



**Report
of the
Institutional Space Planning and Policy Committee
SUNY Downstate Medical Center
January 2019**

REPORT OF THE
INSTITUTIONAL SPACE PLANNING AND POLICY COMMITTEE
SUNY DOWNSTATE MEDICAL CENTER

January 2019

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COMMITTEE MEMBERSHIP

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I. Background

Aside from expenses associated with supporting personnel, the largest expenditure in most organizations is in the maintenance and operation of its facilities. This is particularly true in academic medical facilities. Space is a costly and finite resource. The management of space use is critical to effective facilities and operations management. The goals of effective space management are:

- Meet the space needs of organizational customers (students, patients, visitors, staff, faculty)
- Maximize space utilization to enable building new programs and/or revenue generating activities
- Efficiently use (and identify) available capital and operating funds to maintain quality space and rehabilitate/renovate the space effectively to maximize funding in capital budget allocations, increase building utilization by grant/ revenue generating activities, and improve perception of campus facilities as high quality to attract charitable contributions.

Failure to maintain accurate space inventory, monitor space utilization, and measure overall performance of space use directly undermines a University's ability to maximize its earning, clinical, educational and operational potential. This is especially crucial on campuses where the building stock is aging and approaching the end of its useful life cycle.

The President of SUNY Downstate established the Institutional Space Planning and Policy Committee (ISPPC) – in November 2017. The committee was established to fulfill the following mission:

- Review policies and practices involving the management and distribution of campus space
- Establish clear policies and procedures whereby space allocation can be managed in a fair and transparent way

II. Terms and Participants

President – Chief Executive Officer and final arbiter of space allocation decisions

Capital Planning and Space Management (CPSM) – Office within SUNY Downstate's Department of Facilities Management and Development (FM&D)

Institutional Space Planning and Policy Committee (ISPPC)– Committee appointed by President to make recommendations on space use

Space Planning and Policy Steering Committee (The Steering Committee)– Sub-committee of ISPPC doing detailed review of space requests for approval by ISPPC

III. Policy Statement

SUNY Downstate campus space is a resource under the control and management of the President. No individual spaces, labs or areas are to be regarded as the “real property” of any school, college, department or subdivision of the SUNY Downstate Medical Center. Space will be assigned with several considerations including: life-safety/security, research, patient care, educational needs, most efficient use, strategic institutional priorities and obligations related to institutional or external funding or other covenants and our campus mission. These and other relevant factors will be considered in all decisions about space allocation(s) and/or renovations. Assignment of space within the University Hospital of Brooklyn is managed by hospital leadership to maximize compliance, efficiency and patient satisfaction.

All employees of SUNY Downstate Medical Center should be provided with clean, safe, adequate space in which they can reasonably be expected to perform their work. The SUNY Facility Planning Guidelines will serve as a basic guide to the amount of space required for certain functions, tasks and roles. Employees have a responsibility to attend to the space they are provided with caution and follow campus instructions on use.

Accordingly, an Institutional Space Planning and Policy Committee (ISPPC/Space Committee) is established to ensure that the use of campus space, property, and capital is consistent with the overall mission, campus priorities, best use and obligations of the campus. The membership of this committee will comprise representatives from each SUNY Downstate Medical School and College, the University Hospital of Brooklyn and a range of administrative departments.

The President of Downstate shall designate a Chair of the Space Committee and appoint members to the “Space Committee”. Capital Planning and Space Management (CPSM), a unit within the Facilities Management and Development (FM&D) division, is the administrative office responsible for tracking, planning and management of space and all capital assets. CPSM staff will also function as the primary administrative support to the Space Committee, the Steering Committee (see below) and the President. The Space

Committee will establish and maintain all priorities, policies and procedures regarding space management; and review space use periodically to ensure its compliance with these.

To manage space effectively, the Space Committee will establish a sub-committee called the "Space Steering Committee." Comprised of the Chair of the Space Committee and one (1) representative from each School/College, one (1) representative from UHB; one (1) senior representative of FM&D, the Steering Committee will review space allocation needs and all new space allocation requests on a regular basis and make recommendations to the President. The President (or his designee) will render a final decision, with consideration of the Space Committee's recommendations and the above mentioned priorities, to approve or deny all requests. The purpose of the request and approval process is to improve decision-making regarding space allocation and capital investments in our facilities.

Space Allocation Requests:

The Committee proposes that any request for changes in space be transmitted through a **Space Request Form** (See Appendix II). Whenever a unit wants to add to, alter, or exchange its space assignment, it should submit a completed **Space Request Form** to Steering Committee. Before submission, the space request must be approved by the appropriate Dean and/or Vice President. A space request is required for space needs for:

- A new or expanding program whose space needs cannot be met in its current space assignment
- Modifications (renovations, alterations, and reconfigurations) to existing space
- New buildings, building additions or acquired property
- Leased space
- Change of Use
- Accommodation Moves

Minor space changes such as reassignments within a department requiring no physical modifications or renovations to the space (e.g. departmental assignment changes with only routine maintenance required), do not require a **Space Request Form**. However, Capital Planning and Space Management (CPSM) must be advised of these changes so the change can be reflected in the University's space allocation database (e.g., room number for individual faculty or staff members). Unoccupied research laboratory space may not be assigned to new or existing faculty without the approval of the Steering Committee.

IV. Space Allocation Process

A. ISPPC (Space Committee) Role

The ISPPC meets on a quarterly basis to:

1. Set or revise campus policies regarding space for the Campus President to approve and promulgate. At creation, initial membership was by invitation from the Committee Chair, a position appointed by the Campus President. Appointment to the ISPPC is for a two (2) year term.
2. Review actions by the Steering Committee to assure adherence to Campus space management policy.

The ISPPC has established a priority ranking of space needs to use as guidelines for space allocation decisions. These are, in order of priority:

- a. Health and Safety
- b. Compliance with applicable government regulations such as Code, Accreditation, Licensure, etc.
- c. Loss of funding
- d. Revenue generating
- e. Institutional Priority
- f. Quality of life
- g. Program Need

B. Space Requests

All campus requests for new and/or modified space must be submitted to the Director of Downstate's Capital Planning and Space Management (CPSM) using the **Space Request Form** (See Appendix II) The CPSM receives space requests on behalf of the Campus President and Space Committee. The Space Committee, a standing committee appointed by the President comprising representatives of major departments and groups across the campus, meets on a quarterly basis. A sub-committee responsible for day-to-day space management- the Steering Committee meets monthly and submits space requests with recommendations to the Campus President.

The **Space Request Form** (See Appendix II) is completed by the requester. The campus unit's head or administrator of a department gets the form approved by the department Chair, Director, Vice President or Dean. It is then submitted to CPSM for review by the Steering Committee.

The Steering Committee is a standing committee that meets monthly to review space requests and works in conjunction with the Capital Planning and Space Management (CPSM) office to perform the work of day-to-day space management. The Steering committee upholds space allocation guidelines and policies. The Steering Committee reports its work to the Space Committee on a quarterly basis. Membership is by invitation from the Space Committee Chair, with confirmation by the Space Committee.

Occupants requesting a change to their current assigned space must submit a **Space Request Form** to their department or administrative head. This request is reviewed by the Steering committee, setting priority among requests as follows:

- a. Health and Safety
- b. Compliance with applicable government regulations such as Code, Accreditation, Licensure, etc.
- c. Change in funding
- d. Revenue generator
- e. Institutional Priorities
- f. Quality of Life
- g. Program Need

The Steering Committee will use a formula to assess these priorities as follows:

Space Request Scoring System

Version: 4-09-2018

Rank	Nature of Request	Category of Need
1	Education	Health and Safety
2	Patient Care	Legal, Contract or Reg.
3	Research	Risks Loss of Funding
4	Support Operations	Revenue Generating
5	Administration	Instructional Priority
6	Housing	Quality of Life
7	Emergency/Unusable	Other

Version 1: INSERT RANK:

Nature of Request:	1
Category of Need:	1

Weights:

Nature of Request =	0.1
Category of Need =	0.1

(rank/total ranks)

OVERALL SCORE =	1.4
------------------------	------------

(1 best ; 10 worst)

(meanAB)x10

Rank	Planned User of Space
1	Patient
2	Student (s)
3	Faculty
4	Staff
5	Visitor
6	Other

Version 2: INSERT RANK:

Nature of Request:	1
Category of Need:	1
Planned User of Space:	1

Weights:

Nature of Request =	0.1
Category of Need =	0.1
Planned User of Space =	0.2

(rank/total ranks)

OVERALL SCORE =	1.5
------------------------	------------

(1 best ; 10 worst)

(meanAB)x10

The Steering Committee will also consider cost, timing and competing needs.

C. Approval

The Steering Committee will assess space requests against institutional priorities and makes recommendations to the President for final approval. The President retains the sole right to approve, deny, defer, or make alternate decisions in response to a request. The President may choose to delegate this authority. After a decision, requestors will receive a letter from the CPSM stating the outcome of their request. Approved projects requiring some measure of construction are managed by the CPSM office, which is part of the Facilities Management and Development (FM&D) department. The Steering Committee reports its activity to the ISPPC for review at quarterly meetings.

V. Space Inventory

A. Surveys

The management of space requires timely and efficient record keeping of space assignments and changes to space use. Tracking changes to space use is a requirement of SUNY's Office of Capital Facilities and the State Construction Fund (SUCF). CPSM holds this responsibility for Downstate under the guidance of Space Committee. Space information is used to determine a University's capital funding allocation during SUNY's budget process. Accurate space use data is crucial to ensure that the campus gets its fair share in capital funding.

Working with the Steering Committee, CPSM will conduct a survey to gather space use data on an annual basis throughout the campus. College Deans/VPs/SVPs and their staff will review the results of that survey for accuracy prior to submission to the Sub-committee. Resulting information from space use surveys is used in updating campus space data in AiM. Survey results will be used to:

- Verify programs housed in obsolete space and requiring newer location.
- Assist with coordinating space occupancy and allocation.
- Identify underutilized space available for restructuring or repurposing

Comparison of data gathered during surveys against space request data as a quality checking measure will happen as a routine.

Space data will be used to support the following activities:

- Providing analysis in support of space decisions
- Developing space use/ reallocation plans
- Recommending space allocations based on analysis
- Assigning temporary space during construction
- Providing department heads space usage information and identify potential reallocations

- Providing coordination for occupying space, once allocated
- Oversight of space committee approved projects
- Maintaining space inventory
- Reporting space usage
- Instructional space utilization studies
- Update CAD drawings
- Linking space data and CAD drawings

The DPSM office will also work with the Steering Committee to develop and catalog new space information as the need arises.

The goal of this Campus is to have full integration of space data with work order tracking, building systems equipment inventory, and furniture/ equipment asset inventory in AiM (See below). Discussions on achieving this objective have already started with Space and Assessment Management (SAM).

B. Reporting

In 2016, SUNY's Office of Capital Facilities created the Space and Assessment Management (SAM) department. This department's role is assisting all SUNY Campuses with the management and reporting of data housed in their Physical Space Inventory (PSI). In 2015, SUNY's Office of Capital Facilities purchased AiM, by AssetWorks, as its space management software solution for all SUNY Campuses. The CPSM works with SAM to implement AiM, perform analysis of space data and generate reports.

Currently, all Campus space data are stored in AiM. The software has pre-designed reports for ready use, and the ability to generate custom reports if necessary. SAM is available to assist all SUNY campuses in the use of AiM for all their space management needs.

Discussions are underway between the Campus and SAM to have AiM, or third-party software, as the platform for automating space requests and generating reports.

VI. Space Planning

A. Accreditation

Campus capital plan and information on facilities use is annually required by entities having oversight and accreditation powers over the University. Current and planned space use is at the core of meaningful capital planning. Accurate space management data provides the foundation for quality planning that reflect accurately the needs of the Campus. Such entities include, but are not limited to the following:

- Middle States Association of Colleges and Schools (Middle States)
- The Liaison Committee on Medical Education (LCME)

- Center for Medicare and Medicaid Services (CMS)
- Joint Commission (JCAHO)

The process of space management is designed to support the Campus in maintaining good standing with outside entities having accreditation powers, maintaining compliance with research grant funding organizations, and assisting in showing best effort in complying with governing regulatory requirements as they apply to Campus spaces.

B. Maintaining Space Quality and Capacity

For academic institutions to remain competitive and attract students they frequently revise or initiate new programs to reflect latest advances in teaching and to expose students to the latest thinking in their field of study. To meet new advances in education, the Campus must provide suitable instructional and research space. At SUNY Downstate Medical Center, the space planning and management processes are designed to:

- Develop facilities programs for new construction
- Identify space needs for incorporation in capital planning
- Participate in building project teams for new construction/ major renovation projects
- Assist in the development of facilities budgets and schedules
- Develop/enforce room numbering policies

VII. Recommendations

A. Space Request Process

The Institutional Space Planning and Policy Committee recommends the implementation of the space request process and form outlined in this report. The use of a uniform and consistent process will help SUNY Downstate to manage its space more effectively and provide its staff, students and faculty with a clear and transparent mechanism for allocating space. The use of this process should be rolled out to all parts of the SUNY Downstate campus.

B. Establishment of Space Steering Committee

As described above, the ISPPC recommends the establishment of a Space Planning and Policy Steering Committee, to be chaired by the Senior Vice President and Chief Administrative Officer, to meet monthly and review all requests for new and/or renovated and/or revised space throughout the campus. As part of its role to review space related requests, the Steering Committee may set criteria whereby the institution decides to reduce or eliminate space being used by particular individuals, programs or departments. The committee will include representatives from: FM&D; Finance; the Schools and Colleges that comprise DMC's academic enterprise; and UHB. The Steering Committee will make recommendations to the President on all space-related matters. The President may choose to delegate space related decisions to the Steering Committee if he so chooses.

C. Establishment of Teaching Space Committee

The ISPPC recommends the establishment of committee to review the needs for teaching space across the campus. As technology and didactic approaches change, the type of space required changes with them. The Teaching Space Committee should include representatives from Classroom Services, FM&D, IT and each of the schools and colleges and should make requests and recommendations to the Space Steering Committee for proposed changes to teaching spaces around the campus.

D. Establishment of Event Space Committee

The Committee recommends the re-establishment of a committee whose purpose is to review requests to hold events in DMC space and, based on need, risk and cost make recommendations on whether and how such events should be held and in what space.

APPENDICES

Appendix I –Review Process and Flow Chart

Review Process

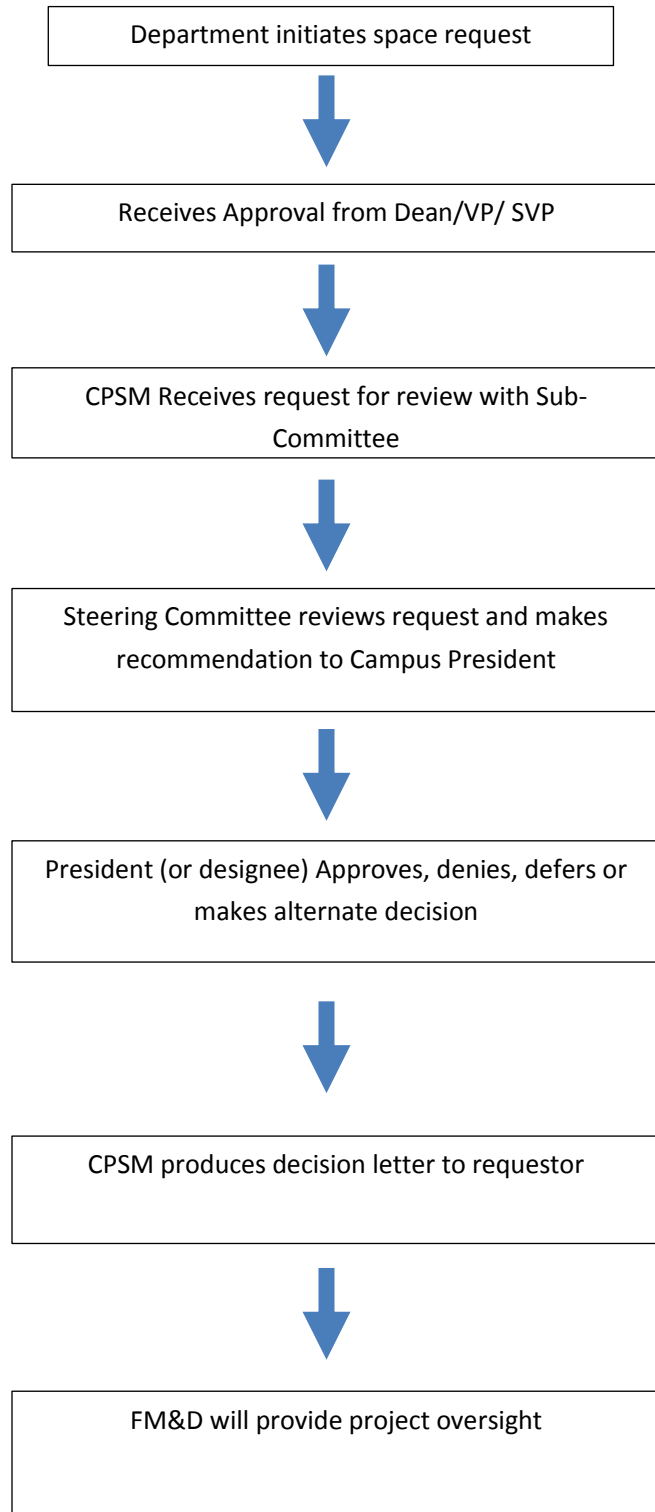
Any request for changes in space must happen through a formal *Space Request*. Whenever a unit wants to add to, alter, or exchange its space assignment, it should submit a completed *Space Request Form* to the Director of Downstate’s Capital Planning and Space Management (CPSM) office.

- **Step 1 - Submit Request:** The campus unit’s head or administrator of a department, approved by the department Chair, Director, Vice President or Dean submits a Space Request Form to CPSM for review by the Steering Committee.

Capital Planning and Space Management (CPSM), a unit within the Facilities Management and Development (FM&D) division, is the administrative office responsible for ongoing tracking, planning and management of space and all capital assets. CPSM staff will also function as the primary administrative advisors to the Space Committee and Steering Committee. Steering Committee reviews requests and makes recommendation to Campus President.

- **Step 2 - Review Request:** The Steering Committee will review space allocation needs and all new space allocation requests on a monthly basis and make recommendations to the President. The President (or his designee) will render a final decision, with consideration of the Space Committee’s recommendations and priorities, to approve or deny all requests.
- **Step 3 - Request Action:** The Steering Committee will assess space requests against institutional priorities and makes recommendations to the President for final approval. The President retains the sole right to approve, deny, defer, or make alternate decisions in response to a request. The President may choose to delegate this authority.
- **Step 4 - Notification:** After a decision, requestors will receive a letter from the CPSM stating the outcome of their request.
- **Step 5 - Execution:** Approved projects requiring some measure of construction are managed by the CPSM office, which is part of the Facilities Management and Development (FM&D) department.

Space Allocation Flow Chart



Appendix II-Space Request Instructions and Form

Space Request Instructions

Whenever a campus unit wants to add, alter, or exchange its space assignment, it should submit a completed *Space Request Form* for submission to the Space Management Steering Committee.

Requests are completed by the unit's head, or administrator of a department, approved by the department Chair, Director, Vice President or Dean, and submitted to CPSM for review by the Steering Committee.

Submit completed forms to the office of Capital Planning and Space Management (CPSM) at CPSM@downstate.edu.

Note: Minor space changes such as reassignments within a department requiring no physical modifications or renovations to the space (e.g. departmental assignment changes with only routine maintenance required), do not require a Space Request. However, the office of Capital Planning and Space Management (CPSM) must be advised of these changes so the change can be reflected in the University's physical space inventory database

General Information Sections 1 through 8

Complete the Space Request Form by providing information as requested in the document. CPSM only accept for review forms approved by a unit's leadership as identified on the form.

Priorities Sections 9

Nature of Request: mark the circle that corresponds to your program area. Users can provide additional information in the comments field to clarify the program area.

Category of Need: mark the circle that corresponds to the category of the need. Users can provide additional information in the comments field to clarify the nature of their need.

Description of Need Sections 10

Users can provide information in the text field provided that describe their request.

Mark the circles that are applicable to the request.

Where specific information is requested such as dates, square footage and quantities provide information accordingly.

Text fields are provided for users to complete where further clarification may be needed.

Space Request Form *(Revision 1.b)*

General information

1 Contact Name	<i>First name</i>	<i>Last name</i>
2 Department		
3 Division/Unit		
4 Phone/Ext		
5 Email		
6 Responsible Dean/VP/Dept Chair	<i>First name</i>	<i>Last name</i>
7 Responsible Dean/VP/Chair email		
8 Approval (Signature)		

Priorities

8 Nature of Request

a Program Areas

	<i>Check</i>	<i>Comments</i>
i Education	<input type="radio"/>	
ii Patient Care	<input type="radio"/>	
iii Research	<input type="radio"/>	
iv Support Operations	<input type="radio"/>	
v Administration	<input type="radio"/>	
vi Housing	<input type="radio"/>	
vii Emergency/ Unusable	<input type="radio"/>	

b Category of Need

	<i>Check</i>	<i>Comments</i>
i Health and Safety	<input type="radio"/>	
ii Legal, Contract or Regulatory	<input type="radio"/>	
iii Risks Loss of Funding	<input type="radio"/>	
iv Revenue Generating	<input type="radio"/>	
v Instructional Priority	<input type="radio"/>	
vi Quality of life	<input type="radio"/>	
vii Other	<input type="radio"/>	

Description of Need

9 Request Description

a Program

	<i>Check</i>	<i>Comments</i>
i Existing	<input type="radio"/>	
ii Expanding	<input type="radio"/>	
iii New	<input type="radio"/>	
iv Changing needs	<input type="radio"/>	

b Nature- *what are you looking for?*

	<i>Check</i>	<i>Comments</i>
i Additional space for an existing program?	<input type="radio"/>	
ii Renovation of current space?	<input type="radio"/>	
iii Move to new space?	<input type="radio"/>	
iv Reallocation of other space?	<input type="radio"/>	

c Duration of need, if known

	<i>Days</i>	<i>Weeks</i>	<i>Months</i>	<i>Years</i>
i Long term	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ii Short term	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

iii Other- specify from to

d Date Needed Check

i ASAP

ii Specify date(s) range from to

iii As available

e Planned user of space Check

i Patient

ii Student (s)

iii Faculty

iv Staff

v Visitor

vi Other

f Type and # of space (check relevant response)

	# of Rooms	Sq. Ft.	does use require privacy	full time	part time
i Office	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ii Cubicle	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iii Laboratory	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iv Reception	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v Storage	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
vi Clinical	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
vii Exam	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
viii Equipment	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ix Support	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x Classroom	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xi Instructional	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xii Conference	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xiii Special Needs	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xiv Hoteling Space	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xv Lounge	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xvi Computer lab	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xvii Other	<input type="text"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

g Proposed Location, if known

i Building

ii Floor

iii Room

h Number of staff to be accommodated

	Quantity	Comments
i Current	<input type="text"/>	<input type="text"/>
ii Proposed	<input type="text"/>	<input type="text"/>
ii Other	<input type="text"/>	<input type="text"/>

i Reason for request Check

Comments

i New staff

ii New equipment

iii Program expansion

iv Accreditation

v Problem with existing space

vi Other

Appendix III List of Meeting
Records (available upon
request)

- December 8, 2017
- January 9, 2018
- January 23, 2018
- February 6, 2018
- February 27, 2018
- April 10, 2018
- May 14, 2018
- June 26, 2018
- September 14, 2018

Appendix IV - SUNY Facilities
Programming Guidelines (Blue Book)



FACILITY PROGRAMMING GUIDELINES

STATE UNIVERSITY OF NEW YORK

Updated August 2007

Classrooms and Lecture Halls

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>CLASSROOMS</u>						
1001	Any	Seminar	8	Student	160	20
1001	Any		12	Student	240	20
1001	Any		16	Student	320	20
1001	Any		20	Student	400	20
1001	Any	Classroom	30	Student	480	16
1001	Any		40	Student	640	16
1001	Any		50	Student	800	16
1001	Any		60	Student	960	16
1001	Any	"A.V." Classroom	30	Student	540	18
1001	Any		60	Student	1020	17
1050		Classroom Service			No Standard	
<u>LECTURE HALLS - (A) individual Tablet Arms (B) Continuous Table</u>						
1100	Any	Lecture Hall (A)	60	Seat	840	14
1100	Any	Lecture Hall (B)	60	Seat	940	15.67
1250	Any	Prep & Storage		Facility	120	
1250	Any	Rear Projection		Mechanical	120	
1250	Any	Front Projection & Control		Technical	180	
1100	Any	Lecture Hall (A)	120	Seat	1560	13
1100	Any	Lecture Hall (B)	120	Seat	1760	14.67
1250	Any	Prep & Storage		Facility	240	
1250	Any	Rear Projection		Mechanical	240	
1250	Any	Front Projection & Control		Technical	180	
1100	Any	Lecture Hall (A)	240	Seat	2880	12
1100	Any	Lecture Hall (B)	240	Seat	3280	13.67
1250	Any	Prep & Storage		Facility	480	
1250	Any	Rear Projection		Mechanical	450	
1250	Any	Front Projection & Control		Technical	180	
1100	Any	Lecture Hall (A)	360	Seat	3960	11
1100	Any	Lecture Hall (B)	360	Seat	4560	12.67
1250	Any	Prep & Storage		Facility	480	
1250	Any	Rear Projection		Mechanical	600	
1250	Any	Front Projection & Control		Technical	180	
1100	Any	Lecture Hall (A)	480	Seat	4800	10
1100	Any	Lecture Hall (B)	480	Seat	5600	11.67
1250	Any	Prep & Storage		Facility	480	
1250	Any	Rear Projection		Mechanical	600	
1250	Any	Front Projection & Control		Technical	180	
1100	Any	Lecture Hall (A)	600	Seat	6600	11
1100	Any	Lecture Hall (B)		Seat	6800	11.33
1250	Any	Prep & Storage		Facility	480	
1250	Any	Rear Projection		Mechanical	600	14.53
1250	Any	Front Projection & Control		Technical	180	
1100	Any	General Lecture Room	200+	Student		12
1100*	Any	"Assembly Room" & Service	120	Student	2160	18
1250*	Any	"Assembly Room" & Service	250-300	Student	3633	12.11-14.53

* Note: If primary non-instructional as room and service will code under 6500 and 6502

Class Labs and Service

Room Type Code	Academic Level	Room Name	Determinant Capacity	User	Square Foot per Facility	Square Foot per Station
CLASS LABS						
<u>Visual</u>						
1300	UG	Drawing & Design, General Craft, Mech (tech) Drawing, Graphics, Metalwork and Painting Studio	Vary	Student	---	40
1350	UG	Studio Storage	---	Student	---	10
1300	UG	Sculpture Studio	Vary	Student	---	50
1350	UG	Studio Storage		Student	---	12.5
1300	UG	Ceramics Studio	Vary	Student	---	60
1350	UG	Glazing, Kilns, Clay Prep. & Studio Storage)	30	Studio	810	27
1300	UG	Photo Studio Suite (including Printing, Developing, Drying, Mounting, Dk. Room, Slide Study, Workroom)	30	Suite	1640	54.67
1350	UG	Studio Storage	---	Suite	240	8
1300	Grad	Art (proj.room) Grad				
1350	Grad	Studio (including Storage)	1	Student		125
<u>Performing</u>						
1300	Any	Class-Lab Theater	Facility		2340	---
1300	Any	Stage Craft Studios	Facility		1200	---
1300	Any	Dance Studio	Facility		1440	---
1300	Any	Instrument Rehearsal Room	Vary	Student	---	20
1350	Any	Instrument Storage	Facility		720	---
1302	Any	Ensemble Rehearsal Room	4	Student	120	---
1302	Any	Ensemble Rehearsal Room	7	Student	240	---
1302	Any	Piano Rehearsal Room	6	Student	480	---
1302	Any	Piano (Electronic)	Vary	Student	---	30
1302	Any	Individual	1	Student	80	80
3100	Any	Teaching Studio	1	Student		
	Faculty	Faculty Office Studio	2	Faculty	180	---
1300	Any	Choral Rehearsal Room	Vary	Student	---	20
1350	Any	Robe/Uniform/Sheet Music Storage	Facility		480	---
1301	Any	Listening Room	1	Student	---	20
<u>Speech & Languages</u>						
1300	Any	Speech Clinic	Vary	Student	---	30
1300	Any	Demonstration Lab & Demonstration Room	Vary	Student	---	48
1301	Any	Speech Studio Room	Facility		120	---
1300&1350	LD	Language Speech Lab (including Control)	30	Student	720	30
1300/1353	Any	Language Lab	Vary	Student	---	16
<u>Science General</u>						
1300	UG & Grad	All Science Labs	8	Student	480	60
1300	UG & Grad	All Science Labs	12	Student	720	60
1350	Any	Prep & Storage	Any	Student	---	10

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Physical & Biological</u>						
1300	UG	All Science Labs	16	Student	800	50
1300	Grad	All Science Labs	16	Student	960	60
1300	UG	All Science Labs	24	Student	1200	50
1350	Any	Prep & Storage	Any	Student	---	10
<u>Physical</u>						
1300	UG	Physics, Chem., Astronomy, Geology Labs	32	Student	1600	50
1301	UG	Physics, Chem., Astronomy, Geology Labs	48	Student	2160	45
1350	Any	Prep & Storage	Any	Student	---	10
1300/1301	Any	Instrument Lab	Any	Student	---	50
1300/1302	Any	Roof Observatory	Any	Student	---	50
1300/1303	Any	Planetarium	30	Student	720	24
1350/1351	Any	Tech Instrument Lab	Any	Technician	---	120
1300/1301	Any	Atomic Physics Lab (including Cubicle)		Faculty	1000	---
1300/1301	Any	Radio Isotope Lab (including Counting Room)	Facility		1200	
1300/1301	Any	Optics Darkroom	20	Student/Fac	600	30
1301/1352	Any	Special Equipment & Project Room	Facility		480	---
1300	Grad	Physical Science Research	1	Student	---	120
1350	Any	Darkroom	Facility		120	
1350	Any	Balance Room	Facility	Lab	320	---
1350/1353	Any	High Pressure Lab	Any	Lab(s)	---	4
1350/1353	Any	Quite Room	Any	Lab(s)	---	2
1350/1353	Any	Counting Room	Facility		600	
1350/1353	Any	Cold Room	Facility		120	
1350/1353	Any	Ice Room	Facility		120	
1350/1353	Any	Battery Room	Facility		240	
1350/1353	Any	Distill (Deminer) Room	Facility		160	
1350/1353	Any	Lapidary & Balance Room	Facility		360	
1352	Any	Stockroom	Facility		1440	
1352	Any	Departmental Storage	Department		600	
1352	Any	Bulk Volatile Chem. & Acid Storage	Facility		660	
1352	Any	Earth Science Specimen Storage	Facility		2400	
1353	Any	X-Ray & Control	Facility		240	
1353	Any	Computer Room	Facility		1200	
1353	Any	Statistics Room	Facility		240	
1353	Any	Model (Carpentry, Mechanic, Electric) Workshop & Storage	Facility		600	
1353	Any	Glass Blowing Shop	Facility		360	

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Biological</u>						
1300	UG	Experiment Physic Lab	16	Student	1600	100
1300	Grad	Bio Botany, Zoology Anatomy, Pathology Bio-Phys, Ent, ecology Labs	48	Student	1920	40
1350	Any	Prep & Storage	Any	Student	---	10
1300	Grad	Biological Science Research	1	Student	---	120
1350	Any	Darkroom (Biology)	Facility		60	
1350/1353	Any	Refrigeration Room			120	
1350/1353	Any	Counting Room			---	36
1350/1353	Any	Aquarium Room		Animal	240	
1350/1353	Any	Small Aquarium Room		Animal	360	
1350/1353	Any	Large Aquarium Room		Animal	480	
1350/1353	Any	Animal Food Storage/Prep	Facility		240	
1350/1353	Any	Greenhouse	Facility		1800	
1350/1353	Any	Workroom-Headhouse	Facility		240	
1350/1353	Any	Herb & Mntg. Room	Facility		360	
1350/1353	Any	Constant Temperature Room	Facility		120	
1352	Any	General Stockroom	Department		960	
1353	Any	X-Ray Room & Control Room	Facility		180	
					60	
<u>Mathematics</u>						
1300	Any	Statistics & Model Lab	Vary	Student	---	45
1350	Any	Lab Storage			---	6
1351	Any	Computer Room	Facility		200	40
1301	Any	Calculator Room	Vary		---	20
<u>Social Science</u>						
1300	UG	Anthropology Lab	Vary	Student	---	45
1300	Grad	Anthropology Lab	Vary	Student	---	60
1300	Any	Cartography Lab	20	Student	840	42
1350		Map Room	Facility		120	6
1300	Any	Geography Lab	25	Student	1080	43.2
1350		Workroom & Storage	Facility		240	9.6
1300	UG	Psychology Lab	Vary	Student	---	50
1300	Grad	Psychology Lab	Vary	Student	---	75
1350	Any	Storage & Prep	Vary	Student	---	7.5
1300	Any	General Psychology Lab	20	Student	600	30
1300	Any	Psychology Lab	24	Student	1200	50
1350	Any	Soundproof Room	Facility		160	5.67
1300	Any	Psychology Test & Scoring	20	Student	600	30
1350/1353	Any	Test Storage	Facility		120	6
1300	Any	Psychology Observation Lab	25	Student	720	28.8
1300/1301	Any	Psychology Observation Room	20	Student	360	18
1300/1301	Any	Psych Measure Lab	Facility		360	
1350/1351	Any	Storage	Facility		100	
1350/1351	Any	Panel Room	Facility		100	
1300/1301	Any	Experiment Room	Facility		340	
1350/1351	Any	Control Room	Facility		180	
1350/1351	Any	Shop	Facility		360	
1350/1351	Any	Storage	Facility		100	
1350/1351	Any	Darkroom	Facility		120	
1300/1301	Any	Experiment Cubicle	Facility		40	
1300/1301	Any	Animal Lab	Facility		400	

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
1300/1301	Any	Animal Behavior Lab	Facility		1200	
1350/1351	Any	Animal Room	Facility		480	
1350/1351	Any	Storage	Facility		180	
1300/1301	Any	Statistics Measure Lab	Vary	Student	---	20
1353	Any	Equipment Const. Shop	Department		360	---
<u>Vocational/Technical</u>						
1300	LD	Accounting/Bookkeeping	Vary	Student	---	30
1300	LD	Machine Lab	Vary	Student	---	30
1300	LD	Management	Vary	Student	---	30
1300	LD	Electronic Data Lab	Vary	Student	---	30
1300	LD	Secretarial Practice Lab	Vary	Student	---	24
1300	LD	Typing Lab	Vary	Student	---	24
1300	LD	Shorthand Lab	Vary	Student	---	24
1300	LD	Distributive Education	Facility		1200	---
1350	LD	Prep Room	Facility		240	---
1300/1301	LD	Student Shop	40	Student	1200	30
1350/1353	LD	Machine Shop	Facility		400	---
1300	LD	Engineering Lab	Vary	Student	---	50
1300	LD	Proj Lab & Drafting	Vary	Student	---	85
1300	LD	General Industrial Lab	Vary	Student	1200	50
1300	LD	Diesel Engineering Lab	Vary	Student	---	120
1300	LD	Drafting Room	Vary	Student	---	50
1300	LD	Electric Lab	Vary	Student	---	60
1300	LD	Electric Machinery Lab	Vary	Student	---	100
1300	LD	Electric Power Lab	Vary	Student	---	100
1300	LD	Electronics Lab	Vary	Student	---	60
1300	LD	Heating & Air Conditioning Lab	Vary	Student	---	120
1300	LD	Internal Combustion Lab	Vary	Student	---	80
1300	LD	Machine Tool Lab	Vary	Student	---	120
1300	LD	Masonry Lab	Vary	Student	---	90
1300	LD	Materials Test Lab	Vary	Student	---	80
1300	LD	Metallurgy - Stress Lab	Vary	Student	---	80
1300	LD	Welding Lab	Vary	Student	---	60
1350	LD	Storage	Facility		360	---
1300	Grad	Voc Technology Research	1	Student	---	160
<u>Education</u>						
1300	UD	Curriculum Lab	Vary	Student	---	40
1300	UD	Workroom	Facility		---	12-18
1300	UD	Fileroom	Facility		120	---
1300	Any	Statistics Lab	Vary	Student	---	30
1300	Any	Data Processing	Facility		360	---
1300	Any	Teach Machine Lab	Vary	Student	---	56
1300						
<u>Librarian</u>						
1300	UD	Library School	Vary	Student	---	32
1350		Book Space	Facility		600	---
1300	UD	Cataloguing Lab	Vary	Student	---	38
1300	UD	Reference Lab	Vary	Student	---	36
1300/1301	UD	Children's Literature Room	Vary	Student	---	36
<u>Individual Study Lab</u>						
					No Standadr	

CERTIFICATE VOCATIONAL PROGRAMS

LAB NAME BY TRADE GROUP

Room Type Code*	Academic Level	Lab Name by Trade Group	SqFt per Lab Capacity 20-24	SqFt per Lab Capacity 25-30	Avg. Sf per Station Enrollment 61 +
<u>Automotive Service</u>					
1300	Post H.S.	Aerospace Service Aide	4800	6000	218.18
1300	Post H.S.	Air Frame Mechanics	4800	6000	218.18
1300	Post H.S.	Air Craft Power Plant	4800	6000	218.18
1300	Post H.S.	Auto Eng. & Power Train	4800	6000	218.18
1300	Post H.S.	Auto Mechanics (Elem)	4800	6000	218.18
1300	Post H.S.	Auto Mechanics (Adv.)	4800	6000	218.18
1300	Post H.S.	Automotive Body & Chassis	4800	6000	218.18
1300	Post H.S.	Auto Mechanics (Body)	4800	6000	218.18
1300	Post H.S.	Automotive Service	4800	6000	218.18
1300	Post H.S.	Auto Transmissions	3200	4000	145.45
1300	Post H.S.	Diesel Mechanics (Welding)	3200	4000	145.45
1300	Post H.S.	Heavy Equipment	4800	6000	218.18
1300	Post H.S.	Power Plant Mechanics	4800	6000	218.18
1300	Post H.S.	Small Engines	3200	4000	145.45
<u>Industrial Trades</u>					
1300	Post. H.S.	Heating & Refrigeration Service	4000	5000	181.82
1300	Post. H.S.	Industrial Machine Tools	3200	4000	145.45
1300	Post. H.S.	Industrial Welding	2400	3000	181.82
1300	Post. H.S.	Machinist (Tool & Die)	3200	4000	145.45
1300	Post. H.S.	Refrig. & Air Conditioning	4000	5000	181.82
1300	Post. H.S.	Welding	2400	3000	109.09
<u>Building Construction</u>					
1300	Post H.S.	Building Construction	4000	5000	181.82
1300	Post H.S.	Carpentry (Elem)	4000	5000	181.82
1301	Post H.S.	Carpentry (Adv.)	4000	5000	181.82
1302	Post H.S.	Electrical Construction & Mainten	2400	3000	109.09
1303	Post H.S.	Masonry	3200	4000	145.45
1304	Post H.S.	Plumbing & Heating	3200	4000	145.45
1305	Post H.S.	Plumbing Heating & Pipe Fitting	3200	4000	145.45
1306	Post H.S.	Wood Products	4000	5000	181.82
1307	Post H.S.	Building Interior Services	2400	3000	109.09
<u>Graphic Arts</u>					
1300	Post H.S.	A.V. Educational Media	1600	2000	72.73
1300	Post H.S.	Commercial & Adv. Art	1600	2000	72.73
1301	Post H.S.	Drafting	1600	2000	72.73
1302	Post H.S.	Graphic Arts Cameraman	1600	2000	72.73
1303	Post H.S.	Offset Printing	2400	3000	109.09
1304	Post H.S.	Graphic Arts & Printing	2400	3000	109.09
<u>General Repair Services</u>					
1300	Post H.S.	Appliance Repair	2400	3000	109.09
1300	Post H.S.	Electronic Equipment Repair	2400	3000	109.09
1300	Post H.S.	Instrument Repairman	2400	3000	109.09
1300	Post H.S.	Library Aides & Book. Binding	1600	2000	72.73
1300	Post H.S.	Machines & Vending	2400	3000	109.09

Room Type Code*	Academic Level	Lab Name by Trade Group	SqFt per Lab Capacity 20-24	SqFt per Lab Capacity 25-30	Avg. Sf per Station Enrollment 61 +
<u>Business & Personal Services</u>					
1300	Post H.S.	Data Processing	1440	1800	65.45
1300	Post H.S.	Beginning Office Worker	1200	1500	54.54
1300	Post H.S.	Clerical-Stenographic	1200	1500	54.54
1300	Post H.S.	Machine Clerical	1200	1500	54.54
1300	Post H.S.	Office Practice	1200	1500	54.54
1300	Post H.S.	Commercial Driving	600	600	N/A
1300	Post H.S.	Commercial Hostess	1200	1500	54.54
1300	Post H.S.	Practical Nursing	2000	2500	90.91
<u>Food Services</u>					
1300	Post H.S.	Chef	2400	3000	109.09
1300	Post H.S.	Commercial Cooking	2400	3000	109.09
1300	Post H.S.	Food Services	2400	3000	109.09
<u>Agriculture</u>					
1300	Post H.S.	Agricultural Production	1200	1500	54.54
1300	Post H.S.	Dairy Cattle Management	1200	1500	54.54
1300	Post H.S.	Farm Mechanics	4800	6000	218.18
1300	Post H.S.	Greenhouse Management	1200	1500	54.54
1300	Post H.S.	Institution Grounds Keeper	1200	1500	54.54
1300	Post H.S.	Pest Control (Exterminators)	1200	1500	54.54
*Note: "Room Type Code" includes within standard Lab Service Space which would be coded "1350" if in a separate room.					

Departmental General and Special Use

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Research & Support</u>						
2001	Faculty	Engineering Research	1	Faculty	---	240
2001	Grad	Engineering Research	1	Student	---	180
2001	Faculty	Physical Sci Research	1	Faculty	---	180
2001	Grad	Physical Sci Research	1	Student	---	120
2001	Faculty	Behavioural Sci Research	1	Faculty	Req.Labs	120
2001	Grad	Behavioural Sci Research	1	Student	Req.Labs	60
2001	Faculty	Social Science Research	1	Faculty	---	30
2001	Grad	Social Science Research	1	Student	---	20
Note: Standards for appropriate lab, lab support, office, etc. may be applied when programming research and support facility, if suitable.						
<u>Office</u>						
3001	Faculty	Office	Div	Dean	240	240
3001	Faculty	Office	Div	Chairman	240	240
3001	Faculty	Double Office	2	Faculty	240	120
3001	Faculty	Office	Dept	Head	180	180
3001	Faculty	Office	Dept	Chairman	180	180
3001	Faculty	Office	1	Faculty	120	120
3100	Faculty	Studio Office	1	Faculty	180	180
3200	Faculty	Lab Office	1	Faculty	240	240
3300	Staff	Office	1	Secretary	120	120
3300	Staff	Office	2	Secretary	240	120
3300	Staff	Office	3+	Secretary	---	80
3500	Staff	Office	1+	GTA	---	60
3500	Staff	Studio Office	1	GTA	120	120
3600	Staff	Office	1+	Technician	---	100
3600	Staff	Office	1	Technician	120	120
3450	Faculty	Conference Room	1		240 min	20
3450	Faculty	Waiting Room	Div		180	---
3450	Dept	Workroom, Reception Space, Supply, Storage, Records, File, mailroom, Duplicating Room, etc.	Policy & Dept Size		No Standard	Must be within allowance of 160 Budgeted Faculty FTE
<u>General & Special Use</u>						
1352	Any	General or Special Storage or Equipment	Vary	Vary	No Standard	Limited by specific percentage factor per department
1352/1353	Any	Workshops, Radiation Rooms, Sepcial Preparation Rooms, X-Ray Rooms, Temp Control Rooms, Equipment Rooms, Photo Labs, Electronic Labs and Specialty Design Rooms.				Limited by specific percentage factor per department

Library						
Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Library Collection</u>						
4000	Any	General Open Stack	Vary	Volume	--	15v/sf
4000	Any	Stacks (open & closed)	Up to 50M	Volume	--	14vV/sf
4000	Any	Stacks (closed)	Over 50M	Volume	--	15v/sf
4000	Any	Stacks (reserve, etc.)	Vary	Volume	--	7.5v/sf
4000	Any	Current Periodic	Vary	Volume	--	2.33 title/sf
4000	Any	Microform Storage (allows for reels storage/counted as "Volumes" + 50% more space for other microform storage)	Vary	Micro Reel	--	30 micros/sf
<u>Library Study & Seating</u>						
4000/4001	Any	Subject Reading Rooms	Vary	Reader	--	25
4001	Any	General Reader Station (table carrel, micro read)	Vary	Reader	--	25
4001	Grad	Closed Carrel	1	Reader	--	30
4001	Faculty	Faculty Study	1	Faculty	40	40
4001	Any	Informal (Lounge), Typing Room & Listening Rooms	Vary	Reader	--	20
4001	Any	Seminar Room	Vary	Seat	--	16
4001	Any	Computer Access Station	1	Reader	--	40
<u>Library Reader Service (service & storage)</u>						
4003	Any	Circulation Desk Area	5000-	Enrollment	600	
4003	Any	Circulation Desk Area	5000+	Enrollment	960	
4003	Any	Reference & Catalog	5000-	Enrollment	1600	
4003	Any	Reference & Catalog	5000+	Enrollment	2000	
4003	Any	Control & Reserve	Facility		480	
4003	Any	General Reader (Service.	Vary	Staff		100
4003	Any	Catalog Area	1000	Cards		0.42/1000 cards
4054	Any	General Staff Process Service	Vary	Staff		100
4054	Any	Circulation Workroom	Vary	Staff		150
4054	Any	Catalog Department	Vary	Staff		120
4054	Any	Repair & Bindery	Facility		480	
4054	Any	Central Duplicating	5000-	Enrollment	120	
4054	Any	Central Duplicating	5000+	Enrollment	300	
4054	Any	Photo Reproduction Unit	Facility		360	
4054	Any	Camera Room	Facility		400	
4054	Any	Darkroom	Facility		80	
4054	Any	Enlarging room	Facility		240	
4054	Any	Receiving/Shipping	5000-		320	
4054	Any	Receiving/Shipping	5000+		360	
4054	Any	Staff, Locker, Lounge, Coat, Closet, etc.			General Standards for Similar Space	
4055	Any	Library Supplies & Storage	Facility		720	
<u>Library Administration</u>						
5000/01	Any			See " <u>General Administration</u> "		

Electronic Data Processing, Instructional Resources (IT)

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>E. D. P. Production</u>						
5002	Any	Key punch, Computer Room	Vary	Machine	No Standards	
<u>E. D. P. Service</u>						
5053	Any	Card/Tape Storage Wiring, Repair, etc.	Vary	Faculty	No Standards	
<u>E. D. P. Administration</u>						
5000/5051	Any	Office & Office Services	Vary	Staff	See General Administration	
<u>Production Facilities & Services</u>						
1700	Any	T.V. (Teach) Studio	Facility		600	
1700	Any	T.V. (Projection) Room	Facility		480	
1700	Any	Multi-Use Studio	Facility		1200	
1700	Any	Control (Central Engineer.)	Facility		600-800	
1750	Any	Control Room (Studio)	Facility		180	
1700	Any	Video-Tape/Projection. Room	Facility		180-240	
1750	Any	Repair and Storage	Facility		120	
1750	Any	Prop & Set Storage	Facility		1200	
1750	Any	Equipment Storage	Facility		600	
1700	Any	Sound-film Studio	Facility		840	
1750	Any	Control Booth	Facility		180	
1700	Any	Film Studio	Facility		1440	
1700	Any	Sound Recording Suite: Studio	Facility		120	
1700	Any	Projection Space	Facility		60	
1700	Any	Conference Rehearsal	Facility		120	
1750	Any	Storage	Facility		30 ea.	
1700	Any	Animation Studio	Facility		180	
1750	Any	Film Material Printing Lab	Facility		120	
1750	Any	Darkroom	Facility		60	
1750	Any	Chemical Storage	Facility		60	
1750	Any	Workroom	Facility		480	
1750	Any	Material Storage	Facility		120	
1750	Any	Preview Rooms	Facility		240	
1750	Any	Vault	Facility		120	
1750	Any	Graphic Arts Studio	Facility		480	
1750	Any	Storage	Facility		120	
1750	Any	Central Workshop	Facility		1200	
1750	Any	Storage	Facility		120	
1750	Any	Film Storage	Facility		720	
1750	Any	Equip. Storage	Facility		480	
1750	Any	Preview. Room	Facility		120	
1750	Any	Workroom	Facility		240	
1750	Any	Office/Rec.	Facility		180	
<u>Data Processing & Computer Work Space</u>						
5002	Adm	Data Processing Machine Room			960-1200	
5002 & 5003	Adm	Data Processing Machine Room	Small		1000	
	Adm	Data Processing Machine Room	Medium		2000	
	Adm	Data Processing Machine Room	Large		3000	
	Adm	Data Processing Machine Room	Very Large		4000	
<u>IT Administration</u>						
5000/5051	Adm	Office & Office Services			See General Administration	

Assembly & Exhibition

Room Type Code	Academic Level	Room Name	Determinant Capacity	User	Square Foot per Facility	Square Foot per Station
<u>Assembly Seating & Stage</u>						
6500	Any	"Little Theater" Seating	Vary	Occupant		12
6502	Any	Stage	Vary	Occupant		6
6502	Any	Prop and Stockroom	Vary	Occupant		4
6502	Any	Chair Storage	Vary	Occupant		2
6500	Any	"College Theater"	Facility		4400	10
6502	Any	Orchestra Pit	Facility		360	
6502	Any	Stage (House)	Facility		3060	
6502	Any	Box Office	Facility		60	
6502	Any	Check Room	Vary	Audience		1/seat
6502	Any	Projection/Control	Facility		180	
6502	Any	Stage Craft Studio	Facility		1200	
6502	Any	Scene Storage	Facility		480	
6502	Any	Light Equipment Storage	Facility		120	
6502	Any	Inactive Storage	Facility		960	
6502	Any	Costume Shop/Storage	Facility		720	
6502	Any	Laundry	Facility		120	
6502	Any	Dressing Room	Vary	Occupant	360	16
6502	Any	Individual Dressing Rm.	1	Occupant	120	120
6502	Any	Quick Changing Room	Vary	Occupant		15
6502	Any	Make-up Room			180	16
6502	Any	Green Room			600	10
6502	Any	Kitchenette			40	
6502	Any	Director Offices	1 +	Director		180
<u>Arena Theater</u>						
6500	Any	Audience Area	Vary	Seat		12/seat
6502	Any	Acting Area		Varies	840	4/occupancy
6502	Any	Wing Space		Acting Area	2.5xActing Area	
6502	Any	Control Booth	Facility		180	
<u>Theatre</u>						
6500	Any	Auditorium	Vary	Seat		8
6502	Any	Orchestra Pit	Vary	Musician		15
6502	Any	Stage		Audience		1.8/seat
6502	Any	Projection/Control Booth	Facility		240	
6502	Any	Radio Studio/Workshop	Facility		1000	
6502	Any	Storage		Audience		5/seat
6502	Any	Dressing Room	1	Actor		16
6502	Any	Quick Change Room	1 or 2	Actor		60
6502	Any	Costume Shop & Storage	Facility		480	
6502	Any	Stage Craft Studio	Facility		1600	
6502	Any	Green Room	Vary	Occupant		10
6502	Any	Kitchenette	Facility		40	
<u>Exhibition Facilities & Service</u>						
6600	Any	Exhibition Gallery	5000 -	Enrollment	2000	
6600	Any	Exhibition Gallery	5000 +	Enrollment	3000	
6600	Any	Workroom & Storage	Facility		600	
6600	Any	Kitchenette	Facility		80	

Assembly & Exhibition

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
6600	Any	Lounge	Facility		600	
1353 or 2001	UG & G	Biological Museum	Vary	Occupant		32
1354 or 2001	UG & G	Storage	Vary	Occupant		4
1355 or 2001	UG & G	Display Cases & Tanks			As Required	
1356 or 2001	UG & G	Science/Math Museum	Vary	Occupant		30

Physical Education

Room Type Code	Academic Level	Room Name	Capacity	User	Square Foot per Facility	Square Foot per Station
<u>PE Active Space</u>						
1600	UG	Gymnasium	5000 -	Enrollment	12000	
1600	UG	Gymnasium	5000 +	Enrollment	22000	
1650	UG	Radio & T.V. Room	Facility		120	
1650	UG	Gym Storage	Facility		600	
1650	UG	Gym Storage	5000 -	Enrollment	1200	
		Gym Storage	5000 +	Enrollment	1800	
1600	UG	Excer/Body Mech. Rm.	5000 -	Enrollment	600	40
1600	UG	Excer/Body Mech. Rm.	5000 +	Enrollment	1000	40
1600	UG	Combative Room	5000 -	Enrollment	1600	64
1600	UG	Combative Room	5000 +	Enrollment	3200	64
1650	UG	Storage	5000 -	Enrollment	120	
1650	UG	Storage	5000 +	Enrollment	240	
1600	Any	Handball Court		Game	20 x 40	100-200
1600	Any	Squash Court		Game	32 x 18.5	296
1600	Any	Minimun Indoor Playing Area	Vary	Student	110 x 50	
1600	UG	Auxiliary Gym	Vary	Student	6600	
1650	UG	Storage	Facility		300	
1600	UG	Dance Activity	Facility		2000	80
1650	UG	Storage	Facility		120	
1600	UG	Swimming Pool (Including Deck)	5000 -	Enrollment	6820	
		Swimming Pool (Including Deck)	5000 +	Enrollment	9610	
1650	UG	Pool Storage			180	
1600 or 6001	Any	Bowling Alleys (4 lanes)	Facility		2200	
1650 or 6050	Any	Storage (B.A.)	Facility		120	
<u>Net PE Activity Standard</u>						
1600	Any	Collegiate Basketball Court		Game	94 x 50	
1600	Any	Hockey Rink		Game	185 x 85	
1600	Any	Tennis (Doubles)		Game	78 x 36	
1600	Any	Swimming Tank (AAU)		Game	75 x 45	
1600	Any	Swimming Tank (Olym)		Game	50m x 45'	
1600	Any	Diving Tank (Separate)		Game	45 x 45	
1652	Any	Swim Pool Spectator Seating	Vary	Seat		7
1652	Any	Fixed Bleacher	Vary	Seat		4.5
1652	Any	Folding Bleacher	Vary	Seat		3
1652	Any	Folding Bleacher Stack Area	Facility		As Required	
<u>PE Servics</u>						
1653	Fac & Staff	Locker Space (Faculty)	Vary			12
1653	UG	Locker Space (Student)	Vary			4
1653	UG	Locker Space (Team)	Vary			9-12
1653	UG	Toilet Room	Facility		As Required	
1653	UG	Shower Room	Facility		As Required	
1653	UG	Drying Room	Facility		As Required	
1653	UG	Dress Cubicles	Facility		As Required	
1653	UG	Equip. Control Room	Facility		180	
1653	UG	Equip. Storage (Men)	Facility		320	
1653	UG	Equip. Storage (Women)	Facility		200	
1653	UG	First Aid Room	Facility		200	

Physical Education

Room Type	Academic	Room Name	Determinant		Square Foot	Square Foot
Code	Level		Capacity	User	per Facility	per Station
1653	UG	Training Room	5000 -	Enrollment	480	
1654	UG	Training Room	5000 +	Enrollment	600	
1655	UG	Uniform Drying Room	5000 -	Enrollment	120	
1656	UG	Uniform Drying Room	5000 +	Enrollment	240	
1657	UG	Laundry Room	Facility		360	
1658	UG	General Equipment Storage	5000 -	Enrollment	1000	
1659	UG	General Equipment Storage	5000 +	Enrollment	2400	
1660	UG	Outdoor Equipment Storage	5000 -	Enrollment	800	
1661	UG	Outdoor Equipment Storage	5000 +	Enrollment	1600	
1662	UG	Equipment repair Shop	Facility		360	
Note: Locker Space Requirements are determined by: the size, shape, and arrangement of the individual lockers including the aisle/bench area and cross aisle design.						

Administration Office & Services

Room Type	Academic	Room Name	Determinant		Square Foot	Square Foot
Code	Level		Capacity	User	per Facility	per Station
5000	Adm	Chief Admin Office	1	President	400	
5000	Adm	Study	1		120	
5051	Adm	File Room	Facility		100	
5051	Adm	Lavatory	Facility		40	
5051	Adm	Coat Closet	Facility		20	total of 680
5051	Adm	Waiting/Reception	Vary	Visitor	180	
5000	Adm	Secretary to Pres	1	Secretary	120	120
5000	Adm	Program Dir. (Deans)	1	Admin	240	240
5000	Adm	Program Admin. (Associate.)	1	Admin	180	180
5000	Adm	Other Administrators	1	Admin	120	120
5051	Adm	Chief Conference Rooms	Facility		600	15-20
5051	Adm	Business Affairs	Facility		240	15-20
5051	Adm	Student Affairs	Facility		360	15-20
5000	Adm	Vice President	1	VP	320	320
5000	Adm	College Dean	1	Dean	300	300
5000	Adm	Secretary	1	Clerk	120	120
5000	Adm	Clerical & Steno Offices	2	Clerk	240	120
5001	Adm	Clerical & Steno Offices	3 +	Clerk	240+	80
5051	Adm	Active File Space	Vary	File		9/file
5051	Adm	Reception Areas	Vary	Vary		18
5051	Adm	Waiting Space	Vary	Vary		10
5051	Adm	Central Duplicating	Campus		1200	
5051	Adm	Mail Center/Room	3000 -	Enrollment	600	
5051	Adm	Mail Center/Room	3000-6000	Enrollment	800	
5051	Adm	Mail Center/Room	60001-10000	Enrollment	1200	
5051	Adm	Mail Center/Room	10001-20000	Enrollment	1600	
5051	Adm	Mail Center/Room	20001-30000	Enrollment	2000	
5051	Adm	Interview Rooms	2 +	Vary	80	
5051	Adm	Camera Room	Facility		120	
5051	Adm	Darkroom	Facility		120	
5051	Adm	Walk-in-Safe (Vault)	Facility		60	
5051	Adm	Lounges	Vary	Occupant		20
5051	Adm	Kitchenettes			40	
5000	Adm	Offices for Business, Bursar, Personnel, Housing, Admission, Dean/Director Assistants, etc	1 ea	Officer		Vary from no less than 120 to no more
5051	Adm	Storage Spaces:				
5051	Adm	Admission	Facility		120	
5051	Adm	Placement			60	
5051	Adm	Registrar			60	
5051	Adm	Dean of Students			60	
5051	Adm	Finance & Budget			120	
5051	Adm	Personnel			60	
5051	Adm	Public Relations			120	
5051	Adm	Dean, Grad. School			60	
5051	Adm	Ext. & Summer			60	
5051	Adm	Central Files			1200-2400	
5051	Adm	Dir. Research			40	
5051	Adm	Data Processing			240	
5000	Staff	Admission Space for: Library, IT & Central Services			Similar to above	

Student & Faculty Activity

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Student Activity</u>						
6001	Any	Reading & Music Room	Vary	Student		20-40
6001	Any	Music Lounge	Vary			25
6001	Any	Reading Room	Vary			20
6001	Any	Listening Room	Vary			20
6001	Any	Quiet Room	Vary			25
6001	Any	Television Room	Vary			20
6001	Any	Game Room (Cards)	Vary			20
6001	Any	Recreation Room	Vary			75
6050	Any	Game Control & Storage	Total	Station		2.6
6001	Any	Bowling Alleys	Facility		600/lane	
6050	Any	Social Room	Vary	Occupant		10
6050	Any	Audio & Control	Facility		80	
6050	Any	Stage Area	Facility		400-600	
6050	Any	Storage	Facility		400	
6050	Any	Projection Booth	Facility		60	
6050	Any	Dressing Rooms	Vary		120	
6050	Any	Serving Room	Total		12%of Social Room	
6001/03	Any	Photographic Labs	Vary	Student		18
6001/03	Any	Dark Rooms	Facility		30	
6001/03	Any	Student Workshop	Facility		532	
6001/03	Any	Storage	Total	Shop	21% of Shop Area	
6001/03	Any	Assembly Room	Vary	Occupant		12
6050	Any	Projection Room	Facility		60	
6050	Any	Storage	Total	Occupant		0.5
<u>Student Lounge</u>						
6002	Any	Main Lounge	Vary	Student		20
6002	Any	Auxiliary Lounge	Vary	Student		20
6002	Any	Reception Room	Vary	Student	180 Min.	18
6002	Any	Student Commons	Vary	Student		20-24
6002	Any	Student Commons				
6002	Any	if Acad. Bldgs:30,000 SF	Bldg	Size	600	
6002	Any	if 30000 - 60000 SF	Bldg	Size	1200	
6002	Any	if > 60000 SF	Bldg	Size	1800	
<u>Student Organization</u>						
6003	Any	Coll. Union Bldg. Office	Facility		180	
6003	Any	Student Govt. Office	Facility		180 - 240	
6003	Any	Conference Offices	Facility		120	
6003	Any	Newspaper Office	Facility		600	
6003	Any	Storage	Facility		60	
6003	Any	Yearbook Office	Facility		300	
6003	Any	Storage	Facility		60	
6003	Any	Dark Room	Facility		80	
<u>Merchandising Facilities</u>						
6004	Any	Barber Shop	Facility		210	
6004	Any	Book Store (Sales)		Enrollment	No Standard	
6004	Any	Stockroom	Total	Area	1/2 Sales Area	

Student & Faculty Activity

Room Type	Academic	Room Name	Determinant		Square Foot	Square Foot
Code	Level		Capacity	User	per Facility	per Station
6004	Any	Receiving Room	Total	Area	1/10 Stock Room	
6004	Any	Office	Facility		120	
6004	Any	Clerical	Vary	Clerk		80
6004	Any	Post Office:				
6004	Any	Public Space	Vary	POBox		0.5/box
6004	Any	Work Space	Vary	POBox		0.5/box
6004	Any	Receiving & Dock	Total	Work Space	1/10 Workspace	
6004	Any	Guest Rooms	1	Occupant	160/unit	
6004	Any	Guest Dorms		Occupant	140/unit	
6004	Any	Toilets & Bath	Facility		As Requires	
<u>Faculty & Staff Lounges</u>						
6006	Any	Faculty Lounge	Vary	Faculty		20
6006	Any	Kitchenette			40	
<u>Auxiliary Food & Service</u>						
6007	Any	Faculty Dining Room	Vary	Faculty		15
6007	Any	Cafeteria	Vary	Student		12
6007	Any	Coffee Shop & Snack bar	Vary	Student	No Standard	
6052	Any	Kitchen & Service Area	Facility		No Standard	
<u>Student Activity Service</u>						
6050	Any	Checkroom	Facility		360	
6050	Any	Day Student Lockers	Vary	Locker		4/locker
6050	Staff	Full-time Employee Lockers	Vary	Locker		10/locker
6050	Staff	Student Employee. Lockers	Vary	Locker		12/locker
6006	Staff	Employee Lounge	Facility		360	
6050	Staff	Employee Toilets	Facility		As Required	
<u>Student Administration</u>						
5000	Adm	Director	1	Director		240
5000	Adm	Clerical	1 +	Clerk		60-120
5000	Adm	Chaplain	1	Chaplain		120
5051	Adm	Workroom	Vary			60
5051	Adm	Conference Room	Vary	Occupant	240Min.	20

Organized Activity & Organized Research

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Organized Activity Units</u>						
<u>Clinical Instruction</u>						
1800	Primary & Secondary	Classrooms K-12	Vary	Pupil	NYS Education Dept Min. Guidelines	
1800	Primary & Secondary	Science/Industrial Arts, Home Economics Labs, Art/Music Studio, Gym, Library, Cafeteria, Auditorium, etc.	Vary	Pupil	NYS Education Dept Min. Guidelines	
1800	Adm	School Admin. Offices			NYS Education Dept Min. Guidelines	
<u>Practice Teaching</u>						
1501	UD & Grad	Observation (Room)	30	Station	480	16
1551	UD & Grad	Teachers Resources Centers.	Facility		1800	
1551	UD & Grad	Workroom	Facility		180	
1551	UD & Grad	T.V. Program Orig. Room	Facility		720	
1551	UD & Grad	Control Room	Facility		180	
1551	UD & Grad	Video Tape Recording & Projection Room	Facility		240	
1551	UD & Grad	Storage & Repair	Facility		120	
1352	UD & Grad	Dept. Supply	Dept		600	
1501	UD & Grad	Counseling Room	2	Occupant	80	
1501	UD & Grad	Remedial Reading Ctr.	30	Pupil	720	24
1501	UD & Grad	Speech Therapy Rm.	20	Pupil	360	18
1501	UD & Grad	Group Counsel. Room	10	Student	160	16
1501	UD & Grad	Audiometric Room	Facility		60	
1501	UD & Grad	Recording Room	Facility		60	
1501	UD & Grad	Observation Room	10	Student	240	24
<u>Far Groups</u>						
1500/01	LD	Standards				
<u>Teaching Hospital</u>						
8000/02	Grad	Standards				
8050/52	Prof	Standards				
<u>Dental Clinics</u>						
8004/54	UG/Prof	Standards				
<u>Vet Hospital</u>						
8005/06	Grad	Standards				
8055/56	Prof	Standards				
<u>Organized Research Units</u>						
Experimental Stations/Science Research Center and Institutes:						
2001	UD & Higher	Research Facilities			No Standards	
2150	UD & Higher	Research Facility Service			No Standards	
3700	Staff	Research Office			Similar to Faculty Office	

Infirmery Examination & Treatment

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Examination & Treatment</u>						
9006	Any	Eye, Ear, Nose, Throat Rm.	Facility		180	
9006	Any	Dental Room	Facility		180	
9006	Any	Exam & Treatment Rm.	Facility		120	
9056	Any	Toilet	Facility		40	
9006	Any	Recovery & Prep Rm.	Facility		80	
9006	Any	Two-Bed Room	2	Patient	200	100
9056	Any	Bathroom	Facility		40	40/4 beds
9006	Any	Isolation Bedroom	1	Patient	120	120
9056	Any	Bath or Toilet	Facility		40	
<u>Infirmery Service & Administration</u>						
9056	Any	Clean Utility & Supply	Facility		120	
9056	Any	Unclean Utility Room	Facility		80	
9056	Any	Laboratory	Facility		160	
9056	Any	Diagnostic Laboratory	Facility		200	
9056	Any	Pharmacy	Facility		100	
9056	Any	Central Storage	Facility		700	
<u>Nursing Units</u>						
9056	Staff	Nurses Station	2	Nurse	180 Min	90
9056	Staff	Nurses Toilet	Facility		25	
9056	Any	Soiled Area	Each	Unit		80
9056	Any	Kitchenette	Each	Unit		120
9056	Any	Linen Room	Each	Unit		80
9056	Any	Equip. Storage	Each	Unit		80
9056	Any	Central Supply	Each	Unit		120
9057	Any	Central Supply	Facility		600	
9056	Any	Reception (Visit) Rm.	Each	Unit	180	
9056	Any	Lounge (Day Room)	Facility		400	
9056	Any	Waiting Room	5000 -	Enrollment	480	
9056	Any	Waiting Room	5000 +	Enrollment	640	
9056	Any	Storage	Facility		80	
9056	Any	Records Room	5000 -	Enrollment	180	
9056	Any	Records Room	5000 +	Enrollment	240	
9056	Any	Director Office	1	Admin	120	120
9056	Any	Nurses Office	1	Admin	120	120
9056	Any	Clerical/Steno	1 or 2	Clerk		120
9056	Any	Clerical/Steno	3 +	Clerk		80
9056	Any	Conference Room	Facility		180	
9056	Staff	Staff Room (Lounge)	Facility		180	
9056	Staff	Staff Toilets	Facility		25	

Building Services

Room Type Code	Academic Level	Room Name	Determinant		Square Foot per Facility	Square Foot per Station
			Capacity	User		
<u>Maintenance</u>						
7004	Any	Blue Print Room	240	180	120	
7004	Any	Lock Shop	120	120	120	
7004	Any	Carpenter Shop	2000	1600	1600	
7004	Any	Electric Shop	1200	480	480	
7004	Any	Plumbing Shop	2400	1600	1600	
7004	Any	Paint Shop	1200	600	600	
7006	Any	Repair Shop & Garage	4000	3600	2400	
7057	Any	Tool Rm. & Office	240	180	180	
<u>Storage</u>						
7005	Any	Issue Room	180	180		
7005	Any	Storage Warehouse	6000	4800	4000	
7005	Any	Storage Stalls	2800	1680	840	
<u>Food Service</u>						
7052	Any	Dry Bulk Food Storage	5400	3600		
7500	Any	Receive & Pickup	360	360		
7052	Any	Vegetable Storage	1800	1200		
7001	Any	Vegetable Prep.	960	480		
7052	Any	Refrigerator. Storage	360	360		
7001	Any	Meat Process	1200	960		
7052	Any	Refrigerator	1800	1440		
7052	Any	Frozen Storage	1200	720		
7001	Any	Bakery	1200			
7052	Any	Storage	720			
7052	Any	Refrigerator	120			
<u>Building Services</u>						
7500	Any	Entrance Vestibule	Facility		As Required	
7500	Any	Main Lobby: Lobbies	Facility		As Required	
7500	Any	Box office	Facility		60	
7500	Any	Coat Check Room	Facility		As Required	
7500	Any	Public Telephones	Facility		As Required	
7700	Any	Toilets	Facility		As Required	
7500	Any	Receiving Space	Facility		180	
7500	Any	Dock	Facility		As Required	
7500	Any	Elevator	Facility		As Required	
7500	Any	Janitor (Custody) Room	Facility		100	
7500	Any	Bldg. Maintenance. Storage	Facility		480	
7500	Any	Storage in Lecture Hall	Facility		600	
7500	Any	Bldg. Maintenance Supply Room	Facility		480	
7500	Any	Dead Storage	Facility		1200	
1352	Any	Department Supplies	Facility		600	
7500	Any	Janitor's Closet	Facility		As Required	
7500	Any	Trash Room	Facility		180	
7700	Any	Utilities Service	Facility		As Required	
7700	Any	Boiler Room	Facility		As Required	
7700	Any	Electric Service	Facility		As Required	
7700	Any	Mechanical Equip. Rm.	Facility		As Required	
7700	Any	Transformer Vault	Facility		As Required	

7800	Any	Excavated Basement	Facility		As Required	
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