PROJECT GOALS

Develop workplace and research space allocation standards, frameworks, and design templates that:

- Effectively support OSU faculty, staff, and students,
- Make best use of OSU physical resources,
- Are flexible and forward-looking,
- Draw on stakeholder input, existing conditions analysis, peer benchmarking, and industry best practices
# Current Office Standards

<table>
<thead>
<tr>
<th>Offices Category</th>
<th>Private Office Multiplier</th>
<th>Shared Office Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost, Sr. Vice Presidents, Vice Presidents</td>
<td>350 - 400</td>
<td></td>
</tr>
<tr>
<td>Dean, Assoc. Vice Presidents, Vice Provosts</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>Chair, Assoc. Dean, Director, Asst. VP</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Eminent/Distinguished Scholar</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Graduate Teaching Associate (HC)</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Other Teaching Staff</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Professional Staff</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Research Associate</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Post-Docs</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Non-teaching Grad Associate (HC)</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>GRA (HC)</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Technician</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Non-academic Administrator</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Clerical/Office Worker</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Student Worker</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Other (Call Center)</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Scholars, Fellows, Trainees (HC)</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Emeritus Personnel</td>
<td>140</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Support Space Category</th>
<th>Stations</th>
<th>Multiplier Per Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Unit Workroom/Storage/Support</td>
<td>Total number of private offices</td>
<td>20</td>
</tr>
<tr>
<td>Administrative Unit Workroom/Storage/Support</td>
<td>Total number of private offices</td>
<td>40</td>
</tr>
<tr>
<td>Department Office</td>
<td>N/A</td>
<td>180</td>
</tr>
<tr>
<td>Conference Room – Large (capacity 10-30)</td>
<td>Total number of private offices; 10 Minimum, 30 Maximum</td>
<td>25</td>
</tr>
<tr>
<td>Conference Room – Small</td>
<td>If there are more than 30 Private Offices: Private Offices minus 30.</td>
<td>25</td>
</tr>
</tbody>
</table>
## PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>MARCH - APRIL</th>
<th>MAY - JUNE</th>
<th>JULY - SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> March</td>
<td>Working Group Kick-Off</td>
<td><strong>3a</strong> May</td>
</tr>
<tr>
<td><strong>2a</strong> April</td>
<td>Steering Committee Kick-Off</td>
<td><strong>3b</strong> May</td>
</tr>
<tr>
<td><strong>2b</strong> April</td>
<td>Project Manager Focus Group</td>
<td><strong>4a</strong> June</td>
</tr>
<tr>
<td></td>
<td><strong>4b</strong> June</td>
<td>Steering Committee – Research Standards</td>
</tr>
</tbody>
</table>
Project Coordinator

Day-to-day contact for the university responsible for coordinating meetings, acts as a conduit for information

Rebekah Gayley, Sr. Project Manager, PARE

Working Group

Provides insight, reviews concepts and deliverables

Faye Bodyke, Director of Projects, Facilities Design and Construction
Blake Harrison, Director of Facilities, COM Office of Research
Carolyn Verga, Director of Planning, PARE
Rebekah Gayley, Sr. Project Manager, PARE

Steering Committee

Sets the strategic direction of the project and makes key decisions throughout the process

Amy Burgess, AVP, Administration and Planning
Sara McMaken, Lab Supervisor/Facilities Coordinator, College of Education & Human Ecology
Bill Orosz, Director of Planning, Wexner Medical Center
Sergio Soave, Associate Dean, College of Arts and Sciences

Members of the Working Group

ENGAGEMENT
OTHER ENGAGEMENT

- Project Manager Discussion Sessions
  - Workplace
  - Research
- Office of Research

How do you hope to use the new Office Space Standards? What would make them useful?

- Space planning for new projects
- Guidelines for working with users
- Managing client's expectations of new spaces
- A mix of visual references and written guidelines would optimize usefulness
- Flexibility and touch down spots for those that work from home
- To help customers prioritize use of space
- Justification when working with the different units to help make space more efficient
- Something to reference or to use as a starting point when planning space
- functional collaboration spaces
- Forward thinking & encouraging innovation/evolution
- Reinforce University's sustainability goals
- Normalize private office sizes
- Figuring out how much space is required in new buildings
- Enabling effective collaboration, including tech needs
- Planning for flexible and hybrid work
- Variability (sit, stand, etc.)
- Standardize spaces across campus
- Getting reasonably sized cubicles
- Right sizing departmental space
- Encourage intentional collaborations & team building
- provide more options that work with the uniqueness to each unit (hoteling when makes sense vs. private offices when confidentiality is important)
## Guiding Principles

<table>
<thead>
<tr>
<th>Principle</th>
<th>What will that look like?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEWARDSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>All space is owned by the University and should be deployed and utilized to serve The Ohio State University’s mission.</td>
<td>Think holistically and long-term.</td>
</tr>
<tr>
<td><strong>SUSTAINABILITY</strong></td>
<td></td>
</tr>
<tr>
<td>Build only what’s needed, and design with future needs and adaptability in mind.</td>
<td>Prioritize shared over assigned space.</td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td></td>
</tr>
<tr>
<td>Use an even-handed process to achieve consistency in the quantity and quality of space campus-wide.</td>
<td>Design for light equity.</td>
</tr>
<tr>
<td><strong>OPTIMIZATION</strong></td>
<td></td>
</tr>
<tr>
<td>Provide the most appropriate type and quantity of workspace for each team.</td>
<td>One size does not fit all.</td>
</tr>
<tr>
<td><strong>FLEXIBILITY</strong></td>
<td></td>
</tr>
<tr>
<td>Acknowledge and allow for deviations in response to the extraordinary diversity of conditions on OSU’s campus.</td>
<td>Standards inform a thoughtful programming process.</td>
</tr>
</tbody>
</table>
Intended Use

• Inform decision making about reconfigurations, renovations, and new construction
• Provide a framework within which planners can identify the optimal workspace and laboratory types and target ranges of space for OSU employees
• Offer guidance when reallocating space outside of capital improvements, acknowledging that the standards may be difficult to achieve in existing spaces not under renovation, particularly in legacy buildings
• Not an entitlement or guarantee that an employee will receive a specific office or laboratory type or size
• Actual allocations of space will ultimately be based on many considerations, including overall building context, adjacencies, design features unique to the structure, and individual roles and workstyles.
Workspace Standards
30% of non-residential space is currently dedicated to office environments. ~12,600 employees assumed to need physical workspace.

*Main Campus only*
**Evolution of the Workplace**

- **Single Space**
  - Employee-Centric: behind closed doors
  - Private: office as status
  - Assigned: unused real estate
  - Office Suites: gatekeeper mentality
  - Regular Office Hours: productivity measured by time in office

- **Palette of Places**
  - Employee-Centric: considers functional needs
  - Shared: pods, hoteling, team rooms
  - Assigned: unassigned real estate
  - Office Suites: optimized space management
  - Regular Office Hours: flexible schedules

- **Productivity measured by time in office**
### Workstyles

<table>
<thead>
<tr>
<th>Workstyle</th>
<th>Mobility</th>
<th>Characteristics</th>
<th>Role Examples</th>
<th>Recommended Workspace</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focused</strong> with Frequent Meetings</td>
<td>Spend the majority of work time at their desk or meeting with others</td>
<td>Require focus/privacy who also meet with more than one person at a time frequently and/or unscheduled</td>
<td>Executive leadership, development officers, counseling, some student services</td>
<td>Private Enclosed Office with Meeting Space</td>
</tr>
<tr>
<td><strong>Focused</strong></td>
<td>Spend the majority of work time at their desk</td>
<td>Require a high degree of unscheduled confidentiality from others or require acoustical or visual privacy due to the nature of their daily tasks</td>
<td>Student services, full-time faculty</td>
<td>Private Enclosed Office</td>
</tr>
<tr>
<td><strong>Fixed</strong></td>
<td>Spend the majority of work time at their desk</td>
<td>Functional requirements prevent them from being mobile, such as extensive storage or specialized equipment or configuration</td>
<td>Managers, analysts, administrative support</td>
<td>Shared Enclosed Office or Assigned Open Workstation</td>
</tr>
<tr>
<td><strong>Flexible</strong></td>
<td>Spend a portion of work time at their desk and/or work a flexible or hybrid schedule</td>
<td>Mobile by nature of their role and require minimal layout space and basic storage</td>
<td>Technicians, part-time support staff</td>
<td>Assigned or Unassigned Open Workstation</td>
</tr>
<tr>
<td><strong>Free Address</strong></td>
<td>Spend only short periods of time at their desk and/or work remotely</td>
<td>Functional requirements that make it possible to be fully mobile and require minimal layout space</td>
<td>Graduate assistants, student workers, part-time lecturers</td>
<td>Unassigned Open Workstation</td>
</tr>
</tbody>
</table>
## Workspace Fit Matrix

*Align role with workstyle to find the most suitable workspace fit*

<table>
<thead>
<tr>
<th>ROLE</th>
<th>WORKSTYLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Focused with Frequent Meetings</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>FT Professional Staff &amp; Faculty</td>
<td></td>
</tr>
<tr>
<td>FT Support Staff &amp; Lecturers</td>
<td></td>
</tr>
<tr>
<td>PT Staff &amp; Faculty, Post-Docs, Students</td>
<td></td>
</tr>
</tbody>
</table>
## Workspace Fit Matrix

**Workstyle determines** workspace type and role **inform the maximum square footage allocation acceptable within that type**

*The square footages noted above should be interpreted as the maximum acceptable sizes, except when renovating or reassigning space in existing buildings with larger spaces.*

<table>
<thead>
<tr>
<th>ROLE</th>
<th>WORKSTYLE</th>
<th>Focused with Frequent Meetings</th>
<th>Focused</th>
<th>Fixed</th>
<th>Flexible</th>
<th>Free Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Private Office w/ Meeting Space 240 NASF</td>
<td>Private Office 200 NASF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>Private Office w/ Meeting Space 240 NASF</td>
<td>Private Office 120 NASF</td>
<td>Shared Enclosed</td>
<td>Assigned Open 64-120 NASF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Professional Staff &amp; Faculty</td>
<td>Private Office 64 - 120 NASF</td>
<td>Shared Enclosed or Assigned Open 64 NASF</td>
<td>Assigned or Unassigned Open 64 NASF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Support Staff &amp; Lecturers</td>
<td>Shared Enclosed or Assigned Open 42-64 NASF</td>
<td>Assigned or Unassigned Open 30-42 NASF</td>
<td>Unassigned Open 30 NASF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT Staff &amp; Faculty, Post-Docs, Students</td>
<td>Assigned or Unassigned Open 30-42 NASF</td>
<td>Unassigned Open 30 NASF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Optimization Targets
Proportion of Private Offices per Unit

- Administrative Unit, without Confidentiality Considerations
- 50-50 Remote Team
- Humanities or Social Sciences with Post Docs or Visiting Scholars
- Humanities or Social Sciences, mostly FT Faculty
- Entirely private offices

- Entirely open workspace
- Computational Research
- Laboratory Research or Clinical Department
- Administrative Unit with Confidentiality Needs

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
Example Floor Plan Layout for 30% Private Office, 70% Open Office
Workspace Types

Focused with Frequent Meetings
Focused
Fixed

- Where applicable, utilize glass fronts to access natural light.
- To minimize glare from windows on computer screens, orient monitors within a 20-degree angle perpendicular to the plane of the nearest window.
- 64-120 NASF allows for 6’ length work surface plus additional storage as needed pending business unit.
- 120 NASF size allows guest chairs for meetings.
- 120 NASF size allows user to do both focus and collaborative work.
Workspace Types
Focused with Frequent Meetings
Focused
Fixed

Where applicable, utilize glass fronts to access natural light.
To minimize glare from windows on computer screens, orient monitors within a 20-degree angle perpendicular to the plane of the nearest window.
240 NASF size allows space for internal meetings with additional 4-person conference table
240 NASF office can also be used for Music Faculty requiring practice space.
Workspace Types: Exemplary Images

Focused with Frequent Meetings
Focused
Fixed
Workspace Types

Fixed
Flexible
Free Address

**Assigned Open Single 6’x7’ Workstation**
42 NASF

**Assigned Open Single 6’x14’ Director Workstation**
84 NASF

**Assigned Open Workstation**
42 – 84 NASF per person

Mono-Direction Configuration
Face-To-Face Configuration
Back-To-Back Configuration

Denotes Privacy Screen
Screen Height Range 12”-24”
Workspace Types
Flexible
Free Address

Unassigned Open Single 5'x6' Workstation
30NASF

Unassigned Open Benching Configuration
With Storage / Collaboration Zones

Unassigned Open Workstation
30 NASF per person

Denotes Privacy Screen
Screen Height Range 12”-24”
Workspace Types: Exemplary Images

Fixed
Flexible
Free Address
Support and Collaboration Space Standards
# Office Service

<table>
<thead>
<tr>
<th>Category</th>
<th>NASF</th>
<th>Per FTE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNITY SPACES</strong></td>
<td>5-10</td>
<td>Per FTE</td>
<td>Lounges, break rooms, soft seating arrangements, pantry/kitchen, and other gathering spaces</td>
</tr>
<tr>
<td><strong>SUPPORT SPACES</strong></td>
<td>5-10</td>
<td>Per FTE</td>
<td>Copy, print, files, and storage areas, lockers, mail rooms, and other office service</td>
</tr>
<tr>
<td><strong>SUITE CIRCULATION</strong></td>
<td>15-20%</td>
<td>of total NASF</td>
<td>Interior corridors, area in between workstations in an open office arrangement</td>
</tr>
</tbody>
</table>
Conference + Collaboration

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Seats</th>
<th>Size</th>
<th>Allocation Per FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Huddle Room</strong></td>
<td>1-2 seats</td>
<td>60 NASF</td>
<td>1 per Every 10-12 Employee FTEs</td>
</tr>
<tr>
<td><strong>Team Room</strong></td>
<td>2-6 seats</td>
<td>120 NASF</td>
<td>1 per Every 20-24 Employee FTEs</td>
</tr>
<tr>
<td><strong>Standard Conference</strong></td>
<td>8-12 seats</td>
<td>180-240 NASF</td>
<td>1 per Every 40-48 Employee FTEs</td>
</tr>
</tbody>
</table>

Total Allocation Per FTE: 21-25 NASF
Conference + Collaboration

Total Allocation Per FTE: 21-25 NASF

Large Conference

Seats: 16-30
Size: 600 NASF
1 per Every 80-96 Employee FTEs
Conference + Collaboration Space

- **Huddle Room** per 10-12 FTE
- **Team Room** per 20-24 FTE
- **Standard Conference** per 40-48 FTE
- **Large Conference** per 80-96 FTE
Conference + Collaboration Space

Huddle Room per 10-12 FTE

Team Room per 20-24 FTE

10-12 FTE
Conference + Collaboration Space

- **Huddle Room** per 10-12 FTE
- **Team Room** per 20-24 FTE
- **Standard Conference** per 40-48 FTE

10-12 FTE
Conference + Collaboration Space

- **Huddle Room** per 10-12 FTE
- **Team Room** per 20-24 FTE
- **Standard Conference** per 40-48 FTE
- **Large Conference** per 80-96 FTE
Conference + Collaboration: Exemplary Images
Flexibility & Modularity

2 Huddle Rooms = 1 (120 SF) Team Room Or Private Office

2 (120 SF) Team Rooms Or Private Offices =

1 (240 SF) Standard Conference Or Private Office with Meeting Space
Principles of Design: Office

- Provide an open break area designed to function as an alternate collaborative space
- Provide a variety of conference room sizes
- Main circulation aisle minimum width is 60”
- Typical minimum aisle width between workstations is 48”
- Glare avoidance: To minimize glare, all computer screens at desks located within 15 ft of windows can be oriented within a 20° angle perpendicular to the plane of the nearest window.

Glass wall and door fronts allow the transfer of natural light from the open office space into enclosed rooms.

Enclosed offices and meeting spaces to be positioned close to building core when possible, to provide open floor space and natural light to workstations.

Open workstations provide floor plan flexibility for future needs as well as access to natural light when positioned at perimeter of building.

Evenly distribute office support spaces to be easily accessed by staff.

Flexible team and collaboration spaces can be integrated into workstation locations as well as provide division between departments.
Principles of Design: Workplace Wellness

Social Wellness
- Design centralized gathering spaces to invite collaboration to enhance social wellness. These spaces create a sense of belonging and aid in overall happiness and increase motivation and productivity.

Emotional Wellness
- Design safe spaces for retreat. Designate quiet rooms that can be used throughout the day for mediation, prayer, and relaxation.

Environmental Wellness
- Design for a healthy and sustainable workplace by implementing natural light, views to the outdoors, thermal comfort, improved indoor air quality, and clean drinking water.

Physical Wellness
- Encourage the use of stairs and implement walking meetings when appropriate.
- Provide flexible furnishings that promote a variety of postures throughout the workday such as lounge, sit, and standing.
- Provide bike storage on site to encourage alternate modes of transportation.
Principles of Design: Exemplary Images
Case Studies

Planning And Real Estate – 2nd Floor @ Gateway

The 2nd floor of the Gateway Theater was renovated for the Planning and Real Estate group. The team was outgrowing their existing space. With the neighboring restaurant tenant’s lease expiring, the timing was right to expand to create a larger open studio environment.

- **63 Workstations**: 42 full time workstations plus 21 student workstations. The open stations are grouped into pods by partial height divider walls making for intimate working groups while keeping true to an open studio concept.

- **3 Collaboration Areas**: Carefully placed collaboration areas are centrally spaced throughout the main circulation paths of the workspace to foster open communication among staff.

- **Conference and Focus Rooms**: 3 focus rooms, 2 small, 1 medium, and 1 large conference rooms provide a variety of sizes when it comes to working in teams or finding a retreat space for privacy outside of one’s workstation.

- **Open Break Area**: An open kitchen area was created to encourage collaboration and use of the space beyond the standard lunch hour.
Case Studies

Facilities Design & Construction – 4th Floor Enarson Classroom Bldg.

The fourth floor of the Enarson Classroom Building, home to the Facilities Design and Construction Department, was recently renovated. The 13,626 square foot office space was previously dark and enclosed. The new open workspace now fosters collaboration among staff and provides access to natural light.

- **55 Workstations:** Workstation heights were lowered to make communication between staff easier along with creating better views to the outside allowing more natural light to come into the interior of the space.

- **7 Private Offices:** Utilizing some existing walls in the core of the floor plate, private offices have been added where needed. Glass fronts have been incorporated to borrow natural light from the perimeter.

- **Conference and Focus Rooms:** 3 conference rooms of varying sizes have been added to support the meetings along with providing a alternate private space for those in open workstations.

- **Open Break Area:** An open kitchen area was added to encourage collaboration and use of the space beyond the standard lunch hour.
University Space Standards

The Ohio State University