance Requests After Occupancy

1. The Office of the University Architect will receive all post-occupancy variance requests.
2. Requests will be evaluated for compliance with these standards.
3. Requests that do not conflict with the standards will continue to be processed. If a request conflicts with these standards, the following process will be followed to resolve it:
   a) The department and the Office of the University Architect will meet to identify the reasons for the request and evaluate its reasonableness.
   b) If the request is reasonable, the Office of the University Architect and the department will work to identify alternatives that meet the user’s functional needs while maintaining the spirit of the standards.
   c) The case will be presented to the University Architect, who will approve the request, deny the request in favor of the standard, or approve one of the proposed alternative solutions.
   d) Costs for post-occupancy physical alterations resulting from departmental variance requests will be the responsibility of the requesting department.
Bibliography


