



The University of Vermont

Space Allocation Guidelines

Planning, Design and Construction (PDC) administers these guidelines and assists the campus community in their implementation and interpretation. The space allocation guidelines are updated periodically based on peer institution allocations in consultation with the Provost and Vice President for Finance and Administration.

The space allocation guidelines for specific types of space are based on:

- Identification of nationally recognized guidelines and where these are deemed inappropriate, standards established through various space-planning consultants' work with similar institutions are utilized.
- Review of design and/or program plans completed for previous projects and empirical data to estimate current and future space needs.
- Identification of the goals and vision articulated by the University of Vermont and the plans articulated by each of the colleges, schools, and administrative units.
- Analysis of existing UVM space usage allocations and comparison with published criteria, including benchmarks with peer institutions; and
- Determining, for each space type category, an appropriate guideline amount, which provides a best "fit" for the functional use and programmatic needs of faculty, students, and staff.

Space allocation guidelines provide the University community with a mechanism for equitable and efficient planning for space requirements. Any deviations from these guidelines may be justified and are examined on a case-by-case basis.

The following guidelines define in detail the University's space allocation standards. For a synopsis of the allocation, guidelines refer to Space Allocation Guidelines Detail by Space Type Table at the end of this document.

Class/Seminar/Lecture Rooms

Classrooms are a shared resource, centrally scheduled by the Registrar's Office. Priorities for university classrooms are first for academic instruction; second, academic-related events; and finally for non-academic events. Information regarding use of all classrooms and seminar rooms, including those under department control, should be centralized and shared. Seminar rooms are assigned for exclusive departmental use based on documented needs and are subject to reassignment if needs cannot be documented.

Three methods are used to measure room size, use, and efficiency;

1. Assignable square feet per student (ASF/S);
2. Number of weekly hours a room is actually used; and
3. Percentage of seats used during a class section.

Estimate new room size/number of seats

There should be a relatively narrow range of institutional variation for the allocation of space per seat (ASF/S). Some of the variation is due to factors such as seat size, seat style, aisle width, room egress and area available for presenter.

The University of Vermont has established the following standards for classrooms:

	Target Utilization	Actual Utilization *
Space per student station	20 ASF	19 ASF
Hours of use per week	30 hours per week	29 hours per week
Average student station occupancy	67%	65%

* Data based on fall 2004.

Laboratory Service

Laboratory space is allocated based on space guidelines and include both the number of people in the work group and the type of activities conducted. Other special use areas are allocated based on articulated needs. Laboratory space allocation is also subject to restrictions and regulations applicable to the use of hazardous materials and will be limited to areas designed for this purpose.

The University of Vermont has defined standard measures based upon general disciplines and includes service space for the laboratories.

Teaching Labs

Laboratory space guidelines for teaching labs takes into account the need for enough space for new paradigms in teaching methodology requiring collaborative learning environments, such as mediated laboratories and workshop presentations. The following table provides the guideline amount of space per student station by discipline.

College/School	Department	ASF per Station
College of Agriculture and Life Sciences		
	Animal Science	90
	CALS Dean's Office	80
	Nutrition and Food Sciences	80
	Plant and Soil Sciences	70
College of Arts and Sciences		
	Art	80
	Biology	65
	Chemistry	75
	English	50
	Geography	60
	Geology	60
	Music	60
	Physics	75
	Psychology	50
	Theatre	150
College of Education and Social Sciences		
	Department of Education	40

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College/School	Department	ASF per Station
	Department of Integrated Professional Studies	40
College of Engineering & Mathematics		
	Civil and Environmental Engineering	120
	Computer Science	60
	Electrical and Computer Engineering	100
	Mathematics and Statistics	30
	Mechanical Engineering	140
College of Nursing and Health Sciences		
	Biomedical Technologies	80
	Nursing	65
	Physical Therapy	80
Rubenstein School of Environment and Natural Resources		
	Forestry	80
	Natural Resources	50
	Recreation Management	50
	Vermont Studies	60
	Wildlife and Fisheries Biology	65

The following represents the target utilization and actual utilization for teaching laboratories:

	Target Utilization	Actual Utilization *
Engineering, Agriculture, Health – Hours of use per week	11.25 hours per week	16 hours per week
All Other Disciplines – Hours or use per week	20 hours per week	
Average student station occupancy	80%	78%

Research Labs

Nationally, research laboratory space guidelines vary considerably and are complex to calculate especially with universities with medical and health centers. However, in order to provide a logical set of standards among research lab space the University has adopted a square feet calculation for a research team based on discipline specific needs for research space. This assumes that research teams range from four to seven people in most cases. The following guidelines are applied at a department level so it can take into account the different requirements of a specific program:

College/School	Department	ASF per Team
College of Agriculture and Life Sciences		
	Animal Science	1,160
	Botany	1,160
	Nutrition and Food Sciences	1,120
	Plant and Soil Sciences	1,160
College of Arts and Sciences		
	Anthropology	200
	Art	200
	Biology	1,160
	Chemistry	1,120
	Communication Sciences	200
	Geography	100
	Geology	1,120
	Physics	1,120
	Psychology	300
College of Education and Social Sciences		
	Dean's Office	30
	Department of Education	30
	Department of Integrated Professional Studies	30
	Social Work	30
College of Engineering & Mathematics		
	Civil and Environmental Engineering	680
	Computer Science	30
	Electrical and Computer Engineering	950
	Mechanical Engineering	1,160
College of Medicine		
	Anatomy and Neurobiology	1,160
	Biochemistry	1,120
	Family Practice	1,160
	Medicine	1,160
	Microbiology and Molecular Genetics	1,160
	Molecular Physiology and Biophysics	1,160
	Neurology	1,160
	Obstetrics and Gynecology	1,160

College/School	Department	ASF per Team
	Orthopedics and Rehabilitation	1,160
	Pathology	1,160
	Pediatrics	1,160
	Pharmacology	1,160
	Psychiatry	1,160
	Surgery	1,160
College of Nursing and Health Sciences		
	Biomedical Technologies	200
	Nursing	30
	Physical Therapy	30
Rubenstein School of Environment and Natural Resources		
	RSENR	680

Office/Office Service/Conference

At the University, the current range of office sizes varies widely across departments, as does the range of office space. There are a number of explanations for this variance, including historical use, changes in space function over time, personnel shifts without corresponding space reallocations, and the existing configurations within the historic facilities.

The guideline application for office space needs is based on major categories of staff and application of space amounts for office service and conference space needs.

The nature of the work should influence the allocation of office space. The use of movable walls that can be rearranged to meet changing needs will be used whenever possible to maintain maximum flexibility and efficiency for current and future space needs.

Private offices are appropriate for:

- Full-time faculty members
- Administrative officers
- Selected staff members that need space for one-on-one meetings

Shared office space is expected for:

- Part-time faculty
- Graduate teachings assistants
- Research assistants
- Visiting faculty
- Administrative support staff

Multiple Office Assignments

Assignment of more than one campus office to an individual is highly discouraged. The need for more than one office will be reviewed on a case-by-case basis.

Office Service Space

Represents space that supports the office functions such as space for copiers, mailroom, office supplies, etc.

Conference Room Allocation

Some conference rooms are a shared resource and are centrally scheduled by University Event Services. Conference rooms may also be assigned to specific departments based on documented needs and space guidelines. Whenever possible, conference space within a building will be shared by other departments and/or units.

The following conference room space allocation guidelines provide a basis for establishing overall conference needs of a unit. Specific design guidelines may vary dependent upon specific departmental needs and opportunities for sharing this resource.

The following space guidelines for each category were developed by comparing the average office sizes to normative standards.

Staffing Type	Office ASF	Service ASF	Conference ASF
President	350	250	400
Provost	280	30	50
Vice President	280	30	50
College Dean	280	30	50
Associate Dean	180	30	50
Executive/Administrative	180	30	30
Faculty	140	30	15
Professor Emeritus	120	30	15
Non-tenured Faculty			
Research Faculty	120	30	15
Faculty Adjunct	120	30	15
Lecturer/Instructor	120	30	15
Lecturer/Instructor Adjunct	60	30	5
Professional	140	30	15
Professional (COM)	140	2	15
Administrative Asst & Aides/Clerical Office	105	30	3
Technical/Paraprofessional	120	30	5
Technical/Paraprofessional (COM)	120	0	5
Police Officer	30	0	0
Post Doctorate Fellow/Trainee	60	30	5
Pre-doctoral Fellow/Trainee	60	0	5
Graduate Teaching Assistant	60	0	5
Graduate Research/Teaching Assistant	60	0	5
Graduate Assistant	60	0	5
Student Worker	30	0	0
Open Office – General	72 - 96	Refer to staffing type	Refer to staffing type

Library/Learning Space Guidelines

Additional library and learning commons guidelines have been established based on the 2012 Library and Learning Commons Feasibility Study and Master Plan conducted by Shepley Bulfinch, an architecture firm based in Boston, MA. The specific library guidelines are found below:

Library Space Type	ASF / Station
Computer Lab – Open Lab or Class Lab	36
Consultation Rooms (2 persons)	80
Digital Media Production Rooms	80
Exam Proctoring Carrels	42
Media Editing Rooms	26
Media Viewing Rooms	26
Music Listening Room	40
Reference / Technology Help Desks	64

Building Service Space

Each building requires a designated amount of space for the mechanical, electrical, telecommunications/networking and custodial needs within a building. Building Service space needs to be secured from public access. Space guidelines for telecommunications/networking space are identified by Telecommunication Services and space guidelines for Custodial space requirements are identified by Custodial Services. Storage within building service space is prohibited.

Storage Space

Storage space, other than that utilized for standard office supplies, should be managed centrally and available to departments at a cost to provide incentive for minimizing storage needs and to support the facilities dedicated to storage. These facilities should be located in areas other than Central Campus.

Swing Space

On-going capital projects, deferred maintenance and unanticipated emergencies are events that will require swing space. Available vacant space should be set aside and prepared for potential use with minimal expenditures and a flexible design. If vacant space is not available it may be necessary to lease space.

Non-University Parties

Leases to non-University parties on a year-to-year basis are supported for a variety of circumstances and can include:

- The non-University party is affiliated and/or provides a needed service to the University community (e.g. University food service provider).
- The space is not required by campus units and/or the campus financial resources preclude the operation and maintenance of the space.

University of Vermont Leasing Space from Third Parties

Leasing of space by the University from third parties is managed centrally by Real Estate Operations. Leasing space should be arranged only when on campus space is not available or when the unit requires an off campus location for programmatic reasons. The amount of space leased for a unit or units should conform to the space guidelines. Leased space will be considered temporary until suitable space is identified unless a unit requires an off campus leased location for programmatic reasons. Leased space will be selected based on a combination of factors including:

- Viable transportation links to campus to promote accessibility
- Opportunities to consolidate units under one lease
- Negotiation of optimal lease rates/conditions for the University

Contact

Questions related to the Space Allocation Guidelines should be directed to:

Campus Space Manager
Planning, Design and Construction
(802) 656-1449

Email: Spacemanagement@uvm.edu

SPACE GUIDELINE SYNOPSIS (updated in 2019 to include office cubicle size recommendations)

Personnel Type	Office ASF	Service ASF	Conference ASF
President	350	250	400
Provost	280	30	50
Vice President	280	30	50
College Dean	280	30	50
Associate Dean	180	30	50
Executive/Administrative	180	30	30
Faculty	140	30	15
Professor Emeritus	120	30	15
Non-tenured Faculty			
Research Faculty	120	30	15
Faculty Adjunct	120	30	15
Lecturer/Instructor	120	30	15
Lecturer/Instructor Adjunct	60	30	5
Professional	140	30	15
Professional (COM)	140	2	15
Administrative Asst & Aides/Clerical Office	105	30	3
Technical/Paraprofessional	120	30	5
Technical/Paraprofessional (COM)	120	0	5
Police Officer	30	0	0
Post Doctorate Fellow/Trainee	60	30	5
Pre-doctoral Fellow/Trainee	60	0	5
Graduate Teaching Assistant	60	0	5
Graduate Research/Teaching Assistant	60	0	5
Graduate Assistant	60	0	5
Student Worker	30	0	0

Classroom/Lecture Hall	Target Utilization	Actual Utilization
Space per student station	20 ASF	19 ASF
Hours of use per week	30 hours per week	29 hours per week
Average student station occupancy	67%	65%

Teaching Labs	Target Utilization	Actual Utilization
Engineering, Agriculture, Health – Hours of use per week	11.25 hours per week	16 hours per week

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Teaching Labs	Target Utilization	Actual Utilization
All Other Disciplines – Hours or use per week	20 hours per week	
Average student station occupancy	80%	78%

Library Space Types	ASF/Station
Computer Lab – Open or Class Lab with computers	36
Consultation Rooms (2 person – 40 ASF/Person)	80/Room
Digital Media Production Room	80
Exam Proctoring Carrels	42
Media Editing Rooms	26
Media Resource Viewing Rooms	26
Music Listening Room	40
Reference / Technology Help Desks	64

Cubicle Description (PDC recommendations 2019)	ASF/Station
8.0' X 9.0' – very efficient for one guest chair	72
8.0' X 10.0' - allows for up to 2 guest chairs	80
8.0' X 12.0' – allow for up to 2 guest chairs	96

College/School/Department	Teaching Labs ASF per Station	Research Labs ASF per Team (4-7 people avg)
College of Agriculture and Life Sciences		
Animal Science	90	1,160
Botany		1,160
CALS Dean's Office	80	
Nutrition and Food Sciences	80	1,120
Plant and Soil Sciences	70	1,160
College of Arts and Sciences		
Anthropology		200
Art	80	200
Biology	65	1,160
Chemistry	75	1,120
Communication Sciences		200
English	50	
Geography	60	100
Geology	60	1,120
Music	60	

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College/School/Department	Teaching Labs ASF per Station	Research Labs ASF per Team (4-7 people avg)
Physics	75	1,120
Psychology	50	300
Theatre	150	
College of Education and Social Sciences		
Dean's Office		30
Department of Education	40	30
Department of Integrated Professional Studies	40	30
College of Engineering & Mathematics		
Civil and Environmental Engineering	120	680
Computer Science	60	30
Electrical and Computer Engineering	100	950
Mathematics and Statistics	30	
Mechanical Engineering	140	1,160
College of Medicine		
Anatomy and Neurobiology		1,160
Biochemistry		1,120
Family Practice		1,160
Medicine		1,160
Microbiology and Molecular Genetics		1,160
Molecular Physiology and Biophysics		1,160
Neurology		1,160
Obstetrics and Gynecology		1,160
Orthopedics and Rehabilitation		1,160
Pathology		1,160
Pediatrics		1,160
Pharmacology		1,160
Psychiatry		1,160
Surgery		1,160
College of Nursing and Health Sciences		
Biomedical Technologies	80	200
Nursing	65	30
Physical Therapy	80	30
Rubenstein School of Environment and Natural Resources		
Forestry	80	680
Natural Resources	50	
Recreation Management	50	
Vermont Studies	60	
Wildlife and Fisheries Biology	65	

Revisions to Space Guideline Synopsis

- 8/28/19 – added cubicle size recommendations (UVM Planning, Design & Construction)