

CU Anschutz Workplace Space Guidelines

May 14, 2023



I. OVERVIEW

Optimizing current and future space on the CU Anschutz Medical Campus ensures that these important physical resources are utilized efficiently and effectively. Accordingly, the following Workplace Space Guidelines (WSG) were developed to assist the university community in establishing equitable, consistent, efficient, and flexible planning and design parameters, and to support sound management decisions regarding space allocations for both new construction and renovations of existing facilities. Existing facility space, inconsistent with these guidelines, is grandfathered in until significant renovations to the space are required.

The WSG are not a university policy, nor do they guarantee any faculty, administrator, student or staff a particular space type and size. Instead, the space recommendations outlined in this document are intended to guide the assignment, planning, and design of university workplaces. As such, the guidelines define space typologies and assignable area maximums.

All university space, whether owned or leased, is a resource held by the chancellor that s/he or their designee apportions to vice chancellors and school/college deans to best meet campus-wide mission and strategic needs.

Vice chancellors, provost, and deans have the authority and responsibility to assign or reassign existing apportioned unit space consistent with the original function/use of the space and the guidelines. However, unit space no longer needed to house its original assigned function (i.e. unit relocation) reverts to the chancellor for reassignment.

Internal unit space issues should be addressed within the unit. The campus space committee, chaired by the executive VC of administration and finance, is a resource available to all units and, if requested, can serve in an advisory and dispute resolution role should space disputes not find resolution internally.

II. OBJECTIVES

It is the intent of the university to provide academic and administrative departments with quality work environments that support users and program operations, preserves the value of space, promotes wellbeing and sustainability, and reduces operation and maintenance costs. The design of workplaces should sustain and improve productivity, collaboration and communication. The space guidelines should be seen as a living document that is periodically updated to meet university needs and objectives. New facility construction and necessary renovations of existing facilities should address:

Spatial Equity: Across campus, all workspace is allocated, renovated or built in an equitable manner to meet functional needs of the users.

Healthfulness: Workspace located in a healthy environment, with access to daylight, and free of harmful contaminants and excessive noise.

Efficiency: Workspace is allocated and planned to maximize utilization of facility resources.

Flexibility: Workspace planning incorporates flexibility to meet current needs and accommodate changing needs and functionality.

Technology Connectivity: Workspace allows easy communication between distributed coworkers while allowing simultaneous access to data.

All university OIP project directors and Facility project managers shall refer to the guidelines when working with university units and external consultancies during the planning and design phases of all new building construction or renovations of university facilities.

III. SPACE PLANNING PROCESS

Any university unit proposing the development of new space, or the significant physical modification of assigned existing space, must submit a completed Services Request Form, which is available on the Office of Institutional Planning (OIP) website. The service request will be reviewed for completeness of information and to ensure a funding source is identified. Once processed and approved by executive VC of administration & finance, OIP planners will work with the requesting client group to develop initial space plan options to meet the needs of the proposed users while ensuring the concepts are consistent with campus guidelines and norms. During this space planning phase, any request to exceed space guidelines must be reviewed and approved by the CU Anschutz space committee, or the chancellor.

Space planning efforts cannot progress into project design and implementation phases until the space plan is approved by the unit head and campus leadership, and has available adequate funding. New construction projects estimated to be >\$2million, and renovation projects >\$5million, require CU Board of Regents approval prior to proceeding.

IV. OFFICE | WORKSTATION GUIDELINES

The following guidelines describe the space typology, size and occupant capacity for various work environments and ancillary spaces used by CU Anschutz Medical Campus and developed with the understanding of the following considerations:

Guiding principles regarding the assignment of a private office should be based, in general, on the functions of employees, rather than job title. Positions requiring an individual to engage in confidential conversations, or that require the securing of confidential information, for example.

Preserving flexibility over time may require the application of a modular planning approach. For example, co-locating offices of similar sizes and furniture configurations can be very useful for controlling costs and addressing future needs and changes in academic and other programs.

Placement of enclosed offices in the building core rather than along the exterior of the buildings is encouraged. This strategy provides efficiencies in heating and cooling and maximizes light penetration for all building occupants, as well as compliments the flexibility noted above. While encouraged, it is understood that there are instances where such a strategy is not optimal nor appropriate for a specific program of usage.

Units and individuals are encouraged to eliminate excess paper by sorting, purging and archiving their documents. Promote conversion to electronic data collection and retention whenever possible to reduce space pressures on and increase the utility of existing workspace.

Schools/Colleges and administrative units are encouraged to review workspace allocation and update rosters regularly to make sure that current utilization is appropriate and required reallocations are accommodated and documented. Whenever space uses and physical configuration changes become necessary the designated reviewer of each school/college, and administrative unit should contact the university's Office of Institutional Planning.

The guidelines address office, workstation, and workplace related accessory areas that are consistent with standards at other institutions, and represent the current approach to defining and applying workplace space by the university. The guidelines may be refined or expanded upon at the recommendation of the chancellor, or their designee, to address changing institutional needs, and advances in workplace design.

Work Space Layouts

Preferred designs that improve workspace quality, employee productivity, building efficiency, and decrease short and long term costs are preferred. All workspace layouts should enhance user satisfaction and productivity by allowing natural light to be shared by more employees, increase visibility and view-lines, and promote teamwork and information sharing.

Numerous studies of active, open workplaces have found these environments to be the most effective spaces in bringing people together, removing barriers, and increasing collaboration, while also providing sufficient privacy for people to feel safe and not fear being overheard or interrupted. These workplaces positively affect the pattern of interactions and collaboration and increase informal communication.

However, studies have also shown that the open workplace layout does not guarantee overall increases in productivity, occupancy or NASF reductions, as designs must include a variety of common spaces, such as huddle, breakout, meeting, and private communication and teleconferencing rooms that would normally occur in a private, enclosed office.

Space Allocation

The type of work an individual performs, the level of responsibility, and their time appointment/commitment on campus (full-time vs. part-time, seasonal vs. year-round, hybrid work ratio, etc.) should be the basis for determining whether to allocate a private office, a shared office, hotelling space, an open workstation, or a landing zone. The university provides only one assigned office or workspace per person—including assignments in leased space and affiliated hospitals—unless authorized by the campus chancellor, or their designee. The following provides general descriptions, sizes and utilization standards for various types of workspaces at CU Anschutz.

Executive Private Office

Executive private offices are for academic unit and administrative senior leadership with functions that require high levels of privacy (need for frequent confidential meetings and working with sensitive materials) and enough space to meet with three to five individuals. Typical assignments may include the chancellor, provost, vice chancellors, and deans.

Large Private Office

Large private offices are for academic unit and administrative leadership (1.0 FTE) with functions that require high levels of privacy and adequate space to meet with two to three individuals. The typical assignment may include department chairs, division heads, center and institute directors, and associate vice chancellors.

Private Office

Private offices are for faculty, as well as staff (1.0 FTE) that require high levels of privacy. The typical assignment may include faculty, department/office directors and academic administration.

Shared Office

Shared assigned offices are for staff, junior faculty, and individuals that require some level of privacy. The typical assignment may include adjunct faculty, emeritus faculty, visiting scholars, interns, graduate teaching/research assistants and professional staff managers.

Hotelling Space

Typically located within shared workspace environments throughout campus, these spaces offer a variety of flexible working/meeting configurations intended to foster collegiality and collaboration between faculty and staff from differing departments and divisions. These hotelling/reservable environments are recommended as alternatives to assigned office and/or workstations for clinical faculty, dry research teams, as well as a variety of administrative units.

Workstation

Workstations are recommended for all staff, students, and some faculty (1.0 FTE) whose functions do not require enclosed space and who can use breakout and conference rooms for discussions that require high levels of privacy. The typical assignment may include professional staff, academic professionals, and administrative assistant staff.

Shared Workstation

Shared open workstations are encouraged for all staff, students and faculty below 0.5 FTE whose functions typically do not require privacy. The typical assignment may include professional staff, support/clerical staff, student employees, and interns.

Landing Zones

Assigned landing zones are either small enclosed offices or open workstations for faculty and administration who work on multiple campuses, have an office at their primary campus, and require a dedicated, reservable, workspace on other campuses.

Touchdown

Touchdown landing zones are small open workstations or offices available to administration, faculty, students, staff, and guests visiting a unit who need a short-term workspace.

V. WORKPLACE ACCESSORY SPACES

Work environments include a variety of additional associated spaces that are essential to everyday workplace functions and creating a work environment that promotes collaboration, and health and wellbeing. The appropriate planning and design of these accessory spaces are especially valuable in open workplace environments.

Conference Rooms

Conference Rooms are meeting spaces planned for six to twenty-eight people, with an area range of approximately 20 – 30 NASF per person. The general meeting space contains a conference table; guest chairs; audio/visual equipment; screen/monitor(s); and white boards. Medium and Large conference rooms usually have a greater NASF per person to accommodate a storage credenza/food service area, and other conferencing needs as required.

For the purpose of these guidelines, three conference room sizes are proposed:

Small Conference Room: six to nine people at a range of 20 NASF per person.

Medium Conference Room: ten to seventeen people at a range of 20 - 26 NASF per person.

Large Conference Room: eighteen or more people at a range of 20 - 26 NASF per person.

The number and size of conference rooms provided within a given workplace will depend on the workspace typology—a predominantly private office or open workspace environment—and a demonstrated unit need by FTE. The following numbers serve as a framework for determining the number of conference rooms per FTE:

Predominantly Private Office Layout:

One (1) conference room per 20 FTE

Predominately Open Workspace Environment:

One (1) conference room per 10 FTE

The mix of conference room sizes is largely dependent on unit need, function, available area, and budget as well as whether or not the unit is visitor/public focused versus insular. However, the following mix is recommended: two-thirds (2/3) of conference spaces should be medium to large rooms, and one-third (1/3) small rooms. Alternately, all conference rooms may be large, provided they are divisible into smaller rooms. The feasibility of doing this is dependent upon requirements for soundproofing, IT, and access. It is recommended that one large shared conference room be provided, per floor, in each building on campus.

Huddle | Solution | and/or Zoom Rooms

Huddle | Solution | and/or Zoom rooms are an integral part of the open workplace environment. They provide faculty and staff a quiet, informal area for private conversations, virtual meetings, small group conference calls, quiet work, and focused teamwork. These rooms are not assigned or scheduled and are available to all employees at any time, when not already occupied. These rooms should accommodate three to five people, with a range of 16-20 NASF per person, and include video conferencing capabilities.

Current research indicates that 75% of all in-person meetings are attended by two to four people. Huddle | Solution | Zoom rooms have become far more important particularly in open office environments. The following numbers serve as a framework for determining the number of these support spaces per FTE:

Predominantly Private Office Layout:

One (1) huddle room per 15 FTEs

Predominantly Open Office Workspace Environment:

One (1) huddle room per 8 FTEs

Phone Rooms

Phone Rooms are small enclosed spaces provided as a shared amenity in predominantly open workspace environments for staff and faculty who might need a private, quiet space for a telephone conversation. Phone rooms should accommodate one to two people at 16 – 20 NASF per seat.

Community Spaces

Community spaces include kitchens, break rooms, and lounge areas, and they are a valuable asset in any workplace environment. Since the construction of small kitchens and break rooms for every department is an inefficient use of space and resources, the guidelines recommend the development of centralized community spaces that provides equity across departments and ensures all employees have access to a kitchen and break area. The size of community spaces varies based on floor area, FTEs, and budget.

VI. SPACE PLANNING GUIDELINE SUMMARY

These guidelines establish a maximum net assignable square footage (NASF) of space, by type, to allow flexibility in space assignment decisions. For example, a unit may assign a smaller office to a full-time faculty who is more likely to spend time working in a clinic or research lab, than in their office. Conversely, an individual may be assigned a workspace at the upper end of the range to accommodate the frequent meetings with multiple people required of their job.

Space-per-Person

All workspace is sized to meet a recommended maximum space per person based on space type, job function and requirements, and the occupant position/title. For example, the recommended maximum space per person for an administrative unit director is 120 NASF, while a full-time staff person is 50 NASF. Private versus share office verses a hotelling assignment is primarily driven by office utilization, including factors such as; clinical activity, research load and type, FTE, and in some cases faculty rank. It is generally accepted that Professors and Associate Professors will have a private office. Assistant Professors would typically have private offices unless activity patterns or college/school and campus space considerations deem otherwise. Instructors and Senior Instructors would be assigned shared space, but may have a single office contingent on space availability and activity patterns.

These guidelines define the maximum NASF an individual in a particular role or function should occupy, and do not guarantee that any employee or affiliate of the University will receive a specific workspace type, or amount of square footage. Position titles are typically the most objective indicators of an employee's role, however unit leadership will be the arbitrator when titles do not clearly align with work being performed.

CU ANSCHUTZ MEDICAL CAMPUS WORKSPACE GUIDELINES

OCCUPANT	SPACE TYPE	MAXIMUM NASF
POSITION		
EXECUTIVE		
Chancellor	Private Office	420
Provost, Vice Chancellors	Private Office	300
ACADEMIC UNITS		
Dean	Private Office	240
Associate or Assistant Dean	Private Office	160
Department Chair, Division Head	Private Office	120
Faculty, Professor	Private Office	100
Faculty, Associate Professor	Private Office	100
Faculty, Tenure Track, Clinical	Private Office or Clinical HUB Membership*	N/A
Faculty, Assistant Professor	Shared Office, Personal Workstation, or Hotelling*	50
Unit Administrative Manager or Director	Shared Office or Private Office*	60-120
Faculty, Non-Tenure Track, (e.g. Lecturer III & IV)	Shared Office, Personal Workstation, or Hotelling*	50
Faculty, Visiting or Consulting	Shared Office, Personal Workstation, or Hotelling*	50
Faculty, Emeritus (Active)	Shared Office, Personal Workstation, or Hotelling*	50
Fellow, Lecturer I & II, Visiting Scholar	Shared Office, Personal Workstation, or Hotelling*	50
Technician, Associate, or Specialist (PRA)	Shared Office, Personal Workstation, or Hotelling*	50
Research Fellow	Shared Office, Personal Workstation, or Hotelling*	50
Staff, Professional (Full Time)	Shared Office, Personal Workstation, or Hotelling*	50
Staff, Professional (Part Time)	Shared Office, Personal Workstation, or Hotelling*	50
Staff, Administrative Support (Full Time)	Shared Office, Personal Workstation, or Hotelling*	50
Staff, Administrative Support (Part Time)	Shared Office, Personal Workstation, or Hotelling*	50
Graduate Student Instructor	Shared Office, Personal Workstation, or Hotelling*	36
Graduate Student Research Assistant	Shared Office, Personal Workstation, or Hotelling*	36
Temporary or Student Staff	Shared Office, Personal Workstation, or Hotelling*	36
ADMINISTRATIVE UNITS		
Associate Vice Chancellor	Private Office	160
Assistant Vice Chancellor	Shared Office or Private Office*	60-120
Director	Private Office	100
Associate or Assistant Directors	Shared Office or Private Office*	60-120
Managers	Shared Office, Personal Workstation, or Hotelling*	50
Staff, Professional	Shared Office, Personal Workstation, or Hotelling*	50
Staff, Administrative Support	Shared Office, Personal Workstation, or Hotelling*	50
Temporary or Student Staff	Touchdown	36
	* Space Type to be determined by Unit Leadership	