



Carleton
UNIVERSITY

GUIDELINES ON SPACE STANDARDS

FACILITIES MANAGEMENT AND PLANNING

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GUIDELINES ON SPACE STANDARDS

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GUIDELINES ON SPACE STANDARDS

FUNCTIONAL WORKSPACE DEFINITIONS

Workspace sizes are allowances, not entitlements. Higher allowances may be assigned based on type of work performed by the end users. If most of the work day is spent in classrooms, meetings, labs and consultations, a smaller office may be satisfactory. Some job functions that include frequent meetings in their office space, or require the use of multiple sources of material for consultation, research, writing etc. may be assigned more work space. Faculty, Departmental or Unit space allowance and design of the workplace is based on the functional requirements of the four activity-based worker profiles listed below and further clarified by position/role in the following sections.

Leadership: 100 sq.ft. – 300 sq.ft. (maximum)

Leadership workers may be allocated an enclosed office but it is not mandatory to do so as it is deemed an allowance, not an entitlement. Workers who frequently meet with others may have meeting space accommodated within their workspace or may have a shared meeting space provided within the departmental space. Enclosed offices are for employees requiring high degree of unscheduled confidentiality from other employees or public on a daily basis, or requiring acoustical or visual privacy due to the nature of their daily tasks.

Fixed: 36 sq.ft. – 64 sq.ft. (maximum)

Employees whose functional requirements make it impossible to be mobile and who are typically at their desk for the majority of their day. Work is typically paper or computer intensive, multi-task work, multiple material sources for reference/documentation requires extensive storage. Example: Manager, Analyst, Administrative Assistant.

Flexible: 25 sq.ft. – 32 sq.ft. (maximum)

Workers who are mobile or part time and are typically at their desk part of their day or part of the week for task oriented work and require minimal layout space and basic storage. Example: Technician, Client Service Specialists, Auditor.

Free Address: 16 sq.ft. – 20 sq.ft. (maximum)

Workers whose functional requirements that make it possible to be fully mobile or require minimal layout space. Such as students or employees that may only spend short periods of time in the office or work remotely. Example: Graduate Students or space allocation per individual within shared offices.

The Guidelines on Space Standards are provided as a reference for planning of existing and new campus spaces. Actual allocation may be lower based on available space. Corridors and circulation between workstations are not included in the space allowances provided within this document. Wherever possible meeting rooms and enclosed offices are to be located along interior walls. Workstations and open office space are given priority for window walls.

SUPPORT SPACES

The allocation of support space should relate to the population of each department and the function of the workers within the department. Good design practice is to make each Faculty, Department or Unit as generic as possible so the spaces can endure changes in tenancy with minimal modifications. It is understood that the individual Faculty, Departments and/or Units can and will have specific requirements to support the delivery of services and/or student program, these considerations will be included as part of the design process.

GUIDELINES ON SPACE STANDARDS

Meeting Rooms

Meeting rooms provide enclosed spaces for meetings, presentations and collaborative work. The following table summarizes the average meeting requirements based on Faculty, Department or Unit sizes. A larger meeting room may be substituted in place of multiple smaller meeting rooms or vice versa. The design and allocation of meeting spaces are flexible and may be tailored to meet requirements and availability of space.

| No. of FTE* | Small – Seats 6 150 sq.ft. | Medium – Seats 12 320 sq.ft. | Large – Seats 20+ 650 sq.ft. | Total |
|-------------|-------------------------------|---------------------------------|---------------------------------|-------|
| 5 - 9 | 1 | | | 1 |
| 10 - 25 | | 1 | | 1 |
| 26 - 50 | 1 | 1 | | 2 |
| 51 - 70 | 2 | 1 | | 3 |
| 71 - 100 | 2 | 2 | | 4 |
| 101 - 140 | 1 | 2 | 1 | 4 |
| 141 - 180 | 2 | 2 | 1 | 5 |

* **FTE** means “full-time equivalency” for the purposes of a work year. FTE is primarily used when talking about staffing and hiring. For example, if you need 1 FTE that means you need the equivalent of one full-time position. (That might be *two* people, each working half a year.)

Breakout Rooms

Breakout or Quiet rooms are spaces intended for the shared use of personnel who occupy open workstations. They provide an enhanced acoustical environment for private telephone calls, high concentration work, student advising or small meetings between 2-3 people. Like meeting rooms this type of space is flexible and may be tailored to meet the employee activity requirements of the Faculty, Departments and/or Units. Breakout or Quiet rooms are beneficial for contract instructors, supervisors or managers, who are either in a shared office or workstation and require space for small meetings or private conversations.

| No. of FTE* | Breakout 50 sq.ft. |
|-------------|-----------------------|
| 10 - 45 | 1 |
| 46 - 70 | 2 |
| 71 - 100 | 3 |
| 101 - 140 | 4 |
| 141 - 180 | 5 |

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Kitchenettes / Serveries

Though not typically provided, there has been a growing demand among various Faculty, Department and/or Units. As demand and space permits these types of spaces may be included but are not considered an entitlement. Kitchenettes / Serveries may be open or semi-enclosed. Size and allocation of these spaces will be tailored to available space and worker requirements within the Faculty, Department or Unit.

Shared Equipment Areas

Shared equipment areas may be open or semi-enclosed. These rooms generally house mail slots, printers, faxes, copiers and supplies. Size and allocation of these spaces will be tailored to available space and requirements within the Faculty, Department or Unit.

Reception Waiting Areas

Typical reception areas take the form of a workstation at the entrance to the suite, a small waiting area to accommodate some seating, possibly coat storage and/or display related to Faculty, Department or Unit.

Undesignated Support Space

All other support functions requiring enclosed spaces must be sized and built to accommodate the functions of the Faculty, Department or Unit. Spaces of this type are minimally 110 sq.ft. however these spaces may be larger depending on requirements and available space.

Types of undesignated support spaces may include:

- Storage and file rooms;
- Resource rooms or libraries;
- Server/LAN rooms (rooms of this type specific to Faculty, Department or Unit requirements beyond those provided as part of the base building); and
- Equipment storage (computers or audio-visual equipment that require secure storage).

Collaborative Spaces

Collaborative spaces are an important element to encourage teamwork and idea sharing. They provide a place to go to for quick informal or team meetings, brainstorming and problem-solving sessions without having to book a meeting room, saving time and increasing productivity. Collaborative spaces also provide an area for students and employees to socialize. Typically, these spaces are combined with semi-enclosed support spaces such as kitchenettes.

Other Open Area Support Spaces

In addition to collaborative spaces, Faculties, Departments or Units may choose to incorporate shared support areas into open areas, as available space permits. Open area support spaces could include supplementary equipment areas, file areas, layout spaces, resource areas, lockers etc.

Careful consideration should be given to the amount of space allocated for general filing. Off-site storage, compact and/or electronic filing systems are preferred for records storage.

GUIDELINES ON SPACE STANDARDS

ACADEMIC UNITS

* **NASF (Net Assignable Square Feet)** = Measured from the inside faces of surfaces that form the boundaries of the designated areas. Includes building columns and projections. Excludes areas defined as building service, circulation, mechanical, and structural boundaries.

FTE means “full-time equivalency” for the purposes of a work year.

Recommended Allowance for Academic Teaching Staff and Students

| Position | Space Description | NASF* |
|---|---|--|
| Full Time Faculty Member/Instructor or Visiting Professor / Scholar / Researcher | 1 dedicated enclosed office | 120 – 150 sq.ft. |
| Retired Faculty (Teaching and/or Supervising Grad Studies) | 1 shared enclosed office (core walls, retired faculty assigned to share the space, two - three “free-address” desks per room) | 120 – 150 sq.ft. |
| Retired Faculty (Adjunct or Emeritus) | No space entitlement | |
| Sabbaticants *** | No space entitlement | |
| Contract Instructor | 1 shared enclosed office (instructors assigned to share the space, two - three “free-address” desks per room) | 100 – 120 sq.ft. |
| Part Time Faculty or Instructor (full year – part time hours) | 1 shared enclosed office (instructors assigned to share the space, two - three “free-address” desks per room) | 100 – 120 sq.ft. |
| Full Time Post Doctoral Fellows | 1 shared enclosed office (2 instructors assigned to share the space) | 120 – 150 sq.ft. |
| Professional Staff, Lab Coordinators and/or Lab Techs (Faculties of Science and Engineering & Design) | 1 enclosed office (may be shared) | 100 – 120 sq.ft. |
| Full Time Research Associates (Faculties of Science and Engineering & Design) | 1 shared enclosed office (2 desks to share the space) ** | 120 – 150 sq.ft. |
| Full Time Research Assistants (Faculties of Science and Engineering & Design) | 1 shared enclosed office (2 desks to share the space) ** | 100 – 120 sq.ft. |
| Full Time Masters Level Students (Funded and/or TA) | Shared non-dedicated workspace (cubicles) within a room or office suite. | 16 – 20 sq.ft. (workstation) |
| FT Postdoctoral Level Student | Shared non-dedicated workspace (cubicles) within a room or office suite. | 25 – 32 sq.ft. (workstation) |
| FT Qualifying Year Graduate Student | No space entitlement | |
| Part Time Students | No space entitlement | |
| Undergraduate Students | No space entitlement | |
| Undergraduate Teaching Assistants | Shared meeting space within department to meet with students. (Breakout rooms 2-3 occupants.) | Academic Administrative & Departmental Support Space |

** May be accommodated in an open office suite for space efficiency, dependent on the nature of the research and security requirements.

*** Sabbaticants may be still return to campus for Graduate student advising. In the event another instructor has been hired to cover the sabbaticant’s classes (possibly utilizing the same office), the sabbaticant would have to utilize free address workspace or a meeting space for student advising.

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Recommended Allowance for Academic Administrative / Departmental Space

| Position | Space Description | NASF * |
|---|---|------------------------------------|
| Dean | 1 dedicated enclosed office | 200 sq.ft. |
| Associate Dean | 1 dedicated enclosed office | 160 – 190 sq.ft. |
| Assistant to the Dean, Departmental Administrator | 1 dedicated enclosed office | 100 – 120 sq.ft. |
| Assistants to Deans, Departmental Heads | 1 workstation in shared area (including filing) | 100 sq.ft. (60 sq.ft. workstation) |
| Departmental Head / Chair | 1 dedicated enclosed office | 150 – 180 sq.ft. |
| Undergraduate Admin | 1 dedicated enclosed office | 100 – 120 sq.ft. |
| Graduate Admin | 1 dedicated enclosed office | 100 – 120 sq.ft. |
| Assistants / Clerical | 1 workstation in shared area | 36 – 48 sq.ft. |
| Technicians / Technologists | 1 workstation in shared area | 36 – 48 sq.ft. |
| Co-op Student Placements | 1 free address workspace in shared area | 16 – 20 sq.ft. (workstation) |

Recommended Allowance for Academic Administrative Support Space

| Description | Space Type | NASF * |
|----------------------------|---|---------------------------|
| Office of the Dean | Meeting Room | 200 -300 sq.ft. |
| | Shared Equipment Room | 100 sq.ft. |
| | Storage Room | 100 sq.ft. |
| | Reception Area | 100 sq.ft. |
| | Filing Area | 100 - 150 sq.ft. |
| | Shared Office Space (excluding circulation) | 48 - 60 sq.ft. per person |
| Academic Department / Unit | Meeting Room | 150 – 300 sq.ft. |
| | Shared Equipment Room | 100 - 120 sq.ft. |
| | Reception Area (within general office area) | 36 – 48 sq.ft. |
| | Faculty Lounge | 150 – 300 sq.ft. |
| | Student Lounge / Resource Room | 150 – 300 sq.ft. |
| | Filing Area | 100 – 120 sq.ft. |
| | Sabbaticant Storage ** | 80 – 100 sq.ft. |

** Only as space allows. Ideally files should be stored in filing rooms and personal possessions are removed during time of sabbatical.

GUIDELINES ON SPACE STANDARDS

STUDENT SERVICES UNITS

Student Service Units such as the Awards Office, Registrar’s Office, Co-op etc. are very student focused. Most staff in these departments either meet with students in private meeting rooms for confidential counselling or within their work space to advise regarding course options, awards, bursaries, scholarships, etc. Due to the nature of this work, we recommended allowances for workspaces are slightly higher than administrative departments.

- * **NASF (Net Assignable Square Feet)** = Measured from the inside faces of surfaces that form the boundaries of the designated areas. Includes building columns and projections. Excludes areas defined as building service, circulation, mechanical, and structural boundaries.

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Recommended Allowance for Student Services Administrative Space

| Position | Space Description | NASF* |
|---|--|---|
| Assistant Vice-Presidents | 1 dedicated enclosed office | 160 – 190 sq.ft. |
| Directors | 1 dedicated enclosed office | 110 – 150 sq.ft. |
| Assistants to AVP/Directors | 1 workstation in shared area (including filing) | 100 sq.ft. enclosed office or 60 sq.ft. workstation |
| Managers | 1 dedicated enclosed office ** 1 workstation in shared area | 120 sq.ft. 60 sq.ft. |
| Assistant Managers | 1 workstation in shared area | 48 – 60 sq.ft. |
| Supervisors | 1 workstation in shared area | 48 – 60 sq.ft. |
| Assistant Supervisors | 1 workstation in shared area | 48 – 60 sq.ft. |
| Administrative / Technicians | 1 workstation in shared area | 48 – 60 sq.ft. |
| Clerical / Operational Staff | 1 workstation in shared area | 25 – 48 sq.ft. |
| Co-op Student Placements | 1 free address workspace in shared area | 25 – 48 sq.ft. (workstation) |
| Work-Study Student Placements / Call Centre Staff | 1 free address workspace in shared area | 16 – 25 sq.ft. (workstation) |

** May be accommodated in an open office suite for space efficiency, dependent on the nature of the research and security requirements.

Recommended Allowance for Student Services Support Space

| Description | Space Type | NASF * |
|-----------------------------------|--|------------------|
| Student Service Department / Unit | Meeting Room (dependant on available space) | 120 – 300 sq.ft. |
| | Shared Equipment Room | 100 sq.ft. |
| | Undesignated Support Space | 100 - 300 sq.ft. |
| | Breakout Room | 50 – 80 sq.ft. |
| | Private Counselling Room | 50 – 100 sq.ft. |
| | Reception Waiting Area (public related department) | 36 – 100 sq.ft. |
| | Filing Area | 100 – 120 sq.ft. |

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ADMINISTRATIVE UNITS

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FTE means “full-time equivalency” for the purposes of a work year.

Recommended Allowance for Administrative Department / Unit Space

| Position | Space Description | NASF * |
|--|---|--|
| President | 1 dedicated enclosed office *** | 300 sq.ft. |
| Vice-President | 1 dedicated enclosed office *** | 200 – 250 sq.ft. |
| Assistants to Presidents/Vice-Presidents | 1 workstation in shared area (including filing) | 100 - 110 sq.ft. |
| Assistant Vice-Presidents | 1 dedicated enclosed office | 160 – 190 sq.ft.. |
| Directors | 1 dedicated enclosed office | 110 – 150 sq.ft. |
| Assistants to AVP/Directors | 1 workstation in shared area (including filing) | 100 – 110 sq.ft. office or 60 sq.ft. workstation |
| Managers | 1 dedicated enclosed office ** | 100 – 110 sq.ft. |
| | 1 shared office (2 – 3 staff desks) | 100 – 120 sq.ft. |
| | 1 workstation in shared area | 48 – 60 sq.ft. |
| Assistant Managers | 1 workstation in shared area | 25 – 48 sq.ft. |
| Supervisors | 1 workstation in shared area | 25 – 48 sq.ft. |
| Assistant Supervisors | 1 workstation in shared area | 25 – 48 sq.ft. |
| Administrative / Technicians | 1 workstation in shared area | 25 – 48 sq.ft. |
| Clerical / Operational Staff | 1 workstation in shared area | 25 – 48 sq.ft. |
| Co-op Student Placements / Call Centre Staff | 1 free address workspace in shared area | 16 – 20 sq.ft. (workstation) |
| Work-Study Student Placements | 1 free address workspace in shared area | 16 – 20 sq.ft. (workstation) |

** Only if space permits or health needs require the assignment of an enclosed office. Preference is for managers to have a workstation and access to a meeting or breakout room for private discussions. Consideration will be given to work performed within the department if security, privacy or confidentiality is a factor.

*** President and Vice-President allotment may be higher as space permits.

GUIDELINES ON SPACE STANDARDS

Recommended Allowance for Administrative Support Space

| Description | Space Type | NASF * |
|----------------------------------|---|---------------------------|
| Office of the President | Meeting Room | 250 – 650 sq.ft. |
| | Shared Equipment Room | 100 – 150 sq.ft. |
| | Storage Room | 300 – 650 sq.ft. |
| | Reception Area | 250 sq.ft. |
| | Kitchenette / Servery | 60 – 100 sq.ft. |
| | Filing Area | 100 - 150 sq.ft. |
| Administrative Department / Unit | Meeting Room (dependant on available space) | 150 – 300 sq.ft. |
| | Shared Equipment Room | 100 sq.ft. |
| | Undesignated Support Space | 100 - 300 sq.ft. |
| | Breakout Room | 50 sq.ft. |
| | Reception Area (public related department) | 36 – 48 sq.ft. |
| | Filing Area | 100 – 120 sq.ft. |
| | Shared Office Space (excluding circulation) | 25 – 48 sq.ft. per person |