



## EHE Space Management Guidelines

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### 1.0 Introduction

With the demand for available University space growing, the need to utilize EHE's space to its fullest potential also grows. EHE is fortunate to have a good measure of assigned space. However, as programs, departments and centers continually fluctuate in size and diversity of roles, so do the requirements for the type and quantity of space. We all desire to have work environments that are safe, welcoming, comfortable and functional. Therefore, creative stewardship of our assigned space is both important and beneficial.

Within our College's Office of Information Technology, EHE Facilities is charged with overseeing space management and has developed the guidelines specified below. Officially, the allocation and management of all space within the college, its use, furnishings, and conditions, are authorized and overseen by the Dean of the College and the CIO, in concert with the Facilities Planner. It is our hope that the following information will aid in establishing sound and rational planning parameters for the allocation and management of College-assigned space. They will be reviewed and modified



on a continual basis and should not be considered all-inclusive. As new information presents itself, and as time permits, the guidelines will be revised. What follows are basic guidelines and thus they cannot cover all possible specific contingencies (in which case consulting with the relevant parties is advised). We make every attempt to provide an integrated approach to facility planning and space allocation and welcome your comments and suggestions on these guidelines and their application.

It should be noted that all space is owned by the university, that space is assigned to EHE, and then allocated to units. Thus space is flexible and can be reassigned or reallocated at any time depending on approved needs.

## **2.0 Available Assistance**

EHE Facilities stands ready and available to help with space issues as they arise. The College Facilities Planner can assist the departments and centers in many of the tasks associated with space such as:

- Inventory and assessment of current space allocations and usage.
- Translating programmatic requirements into space solutions.
- Analyzing current space layouts to ensure maximum efficiency.
- Assisting to develop documents for the design and renovation of existing space.
- Assisting to develop space agreements for shared space.

## **3.0 Goals of College-wide Space Management Guidelines**

- ❖ Consistency – to produce uniform practices for EHE space management.
- ❖ Efficiency – to reduce costs and concurrently develop superior working venues.
- ❖ Flexibility – to create working environments that satisfy today’s needs and can adapt to fulfill our future requirements.
- ❖ Equity – to ensure space and furniture are allotted fairly throughout the College.
- ❖ Sustainability – to fully utilize our existing resources and avoid undue waste.
- ❖ Transparency – to communicate to all EHE members the basis for decision-making regarding space management.



- ❖ Productivity – to establish a climate throughout the College of a productive work environment that values the professional life and work of those occupying the space.
- ❖ Comfort – to provide a comfortable environment that encourages those occupying the space to utilize their offices frequently and thus encourage the development of a “community.”
- ❖ Collaboration – to encourage collaboration among individuals within and across areas.
- ❖ Safety – to consider the safety and security of individuals in space allocation, and to consider the safety and responsible care of documents and data (e.g., requirements involved in IRB and ORRP policies).
- ❖ Access – to be consistent with ADA guidelines so that over time the allocation and renovation of space will be consistent with universal access guidelines.

#### **4.0 Space Allocation Guiding Principles**

##### **A. ALL SPACE IS OWNED BY THE UNIVERSITY**

- Space is a finite and a highly valued resource that is to be used efficiently to further the mission of the University and the College. As such, the University may, at times, make changes to our space directly or indirectly. The University assigns EHE space on an as-needed basis and frequently reviews how we utilize our currently assigned space. EHE subsequently allocates space to units, including academic departments, centers, and administrative and other support offices.

##### **B. SPACE IS RE-ASSIGNABLE**

- The Dean of the College has final college-level authority for the planning, allocation, assignment, and reassignment of EHE-assigned space.
- Unless specifically prohibited by contract, funding agreement or policy, all space is re-assignable.

##### **C. SPACE IS TO BE USED EFFECTIVELY**

- Associate and Assistant Deans, Chairs, Center Directors and program leaders are expected to make efficient use of space within their units.
- Units are expected to be proactive with space planning by anticipating future needs, seeking to create flexible, functional space and encouraging collaborative and multi-disciplinary use of space to increase efficiency and reduce costs.
- Otherwise, those occupying a space are in the best position to determine how their space can best be utilized, furnished, and



otherwise configured to support their work. Individuals are also free to move furniture within their spaces as deemed appropriate (personally and professionally).

D. INDIVIDUALS ARE TO BE PROVIDED WITH SUITABLE SPACE

- Whenever practical, a unit's space should not be fragmented and every effort will be made to locate offices, laboratories and support activities in contiguous spaces.

E. SPACE IS TO BE ALLOCATED EQUITABLY AMONG USERS

- Periodic reviews of space occupancy and utilization will occur and may result in the reallocation of space in order to maximize use and meet College priorities.
- The University Space Allocation Guidelines will be used to assess space needs. In many cases existing uses and space assignments may not align with those Guidelines. However, any renovation or re-assignment of "new" space shall conform to the University Space Allocation Guidelines as closely as possible.
- Space allocation priorities are:
  - Tenure-Track and Clinical Faculty
  - Research space
  - Teaching space
  - Administrative space
  - Funded Graduate Associates (i.e., GTA and GRA) & Post-Doctoral Fellows
  - Funded Visiting Faculty
  - Emeritus Faculty

F. SPACE IS TO BE A SHARED RESOURCE

- To avoid duplication of space, equipment and staff services, space is to be shared whenever practical. If necessary, usage procedures should be developed when multiple parties use the same space. Shared space (e.g., due to joint appointments, interdisciplinary work, and/or other research, should follow the same goals as in Section 3.0.

G. SPACE ALLOCATION DECISIONS ARE TO BE TRANSPARENT

- Space allocation requests must be discussed as openly as possible and communications **MUST** include the relevant parties as described in Section 6 (Renovations), Section 7 (Additional Space), and Section 8 (Relocation).



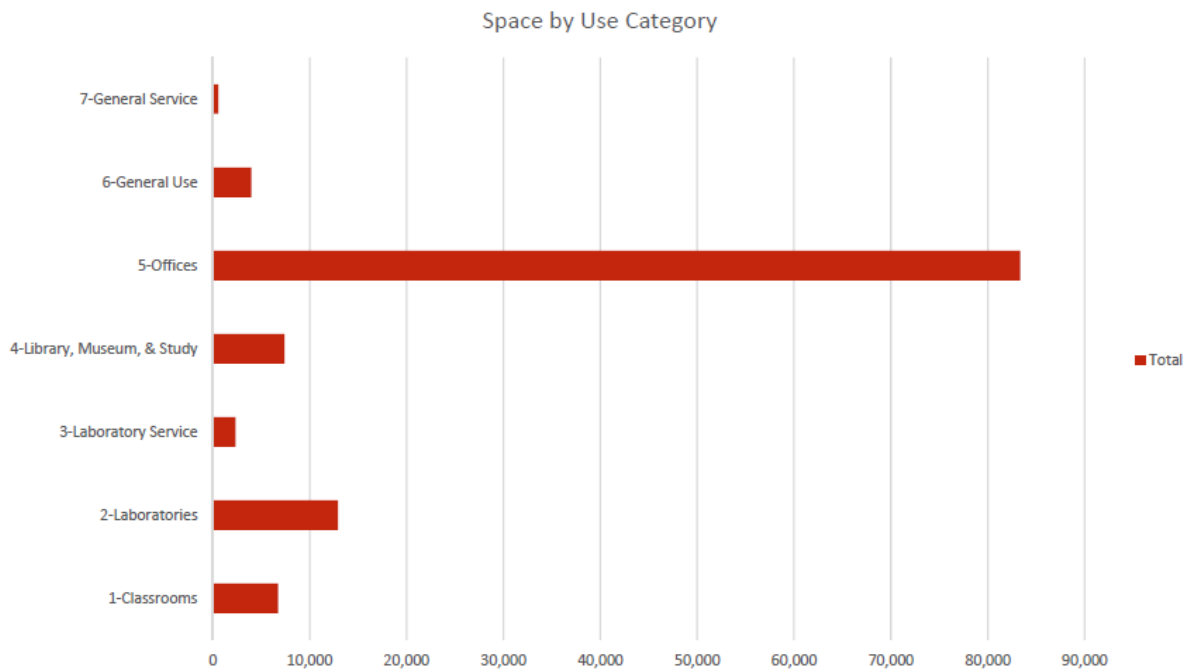
## H. GOODWILL INVESTMENT

- Units that invest in their space will be protected by the College to the extent possible. For example, a unit cost-sharing the renovation of a space with the College should feel that their investment is sound and will be protected. Only in the most extreme situations (e.g., financial or programmatic exigency) would this principle not be adhered to.

## 5.0 Offices

### a. Overview

The graph below shows the names and percentages of the components that make up EHE space. Approximately 80% of all EHE assigned space is used for offices. Therefore, giving greater attention to efficient office usage will produce the greatest optimization of overall space. (Source data from the University's space inventory)





## **b. Considerations for Determining Office Types**

One of the more difficult space decisions for unit leaders concerns the appropriate working environment allocated to personnel (i.e., private office or open-office environment). Several factors for consideration of the decision process are listed below:

- Appointment – full-time, part-time, other
- Degree of document security required
- Extent of team work engaged in
- Frequency of confidential communication, both in-person and over the phone
- Job position, rank and classification
- Processing of confidential data
- Proximity to co-workers
- Supervisory and/or managerial responsibilities
- Volume of noise generated by work activities

## **c. Office Layouts**

Below are some examples of diagrammatic office layouts shown to help in visualizing how space can be configured efficiently. The office sizes shown align with the University Space Allocation Guidelines and indicate EHE expectations.

While private offices for staff (administrative and research) and graduate students are generally preferred over modular workstations, open office systems are being increasingly utilized both in the corporate sector and on campus. Implementing a modular planning approach can provide countless layout options while preserving the flexibility of a space for changes in future programmatic requirements.

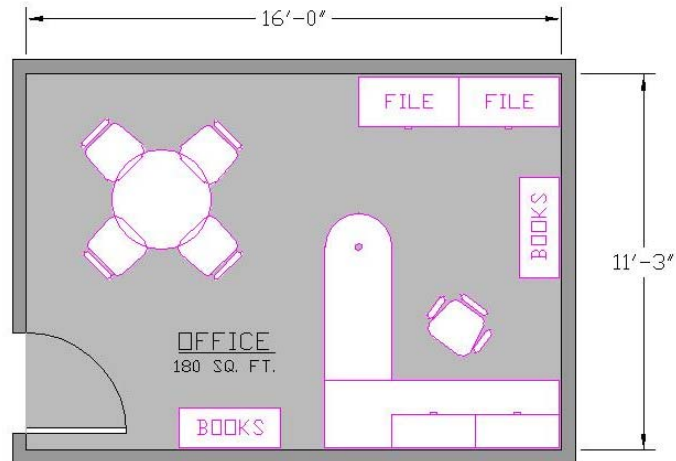
It is understood that existing buildings (especially older buildings) do not always offer uniform sized spaces and may prevent precise conformity to the Space Allocation Guidelines. Nonetheless, these layouts present a sampling of commonly used arrangements for reference in planning the use of your spaces and can be adapted to various sized rooms.



**ASSOC. DEAN, DIRECTOR, CHAIR OFFICE**

**180 ASF**

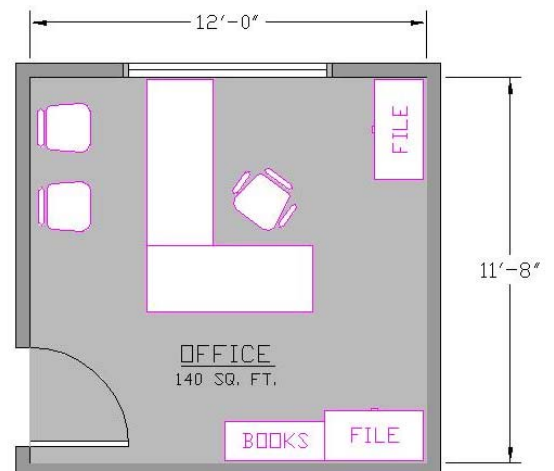
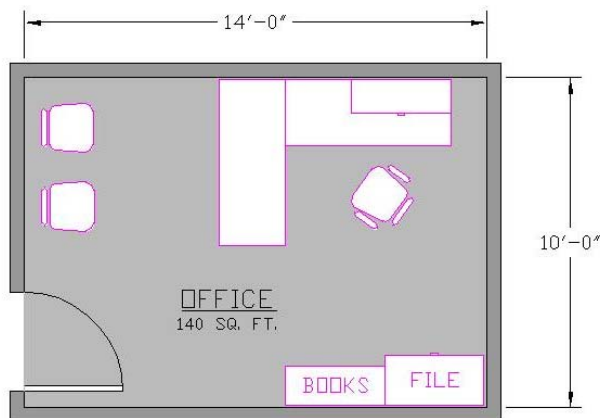
Unit head's office is an individual, private office able to contain a desk, file cabinet(s), book shelves and a meeting area for up to four people.



**FULL-TIME FACULTY / STAFF OFFICE**

**140 ASF**

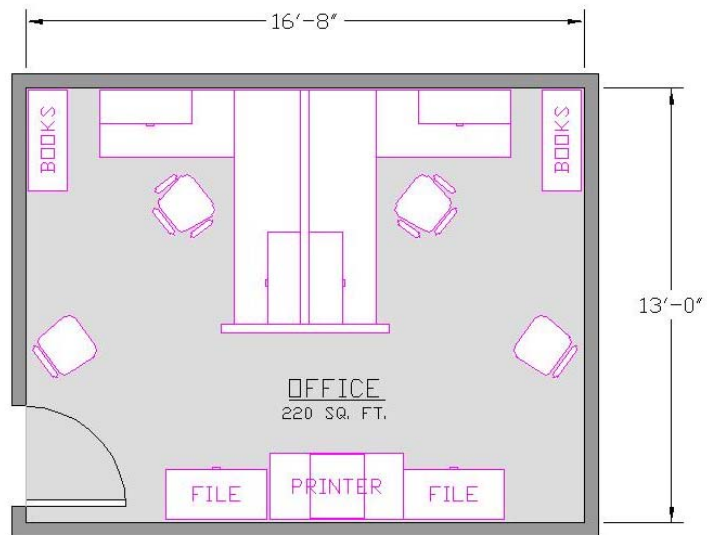
Full-time faculty, professional and administrative staff office that will accommodate a desk, file cabinet, book shelf and an area capable of holding meetings.





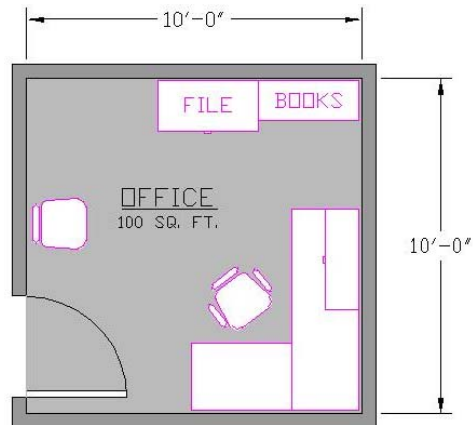
**SHARED STAFF OFFICE                      120 ASF / PERSON**

Shared offices can provide a viable option when space is limited or when staff work on similar tasks. When personnel do not require a private office or when they work with sensitive documents, a shared office may prove more secure than an open-office layout.



**POST DOC                      100 ASF**

Post doctorate fellows, research assistant, or technician requiring the privacy and security of an individual office.

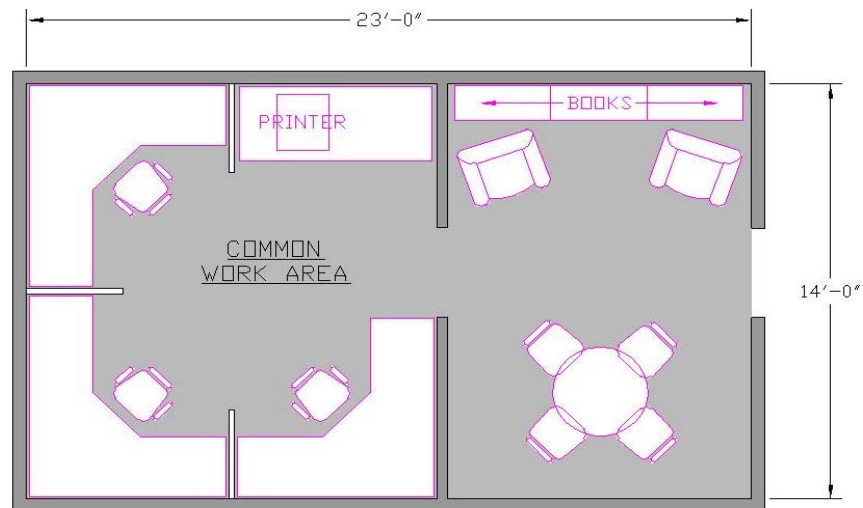






**EMERITUS FACULTY      110 ASF / PERSON**

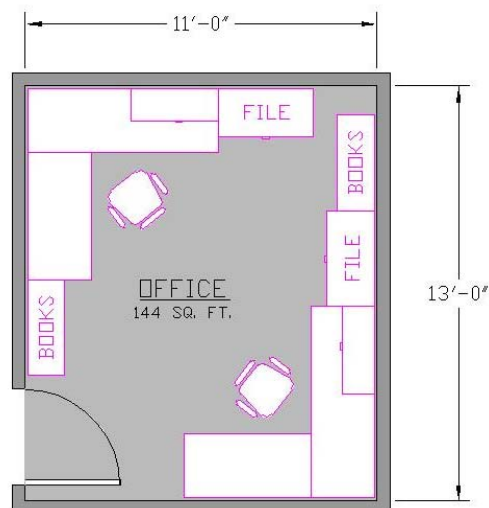
When emeritus faculty work part-time or infrequently, shared work and research space is appropriate, especially for those in related disciplines.



**SCHOLARS / FELLOWS**

**72 ASF / PERSON**

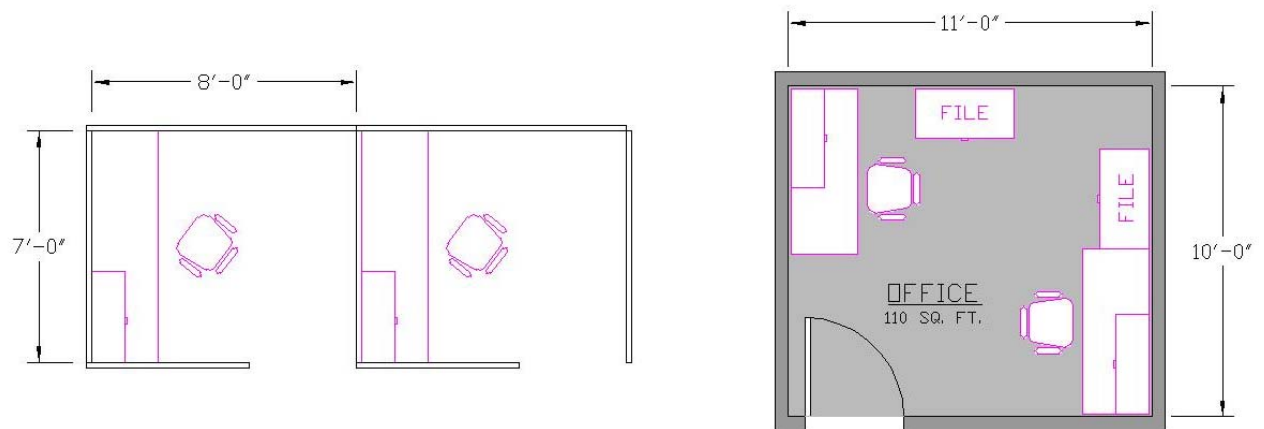
Visiting scholars, Fellows and Trainee offices are assigned shared office space occupied by two or more persons depending on the type of appointment (full or part-time), program needs and existing building conditions. The figure below shows one possible layout for associates sharing a single office. Modular work stations at 8'x9' each are also an excellent option.





**GRA 55 ASF / PERSON**

A location for a GRA or non-teaching grad associate that is to serve primarily as study station. A cubicle is preferable, but a shared office arrangement can be utilized. Since these groups typically work part-time, the same work station can be shared by multiple students by coordinating their schedules.



**d. Second Offices**

EHE discourages the assignment of second offices for faculty and staff. However, assignment of a second office may be provided in the following cases:

- Faculty members who have a joint appointment with a center or a second academic unit whose principal office is located a considerable distance away.
- Faculty members who are Associate Deans and desire spaces in both Administration and their unit.
- Unit leaders whose principal office is in a separate building from the unit office.

Second offices should be smaller than 140 asf. The Dean, Associate Dean for Research, and/or unit head will collaborate to consider requests for second offices.

**e. Furniture Usage**

Closely linked with space management is the management of furniture.



## PLAN TO REUSE FURNITURE WHEN RENOVATING

*The purpose of this announcement is to establish a general working principle within the college, effective immediately and until further notice:*

*With regard to any renovation or other building project within the college, (including centers), that requires furnishings, make every effort to use existing furniture in the unit or other used furniture within the college first.*

*New purchases should be limited to what is necessary and otherwise unavailable in the college.*

*Creative repurposing of materials and furniture should also be encouraged adhering, of course, to common good taste. This practice will enable all of us in the college to dedicate available money for use on people and projects.*

## **6.0 Renovations**

### **a. Requests**

In an effort to coordinate and prioritize the physical changes throughout EHE's many locations, all requests for renovations (regardless of funding source) are to be made by the Associate and Assistant Deans, Chairs, and Center Directors to EHE Facilities using the request form found online at the EHE Facilities webpage. Requests will be reviewed by the Dean with consideration of the following:

- Support of the College mission and University initiatives (e.g., Discovery Themes)
- Alignment with the College strategic plan
- Availability of funds
- Repurposing or enhancement of research space, interdisciplinary space, and/or other shared space collaborations
- Availability of swing space (if applicable). For example, EHE swing space has been developed in Ramseyer Hall. Thus when ES and T&L renovate their own spaces, they have somewhere to locate their personnel temporarily.
- Proposal to cost-share



- Uniqueness of the function and space to be renovated

### **b. Funding**

Renovation requests requiring a cost-share arrangement with the College should be submitted by May 1st in order to be considered in the budget planning process for the upcoming fiscal year.

### **c. Project Initiation**

Approved renovations will be initiated with FOD (Facilities Operations & Development) by the submission of an online Project Request. EHE's Facilities Planner will submit the Project Request in coordination with the requesting unit.

## **7.0 Additional Space**

### **a. Requests**

All requests for additional space are to be made by Associate and Assistant Deans, Chairs, and Center Directors to EHE Facilities using the request form found online at the EHE Facilities' webpage. Requests will be reviewed by the Dean with many of the same considerations listed above for renovations.

Requests for space not assigned to EHE require additional steps and tracks a longer process. In addition to completing the form mentioned above, EHE's Facilities Planner will submit a Space Request to the University for review.

The University considers such things as, the College's utilization of currently assigned space, how the request supports OSU's mission and the overall space needs of other campus units.

## **8.0 Relocation**



What follows are general guidelines for relocating (moving) faculty and staff within EHE spaces. There are two categories, relocating Department and Center personnel and relocating Administrative personnel. The following individuals must be involved in each type of relocation decision—for Department and Center personnel, the Department Chair / Center Director (and perhaps also their designee); for Administrative personnel, the Dean and the Facilities Planner.

**a. Relocating Department and Center Personnel**

Departments and Centers have the liberty of relocating their faculty and staff as the Department Chair / Center Director deems necessary. Thus there is no need to involve anyone at the college level for a move that is within a unit's space. This allows the unit head with a degree of control to manage their assigned spaces. Equally important, it makes each unit accountable for their relocation costs. Here are the steps:

- 1 – Discussion of the move with the Department Chair/ Center Director (including scope of the work and the process) and cc to the Facilities Planner to ensure that these guiding principles are being followed;
- 2 – Approval by the Department Chair/ Center Director;
- 3 – The Chair, Director or their designee meets on-site with a moving vendor;
- 4 – Upon receipt of the vendor's estimate several days later, the Chair, Director or their designee initiates the e-request process; and
- 5 – After the PO is issued, the Chair, Director or their designee coordinates the moving schedule.

**b. Relocating Administrative Personnel**

- 1 – Discussion of the move with the Dean and/or the Facilities Planner;
- 2 – Approval by the Dean;



- 3 – The Facilities Planner contacts the unit head to discuss the scope of the work and the process;
- 4 – The Facilities Planner meets on-site with a moving vendor;
- 5 – Upon receipt of the vendor's estimate several days later, the Facilities Planner initiates the e-request process; and
- 6 – After the PO is issued, the Facilities Planner coordinates the moving schedule.

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