| Policy Cover Sheet | |
|---|---|
| Policy Name | Space Management Policy: Norman |
| Policy Level | 5- Campus Wide |
| Approval Authority | Vice President University Operations |
| Responsible Office | Architectural and Engineering Services Space Management |
| Policy Reason | To manage the use of space on the campus. |
| Policy Description | Details specifics about the use of space on the OU Norman campus. |
| Review Frequency | 24 months or as work-from-home policies change |

# POLICY AND PROCEDURE MANUAL
### The UNIVERSITY of OKLAHOMA

# Space Management Policy

I. **Purpose:**
The Space Management Policy and Standards intend to establish roles, responsibilities, and a framework for using, allocating, and reviewing University of Oklahoma Norman (OU Norman) campus physical space assets. With the demand for available OU Norman space growing, the need to utilize existing space is critical to the mission of OU Norman. Efficient care of our assigned space is essential and beneficial. The primary purpose of space management is to inventory and official reporting of the academic, research, and administrative facilities on the Norman campus and any off-campus facilities owned or leased by the University. The Space Management Policy and Standards will aid in establishing sound and rational planning parameters for allocating and managing university-assigned space. The Space Management Policy and Standards aims to set consistent, collaborative, flexible, and sustainable practices that create uniform work environments for today's needs and future requirements while fully utilizing our existing resources.

II. **Scope:**
This policy applies to all spaces belonging to OU Norman and those units, colleges, and departments assigned to those spaces.

III. **Responsible Office:**
Architectural and Engineering Services Space Management is responsible for administering this policy and ensuring compliance.

IV. **Policy Statement:**
It is the policy of OU Norman that space is assigned to units, colleges, and departments based on OU Norman's priorities and the functional requirements of each user group. Decisions regarding the allocation of occupied and unoccupied space are based on campus and program priorities, academic and strategic plans, the master plan for the campus, and overall needs. Departments and Colleges are expected to adhere to single office use with regular faculty, non-regular faculty, and staff that have been assigned to a single office. OU Norman may reallocate space at any time as needs and priorities change.

Policy Level: 5
Approval Authority: Vice President University Operations
Date of Approval: 8/15/22
Subject Matter: Architectural and Engineering Services
Date of Last Review:
Date of Next Review: 8/15/24
Signature:

V. Procedures
  A. Space Allocation Principles
    1. OU Norman Owned Space
       Space is at a premium and is a highly valued resource that must be used efficiently to further the University's mission. OU Norman may sometimes make changes to space allocations directly or indirectly. OU Norman assigns space on an as-need basis and frequently reviews how allocated space is utilized.
    2. Space Is Re-Assignable
       The Vice President of Operations is responsible for managing and allocating all space owned or leased by OU Norman. This is done through the Space Management Committee. The space planning and allocation process are as follows.
       i. The committee conducts a review of requests for additional space and allocates space as needed within existing resources.
       ii. The space assignment and reallocation from academic or administrative units are done in collaboration with the committee, college dean, or administrative head.
       iii. Facility data analysis and space utilization reviews are conducted, which may result in the reallocation of space.
       iv. Complete special studies and reports to support the decision-making process.
    3. Space Is to Be Used Effectively
       Departments are expected to be proactive with space planning by anticipating future needs, seeking to create flexibility within their spaces, and encouraging collaborative and multi-disciplinary use of space to increase efficiency and reduce costs.
       i. Remote Work
          Employees with an approved fully remote or hybrid remote work plan with Human Resources will not have a dedicated OU workspace to them. Employees may be assigned a touchdown workspace with other remote work employees. Deans and directors may change the workspace arrangements at their discretion to meet the needs of OU.
       ii. Single Office Use
           Regular faculty, non-regular faculty, and staff that have been assigned to a single office are expected to adhere to the use of a single office. Departments and Colleges are responsible for ensuring adherence to this procedure.
    4. Space Is to Be Allocated Equitably Among Users
       i. Periodic surveys of space occupancy and utilization will be conducted by Architectural and Engineering Services. Based on the results of such surveys, the reallocation of space may be requested to maximize use and meet University priorities.
       ii. Renovations or re-assignment of "new" space shall conform to the University Space Allocation Policy and Standards as closely as possible.
    5. Space Is to Be a Shared Resource
       Space is to be shared whenever possible to avoid duplication of space, equipment, and staff services. Shared spaces should follow the same goals as the guiding principles.
  B. Space Management Procedures
     For OU Norman to track space effectively, a space request form is required when requesting any moves, renovations, or remodels of space, new space, or changing the function of existing space (i.e., when occupants and/or departments are moving offices or requesting new space to name a few).

This information is tracked to keep the Architectural and Engineering Services space database as accurate as possible for reporting purposes. Architectural and Engineering Services may:

- Conduct space surveys (annual space survey; random sample survey; continual space data update surveys etc.).
- Track occupancy numbers in each type of office.
- Provide reports regarding space utilization.

The Space Management Policy and Standards are intended to aid the university community in fairly and effectively planning for space needs. The Space Management Policy and Standards are applied to any new construction or major renovations of any OU Norman building. Architectural and Engineering Services and Facilities Management will use the new construction or major renovations when planning and designing space on campus. The Space Management Policy and Standards will also provide the Space Management Committee with a measure by which to review space allocation proposals.

1. Renovation or Remodel Requests
   Requests for renovations or remodels of space will be submitted to the Space Management Committee. Submissions will be reviewed with consideration of the following:
   i. Support the OU mission.
   ii. Alignment with OU's strategic plan.
   iii. Availability of funds.
   iv. Repurposing or enhancing research space, inter-disciplinary space, and/or other shared space collaborations.
   v. Availability of swing space (if applicable).

2. Existing Buildings/Structures/Non-Conforming Spaces
   The OU Norman campus has a wide variety of buildings, dating from OU Norman's founding to the present day. Planning space within existing buildings is often affected by structural limitations, aging building systems, building configuration, and/or historic preservation. There are sometimes programs that "fit" more efficiently than others in specific buildings and spaces, but the latitude, cost, justification, and/or inclination to relocate programs may not be feasible. When renovating existing space(s), it may not be feasible to fully implement the Policy and Standards, and a variance may be required. An example would be a building with preexisting offices larger than the standards established within this document. The cost and energy involved in the demolition and reconstruction of these offices would not coincide with the guiding principles and the mission of OU Norman.

   When allocation and/or renovation of existing space occurs, the Space Management Committee will work with departments to maximize the space's efficiency, modularity, and flexibility within an older building.

3. Relocations
   Departments must complete a space request form for all space moves, such as inter-office, departmental, or new space needs, either temporary or permanent. The University is responsible for moving University-owned property only. No personal items, equipment, or furniture will be moved by OU Norman staff. The Space Management Committee will review any circumstances not covered by these Space Planning Policies and Standards and will evaluate all requests in the context

of the users' need for privacy, meeting space, specific equipment, and furniture. Alternative recommendations may be presented and discussed.

C. Standards for Space Utilization

The Space Management Committee's use of campus-wide Policy and Standards for space allocation and usage is an effective mechanism to account for space utilization and the periodic review of the facilities' alignment with the mission of

OU Norman.  This Policy and its standards are drawn from state and national space management Policies and modified where appropriate to reflect the circumstances on the OU Norman campus.  Using space Policy and Standards also provides a framework for comparing OU space usage statistics with other universities across the country.

The Space Management Policy and Standards are modeled after those of other universities (including Stanford University, Auburn University, North Dakota State University, Oregon State University, UNLV, University of Connecticut, State of Washington Universities and Colleges, and Idaho State University, University of Oklahoma Health Science Center). The space standard guide references the "Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition, classification names, and numbers".

# Standards for Space Utilization

| | |
|---|---|
| The following space standards will be used as general guidelines for the University of Oklahoma Norman campus. To ensure proper design and utilization of existing and new space in the general categories listed below. | |

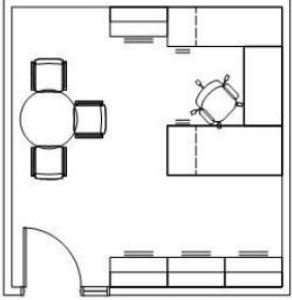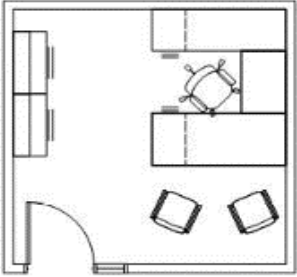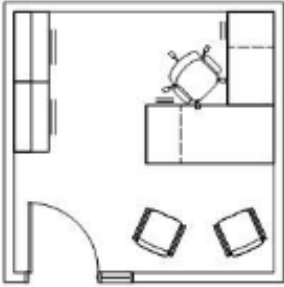| **Instructional Space** | |
|---|---|
| Classrooms | |
|    Typical, single-level | 15 nasf/station |
|    Lecture/auditorium | 12 nasf/station |
|    Seminar/multipurpose | 20 nasf/station |
| | |
|    Standard: | |
|    - room in use 55 – 63 hours per week, 55 for weekdays/evenings, 63 including weekends | |
|    - 80% of stations occupied | |
| | |
| **Class Laboratories** | |
|    Discipline dependent | 40 - 70 nasf/station |
|    Computer | 35 nasf/station |
| | |
|    **Standard**: | |
|    - room in use 40 hours per week | |
|    - 80% of stations occupied | |
| **Research Space** | |
| Wet Lab Module (faculty + 1 graduate student) | 300-900 sf (Goal of 300 sq ft minimum for faculty + 1 graduate student. |
| **Standard:** | |
|    - **Work with the VPRP office for faculty w/research staff, graduate students and/or sponsored research.**<br>   - research support space = 35% of laboratory space | |
|    - areas with heavy wet bench research may require at least 40% support space | |

| Office Space (excluding 35 nasf support space/FTE) | |
|---|---|
| Large Private Office | 180-300 nasf/FTE private (Goal of 200 nasf/FTE private) |
| Regular Private Office | 130-170 nasf/FTE private (Goal of 150 nasf/FTE private) |
| Individual Office | 110-130 nasf/FTE private (Goal of 125 nasf/FTE private) |
| Regular Shared Private Office | 110-130 nasf/FTE open or private (Goal of 130 nasf/FTE open or private) |
| Regular Open Office Workstations | 64-100 nasf/FTE open or private (Goal of 64 nasf/FTE open or private) |
| Hoteling / Touchdown | 30-48 nasf/FTE open or private (Goal of 48 nasf/FTE open or private) |
| **Standard:** | |
| - actual space assigned will vary based on 1) degree of privacy; 2) faculty, staff, or student | |
| level; 3) activity; and 4) functions/characteristics of design | |
| | |
| **Conference/Meeting Spaces (All meeting spaces will be shared and schedulable)** | |
| Conference Room (boardroom style) | |
| Meeting Room – Seats 4 | 150 sf |
| Small – Seats 6-8 | 250 sf |
| Medium – Seats 10-14 | 500 sf |
| Large – Seats 16-24 | 900 sf |

**Net Assignable Square Feet (NASF)** The sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassignable space. NASF is determined by room type and room use categories.
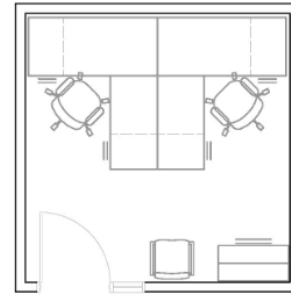
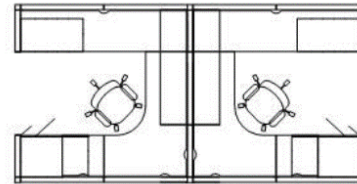| | |
|---|---|
| **Large Individual Office:** Typical assignment is reserved for Provost, Vice President, Vice Provost, and Deans. The office should be an individual office intended to accommodate a desk, file storage, bookshelf, and a meeting area for an additional 3-4 people. Office configuration is shown in the diagram on the right. | <br><br>Large Individual Office<br>Goal 200 sq ft<br>14'-1"x14'-1" |
| **Regular Individual Office:** Typical assignment is reserved for 1.0 FTE faculty chair, academic professionals, executive directors, and directors. The office should be an individual office intended to accommodate a desk, file storage, and meeting space for up to three people. Office configuration is shown in the diagram on the right. | <br><br>Regular Individual Office<br>Goal 150 sq ft<br>12'-3"x12'-3" |
| **Individual Office:** Typical assignment is reserved for 1.0 FTE to be used by faculty and staff whose functions do not require additional meeting space and who can use breakout and conference rooms for discussions that require high levels of privacy. This should be a single, open individual office intended to accommodate a desk, file storage, and guest seating. Office configuration is shown in the diagram on the right. | <br><br>Individual Office<br>Goal 125 sq ft<br>11'-2"x11'2" |

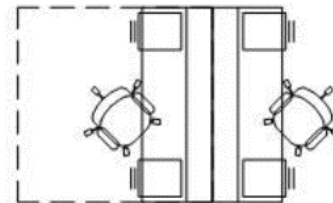| | |
|---|---|
| **Regular Shared Office:** These offices are for .5 FTE faculty and staff with functions requiring confidentiality, security, and visual and auditory privacy. These spaces will be shared.   The office configuration is shown in the diagram on the right. | <br>Regular Shared Office<br>Goal 130 sq ft<br>10'-11"x10'11" |
| **Regular Open Office Workstations:** These office spaces are for .5 FTE visiting scholars, adjunct faculty, emeritus, doctoral and master's students, GA, TA, RA, student workers, and support staff whose functions do not require additional space for meetings and/or require confidentiality, security, visual and auditory privacy.  The office configuration is shown in the diagram on the right. | <br>Regular Open Office Workstation<br>Goal 64 sq ft<br>8'x8' |
| **Touchdown Space:**  As space on the University of Oklahoma Norman campus becomes increasingly limited, touchdown space is becoming increasingly utilized. These touchdown spaces will be used by faculty and staff who are not assigned a primary office.  These can be faculty and staff who work remotely or visiting faculty and staff.  Touchdown space is not assigned to one specific person but is shared by many; touchdown spaces should be flexible to meet a variety of workspace needs but also conveniently located with easy access to printers, copiers, etc. The office configuration is shown in the diagram on the right. | <br>Touchdown<br>Goal 48 sq ft<br>6'-11"x6'-11" |
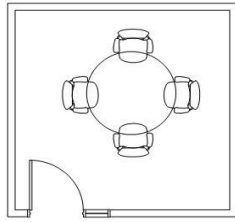
Meeting Room
Capacity 4
150 sq ft 12'-2"x12'-2"
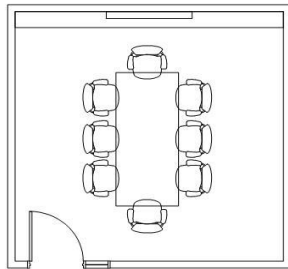


Conference Room Small
Capacity 6-8
250 sq ft 15'-6"x15'-6"
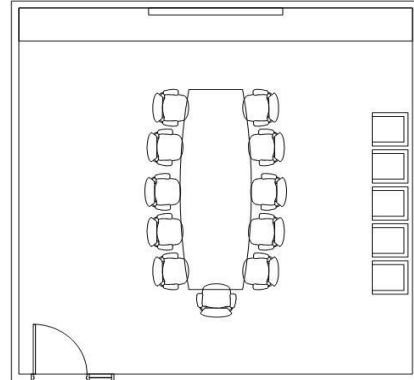


Conference Room Medium
Capacity 10-14
500 sq ft 22'x22'
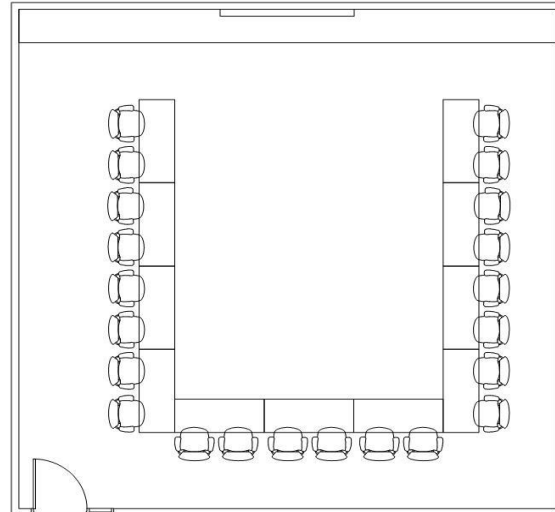


Conference Room Large
Capacity 16-24
900 sq ft 30'x30'