Design Guidance: Office Space

Planning+Design+Construction

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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 standard for allocating and designing office space at the University of Cincinnati became apparent in the mid 1990's as the institution prepared plans for major capital projects such as University Hall, University Pavilion, Steger Student Life Center, Lindner Athletic Center, and others. Necessary to implement in quick - even concurrent - succession, these projects created a significant number of offices. To manage the development of such an under-taking - earlier projects and further research providing the precedent - the office of Planning+Design+Construction (formerly the Office of the University Architect) prepared the first release of the _Design Guidance: Office Space_ that then-University President Nancy Zimpher issued in April 2003 as University policy by Administrative Memorandum. The document has been in-use since; and this 2016 update incorporates new knowledge to address recent changes in the US workplace.

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 thinking is commensurate with the concepts embedded in the campus' Master Plan 2000; and integrates the same level of attention to the interior details of the workplace as that given to the implementation of Master Plan initiatives. A policy for the equitable allocation and design of office space at the University of Cincinnati is consistent with and supportive of the Master Plan, and 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.

- **The 2000 Edition** refined the physical planning concepts articulated in prior years, and in anticipation of redevelopment needs of the campus.

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 many projects since the adoption of the campus Master Plan – Braunstein, Baldwin, and Swift halls; Steger Student Life Center, University Hall, and University Pavilion to name several - and to many others since.

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 measured against those found in similar offices across the United States. While developing the initial 2003 standards, the University sought policy information about typical square footage, office types, etc., for similar spaces in other public institutions and in private industry. In March 2003, Planning + Design + Construction 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. While not all institutions responded at the time with complete information and many did have comprehensive space standards of their own, 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.

Development of projects since 2003 - such as CARE and the rehabilitation of MSB, the new Health Sciences Building, the renovation of Kowalewski Hall, renovations at UC Blue Ash campus, and the new Lindner College of Business building to name a few - have provided both new information about the higher education workplace, as well as greater awareness of a wider-spread adoption and use of office space standards and design guidance within higher education institutions.

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, furniture for major projects is selected 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 20 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:

1. **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 need for foot travel throughout the floor has a positive impact on time efficiency and productivity.

   Similar to the co-location of related functions is the philosophy of grouping - or aggregating - departmental personnel. Aggregating a department can promote team-building and administrative efficiency, and can make locating faculty and staff expertise easier for one another and for students. These goals are best-achieved when a department is assembled in one physical location as much as physically and financially feasible, and where aggregation best serves the mission of the department or college.

2. **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.

3. **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

Recent trends in private industry to provide reduced-size offices and to construct new types of collaboration spaces - "huddle rooms", "multi-purpose rooms", "micro conference rooms", quiet work rooms, etc. - have evolved to support shifting work mode patterns and are also being considered by US higher education institutions. Experience on recent projects at UC and a look at recent research suggests that allocations for office space, therefore, include space to support group work in ways that reduce disruption to work and office culture. Therefore, the allocation and design of office space for University personnel shall include the following, the quantity of which will be determined during planning stages of a project but shall be generally in proportion to the number of open offices that the spaces serve.

1. **Group Work &/or Problem-Solving Spaces**
    a. **Conference rooms**, should have a capacity of 12 or more people.

    b. **Breakout rooms**, should have a capacity of 6 or more people.

    c. **Huddle rooms**, ideally have a capacity of less than 6.

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

2. **Private Problem-Solving, Touch-Down, or Research & Writing Spaces**
    Are quiet enclosed spaces, typically for no more than 2 people per space.

NOTE:	**These spaces are to be included only for departments with mostly open offices.**

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:

1. Each employee will be assigned either a closed office (i.e. with floor-to-ceiling partitions and a door) or an open office (i.e. with partial-height moveable partitions surrounding a portion of the space), square footage, and furniture componentry and finishes by job category using the table on page 12.

2. Office space shall be allocated for group work, and space for private problem-solving work, in proportion to the number of open offices of the department being allocated space.

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

4. When practicable, exterior corners should be reserved for conference rooms, multi-purpose rooms, or the offices of senior-level administrators. Where feasible and without creating disruption to office function, meeting and conference spaces should be located off primary public spaces in order to support the sharing of these rooms by other departments or colleges of the University.

5. Senior staff should be located in proximity to people with whom they have functional relationships; and supervisory personnel should be located adjacent to the staff they direct.

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 October, 2016. 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 uses and to uses that could be shared.

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.

Job Categories			Closed Office	Open Office	Finish
Administration	**Academic/ Research**	**Athletic**	**NASF**	**NASF**	
Executive V.P.	Provost	Athletic Director	300		▪ Wood ▪ Conferencing for 6 ▪ Optional loveseat/ club chairs
Associate V.P.	Vice Provost Dean		250		▪ Wood ▪ Conferencing for 6
Assistant V.P.	Associate Dean Associate Provost		220		▪ Metal files and overheads ▪ Wood tops
	Assistant Dean Faculty Dept. Head Division Chair	Assoc. Athletic Director	180		▪ Metal files and overheads, wood trim ▪ Plastic laminate top
Director [a]		Assist. Athletic Director Head Coach	150		▪ Metal files and overheads ▪ Plastic laminate top
	Full-Time Faculty, all appointment types [b]		120		▪ Metal files and overheads ▪ Plastic laminate top
	Part-Time Faculty [c]		[c]	64	▪ Metal files and overheads ▪ Plastic laminate top
	Emeritus [d]		[d]	[d]	▪ Metal files and overheads ▪ Plastic laminate top
Professional Assoc. Director Assist. Director		Assistant Coach		96	▪ Metal files and overheads ▪ Plastic laminate top
Staff	Part-time faculty Research Asst. Teaching Asst.			64	▪ Metal files and overheads ▪ Plastic laminate top

[a] Director position requires direct-reports with managerial responsibilities of those reports.

[b] Full-Time Faculty includes all full-time teaching positions regardless of tenure or tenure-track. Offices for these positions shall fall within the listed net assignable square footage (NASF) depending on individual needs and potential physical constraints of existing structures.

[c] Part-Time Faculty offices shall fall within the listed NASF depending on individual needs and potential physical constraints of existing structures. An option of shared closed office space within a 120-NASF closed office can be considered if the situation justifies.

[d] Emeritus Faculty office space is, generally, only allocated to those with *__active__* teaching, research, advising or administrative responsibilities. Final determination of space allocation will be made on a case-by-case basis in consultation with the department head, Planning+Design+Construction, and governing space committee.

Typical Office Furniture Configurations

The following pages illustrate typical furniture components and configurations to support job categories:

- 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

- Part-Time Faculty (see last bullet below: Staff / Part-Time Faculty..)

- 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
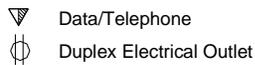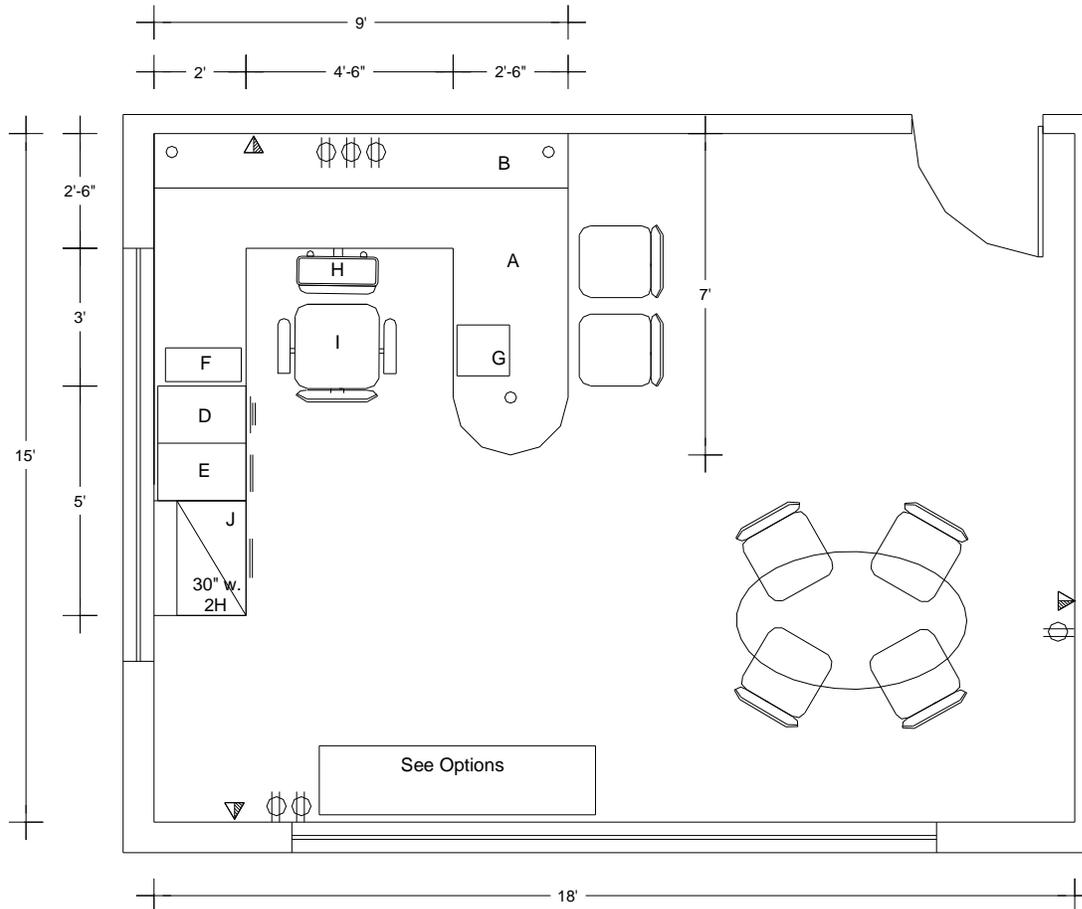
300 sq. ft. (16' x 19') Closed Office
Option A
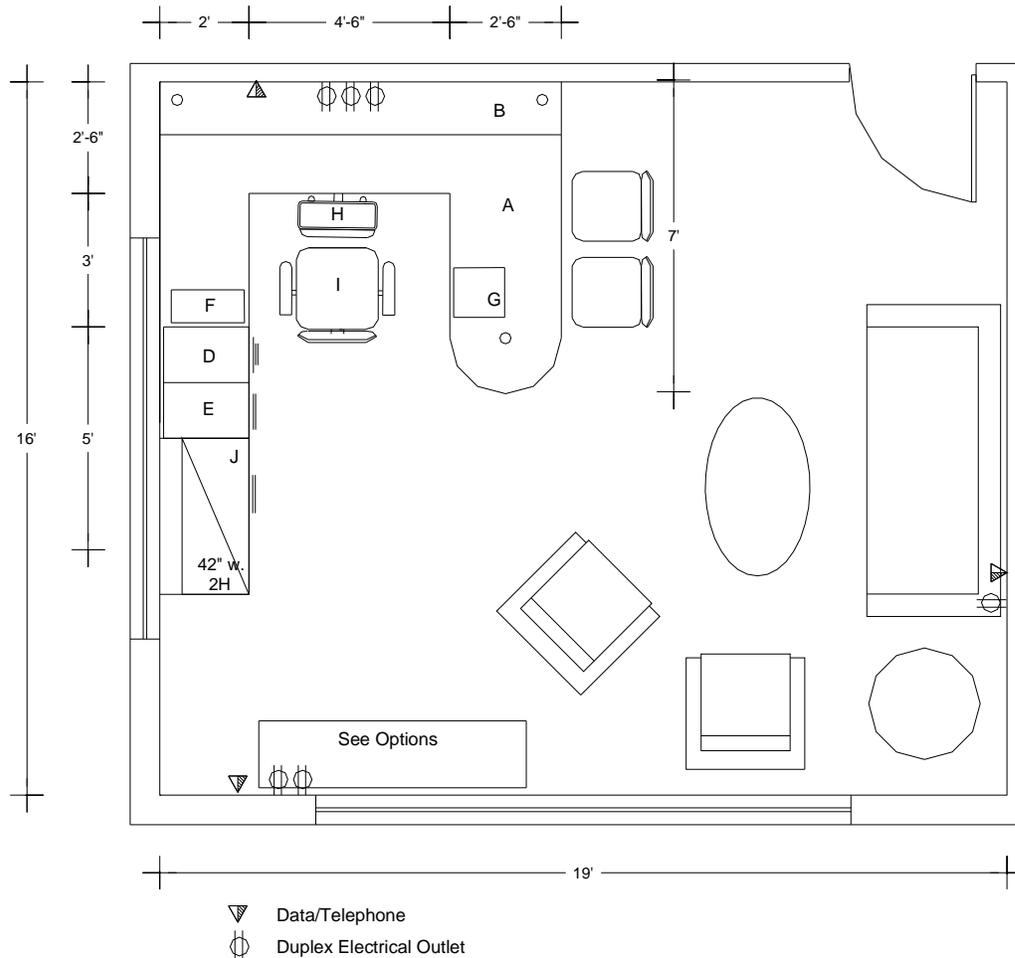
▽   Data/Telephone
⏀   Duplex Electrical Outlet

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
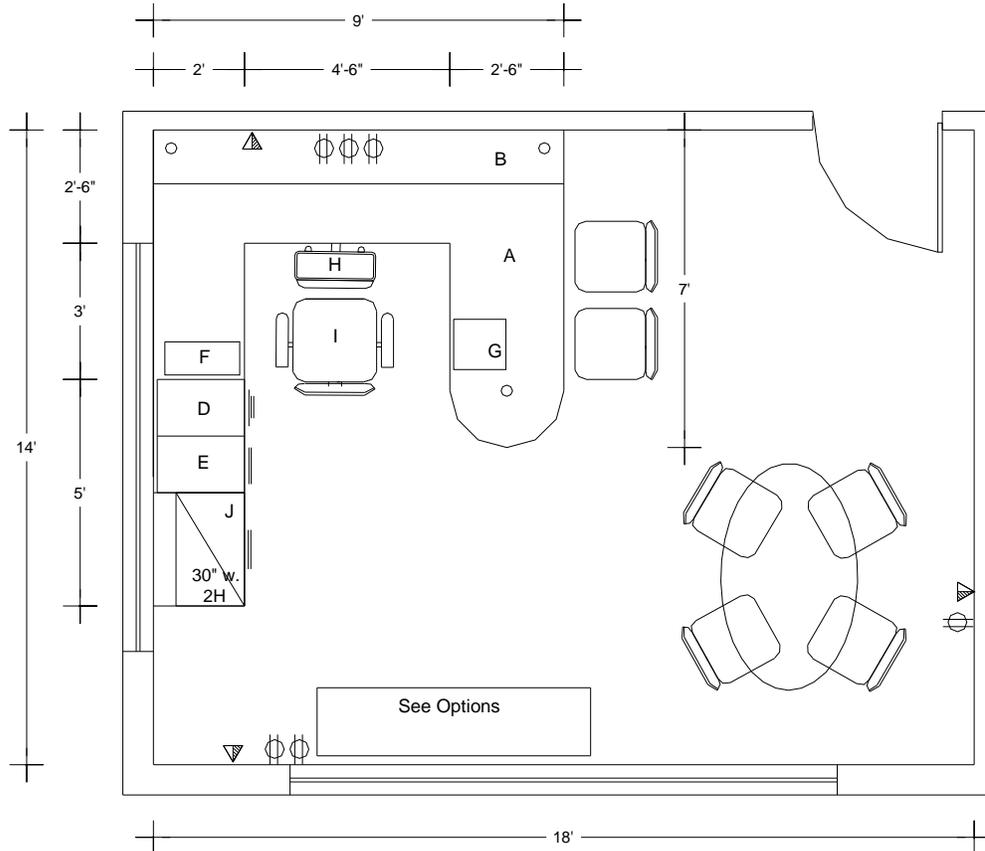
300 sq. ft. (15' x 20') Closed Office
Option B

▽ Data/Telephone

⏀ Duplex Electrical Outlet

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

<u>Associate VP / Dean / Vice Provost</u>
250 sq. ft. (14' x 18')
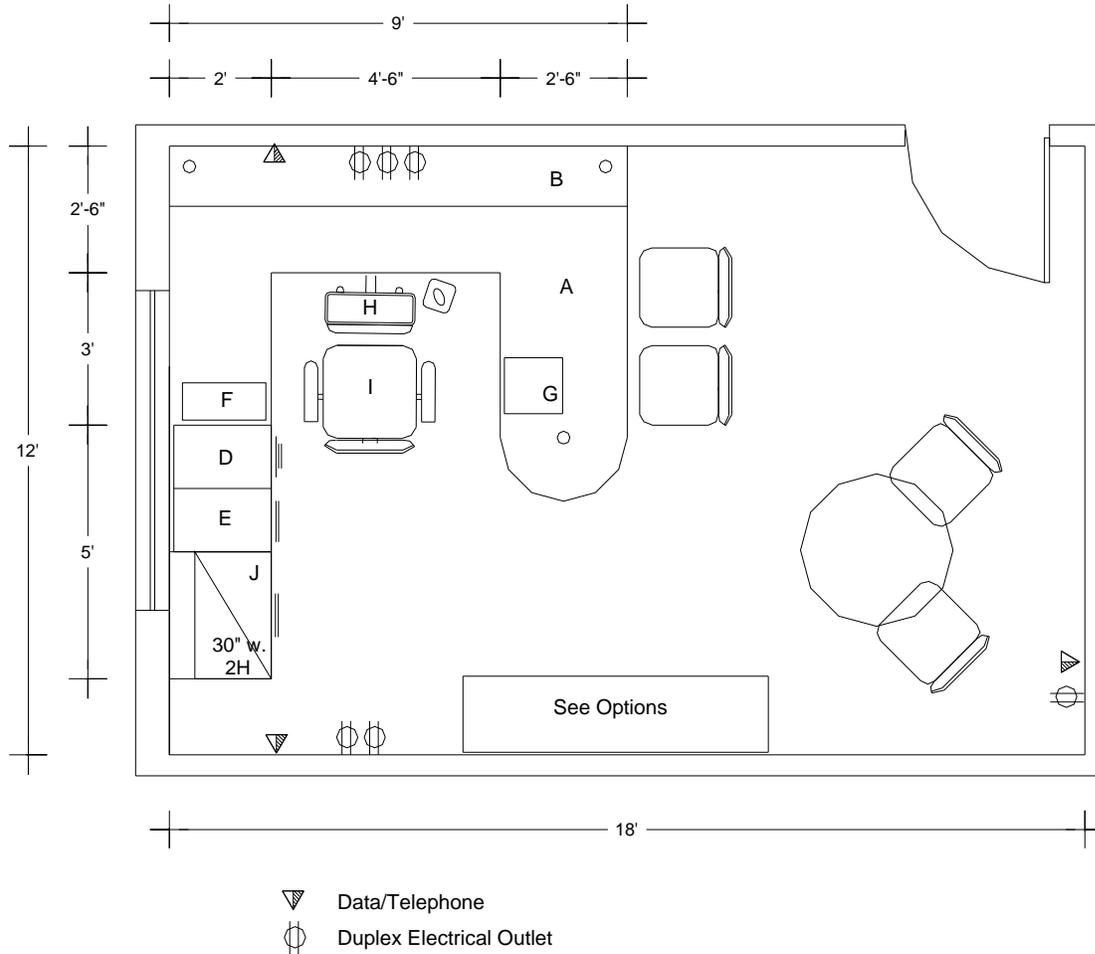Closed Office

▽ Data/Telephone

◐ Duplex Electrical Outlet

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

Options: 0-3

Assistant VP / Associate Dean / Associate Provost
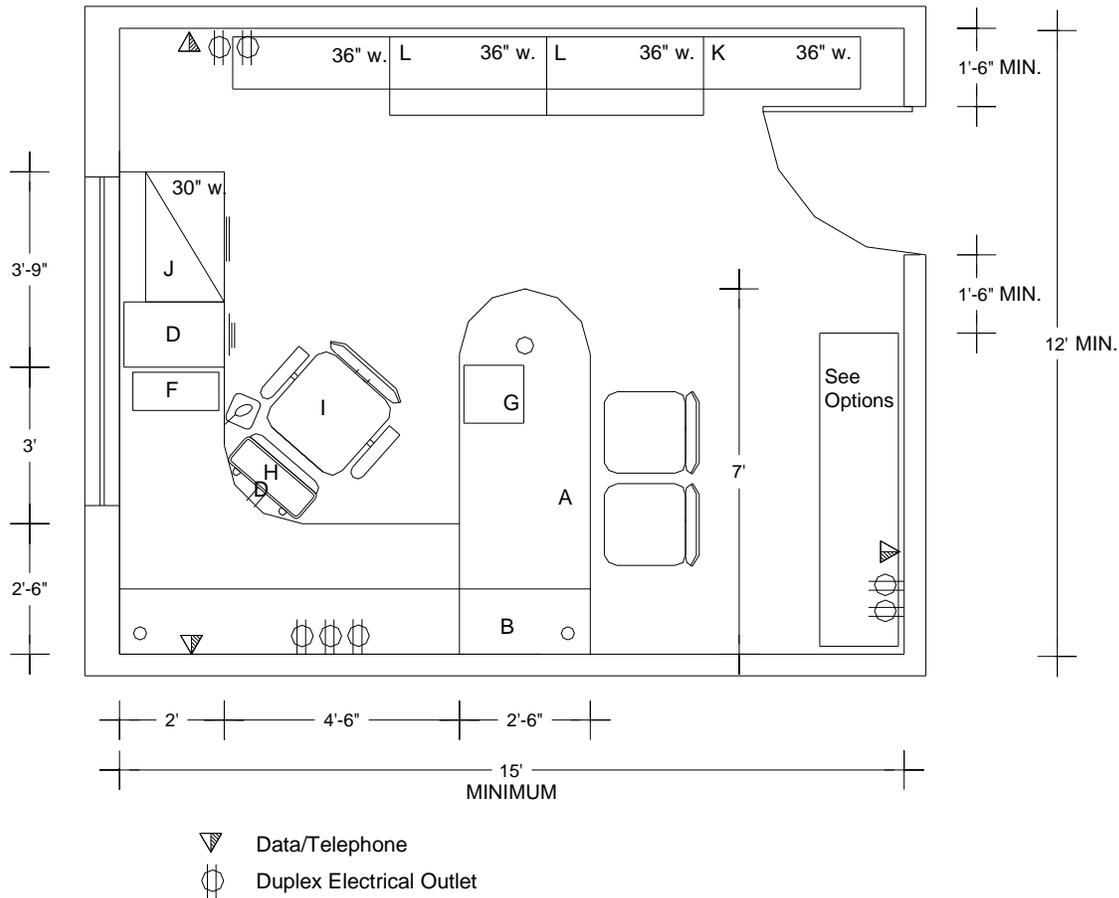220 sq. ft. Closed Office (12' x 18')

▽ Data/Telephone

⌽ Duplex Electrical Outlet

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

<u>Assistant Dean / Faculty Dept. Head / Division Chair / Assoc. Athletic Director</u>

180 sq. ft. Closed Office (12' x 15')

▽ Data/Telephone

⌾ Duplex Electrical Outlet

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
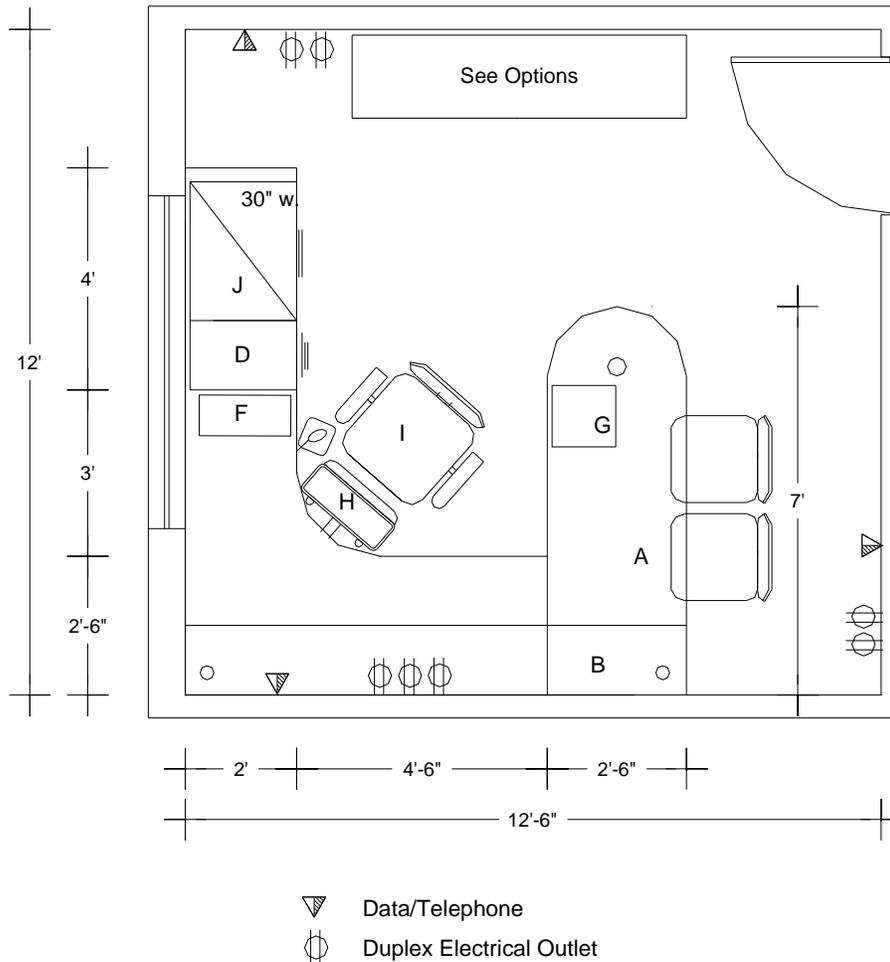
Data/Telephone

Duplex Electrical Outlet
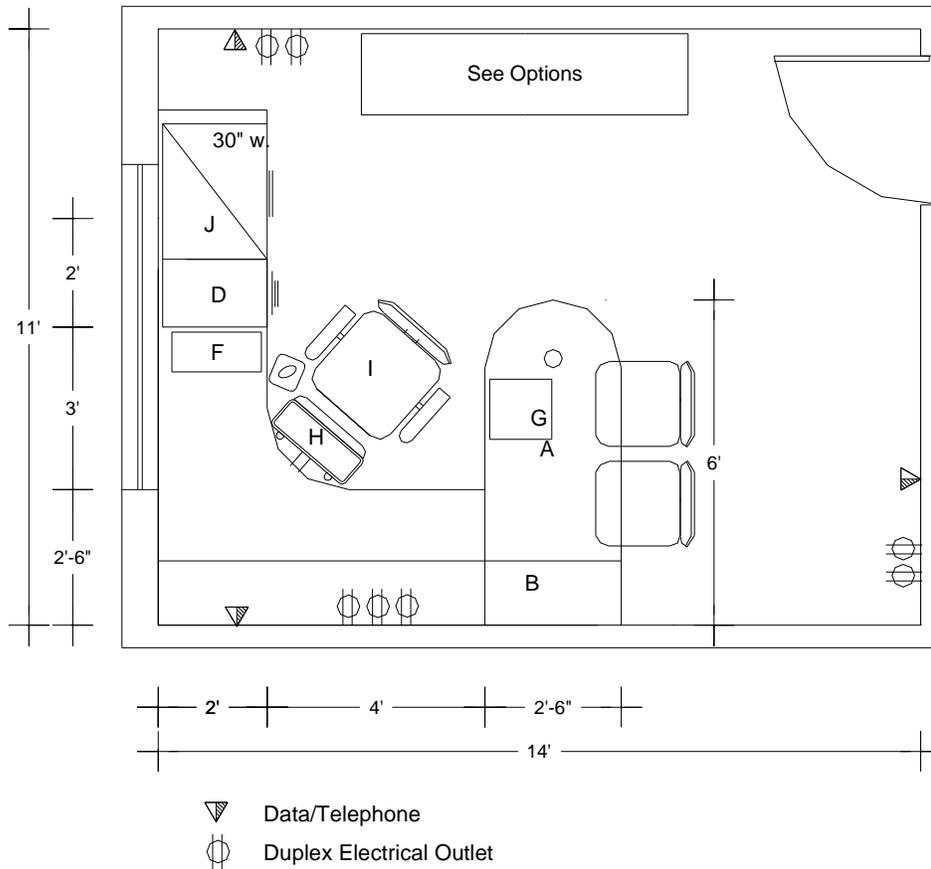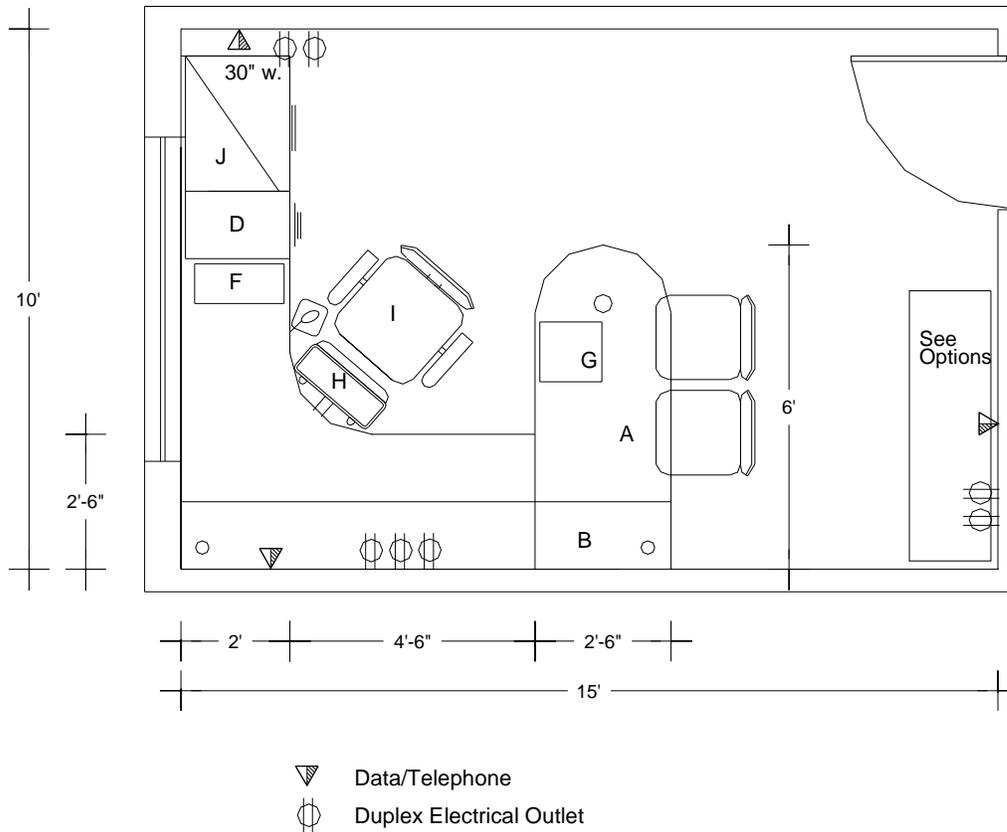
A. U-shaped systems furniture (metal files, laminate top)
B. Overhead storage w/ task lights
C. Tackable panel with work tool rail and paper management
D. Drawer/drawer/file pedestal, lockable
E. Not used
F. CPU mounting unit (fixed or mobile)
G. Pencil drawer
H. Ergonomic adjustable keyboard
I. Ergonomic 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')
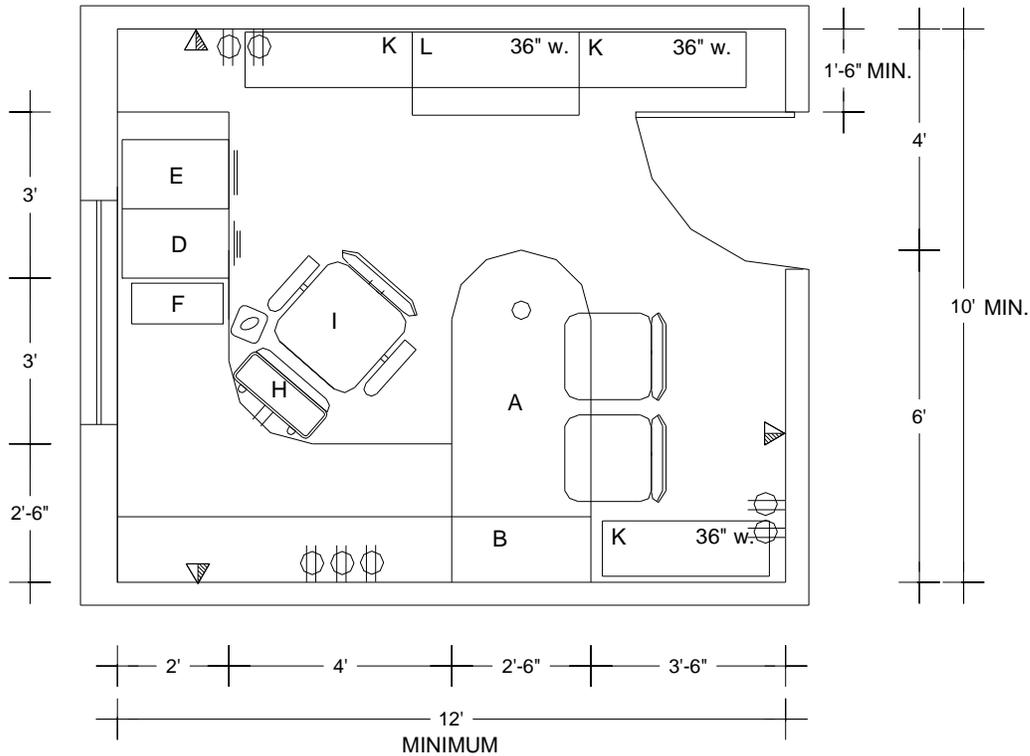Option B

▽ Data/Telephone

⌽ Duplex Electrical Outlet

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

▽   Data/Telephone
⌀   Duplex Electrical Outlet

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

120 sq. ft. Closed Office (10' x 12')

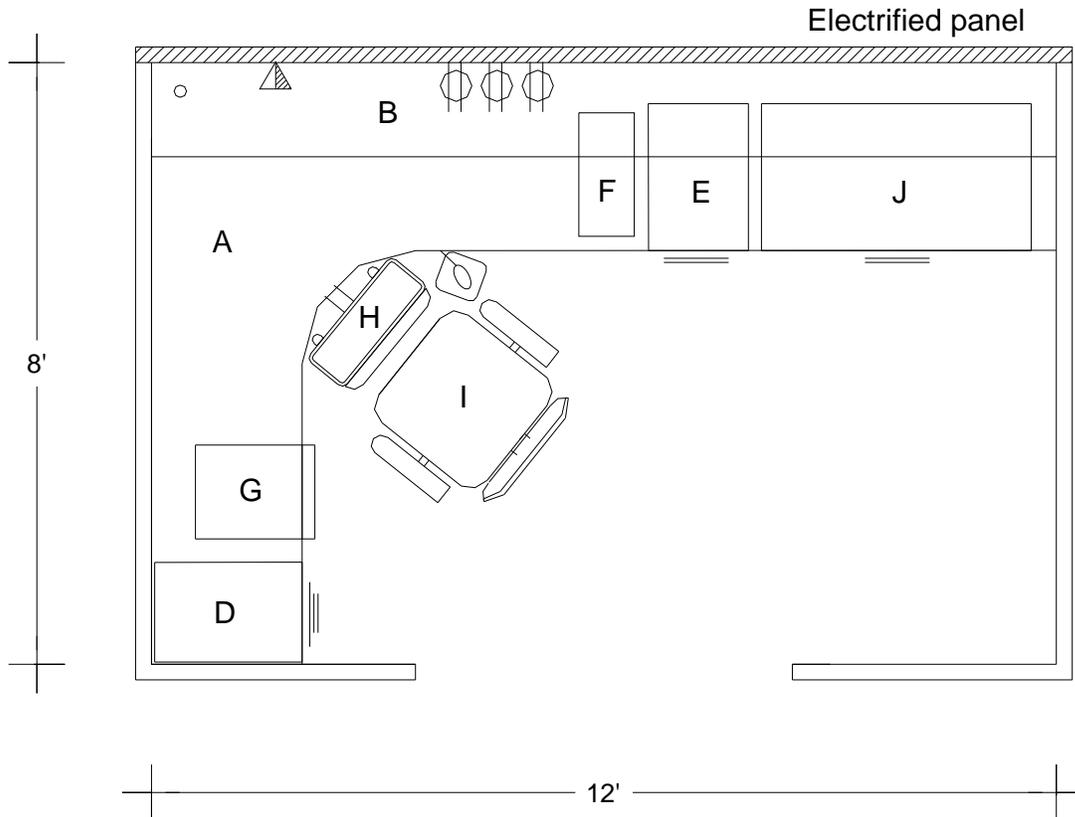| Symbol	Description
▽	Data/Telephone
⊕	Duplex Electrical Outlet

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. (3) Full height bookcases
L. (1) Combo units
    (2) Guest chairs

    Options: 0-2

Professional/Associate Director/Assistant Director /Assistant Coach

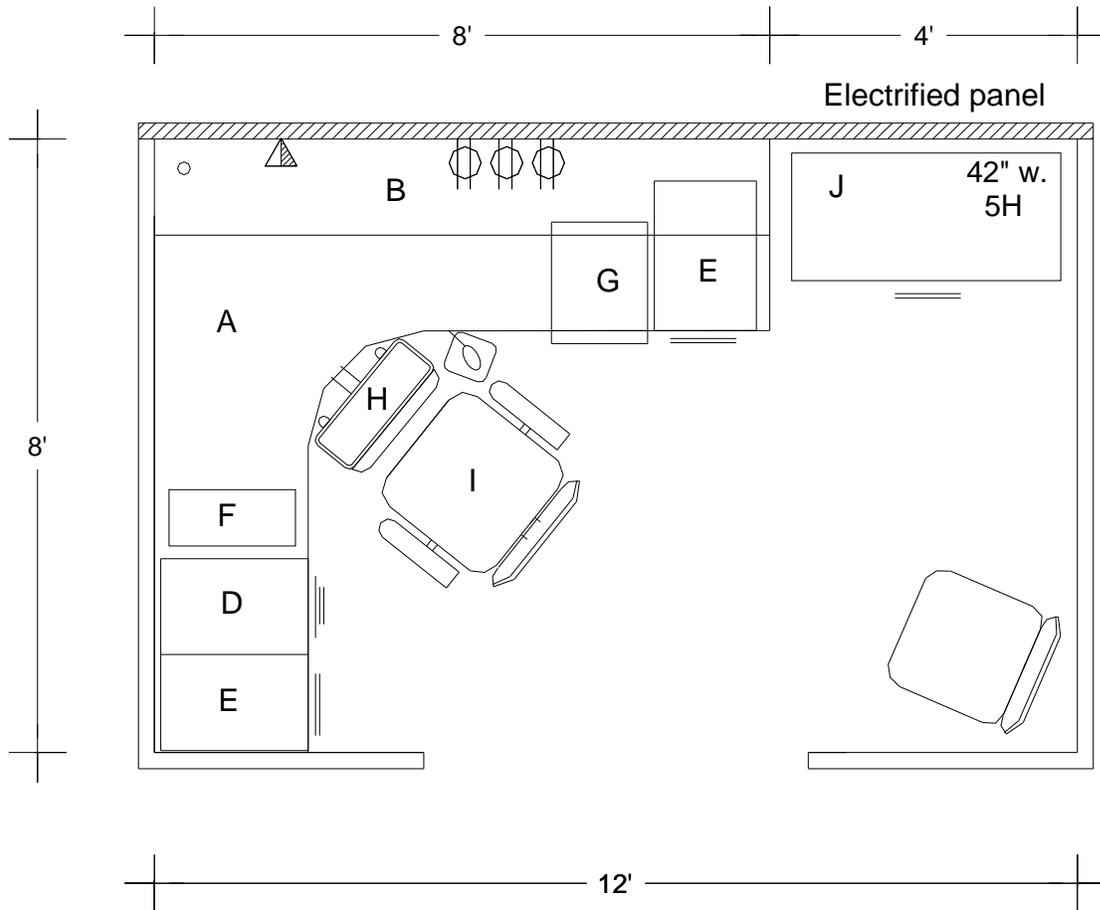96 sq. ft. Open Office
Option A

Electrified panel

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
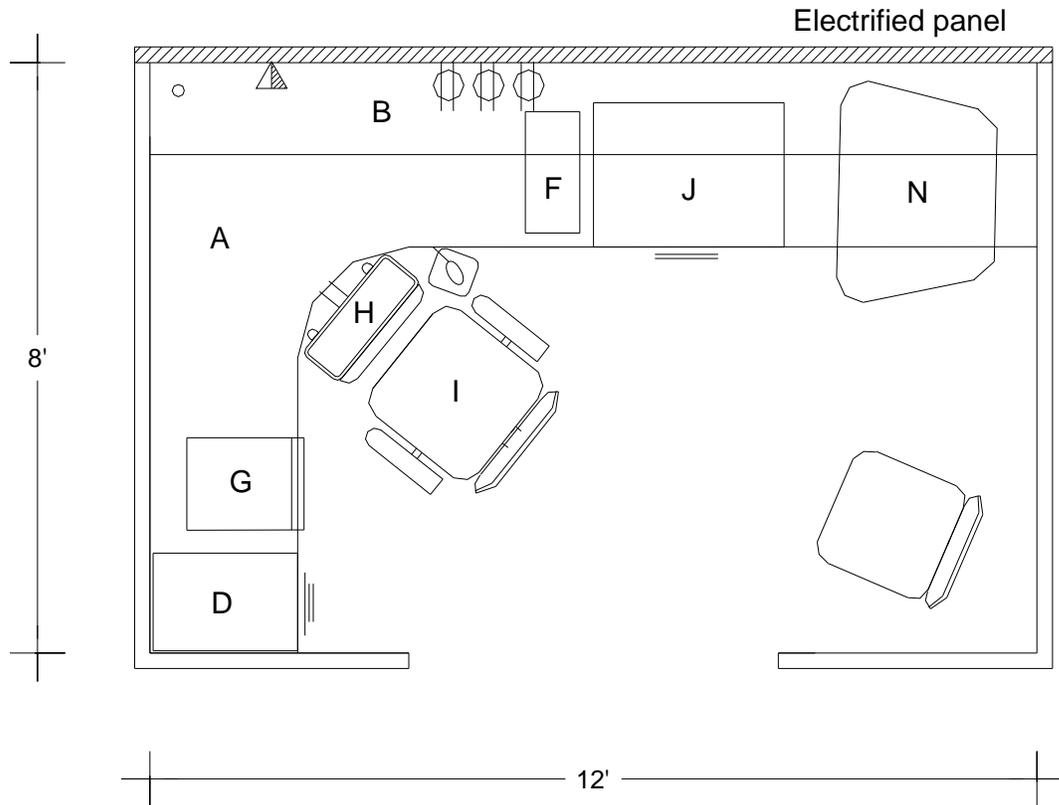
96 sq. ft. Open Office
Option B

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
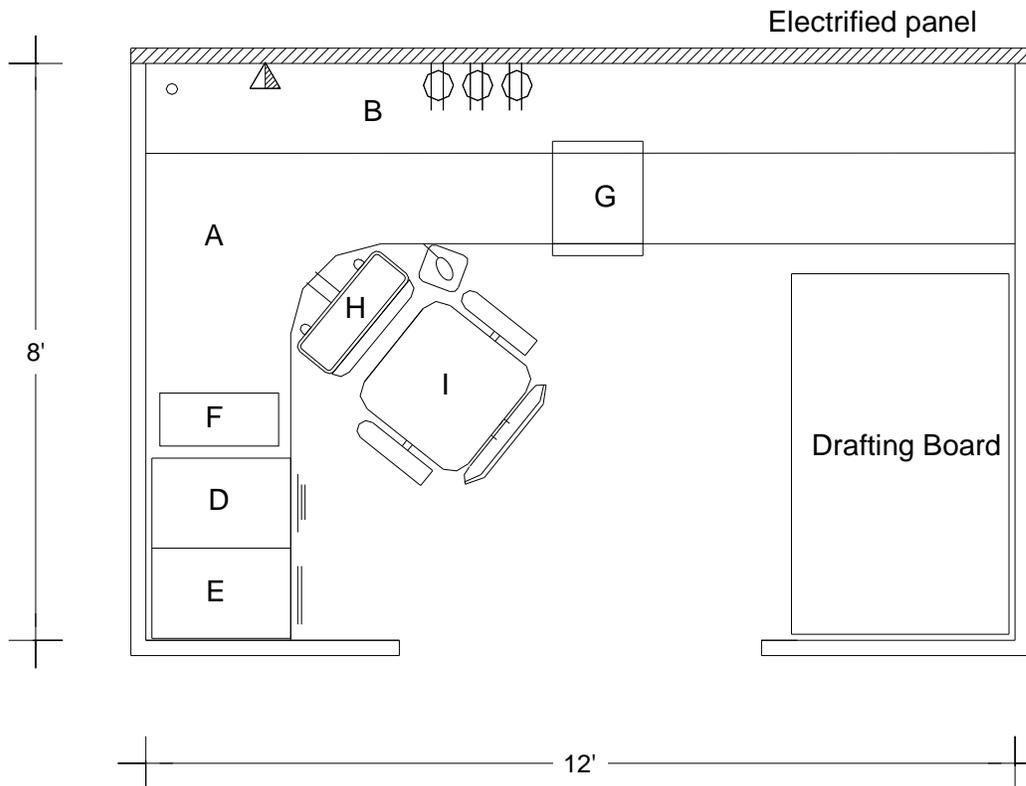Option C

Electrified panel

B

F J N

A

H

I

G

D

8'

12'

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
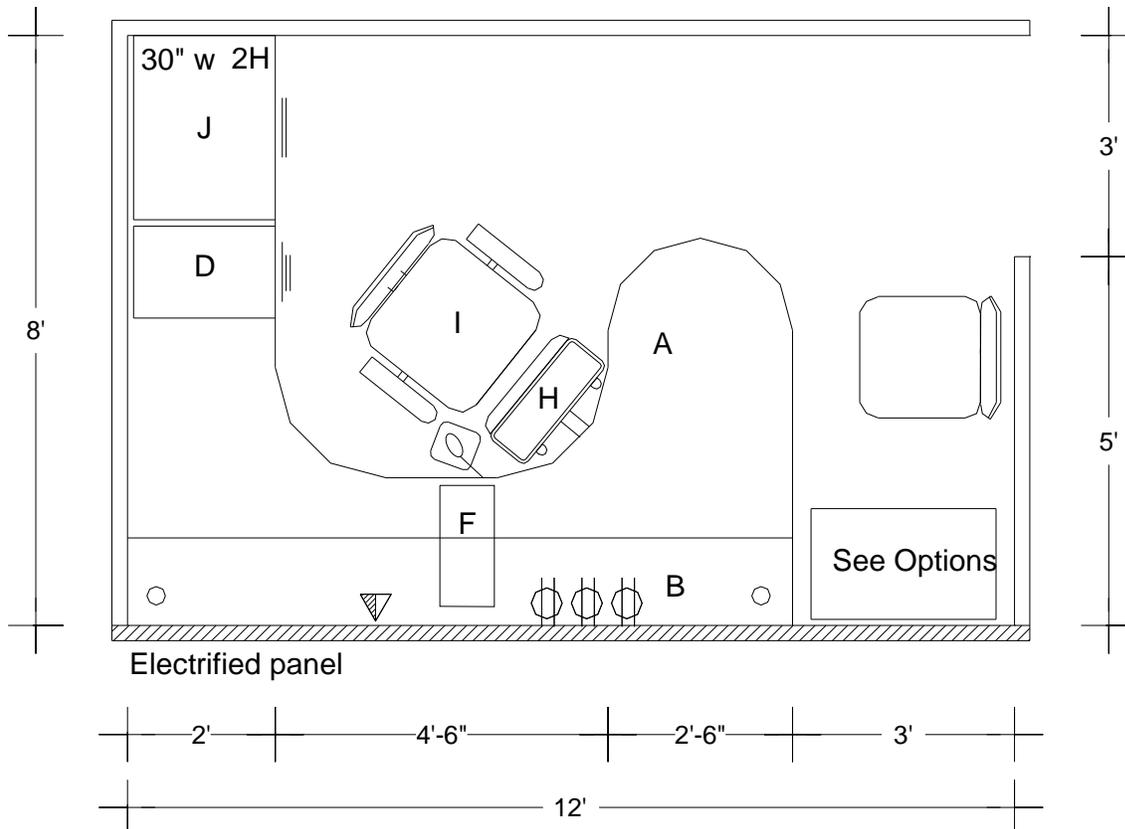96 sq. ft. Open Office
Option D

Electrified panel

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
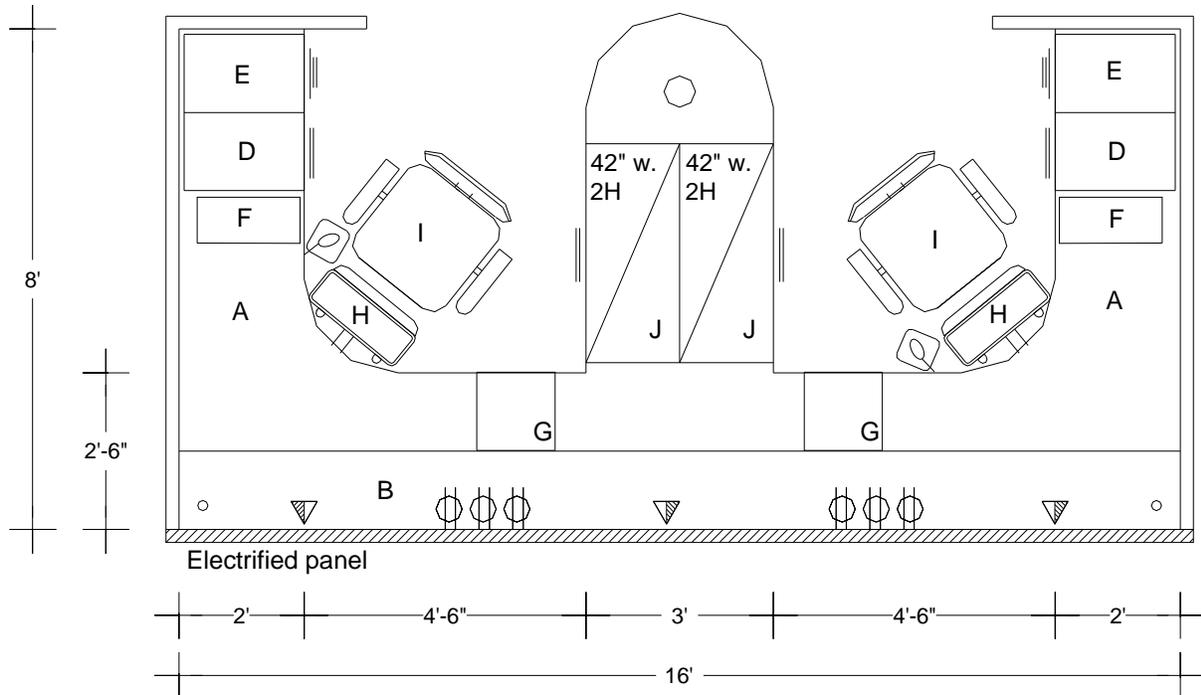
96 sq. ft. Open Office
Option E

Electrified panel

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

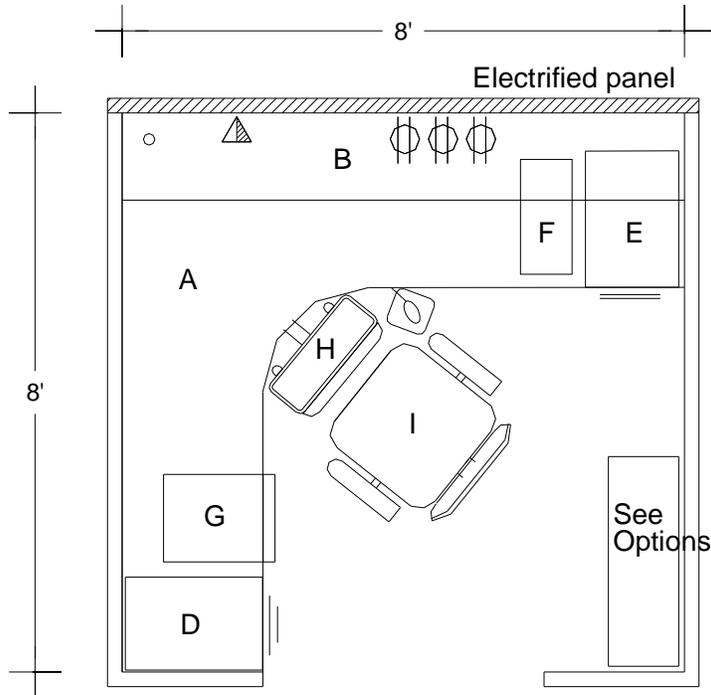## Staff - Administration
Shared 128 sq. ft. Open Office

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

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

Options: 0-1

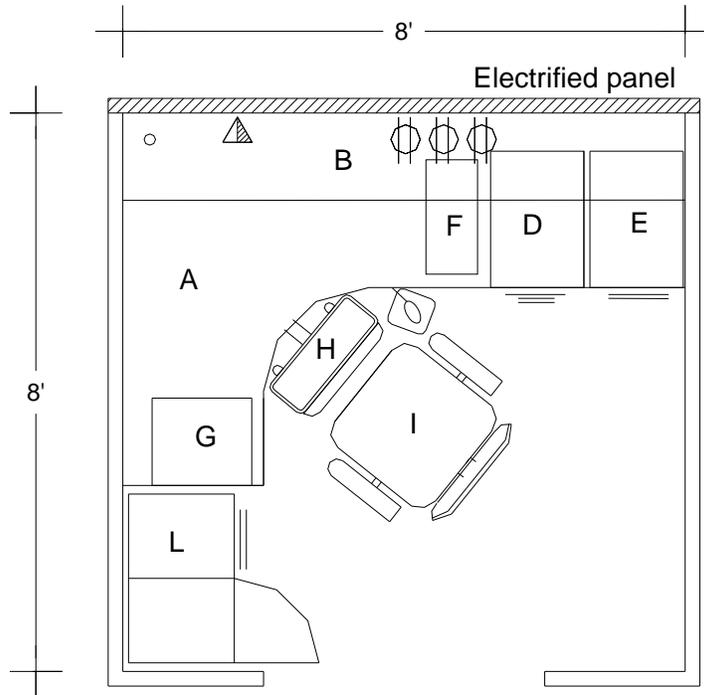## Staff / Part-Time Faculty Office
64 sq. ft. Open Office
Option B
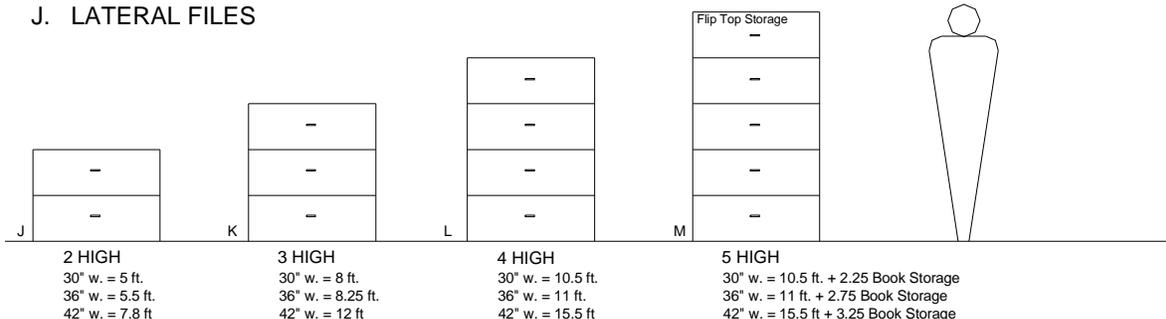

A.	L-shaped systems furniture (metal files, laminate top)
B.	Overhead storage w/ task lights
C.	Tackable panel with work tool rail and paper management
D.	Drawer/drawer/file pedestal, lockable
E.	File/file pedestal, lockable
F.	CPU mounting unit (fixed or mobile)
G.	Pencil drawer
H.	Ergonomic adjustable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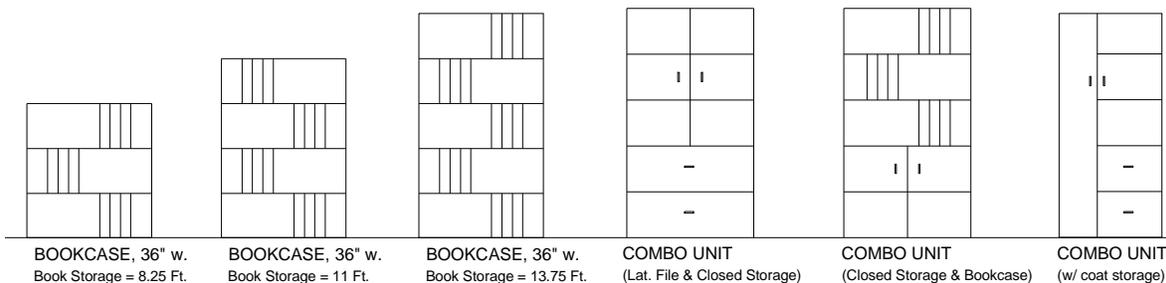I.	Ergonomic task chair
L.	Combo storage unit

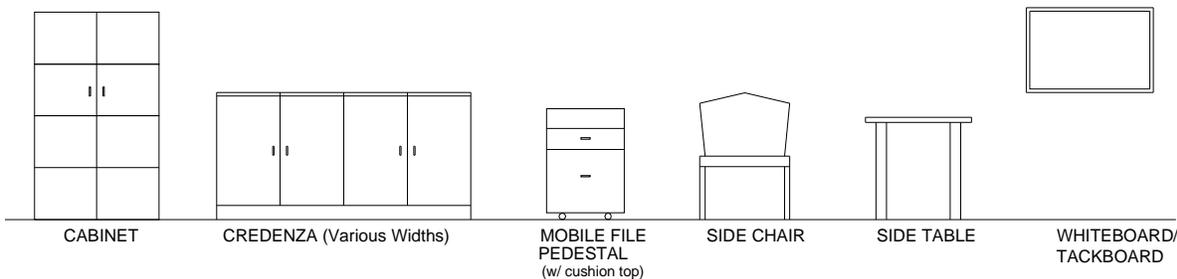Options: 0-1

Office Storage Options

J. LATERAL FILES

2 HIGH
30" w. = 5 ft.
36" w. = 5.5 ft.
42" w. = 7.8 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

Flip Top 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

CABINET

CREDENZA (Various Widths)

MOBILE FILE
PEDESTAL
(w/ cushion top)

N. MISCELLANEOUS ITEMS

SIDE CHAIR

SIDE TABLE

WHITEBOARD/
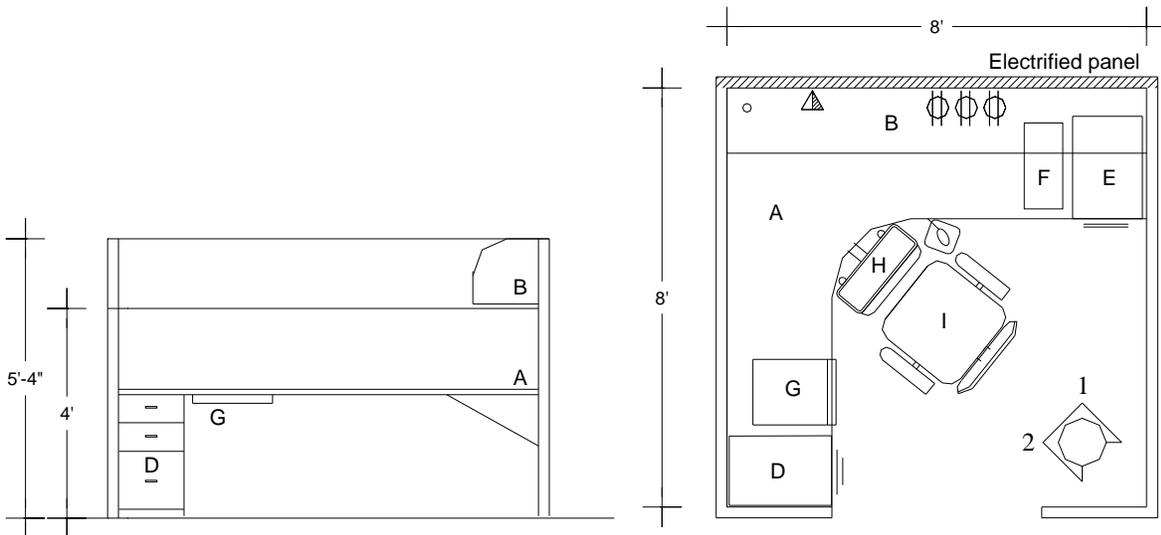TACKBOARD

* Note: Options vary per project pending user group needs.

Open Office Furniture Elevations
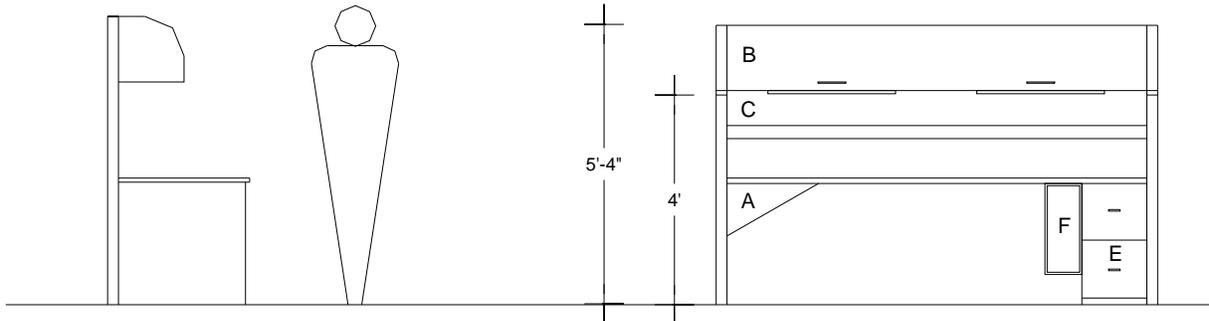
SIDE **SIDE ELEVATION**

ELEVATION 1

ELEVATION 2

PLAN

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

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.

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