

# Space Management

## Space Standards & Target Utilization Rates

### Responsible Party

Space Management Committee

### Effective date

1/10/2018

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### 100.00 INTRODUCTION AND PURPOSE

The space standards and target utilization rates are a guideline for allocating space to employees to support the [University Strategic Plan](#)<sup>2</sup> as well as to advance the academic enterprise through stewardship of spaces while balancing efficiency with flexibility. Space allocations shall follow the space - per - person standards. The guidelines are not a guarantee that an individual will receive a specific office type or amount of square feet, but rather defines the parameters and maximum net assignable square feet (NASF) a person in a specific role will be allocated.

Target utilization rates will assess how well a space is being used including efficiency as well as whether certain improvements can be made to the existing space to make it more functional. Similar to space standards, the rates are intended to be a guideline for improving the academic experience for students through improved stewardship of MSU's space resources.

### 200.00 SPACE STANDARDS

This document is herein referenced in the [Space Management Policy](#)<sup>2</sup> and shall be used by the [Office of Space Planning and Management \(SPM\)](#)<sup>3</sup> in determine appropriate office space layouts as well as by the Space Management Committee when making recommendations to the President for approval. When a Space Occupant Classification does not match a personnel type or employment SPM will recommend the closest existing classification be used when determining office type and square footage.

1. Space occupants may not reflect official MSU job titles or classifications. The purpose is to show the relationship between role, space type and attributes, and NASF to assist office space decisions when allocating space.
2. Flexibility is balanced with efficiency to ensure stewardship of spaces; as such, shared offices and labs will be prioritized to achieve collaborative environments while providing "introvert" spaces for conducting work.
3. FTE consistent with MSU Human Resources translation of faculty work load units. Includes TT, NTT, post docs and graduate assistants.
4. Non-Employee Appointments correspond to the policy adopted by MSU and outline the specific personnel associated with this classification ([Non-Employee Appointment policy](#))<sup>4</sup>.
5. Building layout and existing constraints will be factored into decisions regarding office space to optimize use without causing an undue hardship on units.

## 201.00 OFFICE SPACE STANDARDS

Space Occupant Classification <sup>1</sup>	Recommended		
	Space Type	Space Attributes	NASF per person
<b>Executive (Provost, Dean, VP, Director)</b>	Private Office	Conference table/chairs or private meeting space	120 - 200
<b>Academic Full-Time (Dept. Head, Tenure Track, Non-Tenure Track = 1.0 FTE<sup>3</sup>)</b>	Private/Shared Office	Private meeting space or shared office depending upon need and availability of space	80 - 140
<b>Academic Part-Time (Non-Tenure Track &lt; 1.0 FTE<sup>3</sup>, Emeritus)</b>	Private/Shared Office Cubicle/Open Workstations <sup>2</sup>	Collaborative and introvert spaces <sup>5</sup>	48 - 100
<b>Staff Senior/Professional</b>	Private/Shared Office Cubicle/Open Workstations <sup>2</sup>	Collaborative and introvert spaces <sup>5</sup>	80 - 140
<b>Staff Classified/Fixed-Term</b>	Shared Office Cubicle/Open Workstations <sup>2</sup>	Collaborative and introvert spaces <sup>5</sup>	48 - 120
<b>Non - Employee Appointments<sup>4</sup></b>	Cubicle/Open Workstations <sup>2</sup>	Collaborative and introvert spaces <sup>5</sup>	36 - 60

## 202.00 FURNITURE PACKAGES

SPM in coordination with [Campus Planning, Design and Construction \(CPDC\)](#)<sup>5</sup> is responsible for creating a “kit of parts” for furniture packages to accompany office layouts. The kit provides up to three different layouts for faculty and staff to select. This ensures all divisions, colleges, departments, units, etc receive similar furniture and can be interchanged as moves occur. The kit also improves efficiency with design and delivery, meets warranty and ADA standards for the University, and reduces complications when ordering replacement parts. CPDC staff including the University Architect are responsible for approving furniture layout and design packages.

### 300.00 TARGET UTILIZATION RATES

Target utilization rates shall be used as a guideline for all space resources on campus including instructional spaces such as classroom and laboratory facilities; office and study facilities; and special and general use facilities. Specific room types are included in each facility description according to the space use codes listed in the [Facilities Inventory and Classification Manual \(FICM\)](#)<sup>6</sup>.

\*Classroom, lab and special use rates: 40-hour week, Monday through Friday, 8:00 AM – 4:00 PM.

\*Conference room and general use rates: 45-hour week, Monday through Friday, 8:00 AM – 5:00 PM.

\*Office rates: Number of workstations **in use** per room.

Space Type	Room Use	Utilization Rate (Hrs)	Utilization Rate (%)	Utilization Rate (# Stations/Room)
Classroom	1 – 24 Seats	30	75	--
	25 – 50 Seats	32	80	--
	51 – 100 Seats	32	80	--
	≥ 101 Seats	34	85	--
Classroom/Lab Seats	All Classrooms and Instructional Labs	--	85	--
Lab	Research Lab	TBD	TBD	--
	Instructional Lab	34	85	--
Office	Private	--	--	1
	Shared	--	--	≥ 2
	Open Office/Cubicle	--	--	≥ 3
	Flexible Work Stations	--	--	≥ 4
Conference Room	1 – 6 Seats	30	67	--
	7 – 15 Seats	30	67	--
	≥ 16 Seats	36	80	--
Special Use	Study Room	28	70	--
	Clinic	TBD	TBD	--
	Demonstration Area	20	50	--
General Use	Assembly/Lounge	TBD	TBD	--
	Meeting Room	25	56	--

## REFERENCES

<sup>1</sup>Montana State University Planning Council, 2012. Montana State University's Strategic Plan. [online]. Bozeman. Available from: <http://www.montana.edu/strategicplan/> [Accessed December 2017]

<sup>2</sup>Space Management Policy, 2017. [online] Bozeman. Available from: [Space Management Policy](#) [Accessed December, 2017]

<sup>3</sup>Office of Space Planning and Management. (n.d.). Available from: <http://www.montana.edu/spm/> [Accessed December, 2017]

<sup>4</sup>MSU Human Resources, 2016. Non-Employee Appointments Policy. [online]. Bozeman. Available from: <http://www.montana.edu/policy/> [Accessed January 2017]

<sup>5</sup>Campus Planning Design and Construction. (n.d.). Available from: <http://www.montana.edu/pdc/> [Accessed December, 2017]

<sup>6</sup>U.S. Department of Education, National Center for Education Statistics. (2006). Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition (NCES 2006-160). U.S. Department of Education. Washington, DC: National Center for Education Statistics. Available from: <https://nces.ed.gov/pubs2006/ficm/content.asp?ContentType=Section&chapter=4&section=3>[Accessed January 2017]