University Space Standards

The Ohio State University | October 2021
Research and Office Standards

AGENDA

1. Project Introduction

2. Guiding Principles

2. Office Space Standards

3. Research Space Standards

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

Previous Office Standards

Offices Category	Private Office Multiplier	Shared Office Multiplier
Provost, Sr. Vice Presidents, Vice Presidents	350 - 400	
Dean, Assoc. Vice Presidents, Vice Provosts	240	
Chair, Assoc. Dean, Director, Asst. VP	180	
Eminent/Distinguished Scholar	180	
Professor	140	
Associate Professor	140	
Assistant Professor	140	
Instructor	140	
Graduate Teaching Associate (HC)		72
Other Teaching Staff		72
Academic Administrator	140	110
Professional Staff	140	110
Research Associate	100	100
Post-Docs	100	100
Non-teaching Grad Associate (HC)		55
GRA (HC)		55
Technician	100	100
Non-academic Administrator	140	110
Administrative Staff	140	110
Clerical/Office Worker	120	110
Student Worker		55
Other (Call Center)	120	110
Scholars, Fellows, Trainees (HC)		72
Emeritus Personnel		110

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

PROJECT SCHEDULE

Data Gathering + Analysis	Standards Development	Refinement + Documentation
MARCH - APRIL	MAY - JUNE	JULY - SEPTEMBER

1 March | Working Group Kick-Off

2a April | Steering Committee Kick-Off

2b April | Project Manager Focus Group

3a May | Working Group – Workplace Standards

3b May | Steering Committee – Workplace Standards

4a June | Working Group – Research Standards

4b June | Steering Committee – Research Standards

5a July | Working Group – Refined Standards

5b August | Steering Committee – Final Presentation

5c September | IPPLG – Final Presentation

6 September | Final Deliverables

ENGAGEMENT

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
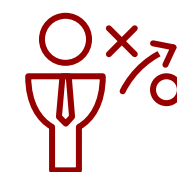
Steering Committee

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

OTHER ENGAGEMENT

- Project Manager Discussion Sessions
  - Workplace
  - Research
- Office of Research
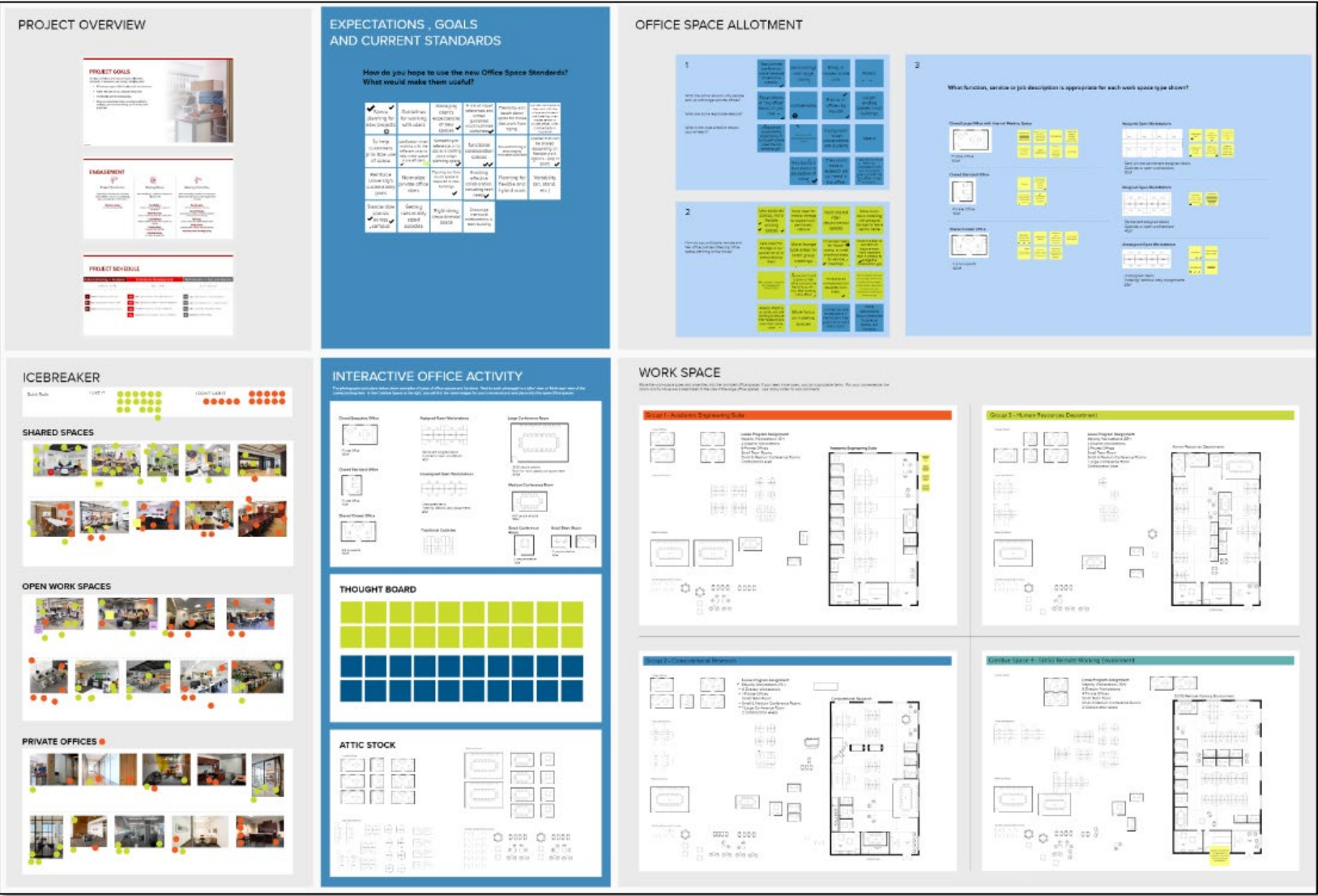
How do you hope to use the new Office Space Standards? What would make them useful?

✔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.	provide more options that work with the uniqueness to each unit (hoteling when makes sense vs private offices when confidentiality is important)
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	spaces that can be shared depending on flexible work options - pop in spots ✔
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		

Guiding Principles

What will that look like?

STEWARDSHIP
All space is owned by the University and should be deployed and utilized to serve The Ohio State University's mission.

Think holistically and long-term.

SUSTAINABILITY
Build only what's needed, and design with future needs and adaptability in mind.

Prioritize shared over assigned space.

EQUITY
Use an even-handed process to achieve consistency in the quantity and quality of space campus-wide.

Design for light equity.

OPTIMIZATION
Provide the most appropriate type and quantity of workspace for each team.

One size does not fit all.

FLEXIBILITY
Acknowledge and allow for deviations in response to the extraordinary diversity of conditions on OSU's campus.

Standards inform a thoughtful programming process.

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

Office Space Impact
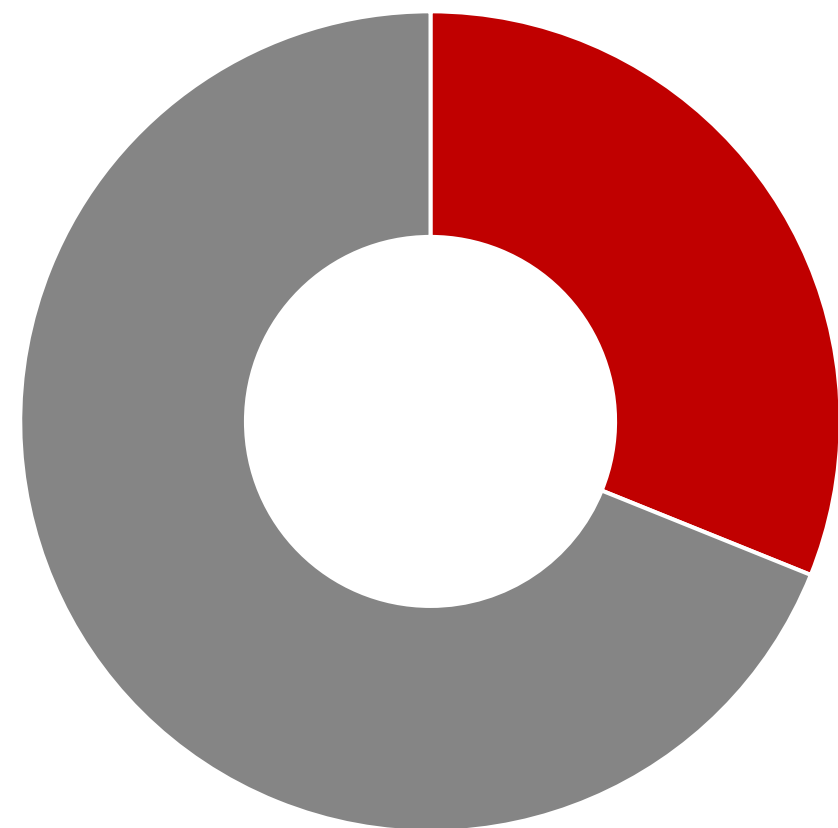
30%

of non-residential space is currently dedicated to office environments

~12,600

employees assumed to need physical workspace
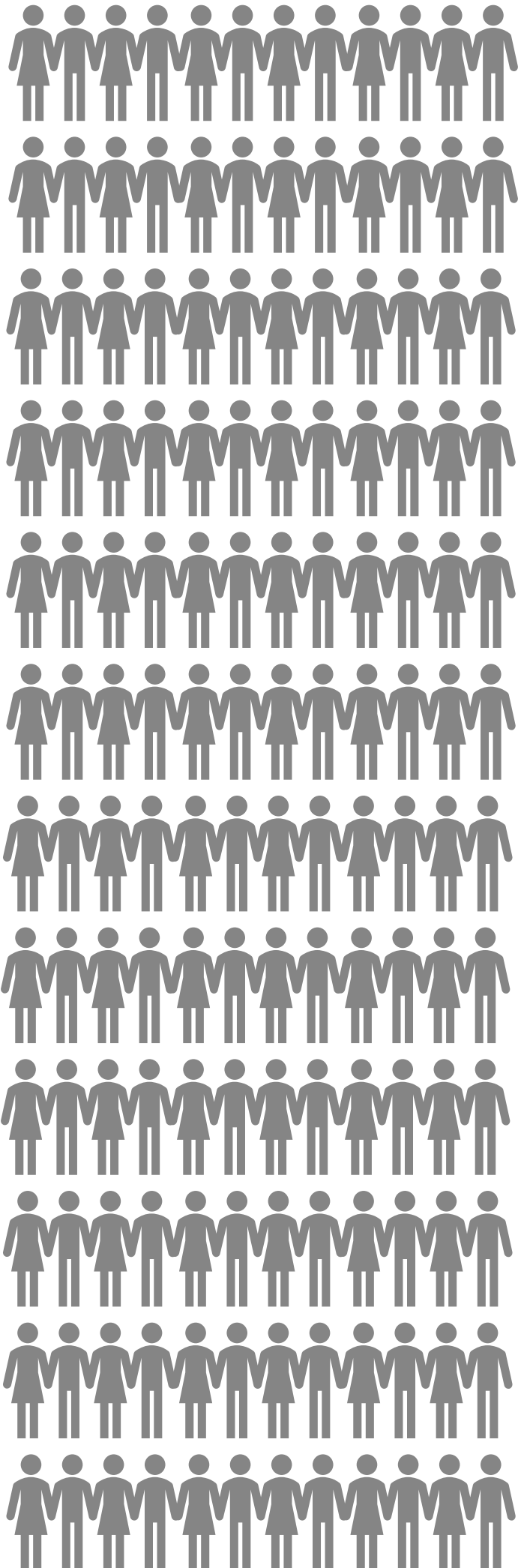
Main Campus only

Evolution of the Workplace

Single Space   **Palette of Places**

Employee-Centric	Considers Functional Needs
behind closed doors	focus, confidentiality, collaboration
Private	Shared
office as status	pods, hoteling, team rooms
Assigned	Unassigned
unused real estate	optimized space management
Office Suites	Storefronts
gatekeeper mentality	porous + transparent
Regular Office Hours	Flexible Schedules
productivity measured by time in office	intentional interactions + focus time

Workstyles

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

Workspace Fit Matrix

Align role with workstyle to find the most suitable workspace fit

ROLE \ WORKSTYLE	Focused with Frequent Meetings	Focused	Fixed	Flexible	Free Address
Leadership	■	■			
Administration	■	■	■		
FT Professional Staff & Faculty		■	■	■	
FT Support Staff & Lecturers			■	■	■
PT Staff & Faculty, Post-Docs, Students				■	■

Workspace Fit Matrix

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

ROLE	WORKSTYLE				
	Focused with Frequent Meetings	**Focused**	**Fixed**	**Flexible**	**Free Address**
Leadership	**Private Office w/ Meeting Space** *240 NASF*	**Private Office** *200 NASF*			
Administration	**Private Office w/ Meeting Space** *240 NASF*	**Private Office** *120 NASF*	**Shared Enclosed or Assigned Open** *64-120 NASF*		
FT Professional Staff & Faculty		**Private Office** *64 - 120 NASF*	**Shared Enclosed or Assigned Open** *64 NASF*	**Assigned or Unassigned Open** *64 NASF*	
FT Support Staff & Lecturers			**Shared Enclosed or Assigned Open** *42-64 NASF*	**Assigned or Unassigned Open** *30-42 NASF*	**Unassigned Open** *30 NASF*
PT Staff & Faculty, Post-Docs, Students				**Assigned or Unassigned Open** *30-42 NASF*	**Unassigned Open** *30 NASF*

*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.
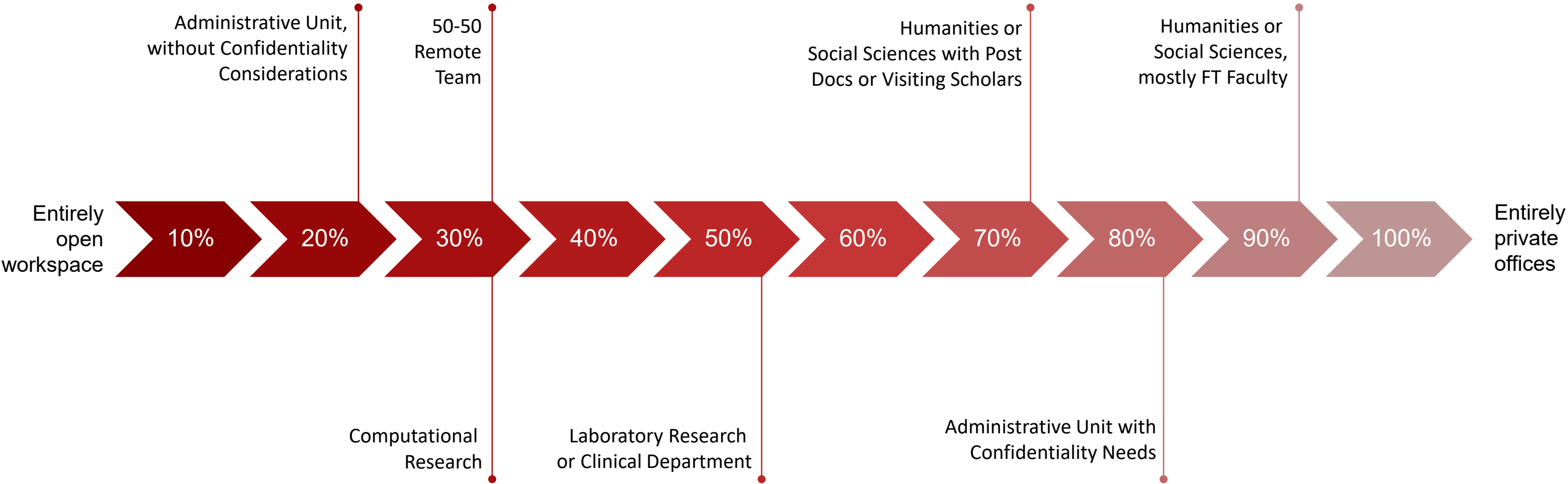
Illustrative Office Layout

*Example Floor Plan Layout
for 30% Private Office,
70% Open Office*

50-50
Remote
Team

| 10% | 20% | 30% | 40% |

Computational
Research
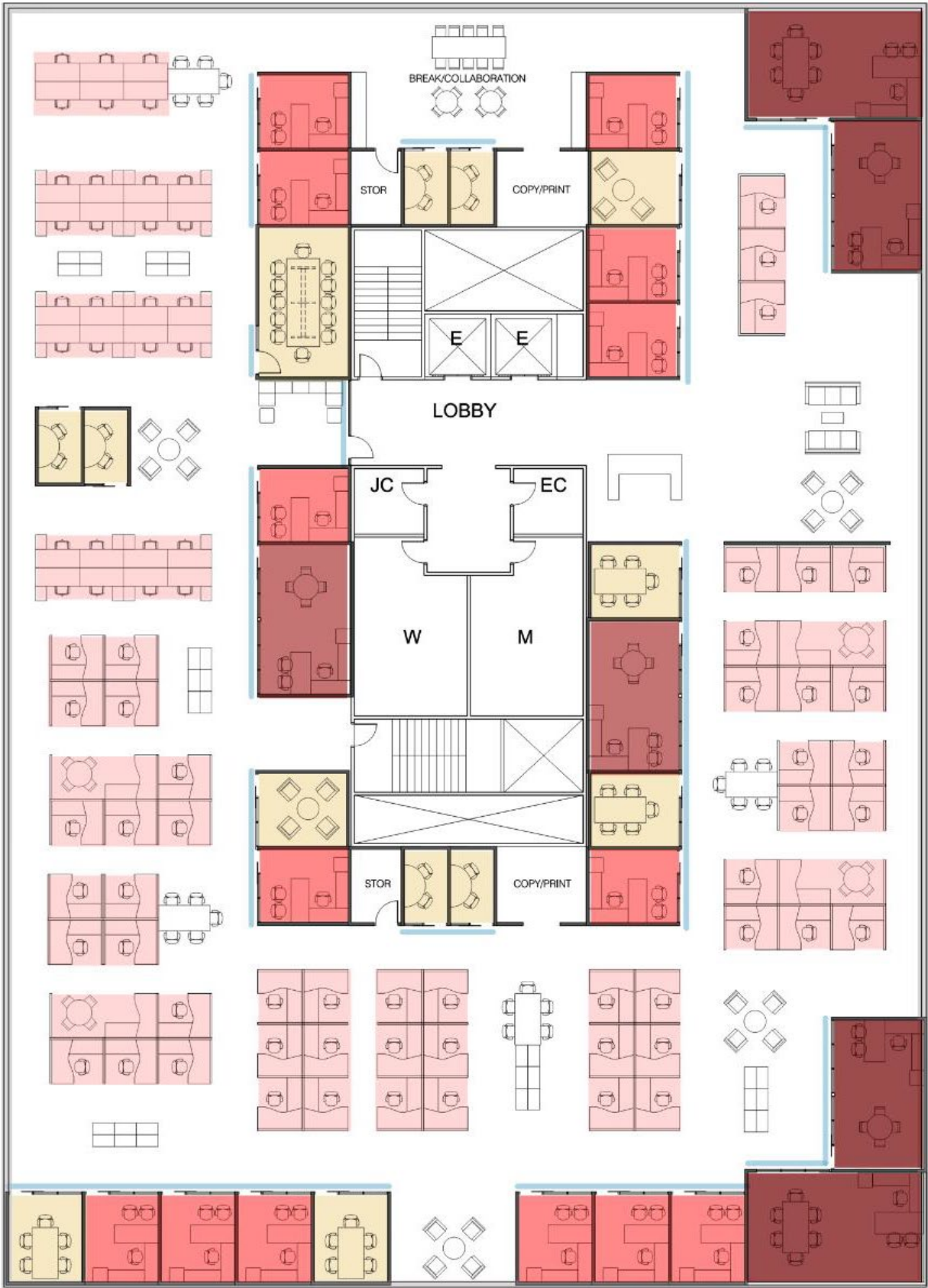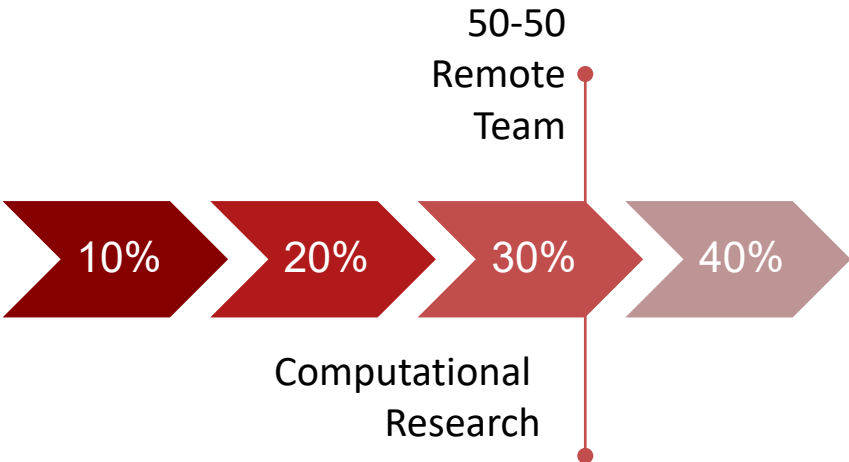
FOCUSED WITH FREQUENT MEETINGS

FOCUSED

FIXED

FLEXIBLE

FREE ADDRESS

MEETING ROOM

Workspace Types

Focused with Frequent Meetings
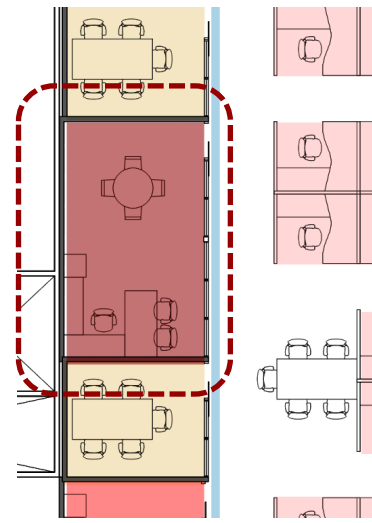**Focused**
Fixed
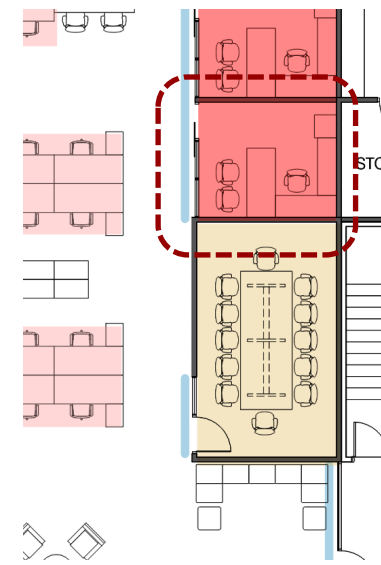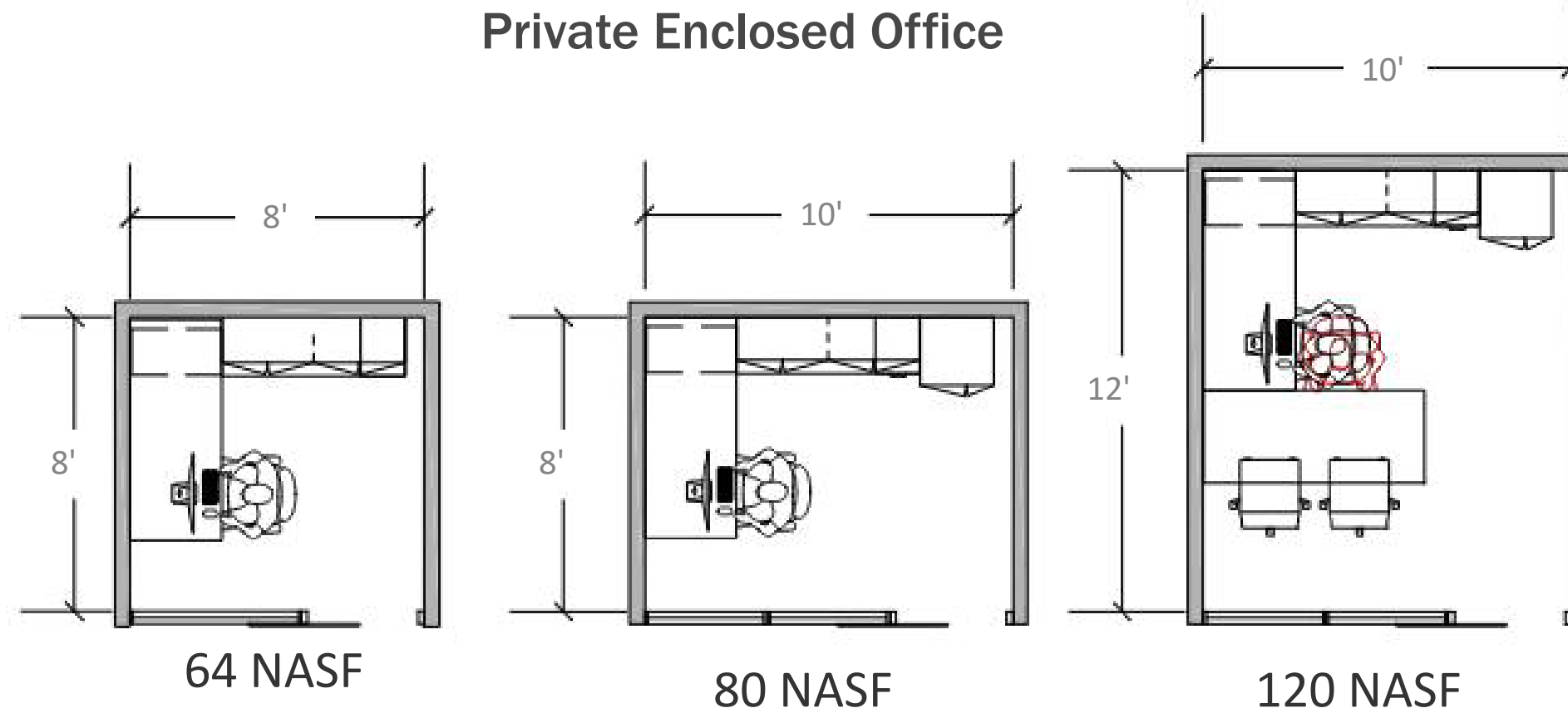
Private Enclosed Office

64 NASF   80 NASF   120 NASF

- *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

Private Enclosed Office With Meeting Space
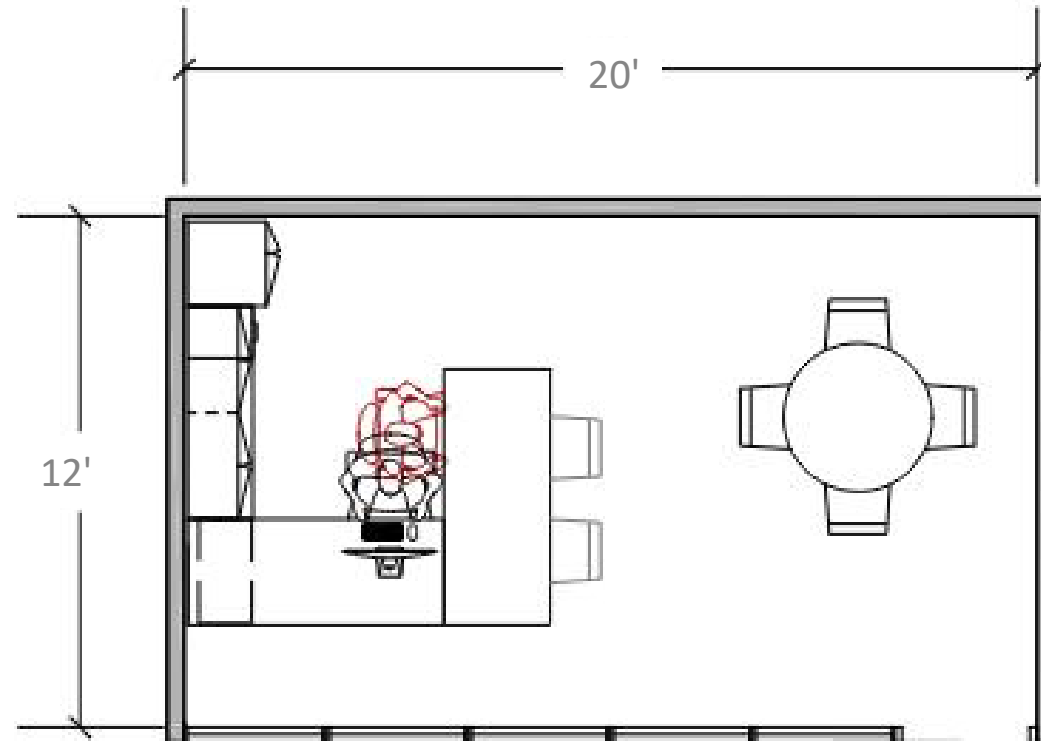
240 NASF

Shared Enclosed Office
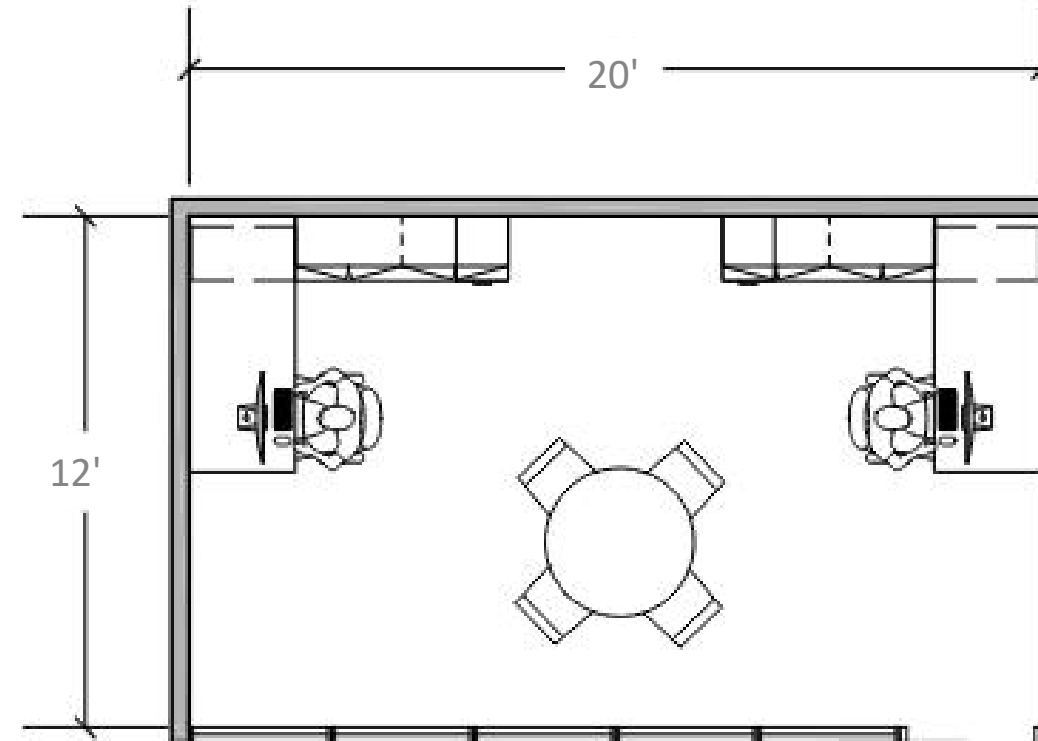
240 NASF

- *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
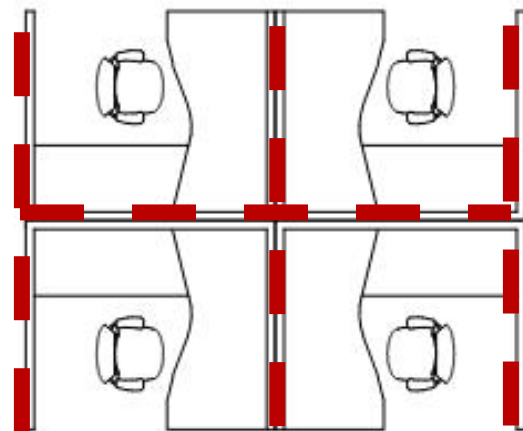
Focused with Frequent Meetings
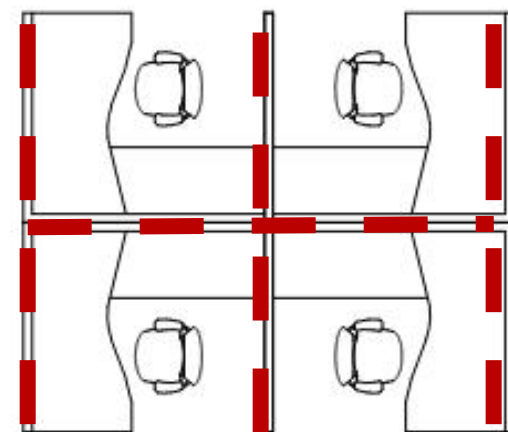Focused
Fixed

Workspace Types

Fixed
Flexible
Free Address
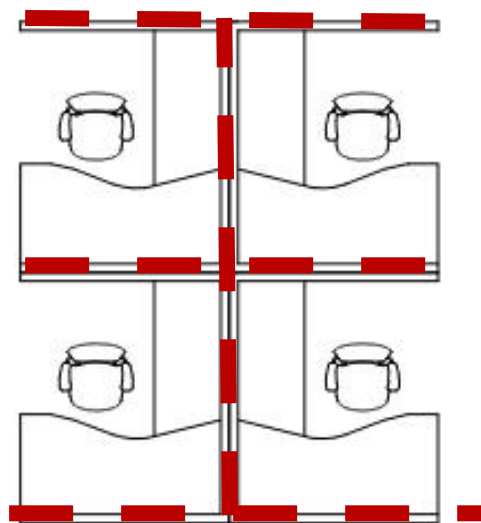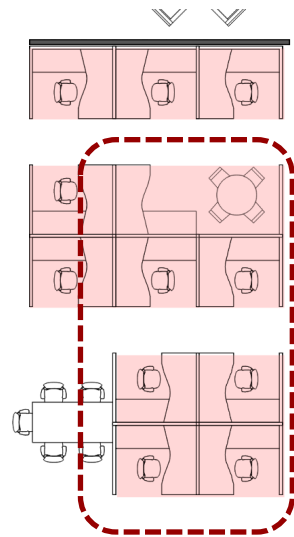
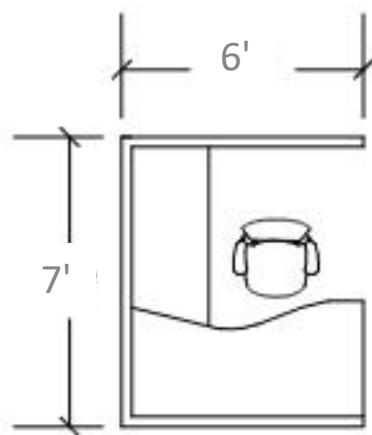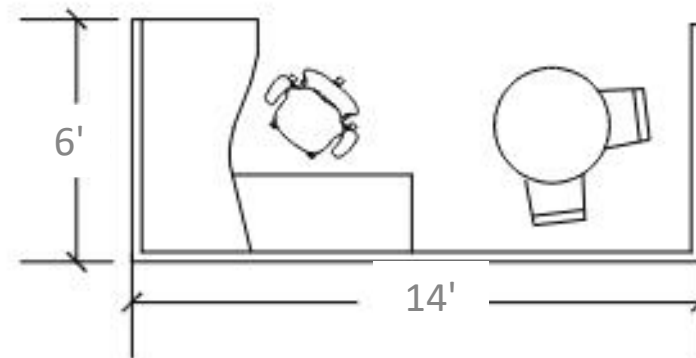Mono-Direction Configuration   Face-To-Face Configuration   Back-To-Back Configuration

Denotes Privacy Screen
Screen Height Range 12"-24"
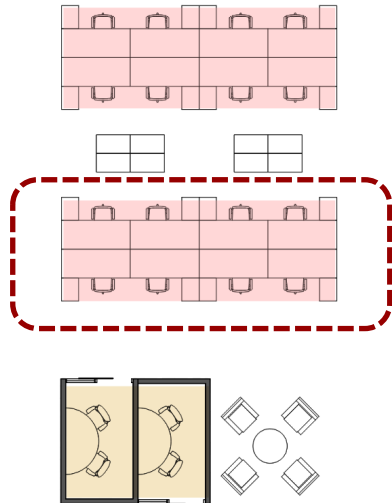
6'

7'

Assigned Open Single 6'x7' Workstation
42 NASF

6'

14'

Assigned Open Single 6'x14' Director Workstation
84 NASF

Assigned Open Workstation
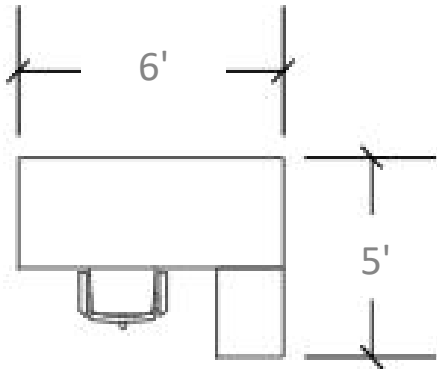**42 – 84 NASF per person**
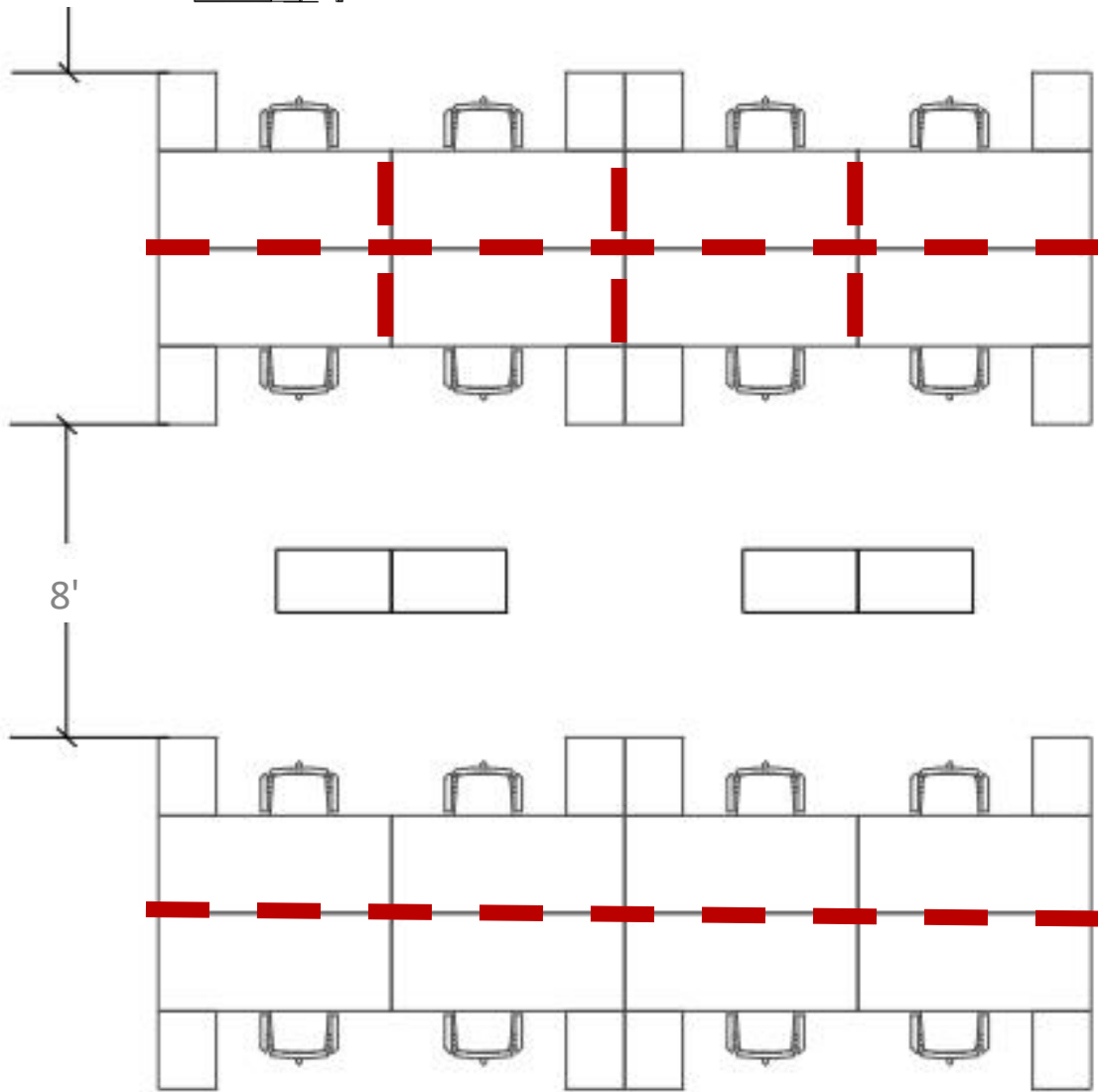
22

Workspace Types

Flexible
Free Address

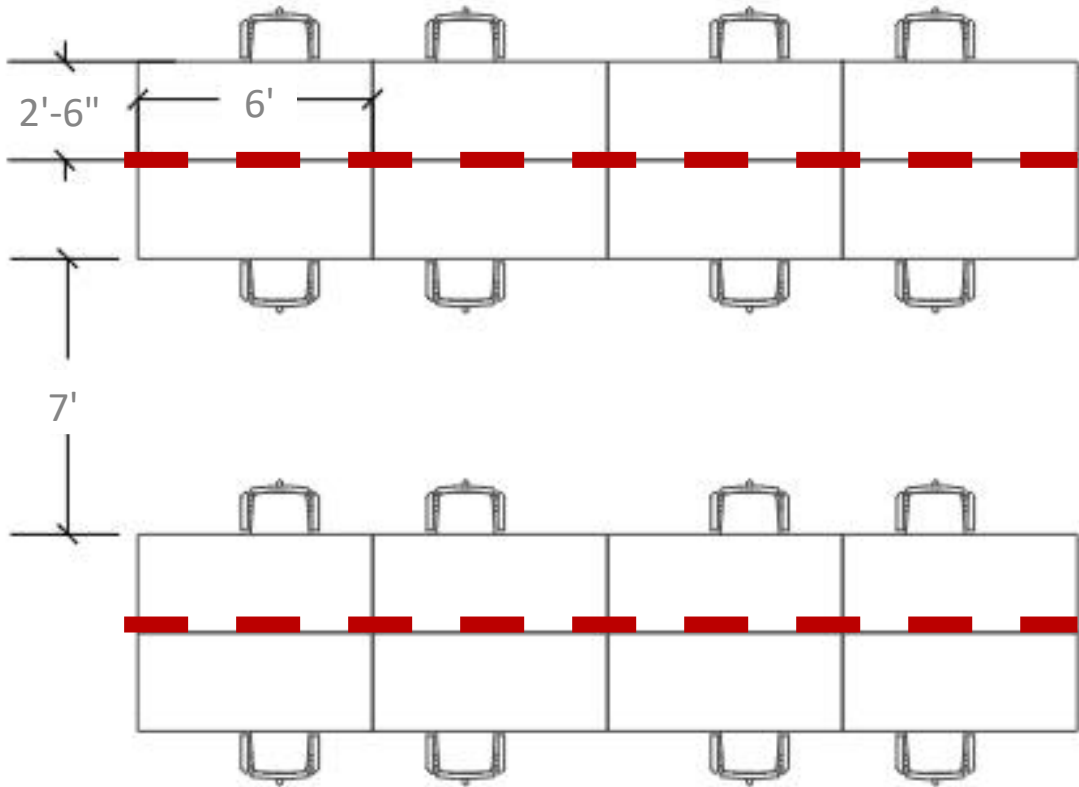---- Denotes Privacy Screen
Screen Height Range 12"-24"

*Unassigned Open Single 5'x6'
Workstation
30NASF*

*Unassigned Open Benching Configuration
With Storage / Collaboration Zones*

Unassigned Open Workstation

30 NASF per person

Unassigned Open Benching Configuration

Workspace Types: Exemplary Images

Fixed
Flexible
Free Address

Support and Collaboration Space Standards

Office Service

COMMUNITY SPACES	SUPPORT SPACES	SUITE CIRCULATION
5-10 NASF Per FTE	**5-10** NASF Per FTE	**15-20%** of total NASF
Lounges, break rooms, soft seating arrangements, pantry/ kitchen, and other gathering spaces	*Copy, print, files, and storage areas, lockers, mail rooms, and other office service*	*Interior corridors, area in between workstations in an open office arrangement*

Conference + Collaboration

Total Allocation Per FTE: 21-25 NASF

Huddle Room

5'-9 ½"

10'

Lounge

Table

Team Room

10'

12'

Table

Lounge

Standard Conference

12'

12'

15'

20'

8 Person 180 NASF

12 Person 240 NASF

Seats: 1-2

Size: 60 NASF

**1 per Every
10-12 Employee FTEs**

Seats: 2-6 seats

Size: 120 NASF

**1 per Every
20-24 Employee FTEs**

Seats: 8-12

Size: 180-240 NASF

**1 per Every
40-48 Employee FTEs**

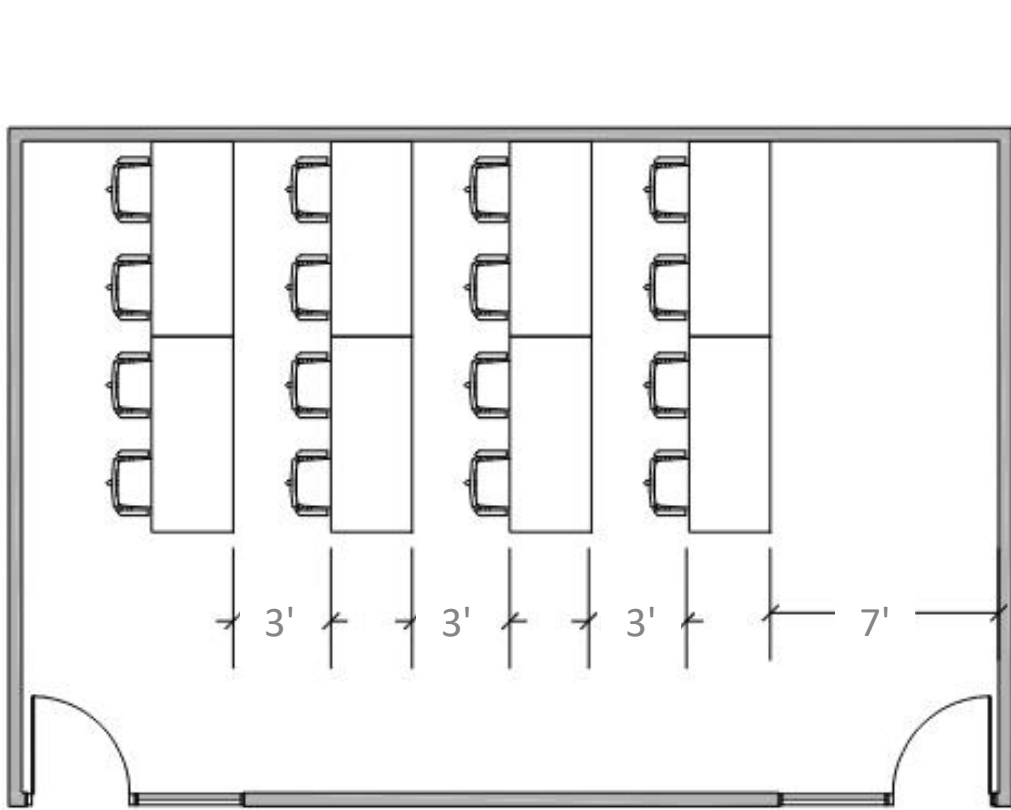# Conference + Collaboration
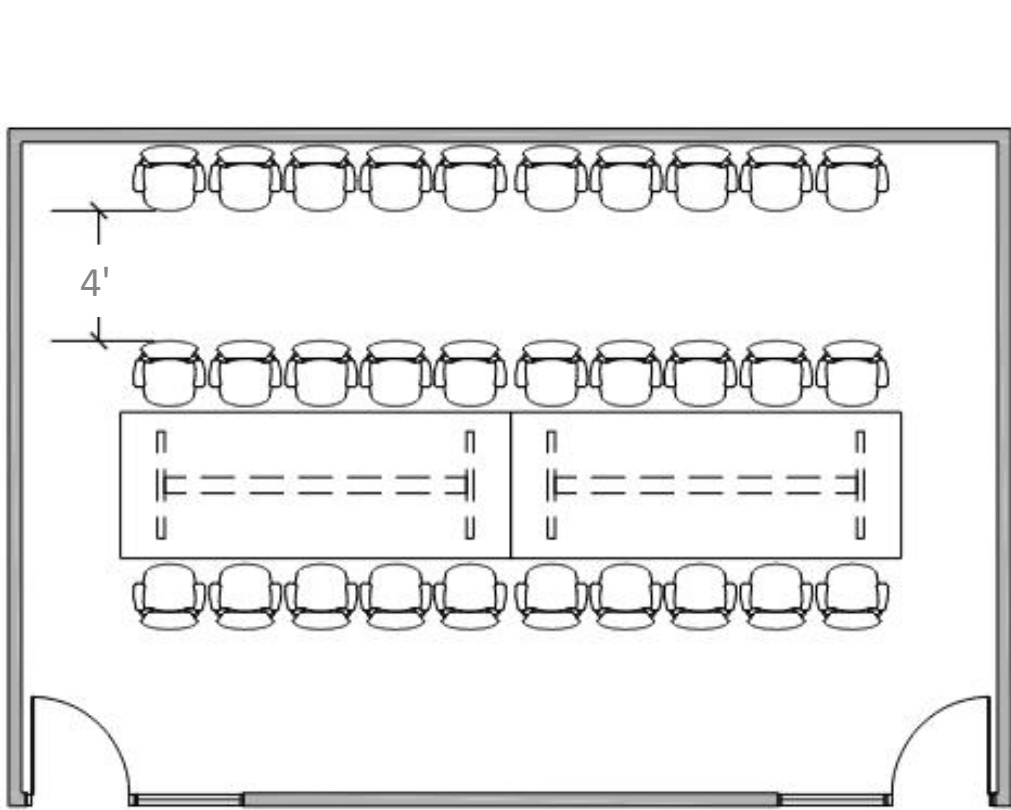
Large Conference

Conference Style Configuration

Training Style Configuration
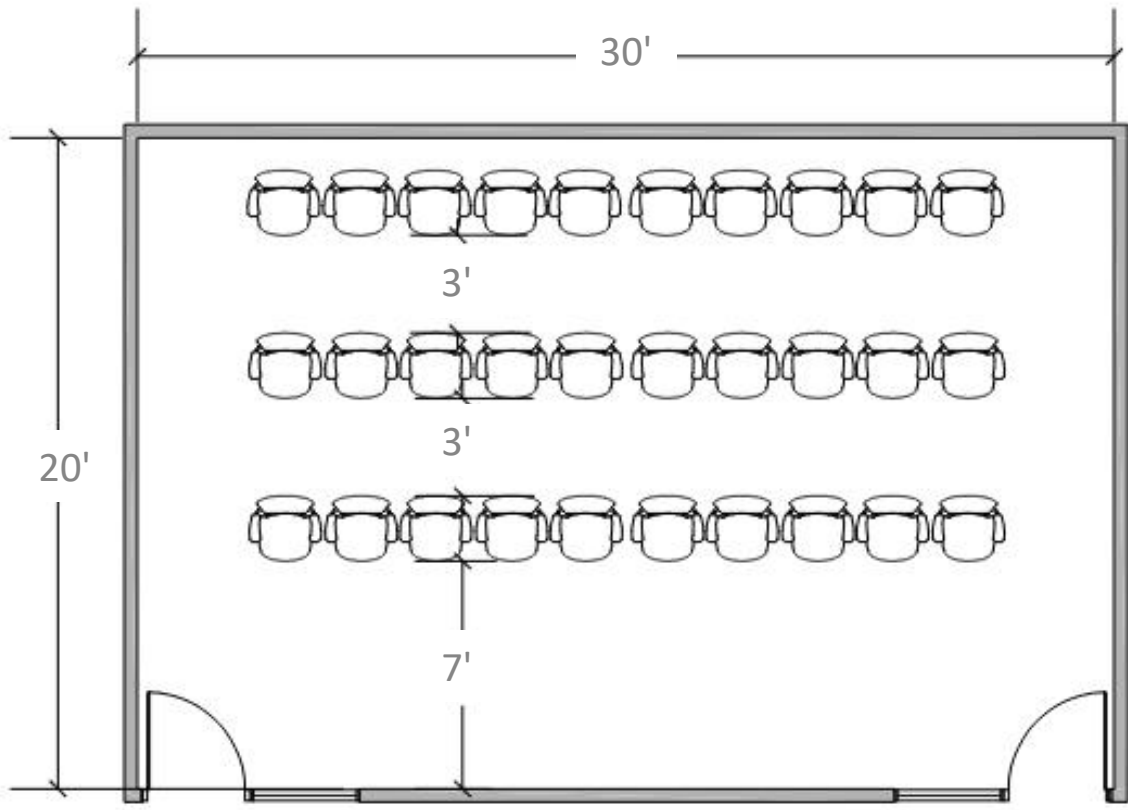
Lecture Style Configuration

Seats:16-30

Size: 600 NASF

1 per Every
80-96 Employee FTEs

Conference + Collaboration Space
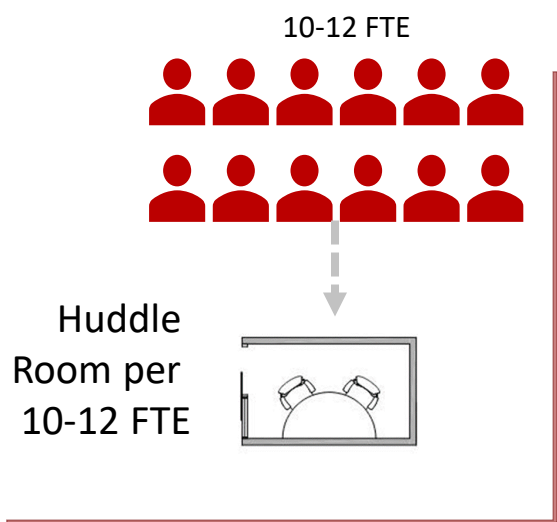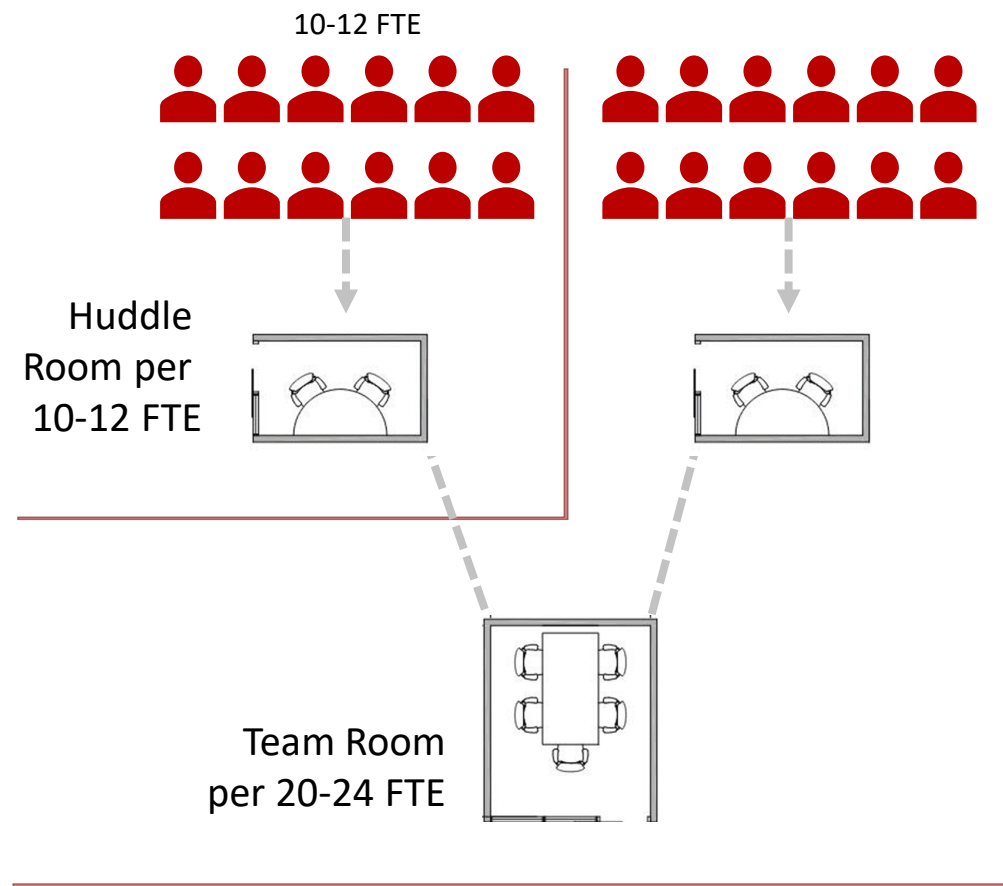
10-12 FTE

Huddle
Room per
10-12 FTE

Conference + Collaboration Space

10-12 FTE

Huddle Room per 10-12 FTE

Team Room per 20-24 FTE

Conference + Collaboration Space

10-12 FTE

Huddle
Room per
10-12 FTE

Team Room
per 20-24 FTE

Standard Conference
per 40-48 FTE

Conference + Collaboration Space

10-12 FTE

Huddle Room per 10-12 FTE

Team Room per 20-24 FTE

Standard Conference per 40-48 FTE

Large Conference per 80-96 FTE
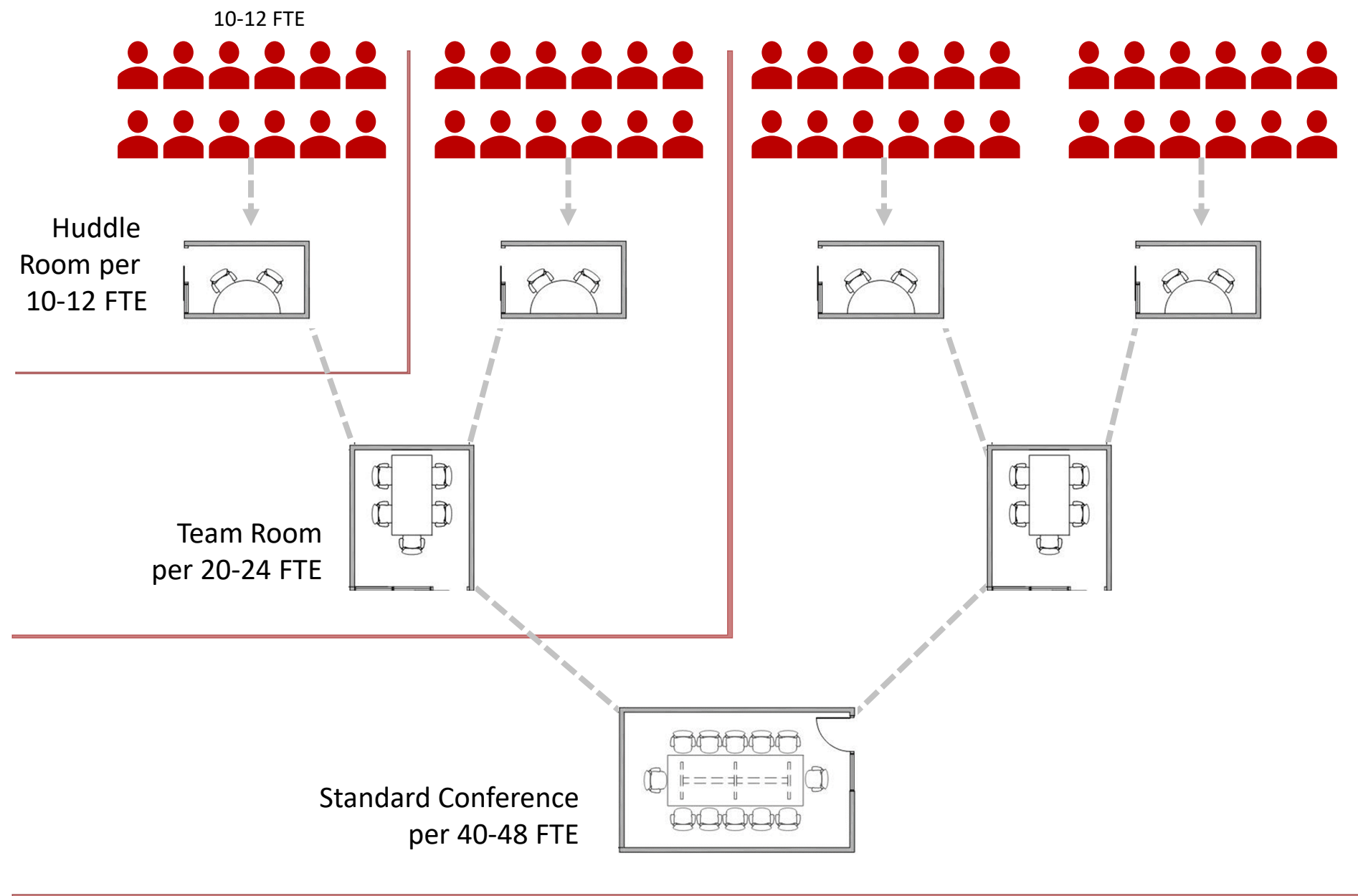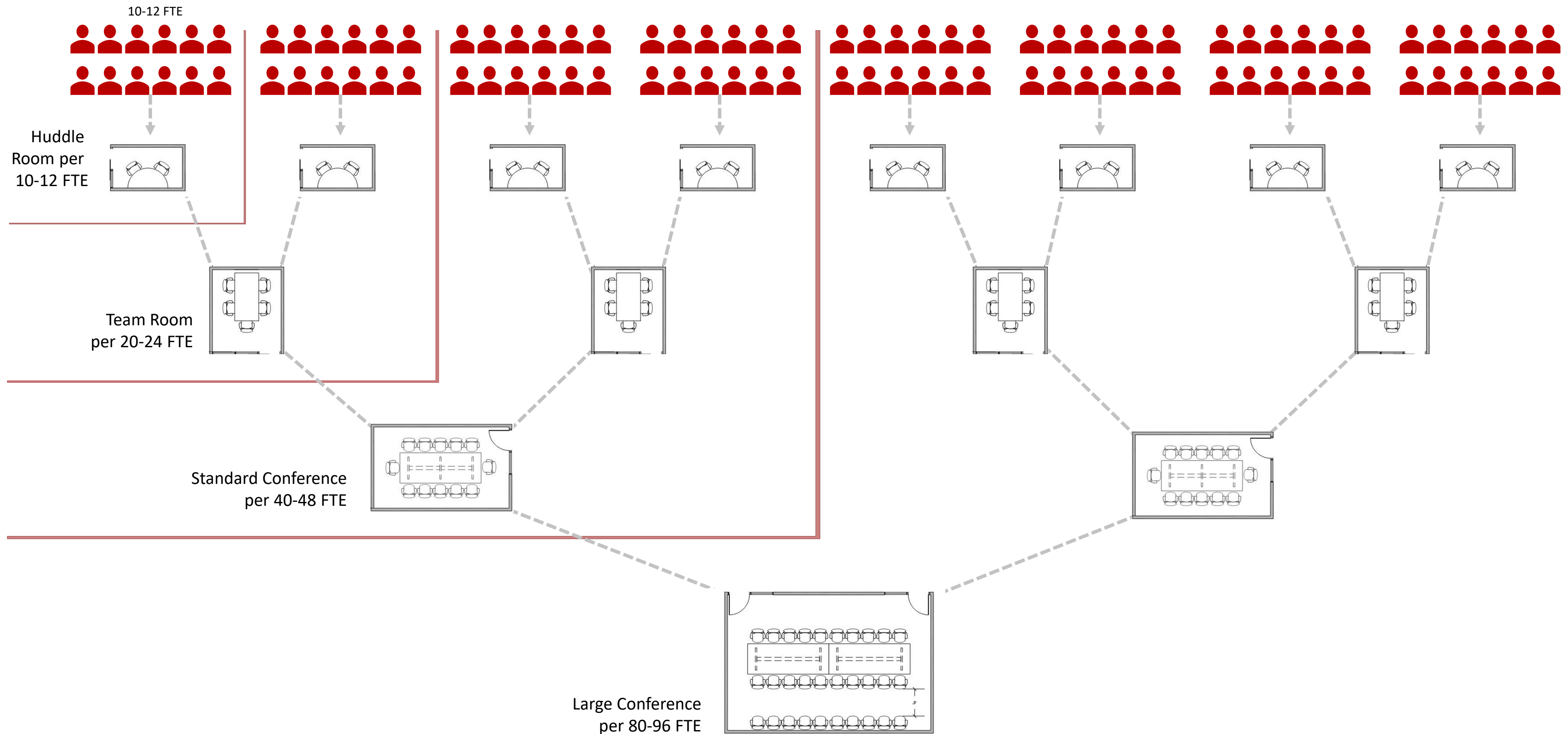
Conference + Collaboration: Exemplary Images

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.

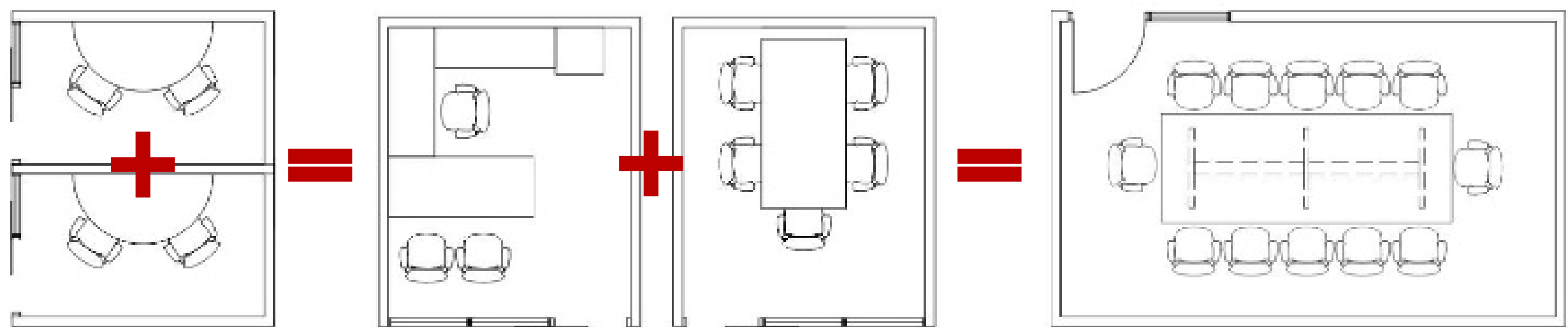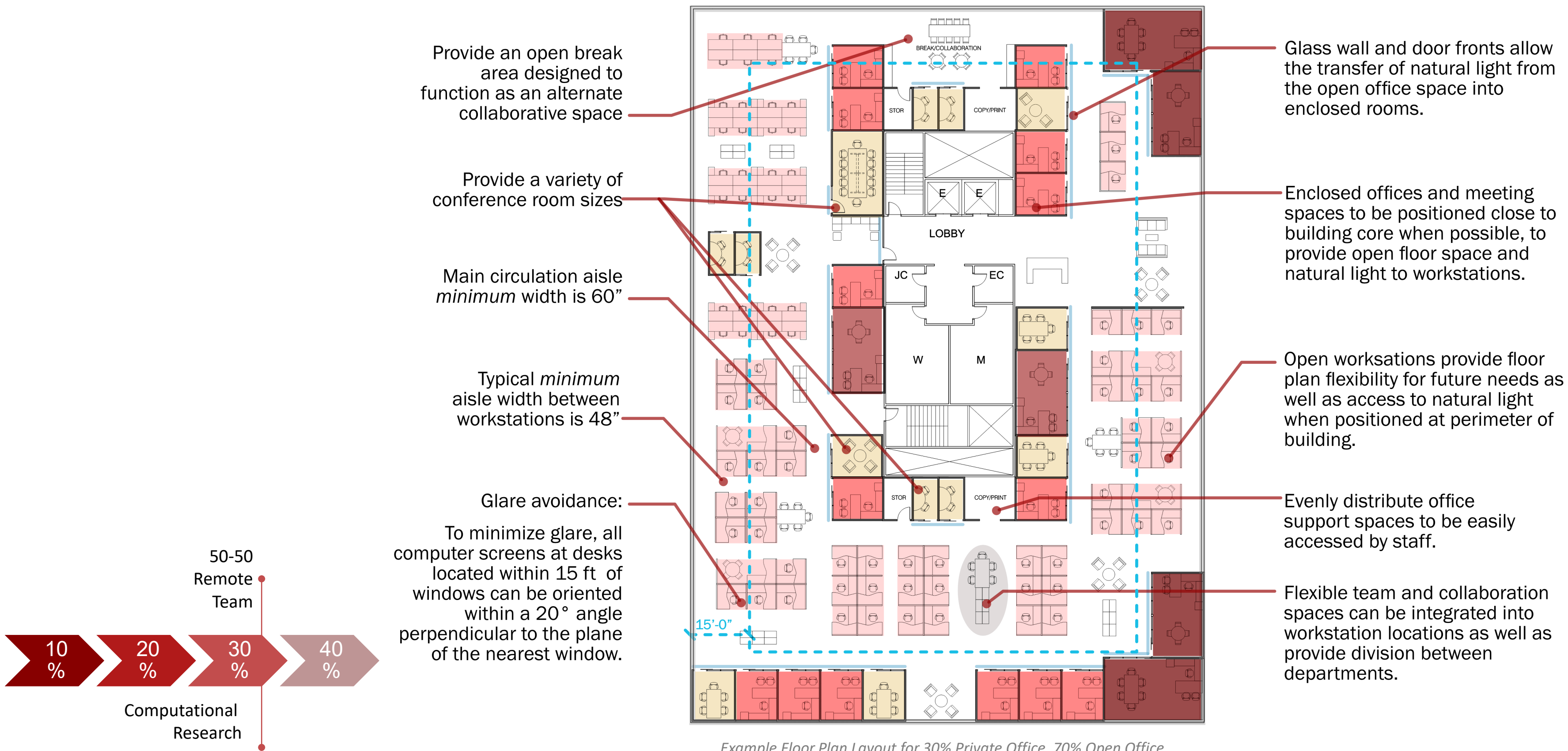Glass wall and door fronts allow the transfer of natural light from the open office space into enclosed rooms.

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 worksations 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.

BREAK/COLLABORATION
STOR
COPY/PRINT
LOBBY
JC
EC
W
M
STOR
COPY/PRINT
15'-0"

50-50 Remote Team

| 10 % | 20 % | 30 % | 40 % |

Computational Research

Example Floor Plan Layout for 30% Private Office, 70% Open Office

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.

Washington College, Semans Griswold Environmental Hall

Principles of Design: Exemplary Images
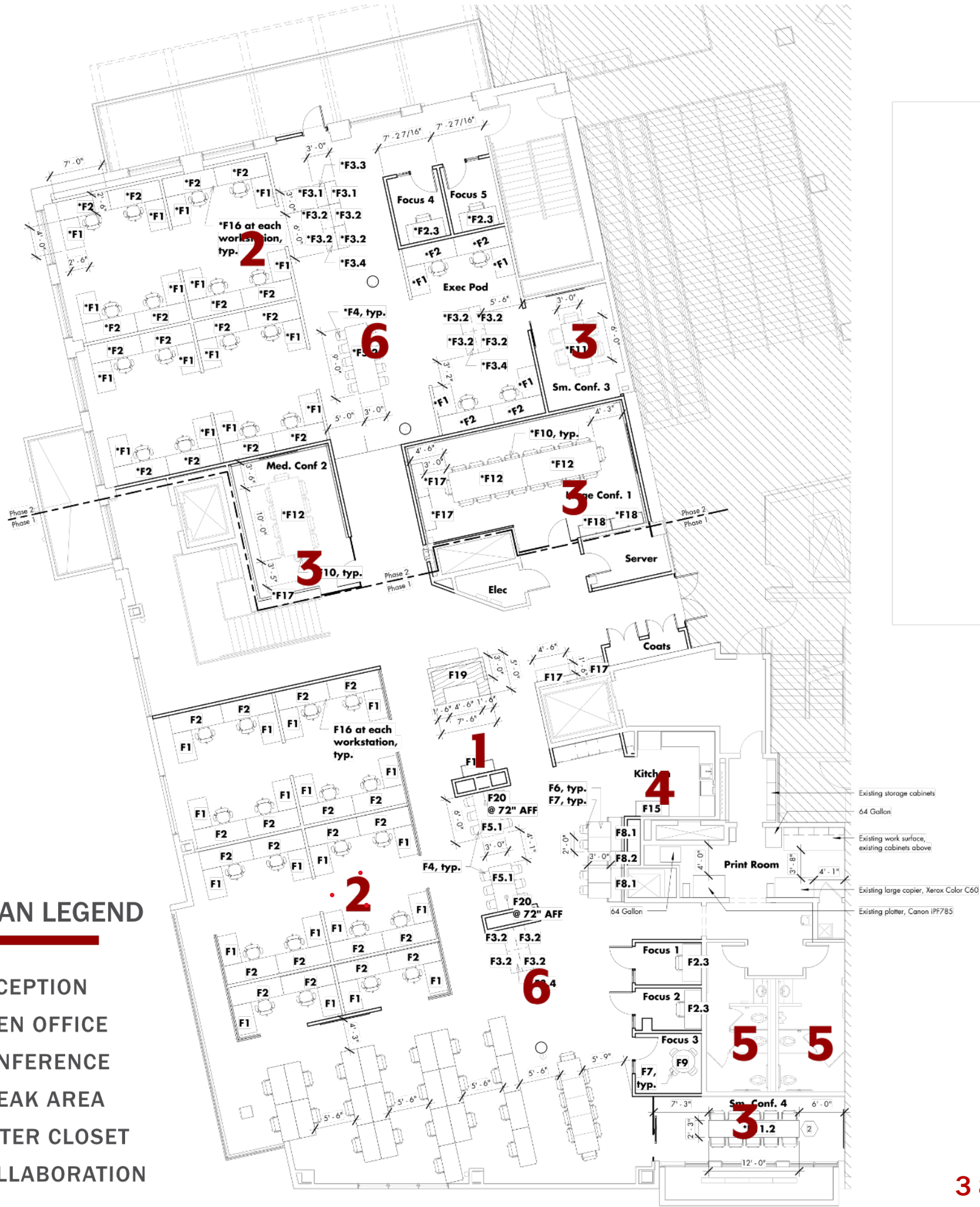
Case Studies

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 out growing 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.

PLAN LEGEND

1 RECEPTION
2 OPEN OFFICE
3 CONFERENCE
4 BREAK AREA
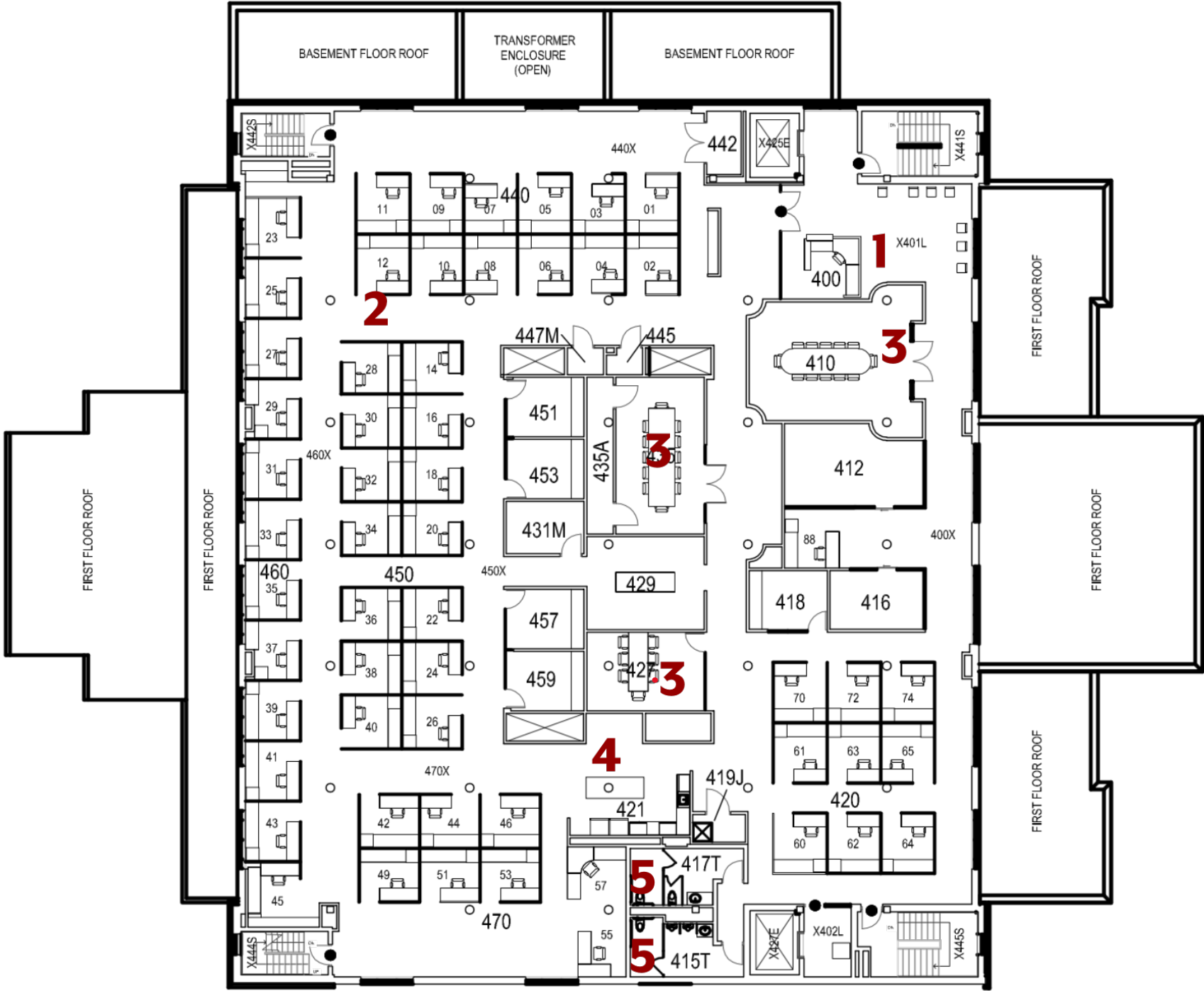5 WATER CLOSET
6 COLLABORATION

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 bene added to support the meetings along with provide an 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

PLAN LEGEND

1 RECEPTION

2 OPEN OFFICE

3 CONFERENCE

4 BREAK AREA

5 WATER CLOSET

6 COLLABORATION

University Space Standards

The Ohio State University