

Section 1.3: Planning & Allocation of Space - Allocation & Utilization Requirements

Allocation & Utilization Requirements – Office Spaces

Table 1.1: Typical Office Space per Person

Type of Room Occupants	Space Type
Executive Leaders	
Chief Executive Officer	Private Office
Executive Team	Private Office
Senior Vice President / Vice President / Assistant Vice President	Private Office
Faculty and Staff (Researchers or Clinical)	
Senior Director / Division Director / Training Program Director ≥50% time in office / Administrator	Private Office
Research or Administrator ≥50% time in office	Private Office
Research or Administrator <50% time in office	Semi-private Office
Mental Health Provider seeing patients in office	Private Office
Visiting Scholars	Cubical for Hoteling (not dedicated)
Grant Specialists	Shared Office or Cubical
Clinical Research Coordinators	Cubical
Research Staff	4' Workstation
Non-Clinical Administrators and Staff	
Senior Staff (Attorneys, Counsel)	Private or Semi-private Office
Business Directors, Operations Director, Director	Private or Semi-private Office
Business Managers	Semi-private Office or Cubical
Administrative Assistant, Executive Assistant, Project Manager / Administrator	Cubical
Support Staff: Services Representatives, Project Coordinators	Cubical
Clinical	
Clinical Director, Medical Director	Private or Semi-private Office
Managers (Clinical, APRN, Physician Assistant, Registered Nurse, Social Work)	Semi-private Office or Cubical
APRN, Physician Assistant, Registered Nurse, Nurse, Medical Assistant, Respiratory Therapist, Discharge Specialist, Education Specialist, Therapists, Dietitians, Child Life, Social Work, Spiritual Care	4' Workstation, Cubical or Hoteling (unassigned/shared space within an assigned team space)
Pharmacist	Semi-private Office, Cubical or Hoteling
Fellows / Residents	Cubical or Hoteling

Definitions:

Private Office:
1 occupant

Semi-private Office:
2 occupants

Shared Office:
2 or more occupants

Cubical:
“L” or “U” worksurface configuration

Workstation:
Straight worksurface

General Comment:

As divisions move toward semi-private faculty offices, leadership should manage / prioritize space assignments based on factors such as: faculty rank, seniority, percent time on site / in office, etc. The rationale for who will reside in a semi-private office is at the discretion of divisional leadership.

General Statement for All Employees:

1. Total FTE less than or equal to 0.60 will be placed in a semi-private Office or hoteling space.
2. Any employee in a hybrid model working less than 60% on site will be placed in shared office or hoteling space.

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