

Idaho State

UNIVERSITY



Space Planning Guidelines

**Developed by
Facilities Services
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Introduction

The intention of the Space Planning Guidelines is to regard space allocation more judiciously, to ensure that new construction is planned realistically, efficiently, carefully and conservatively, and to promote optimum use and conservation of space in existing and renovated buildings. It is also important for these guidelines to remain flexible for the needs of Idaho State University in the future.

The following guidelines have been developed by ISU Facilities Services to serve as an aid in the planning, allocating and managing of space for the University. They are intended to assist in establishing fair, reasonable, consistent, efficient and flexible planning parameters as well as making sound management decisions about space allocations both for new building spaces and within existing or renovated buildings.

This planning guideline is modeled after other universities, as a “work in progress” (Stanford University, Auburn University, Oregon State University, UNLV, University of Oklahoma, Austin Community College and State of Washington Universities and Colleges). This planning guide also references the “Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition classification names and numbers and the “State of Idaho Comprehensive Policy on Space and Facilities” Executive order No. 2001-08.

These Space Planning Guidelines will continue to be reviewed and adapted to truly represent the university’s space needs based upon factors (economics, needs, direction, etc.), for new and existing campus buildings for the University.

100 Classroom Facilities

I. This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms and other spaces used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below).

110 Classroom

- *Definition:* A room or space used primarily for instruction classes and which is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- *Description:* Includes rooms or spaces generally used for scheduled instruction which require no special, restrictive equipment or configuration. These spaces may be called lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs, table and chairs, or similar type of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

115 Classroom Service

- *Definition:* A space that directly serves one or more classrooms as an extension of the activities in that space.
- *Description:* Includes projection rooms, Audio/Video rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.

This space category of “Classroom Service” requires an analysis of what the classroom use will be, whether general or specific use, and therefore may require different sizes of classroom service. Therefore, Classroom service will therefore need to be determined at the time of planning and coordination with specific academic departments.

Design Standards for Classroom Space Types

ROOM CATEGORY	ROOM STUDENT CAPACITY	MOVABLE CHAIR W/TABLET ARM (nasf)*	AUDITORIUM SEATING (nasf)*	MOVABLE TABLE AND CHAIRS (nasf)*	FIXED TABLE W/ MOVABLE CHAIR (nasf)*	
Seminar/Small Classroom	0-25	17-24	--	16-26	20-22	
Medium Classroom	26-49**	16-18	--	16-26	18-20	
Large Classroom	50-99	14-16	14-17	16-22	18-20	
Lecture	100-149	--	12-15	16-22	18-20	
Halls	150-299	--	10-14	16-22	17-19	
	300+	--	10-14	16-22	16-18	

Figure 100-A

Notes:

1. The table above is a guideline for new construction or major renovations to insure the appropriate amount of space per seat/student. Actual space per seat/student may vary depending on existing room configuration as well as type of furniture and seating used. All classrooms of a 50+ capacity requires additional considerations and review on a "case by case" basis.
2. *NASF Definition: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. Can also be defined as individual space within a floor/building that is assignable.
3. **Seating capacity per fire codes for most classrooms with only one entrance/exit door should not exceed a student/instructor capacity of 49.

200

Laboratory Facilities

II. A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc.

The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old “wet lab” experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space.

Laboratory facilities can be subdivided into three categories: class, open, and research/non-class laboratory. A Class Laboratory is used for scheduled instruction. An Open Laboratory supports instruction but is not formally scheduled. A Research/non-class Laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge. Institutions may wish to further distinguish various types of Class, Open, and Research/non-class laboratories through the use of extension or special codes.

210 Class Laboratory

- *Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.
- *Description:* A Class Laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the use of the spaces, by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as Class Laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

215 Class Laboratory Service

- *Definition:* A space that directly serves one or more Class Laboratories as an extension of the activities in those spaces.

Components:*

Total space required for class laboratory facilities is determined by considering a number of factors: Average Station Utilization and Student Contact Hours; Students; ASF per Station requirements; and Number of Stations required. A methodology for calculating total space needs for class laboratory facilities follows the brief description/definition of these factors found in the following section.

1. **Station Utilization** Only formally scheduled hours of instruction are included in the study of class laboratory utilization. However, laboratory classes often require blocks of preparation and dismantling times, and student make-up and extra laboratory experiment time which preclude the use of the class laboratory for scheduled instruction. Sufficient allowance for these essential nonscheduled time periods must be made when setting and analyzing class laboratory utilization rates. Class laboratories are normally not interchangeable between fields of study and utilization rates of these rooms are meaningful only when used in relationship to a single discipline. Averaging the utilization of several fields of study will result in misleading and inconclusive results. The per station utilization is calculated using standards for the average weekly hours of scheduled daytime use for class laboratories and the standard for the average room occupancy. For planning purposes, it is assumed that 20 hours of scheduled, day-time use per week constitutes full room use. It is also assumed that full occupancy is achieved when an average of 80 percent of the class laboratory stations are used per week. Average Station Utilization is thus calculated to be 16 hours, as shown below:

Average Room Use x Average Room Fullness = Average Station Utilization

$$(20 \text{ hours} \times 80\% = 16 \text{ Hours})$$

2. **Student Contact Hours** The most basic contact hour is calculated based on one student in a class laboratory for one 50-minute period. Thus a course with 10 students that meets five times a week for 50 minutes per day is said to have 50 student contact hours (10 students x 1 - 50-minute hour x 5 meetings).

3. **ASF Per Station** The ASF per station guideline numbers which follow establish an order of magnitude for class laboratory space within the major Classification of Instructional Programs (CIP) categories. (Appendix A shows square feet per station data for those specific disciplines within each major CIP group that had data. However, it is only the CIP group average that is intended to be meaningful within the arrayed data.) The guidelines are for both research and regional institutions of higher education and all levels of study (i.e., lower division, upper division and graduate course levels). The guidelines include both space classified in category 210 (Class Laboratory) and space in category 215 (Class Laboratory Service). Justification is necessary if space requirements vary significantly from the guidelines. Such justification must be supported by the curricular and/or pedagogical requirements of the discipline(s).

Major CIP Groups*	Recommended ASF per Station Planning Guidelines	Range	
		Low	High
Area Studies	35	35	40
Law	35	30	40
Letters	35	N/A	40
Library Science	35	30	40
Mathematics	35	30	40
Public Administration	35	35	40
Business	35	35	40
Foreign Languages	45	40	50
General Studies	45	40	50
Social Sciences	45	30	70
Education	50	35	150
Psychology	50	30	70
Natural Sciences	60	25	70
Communications	60	35	96
Computer Sciences	60	50	60
Agricultural Business	65	50	125
Biological Sciences	65	25	80
Health Professions	65	40	175
Home Economics	70	45	100
Agricultural Sciences	75	55	160
Architecture	75	60	85
Physical Sciences	80	40	90
Arts	90	50	175
Engineering	120	35	180

4. Class Laboratory Stations

The number of stations provided in class laboratories should be determined based on the specific course curriculum and pedagogy, and number of students to be served by the class laboratory. For planning purposes, the number of class laboratory stations to be provided in a new or remodeled facility should be based on extensive and in-depth consultations with individual faculty teaching the courses that will use the class laboratories, administrative personnel, institutional architects and project managers and professional laboratory planning consultants,

For those institutions with reliable data on student class lab contact hours, an estimate of the number of student class laboratory stations that are required can be calculated as shown below. This formula assumes continuing levels of students and unchanging curriculum requirements.

$$\text{Total Student Contact Hours*} \quad \boxed{} \quad \div 16^* = \boxed{} \quad \text{Total Stations required}$$

*** Total student contact hours are the sum of all student contact hours generated in regularly scheduled class sections accommodated by the class lab(s).**

D. Evaluation Criteria

In general, total space required for class laboratories can be estimated using the formulas presented in the previous sections. However, when dealing with small academic departments with small number of student contact hours will in many cases result in an inadequate total class laboratory space requirement. In these cases, class laboratory and class laboratory service space should be determined based on specific curricular requirements. Standards of utilization, total student contact hours, estimated number of stations and ASF per station are the data elements required to complete the calculation.

1.	Average Station Utilization Average Room Use x Average Room Fullness (20 hours x 80% = 16 Hours)	<u>16</u>
2.	Student Contact Hours (50-minutes period x 1 student = 1 Contact Hour)	_____
3.	Assignable square feet per station including room type 215 (from Planning Guidelines)	_____
4.	Number of stations (to be determined by planning process or following formula)	_____
5.	Total assignable square feet of Class Laboratory and Class Laboratory Service (ASF/station (step 3) x number of stations (step 4) = total ASF)	_____

220 Open Laboratory

- *Definition:* A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.
- *Description:* An Open Laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment which are not restricted to a specific discipline or discipline group are classified as Study Rooms (410), unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

225 Open Laboratory Service

- *Definition:* A space that directly serves one or more open laboratories as an extension of the activities in those spaces.

Assumptions:*

1. Open Class Laboratories, while often used in conjunction with Class Laboratories (210), have special and unique factors and serve an extended variety of academic functions that precludes the establishment of general planning guidelines for different disciplines or fields of study.
2. Space for new Open Class Laboratories should be determined based on the specific course curriculum and pedagogy, number of students to be served by the open class laboratory, and support space required. For planning purposes, the number of open class laboratories and the number of stations in each laboratory should be based on extensive and in-depth consultations with individual faculty teaching the courses that will use the open class laboratories, administrative personnel, institutional architects and project managers and professional laboratory planning consultants.
3. Total space required for open laboratory facilities is determined by factoring in ASF per Station and Number of Stations requirements. Average Station Utilization and Student Contact Hours cannot be derived due to the informal and unscheduled use of the facility.

Space Formula

1. Assignable square feet per station including room type 225
(to be determined by planning process) _____
2. Number of stations
(to be determined by planning process) _____
3. Total assignable square feet of Open
Laboratory & Open Laboratory Service
(ASF/station (step 1) x number of stations (step 2) = total ASF) _____

250 Research/Non-class Laboratory

- *Definition:* A space used for laboratory experimentation, research, or training in research methods; professional research and observation; structured creative activity within a specific program, for sponsored research (whether sponsored with federal, state, private, or institutional funds).
- *Description:* A Research/non-class Laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering “new knowledge” to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes laboratories that are used for experiments, testing, or “dry runs” in support of instructional, research, or public service activities. Non-class public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

255 Research/Non-class Laboratory Service

- *Definition:* A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

Assumptions:*

1. Research laboratories have special and unique factors and serve an extended variety of research functions that preclude the establishment of general planning guidelines for different disciplines or fields of study.
2. Space for new research laboratories should be determined based on the specific research and support space requirements for the different disciplines or fields of study. For planning purposes, the number of research laboratories and the special attributes found in each laboratory should be based on extensive and in-depth consultations with individual faculty using the laboratories, administrative personnel, institutional architects and project managers and professional laboratory planning consultants..
3. At a minimum, research laboratory facilities should be planned and designed to: Provide Flexibility: building expansion capability, ability to convert space from one activity to another, ability to adapt to changing and new technologies and procedures. Enhance Communication: communication through spatial requirements, understanding the role of communication in accomplishing research. Ensure Safety: code compliance/regulatory guidelines, fire and environmental hazards, personal security. Provide Adequate Building Systems: structural, mechanical, electrical, communication.
4. Planning of research laboratories should be based on a modular concept that provides flexibility, ensures safety and environmental conditions, promotes communication and maintains project cost controls. There is no single planning module that will satisfy all research laboratory needs. Data from modules used in other facilities, while providing valuable comparisons, should not be used without validation testing to see how they would accommodate the specific needs of the current research laboratory project.

Factors that affect designs are:*

- a. Number of people to be accommodated in the space.
- b. Modes of communication and traffic patterns.
- c. Number and type of work and research spaces.
- d. Special equipment and building design features.
- e. Future trends in the field.
- f. Special support systems and controls required for the research.
- g. Overall building construction methods.

Space Formula: Research facilities are provided as program funding permits.

*Reference: Facilities Evaluation and Planning Guide-“Revised by the Inter-institutional Committee of Space Officers representing the public four-year colleges and universities in the state of Washington (1994)

300 Office Facilities

- III.** Office facilities are individual, multi-person, or workstation spaces specifically assigned to executive, academic, administrative, and service functions of Idaho State University. Office space will have a classification space use code of Office (310), and the additional differentiation for the appropriate Idaho State University division and department.

310 Office

- *Definition:* A space housing faculty, staff, or students working at one or more desks, tables, or workstations.
- *Description:* An Office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are executive, faculty, administrative, clerical, graduate assistant, and teaching assistant, and student offices.

Design Standards for Office Space Types

Office Facilities (310)

NASF

Dean and Equivalent	200 Min.
Chairs, Directors, Dept. Head and Equivalent	150 Min.
Faculty/Professional/Sr. Staff and Equivalent	120 Min.
Student Assistants	100 (See Note #3)
Administrative Assistant, Office Specialist, Secretarial, Clerical	100
Staff and Others	80
Cubicles	50

315 Office Service

- *Definition:* A space that directly serves an office or group of offices as an extension of the activities in those spaces.
- *Description:* Includes file rooms, break rooms kitchenettes serving office areas, copy and fax rooms vaults, closets private rest rooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms, testing (assessment, non-health, non-discipline-related) rooms, and open or private (restricted/nonpublic) circulation areas.

Office Services (315)

Percentage of Total Dept. NASF

Office Service	5%
Waiting/Reception Room	5%
Office Server Room	80 nasf (def. page 5)

350 Conference Room

- *Definition:* A space serving an office complex and used primarily for staff meetings and departmental activities.

355 Conference Room Service

- *Definition:* A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

Conference Room/Service (350 & 355)

NASF per FTE

8 or Less FTE	Chair Office Use
8 to 25 FTE	20
Over 25	Classroom Use

Notes/Assumptions:

- 1) Space requirements per full time equivalent (FTE).
- 2) FTEs are one of the key metrics for measuring the contribution of academics in third level education. Academics in some universities are nominally expected to contribute 20 FTEs in any one year. This is typically achieved through a combination of teaching and research supervision.
- 3) The net assignable square feet (NASF) numbers listed above are average numbers. Some projects may require more or less space than these averages.
- 4) Assumes a minimum of two staff members per office space.

Study Facilities

IV. Library and Study space is classified into five categories: Study Room (library or non-library), Stack, Open-Stack Study room, Processing Room (user assistance or technical processing), and Study Service. Offices used for library activities are coded as Office facilities. A study space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, typewriters, records and tapes) and does not restrict the space to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

- 410 Study Room.
- 420 Stack.
- 430 Open-Stack Study Room.
- 440 Processing Room.
- 455 Study Service.

Special Use Facilities

V. This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

- 510 Armory.
- 515 Armory Service.
- 520 Athletic or Physical Education.
- 523 Athletic Facilities Spectator Seating.
- 525 Athletic or Physical Education Service.
- 530 Media Production.
- 535 Media Production Service.
- 540 Clinic.
- 545 Clinic Service.
- 550 Field Building.
- 555 Demonstration.
- 560 Field Building.
- 570 Animal Facilities.
- 575 Animal Facilities Service.
- 580 Greenhouses.
- 585 Greenhouse Service.
- 590 Others (All Purpose).

600 General Use Facilities

VI. General Use Facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General Use Facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings and day care) for the institutional and participant community populations.

- 610 Assembly.
- 615 Assembly Service.
- 620 Exhibition.
- 625 Exhibition Service.
- 630 Food Facility.
- 635 Food Facility Service.
- 640 Day Care.
- 645 Day Care Service.
- 650 Lounges.
- 655 Lounge Service.
- 660 Merchandising.
- 665 Merchandising Service.
- 670 Recreations.
- 675 Recreation Service.
- 680 Meeting Room.
- 685 Meeting Room Service.

700

Support Facilities

VII. Support Facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support Facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

- 710 Central Computer or Telecommunications.
- 715 Central Computer or Telecommunications Service.
- 720 Shop.
- 725 Shop Service.
- 730 Central Storage.
- 735 Central Storage Service.
- 740 Vehicle Storage.
- 745 Vehicle Storage Service.
- 750 Central Service.
- 755 Central Service Support.
- 760 Hazardous Materials Storage.
- 770 Hazardous Waste Storage.
- 775 Hazardous Waste Service.
- 780 Unit Storage.

800

Health Care Facilities

VIII. This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic 540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

- 810 Patient Bedroom.
- 815 Patient Bedroom Service.
- 820 Patient Bath.
- 830 Nurse Station.
- 835 Nurse Station Service.
- 840 Surgery.
- 845 Surgery Service.
- 850 Treatment/Examination Clinic.
- 855 Treatment/Examination Clinic Service.
- 860 Diagnostic Service Laboratory.
- 865 Diagnostic Service Laboratory Support.
- 870 Central Supplies.
- 880 Public Waiting.
- 890 Staff On-Call Facility.
- 895 Staff On-Call Facility Service.

Residential Facilities

IX. Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), Dining Areas (see Food Facility 630), Recreation (670) Rooms, and their corresponding service codes. Service Rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

- 910 Sleep/Study Without Toilet or Bath.
- 919 Toilet or Bath.
- 920 Sleep/Study With Toilet or Bath.
- 935 Sleep/Study Service.
- 950 Apartment.
- 955 Apartment Service.
- 970 House.

Unclassified Facilities

X. Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

- 050 Inactive Areas.
- 060 Alterations or Conversion Area.
- 070 Unfinished Areas.

DRAFT

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