This document contains the following sections on space management:

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2.0 Available Assistance
3.0 Goals of College-wide Space Management Guidelines
4.0 Space Allocation Guiding Principles
5.0 Offices
6.0 Renovations
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Appendix B- Space Allocation Guidelines
Appendix C- Space Request Form
1.0 Introduction
This Guide is to be used in conjunction with the College of Engineering (CoE) Space Policy. With the demand for available university space growing, the need to utilize COE’s space to its fullest potential also grows. As programs, departments and centers continually fluctuate in size and diversity of roles, so do the requirements for the type and quantity of space. We all desire to have work environments that are safe, welcoming, comfortable and functional. Therefore, creative stewardship of our assigned space is both important and beneficial.

Within our College Office’s of Administration and Planning, COE Facilities is charged with overseeing space management and has developed the guidelines specified below. Officially, the allocation and management of all space within the college, its use, furnishings, and conditions, are authorized and overseen by the Dean of the College and the Associate Dean for Facilities and Space Planning, in concert with the Facilities Manager. It is the college intent that the following information will aid in establishing sound and rational planning parameters for the allocation and management of College-assigned space. They will be reviewed and modified on a continual basis and should not be considered all-inclusive. As new information presents itself, and as time permits, the guidelines will be revised. What follows are basic guidelines. They cannot cover all possible contingencies. We make every attempt to provide an integrated approach to facility planning and space allocation and welcome your comments and suggestions on these guidelines and their application.

It should be noted that all space is owned by the university, that space is assigned to COE, and then allocated to units. Thus, space is flexible and can be reassigned or reallocated at any time depending on approved needs.

2.0 Available Assistance
COE Facilities stands ready and available to help with facility issues as they arise. The College Facilities Manager can assist the departments and centers in many of the tasks associated with space such as:

- Inventory and assessment of current space allocations and usage.
- Translate programmatic requirements into space solutions.
- Analyze current space layouts to ensure maximum efficiency.
- Assist in developing documents for the design and renovation of existing space.
- Assist in developing space agreements for shared space.

3.0 Goals of College-wide Space Management Guidelines
- Consistency – to produce uniform practices for COE space management.
- Efficiency – to reduce costs and concurrently develop superior working venues.
- Flexibility – to create working environments that satisfy today’s needs and can adapt to fulfill our future requirements.
• Equity – to ensure space and furniture is allotted fairly throughout the College.
• Sustainability – to fully utilize our existing resources and avoid undue waste.
• Transparency – to communicate to all COE members the basis for decision-making regarding space management.
• Productivity – to establish a climate throughout the College of a productive work environment that values the professional life and work of those occupying the space.
• Comfort – to provide a comfortable environment that encourages those occupying the space to utilize their offices frequently and thus encourage the development of a “community.”
• Collaboration – to encourage collaboration among individuals within and across areas.
• Safety – to consider the safety and security of individuals in space allocation, and to consider the safety and responsible care of documents and data (e.g., requirements involved in PERRP, OSHA, IRB and ORRP policies).
• Access – to be consistent with ADA guidelines so that over time the allocation and renovation of space will be consistent with universal access guidelines.

4.0 Space Allocation Guiding Principles

To keep consistency throughout the college, space allocation will be governed through a set of principles. These principles will guide the college through space acquisition processes.

A. All space is owned by the university

• Space is a finite and a highly valued resource that is to be used efficiently to further the mission of the University and the College. As such, the University may, at times, make changes to our space directly or indirectly. The University assigns COE space on an as-needed basis and frequently reviews how we utilize our currently assigned space. COE subsequently allocates space to units, including academic departments, centers, and administrative and other support offices.

B. All space is re-assignable

• The college Associate Dean of Facilities and Space Planning has final college-level authority for the planning, allocation, assignment, and reassignment of COE-assigned space.
• Unless specifically prohibited by contract, funding agreement or policy, all space is re-assignable.

C. Space is to be utilized effectively

• Associate and Assistant Deans, Chairs, Center Directors and program leaders are expected to make efficient use of space within their units.
• Units are expected to be proactive with space planning by anticipating future needs, seeking to create flexible, functional space and encouraging collaborative and multi-disciplinary use of space to increase efficiency and reduce costs.
• Otherwise, those occupying a space are in the best position to determine how their space can best be utilized, furnished, and otherwise configured to support their work. Individuals are also free to move furniture within their spaces as deemed appropriate (personally and professionally).

D. Individuals are to be provided with suitable space

• Every effort will be made to locate offices, laboratories and support activities in
contiguous spaces within the unit.

**E. Space is to be allocated equitably among users**
- Periodic reviews of space occupancy and utilization will occur and may result in the reallocation of space in order to maximize use and meet College priorities.
- The University Space Allocation Guidelines will be used to assess space needs. In many cases existing uses and space assignments may not align with those Guidelines. However, any renovation or re-assignment of “new” space shall conform to the University Space Allocation Guidelines as closely as possible.
- Space allocation priority guidelines are:
  - Tenure-Track and Clinical Faculty
  - Staff function
  - Research space
  - Teaching space
  - Administrative space
  - Funded Graduate Associates (i.e., GTA and GRA) & Post-Doctoral Fellows
  - Funded Visiting Faculty
  - Emeritus Faculty

**F. Space is to be a shared resource**
- To avoid duplication of space, equipment and staff services, space is to be shared whenever practical. If necessary, usage procedures should be developed when multiple parties use the same space. Shared space (e.g., due to joint appointments, interdisciplinary work, and/or other research, should follow the same goals as in Section 3.0.

**G. Space allocation decisions are to be transparent**
- Space allocation requests must be discussed as openly as possible and communications MUST include the relevant parties as described in Section 6 (Renovations), Section 7 (Additional Space), and Section 8 (Relocation).

**H. Goodwill investments**
- Units that invest in their space will be protected by the College to the extent possible. For example, a unit cost-sharing the renovation of a space with the College should feel that their investment is sound and will be protected. Only in the most extreme situations (e.g., financial or programmatic exigency) would this principle not be adhered to.

**5.1 Offices**

**A. Overview**
The figure below shows the names and percentages of the components that make up COE space. Approximately one half of all COE assigned space is used for office space. Thus, giving greater attention to efficient office usage will produce the greatest optimization of overall space. *(Source data from the University’s space inventory)*

**B. Considerations for Determining Office Types**
One of the more difficult space decisions for unit leaders concerns the appropriate working environment allocated to personnel (i.e., private office or open-office
environment). Several factors for consideration of the decision process are listed below:

- Appointment – full-time, part-time, other
- Degree of information security required
- Extent of team work engaged in
- Frequency of confidential communication, both in-person and over the phone
- Job position, rank and classification
- Processing of confidential data
- Proximity to co-workers
- Supervisory and/or managerial responsibilities
- Volume of noise generated by work activities

C. Office Space Allocation Guidelines

** See appendix B

D. Office Layouts

Below are some examples of diagrammatic office layouts shown to help in visualizing how space can be configured efficiently. The office sizes shown align with the University Space Allocation Guidelines and indicate COE expectations.

While private offices for staff (administrative and research) and graduate students are generally preferred over modular workstations, open office systems are being increasingly utilized both in the corporate sector and on campus. Implementing a modular planning approach can provide countless layout options while preserving the flexibility of a space for changes in future programmatic requirements.

It is understood that existing buildings (especially older buildings) do not always offer uniform sized spaces and may prevent precise conformity to the Space Allocation Guidelines. Nonetheless, these layouts present a sampling of commonly used arrangements for reference in planning the use of your spaces and can be adapted to various sized rooms.
E. **Associate Dean, Director, Chair Office** 180-150 ASF

Unit head office is an individual, private office able to contain a desk, file cabinet(s), book shelves and a meeting area for up to four people.

![Diagram of Associate Dean, Director, Chair Office](image)

F. **Full Time Faculty / Staff Office** 120-90 ASF

Full-time faculty, professional and administrative staff office that will accommodate a desk, file cabinet, book shelf and an area capable of holding meetings.

![Diagram of Full Time Faculty / Staff Office](image)
G. Shared Staff Office    110-90 ASF / Person

Shared offices can provide a viable option when space is limited or when staff work on similar tasks. When personnel do not require a private office this is the preferred option. When multiple people work with sensitive documents, a shared office for the group may prove more secure than an open office layout.

H. Post Doctoral, Scholars and Fellows    90-60 ASF / Person

Post Doctorate, Fellows, Research Assistants, Technicians, and Visiting Scholars will share an office.
I. Emeritus Faculty  110-90 ASF / Person
When emeritus faculty work part-time or infrequently, shared work and research space is appropriate, especially for those in related disciplines.

J. Scholars / Fellows  72 ASF / Person
Visiting scholars, fellows and trainee offices are assigned shared office space occupied by two or more persons depending on the type of appointment (full or part-time), program needs and existing building conditions. The figure below shows one possible layout for associates sharing a single office. Modular work stations at 8ft x 9ft each are also an excellent option.
K. Graduate Research Assistants / Graduate Teaching Assistants  30 ASF / Person
A location for graduate research assistants (GRA) and graduate teaching assistants (GTA) is to serve primarily as a hoteling work or study station. A cubicle is preferable, but a shared office arrangement can be utilized. Since these groups typically work part time the same work station can be shared by multiple students by coordinating their schedules.

L. Second Offices
COE discourages the assignment of second offices for faculty and staff. However, assignment of a second office may be provided in the following cases:

- Faculty members who have a joint appointment with a center or a second academic unit whose principal office is located a considerable distance away. The second office will be a shared office or hoteling space.
- Faculty members who are Associate Deans and desire spaces in both Administration and their unit.
- Unit leaders such as chairs or directors whose principal office is in a separate building from the unit office.

Second offices should be smaller than their permanent office. The Dean, Associate Dean for Facilities and Space Planning, and/or unit head will collaborate to consider requests for second offices.

6.1 Renovations
A. Requests
In an effort to coordinate and prioritize the physical changes throughout COE’s many locations, all requests for renovations (regardless of funding source) are to be made by the Associate and Assistant Deans, Chairs, and Center Directors to COE Facilities using the
request form found online at the COE Facilities webpage. Requests will be reviewed by the Dean with consideration of the following:

- Support of the College mission and University initiatives (e.g., Discovery Themes)
- Alignment with the College strategic plan
- Availability of funds
- Repurposing or enhancement of research space, inter-disciplinary space, and/or other shared space collaborations
- Availability of swing space (if applicable). For example, COE swing space has been developed in Smith Lab. Thus when MSE needs relocated to renovate their own spaces, they have somewhere to locate their personnel temporarily.
- Proposal to cost-share
- Uniqueness of the function and space to be renovated

B. Funding
Renovation requests requiring a cost-share arrangement with the College should be submitted by May 1st in order to be considered in the budget planning process for the upcoming fiscal year.

C. Project Initiation
Projects are required to be initiated with Planning, Architecture and Real Estate (PARE) by the submission of an online Project Request. COE’s Facilities Manager will submit the Project Request in coordination with the requesting unit. In order to do so, a project scope evaluation survey (PSES) is required. This is available on the engineering intranet

D. Furniture Usage
- Closely linked with space management is the management of furniture. The following principles are guidelines for the purpose and reuse of existing furniture:
  - With regard to any renovation or other building project within the college, (including centers), that requires furnishings, make every effort to use existing furniture in the unit or other used furniture within the college first.
  - New purchases should be limited to what is necessary and otherwise unavailable in the college.
  - Creative repurposing of materials and furniture should also be encouraged adhering, of course, to common good taste. This practice will enable all of us in the college to dedicate available money for use on people and projects; when the budget allows more resources in the future, new purchases may be considered.

7.1 Additional Space
A. Requests
  1. All requests for additional space are to be made by Associate and Assistant Deans, Chairs, and Center Directors to COE Facilities using the request form
 Requests will be reviewed by the Dean with many of the same considerations listed above for renovations.

2 Requests for space not assigned to COE require additional steps and tracks a longer process. In addition to completing the form mentioned above, COE’s Facilities Manager will submit a Space Request to the University for review. The University considers such things as, the College’s utilization of currently assigned space, how the request supports OSU’s mission and the overall space needs of other campus units.

B. Requests written information

1 All written requests for new or additional space, or for changes that will significantly alter the use of shared space (i.e: changes highlighted in Section 6 (i), (ii), (iii)) should address following particulars as much as possible to the extend they are applicable:
   a. What: Purpose or focus for which the space is needed.
   b. Length of space commitment: Temporary (1-4 months) or long term space need.
      Medium, 4 mo to 1 yr. Long > 1 yr. Note that all long term or continuous space allocation may be subject to future changes.
   c. When: Desired dates of use or move.
   d. Time utilization: A weekly calendar identifying the times classes will be taught, research conducted, or the space occupied and utilized.
   e. Space utilization: General characteristics of the requested space, such as number and size of the lab benches or optics tables and major equipment that need to be accommodated in this space; classroom seats, office cubicles, square footage and a layout of the proposed set-up
   f. Additional lab requirements: Identify any equipment that has special requirements (power, cooling, gas, containment), creates hazardous conditions (fume, noise). Identify the possibility of using or storing flammables, hazardous chemicals, biological agents or radioactive materials in the space requested.
   g. Synergistic activities: Brief description of any overlap, additional interaction or possibility of sharing of resources with other existing or other departments should this new lab established. Indicate if you will be trading space with others.
   h. Cost: Identification of any one time or reoccurring costs associated with the proposed new space allocation, the relocation or renovation of existing research space.

8.1 Relocation

What follows are general guidelines for relocating (moving) faculty and staff within COE spaces. There are two categories, relocating Department and Center personnel and relocating College Administrative personnel. The following individuals must be involved in each type of relocation decision—for Department
and Center personnel, the Department Chair / Center Director (and perhaps also their designee); for Administrative personnel, the Associate Dean and the Facilities Manager.

A.  **Relocating Department and Center Personnel**

Departments and Centers have the liberty of relocating their faculty and staff as the Department Chair / Center Director deems necessary. Thus, there is no need to involve anyone at the college level for a move that is within a unit’s space. This allows the unit head with a degree of control to manage their assigned spaces. Equally important, it makes each unit accountable for their relocation costs. Here are the steps:

1. Discussion of the move with the Department Chair/Centre Director (including scope of the work and the process) and cc to the Facilities Manager to ensure that these guiding principles are being followed;
2. Approval by the Department Chair/Centre Director;
3. The Chair, Director or their designee meets on-site with a moving vendor;
4. Upon receipt of the vendor’s estimate several days later, the Chair, Director or their designee initiates the e-request process; and
5. After the PO is issued, the Chair, Director or their designee coordinates the moving schedule.

B. **Relocating College Administrative Personnel**

1. Discussion of the move with the appropriate Associate Dean and/or the Facilities Manager; – Approval by the Associate Dean;
2. The Facilities Manager contacts the unit head to discuss the scope of the work and the process;
3. The Facilities Planner meets on-site with a moving vendor and the units designated move coordinator;
4. Upon receipt of the vendor’s estimate several days later, the Facilities Planner initiates the e-request process; and notifies the move coordinator
5. After the PO is issued, the Facilities Manager assists as needed the designated move coordinator to create the moving schedule.

*End of document*
### Appendix A - ROOM TYPE CODES

#### BUILDING SERVICES
- 0A Circulation
- 0B Mechanical
- 0C Custodial
- 0D Toilet

#### CLASSROOMS
- 1A Seminar Room
- 1B Classroom
- 1C Lecture Hall
- 1E Classroom/Seminar/ Lecture Svc

#### LABORATORIES
- 2A Scheduled Teaching Lab
- 2B Teaching Clinic
- 2D Research Laboratory
- 2E Laboratory School
- 2G Greenhouse
- 2H Gymnasium
- 2P Scheduled Computer Lab
- 2Q Unscheduled Computer Lab

#### LABORATORY SERVICE
- 3A Teaching lab Service
- 3B Teaching Clinic Service
- 3D Research Lab Service
- 3E Laboratory School Service
- 3H Gymnasium Service
- 3J Television & Radio Service
- 3L Animal Quarters
- 3M Animal Quarter Service
- 3N Gymnasium Seating

#### LIBRARY, MUSEUM AND STUDY
- 4A Study and Reading Room
- 4D Library Room
- 4F Stack Area
- 4G Library Processing and Service
- 4J Carrel
- 4K Museum or Exhibit
- 4L Museum/Exhibit Service
- 4M Listening Center
- 4N Listening Center Serv

#### OFFICES
- 5A Faculty Office
- 5B Administrative Office
- 5C Clerical/Secretarial Office
- 5E Student Activity Office
- 5F Graduate Student Office
- 5G Office Laboratory

#### GENERAL USE
- 6A Auditorium Stage
- 6B Auditorium Service
- 6C Auditorium Seating
- 6E Lounge
- 6F Activity Room
- 6H Locker Room
- 6L Meeting Room

#### GENERAL SERVICE
- 7A Food Service
- 7C Merchandising
- 7E Recreation
- 7F Child Care Room
- 7G Child Care Service
- 7J General Service
- 7L Parking Facility
- 7P Data Processing Facility
- 7R Aircraft Hangar

#### OTHER (NON-RESIDENTIAL)
- 8A Shop
- 8B Shop Service
- 8C Patient Room
- 8D Diagnosis and Treatment
- 8E Patient Care Service
- 8G Storage
- 8H Supply Room
- 8M Resident Quarters
- 8N Nursing Station
- 8P Field Service Facility
- 8S Surgery and Service
- 8T Patient Toilet
- 8V Diagnostic Service Lab
- 8W Public Waiting

#### RESIDENTIAL
- 9A Student Residential Room
- 9B Apartment
- 9C Guest Residence
- 9E Advisor’s Residence
- 9G Staff Residence
- 9H Residential Kitchen
- 9J Living Room
- 9M Residential Study Room
- 9N Residential Service
Appendix B- **Space Allocation Guidelines**

** Numbers in **bold** below are the college preferred allocation.

<table>
<thead>
<tr>
<th>Personnel Category</th>
<th>Assigned Individual Office Square Footage Range</th>
<th>Assigned Shared Office Square Footage Range</th>
<th>Non Assigned Hoteling Square Footage Range</th>
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<tbody>
<tr>
<td>Dean, Sr. Vice Presidents, Vice Provosts</td>
<td>240-200</td>
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<td></td>
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<tr>
<td>Chair, Assoc. Dean, Director, Asst. VP</td>
<td>180-150</td>
<td>110-90</td>
<td>60</td>
</tr>
<tr>
<td>Eminent/Distinguished Scholar</td>
<td>120-90</td>
<td>110-90</td>
<td>60</td>
</tr>
<tr>
<td>Professor, Associate and Assistant</td>
<td>120-90</td>
<td>110-90</td>
<td>60</td>
</tr>
<tr>
<td>Instructor</td>
<td>120-90</td>
<td>110-90</td>
<td>60</td>
</tr>
<tr>
<td>Graduate Teaching Associate (HC)</td>
<td>120-90</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Other Teaching Staff</td>
<td>120-90</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>120-90</td>
<td>110-90</td>
<td>60</td>
</tr>
<tr>
<td>Professional Staff</td>
<td>120-90</td>
<td>110-90</td>
<td>60</td>
</tr>
<tr>
<td>Research Associate</td>
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<td>90-60</td>
<td></td>
</tr>
<tr>
<td>Post-Docs</td>
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<td>90-60</td>
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<tr>
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<td>30</td>
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<tr>
<td>GRA (HC)</td>
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<td></td>
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<tr>
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<tr>
<td>Student Worker (PTE)</td>
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</tr>
<tr>
<td>Other (Call Center)</td>
<td>120-90</td>
<td>110</td>
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</tr>
<tr>
<td>Scholars, Fellows, Trainees (HC)</td>
<td>72</td>
<td>60</td>
<td></td>
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<tr>
<td>Undergraduate Teaching or Research Associate</td>
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<td></td>
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<tr>
<td>Clerical/Office Worker (FTE)</td>
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<tr>
<td>Student Worker (FTE)</td>
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<td>30</td>
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<tr>
<td>Other (Call Center, Help Desk)</td>
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<tr>
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<tr>
<td>Undergraduate Teaching or Research Associate</td>
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Appendix C- **Space Request Form**

**Space Request Form**

Unit Requesting ________________ Number of Occupants in Space __________

Date Requested ________________

<table>
<thead>
<tr>
<th>Line</th>
<th>Room Type Code</th>
<th>Room Type Name</th>
<th>Shared Yes/No</th>
<th>Assignable Sq. Feet</th>
<th>Faculty/Staff in Charge</th>
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<td>2B</td>
<td>Research Laboratory</td>
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<td>i.e. 400</td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Space Characteristics**

**Environmental:** Describe the environmental characteristics such as: does the space need heat, air conditioning, a roof, specific floor, lighting, ADA access, smells, vibration noise, etc.

**Structural:** Describe the structural needs such as: ability to support 200T press, 40 students, hanging of 5T loads, 20’ high ceilings, etc.

**HVAC:** Describe more specific heating, cooling, ventilation characteristics i.e. fume hood, chemical safety shower, eye wash, etc.
Plumbing: *Describe more specific characteristics of plumbing*

Fire Protection: *Describe more specific characteristics of fire protection*

Technology Services: *Describe more specific characteristics of technology services*

Electrical: *Describe more specific characteristics of electrical needs*

Support Services: *Describe the support services i.e. a loading dock for heavy items, fork lift to support work, break room area needs, conference room nearby (and size), auto clave, clean room, radiological access, storage, etc.*

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td></td>
</tr>
<tr>
<td>Associate Chair</td>
<td></td>
</tr>
<tr>
<td>Chair</td>
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<tr>
<td>Facilities Manager</td>
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<tr>
<td>Associate Dean</td>
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