

APPENDIX 03 – OFFICE AND WORKSTATION GUIDELINES

A. Office and Workstation Guidelines Intent

1. If the project includes offices or workstations, The Project Manager is to verify that these areas are in accordance with the guidelines below.
2. If the square footage is greater than 10% different from the guidelines, then a full variance report is to be sent to Assistant University Architect requesting approval.

B. Office and Workstation Guidelines Data

ENCLOSED OFFICES		
200 NASF	120 NASF	90 NASF
<ul style="list-style-type: none"> • Executive VP • Senior VP • Provosts • Chancellors • Academic Deans 	<ul style="list-style-type: none"> • VP (Associate/Assistant) • Executive Directors • Associate/Assistant Deans • Chairpersons • (2) Post-Doctoral Fellows * • (6) Part Time Lecturers ** • (4) Administrative Fellows * 	<ul style="list-style-type: none"> • Senior Directors • Directors (Associate/Assistant) • Business Managers • Special Disciplines Faculty • Tenured Faculty • Part-Time Faculty • (2) Non-Tenured Faculty * • (6) Part-Time Lecturers ** • (4) Work Study Students * • (2) Undergrad Residents * • (4) Teaching Assistants **
OPEN WORKSTATIONS		
80 NASF	60 NASF	30 ASF
<ul style="list-style-type: none"> • Non-Tenured Faculty • Part-Time Faculty • Senior Administrative Support • (2) TAs/GAs * 	<ul style="list-style-type: none"> • Administrative Support • Postdoctoral Fellows • Part Time Lecturers • Residence Counselors • Graduate Assistants 	<ul style="list-style-type: none"> • Administrative Support • Part Time Lecturers • Administrative Fellows • Teaching Assistants • Undergrad Residents • Work Study Students

* Assumes simultaneous occupancy

** Assumes 50% occupancy