

MONTANA STATE UNIVERSITY
ADJUSTED SPACE GUIDELINES

<u>AREA</u>	<u>MSU PRACTICAL OFFICE (S.F.)</u>	<u>REFERENCE ONLY NATIONAL STANDARD (S.F.)*</u>
College Dean	200-250	300-375
Chairman/Director	170-190	190-230
Associate Dean or Equiv.	170-190	170-200
Department Head	170-190	170-200
Other Administrative Officers Associate/Assistant Directors, Etc.	120	120
Executive Secretary & Reception Space	160	180
One Secretary – Chairman, Director, Dept. Head Office	120	150
Two Secretaries – Dept. Head Ofc.	180	200
Three or More Secretaries in one Area	75 ea.	80 ea.
Faculty Office, Single	110-120	110-120
Faculty Office, Double	150-170	170-200
Graduate Teaching Assistant (Cubicle)	36-40	60-75

* Association of Higher Education Facilities Officers