

The University of North Carolina Space Planning Standards

The Space Planning Standards currently used by UNCG are based on *The University of North Carolina Space Planning Standards* published in 1998 by The University of North Carolina and Eva Klein & Associates, Ltd. There are many different applications for the Standards. Most are for planning of new facilities or large-scale comparisons. They also vary by discipline and along a number of different conditions or uses of space.

In general, UNCG uses three types of criteria when assessing needs or utilization of assigned space: Assignable square feet (ASF) for certain uses (mainly office and related space), the number of hours classrooms and class laboratories are scheduled for instruction, and the number of stations (seats) assigned or used when these rooms are scheduled.

Office Space Guidelines used by UNCG

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|-------------------------------------|----------------------------------------------------------------------------|
| Senior administrators | 200 ASF and up, depending on needs |
| Department heads, chairs, directors | 150 to 200 ASF |
| Instructional or professional | 120 to 150 ASF (Standard faculty offices for most disciplines are 120 ASF) |
| Technical and clerical | 80 to 120 ASF |
| Cubicle arrangements allow | 60 to 80 ASF (within the cubicle for full time staff) |
| Graduate Assistant workstations | 36 to 64 ASF has been applied to recent configurations |

On a department level a multiplier of up to 50 square feet per full time staff may be used to calculate total needs for conference, break room and storage space.

Classroom and Class Laboratory Utilization Goals

35 average weekly room hours (of scheduled classes) for all types of classrooms with a 65 % station occupancy rate. This standard has been established by the University of North Carolina system.

20 scheduled weekly room hours for class laboratories, with a 75 % station occupancy rate. This standard has been established by the University of North Carolina system

For further assistance with space needs or for assistance in reviewing potential options or questions pertaining to university space planning standards, please contact Steve Morley at (336) 256-0467 or samorley@uncg.edu.