



## **XAVIER UNIVERSITY**

### **Space Management Policy**

**Effective:** May 24, 2021

**Last Updated:** October 26, 2020

**Last Reviewed:** March 30, 2023

**Responsible University Office:** Physical Plant

**Responsible Executive:** Vice President, Financial Administration and Chief Business Officer

**Scope:** All Members of the Xavier Community, All Facilities

---

#### **A. REASON FOR POLICY**

The purpose of this policy is to facilitate an effective and efficient utilization of University space resources resulting in a quality learning and working environment for students, faculty and staff. Through the effective management of space we will meet the University's mission and strategic vision and achieve cost effective utilization of space.

This policy also provides a framework for the regular review of the University's space needs and use of its physical assets by a committee established to review space requests and provide recommendations, and forms a foundation for procedures to be followed in relation to the assignment of space and the relocation of units on campus.

#### **B. POLICY**

##### **1. Applicability**

This policy applies to all building space owned or leased by Xavier University, and covers the assignment and control of such space. In each case, every consideration of the functional requirements of the occupants will be taken into account, and have a bearing on the actual allocation of space, as will the size, number, and location of any available space(s).

##### **2. Guiding Principles**

The following principles have been developed to clarify issues relating to the management of the University's space.

- a) All space is University Space and available for University use upon an approved Request for Space Form as outlined in this policy
- b) The allocation and assignment of space must be approved by the University Planning and Resourcing Council (UPRC).
- c) The allocation of classroom space, including the change in purpose, use, or control of classrooms must be approved by the UPRC.

- d) Flexibility in the joint usage of space is encouraged.
- e) Academic programs and departments should be given priority in space allocation.
- f) Space should be used in an efficient manner to further the mission of the University to support its learning, teaching, student enrichment, and research needs.
- g) Each student and employee is entitled to an environment that meets compliance with environmental health and safety regulations.
- h) The University must ensure that space is utilized using relevant standards developed by Xavier as noted in Appendix 2.
- i) Allocation of space will be subject to the space meeting minimum life/safety standards for its intended purpose.
- j) Allocation of space does not imply permanence. Reallocation of space may be required in response to ever changing University needs.
- k) Decisions on space shall be made within the guidelines of the campus master plan.

### **3. Space Management Guidelines**

- a) All space at Xavier University belongs to the University. The University will allocate and reassign space to best support and further the University's Strategic Mission and priorities. All vacated spaces will be returned to the University's space inventory immediately upon vacating by the department.
- b) If space is vacated due to the provision of newly constructed or renovated space, a department desiring to occupy and utilize the vacated space must submit the [\*Request for Space Form\*](#) that identifies the targeted space, and describes the programmatic justification for the projected use. See Appendix 4.
- a) If a unit desires to acquire additional space, but also wants to continue to occupy its current space, it must submit a ***Request for Space Form*** that identifies both spaces, and describes the programmatic justification for the use of each space.
- b) In the event a department is temporarily moved to allow renovation or reconstruction, it is required to return to its old space when it is suitable for occupancy and the space that it temporarily inhabited reverts to the original occupants or is placed in the University's space inventory.
- c) Prior occupancy of a space by an individual, department, or activity is not a justification for continued occupancy of the space should the University have another use of greater priority for the space.
- d) Space that has been named or identified as a result of a donor's contribution will be maintained in accordance with the donor's intentions.

### **C. DEFINITIONS (if applicable)**

- 1. **Allocation:** The distribution of space. All usable floor space, measured in square feet of buildings.
- 2. **Assignment:** To give primary jurisdiction over use of a space to a specific department for an extended period of time.
- 3. **Building or facility:** Describes all structures and open areas on the campus or in areas under the control of the University.

4. **General Purpose Classroom:** Classroom space that is available for scheduling by the Office of the Registrar as needed for academic courses, events, and other university needs to maximize efficiency of use of the classroom inventory. Some classrooms may be scheduled with priority given to specific colleges or departments, but they remain available for general purpose use as needed.
5. **President's Direct Reports:** Individuals holding one of the following positions: Vice President, Institutional Diversity and Inclusion; General Counsel and Secretary to the Board of Trustees; Provost and Chief Academic Officer; Vice President, Financial Administration and Chief Business Officer; Vice President, Administration and Director of Athletics; Vice President, Mission and Identity; Vice President, Enrollment Management and Student Success; Vice President, Risk Management and Vice President, University Relations
6. **Department:** Any office identified on the University's organizational chart.
7. **Relocation:** The process whereby a person, department, or activity is moved from one location to another. It includes associated activities such as space reassignment if necessary, modification of space or spaces to suit the new user/use, changeover of IT and telephone, and physical movement of room contents.
8. **Renovation:** Physical changes to space to improve and/or modernize it, including accessibility upgrades, movement of doors or walls, the addition of technology, HVAC etc., and which may also involve changing the use or type of space.
9. **Space:** An area, usually defined by some form of constructed boundary, structure or building.
10. **Space management inventory database:** Physical Plant's Facilities Management system, which is a comprehensive database of University space.
11. **Space reassignment:** The process whereby primary jurisdiction of space is transferred from one user to another in the University space management inventory database.
12. **Space request records:** A record of space requests maintained by the University Planning and Resourcing Committee's Subcommittee on Space (**UPRC SOS**) obtained from *Request for Space Forms*.
13. **Unit:** Any individual, or group of individuals, that occupies space that is owned or leased by the university.

#### **D. ROLES AND RESPONSIBILITIES**

The UPRC; UPRC SOS; Vice President, Financial Administration and Chief Business Officer; Provost and Chief Academic Officer; Vice President, Facilities; Deans; Office of the

Registrar, and Physical Plant all have key roles and responsibilities in the planning, assignment, and administration of University space.

**UPRC** is responsible for final decisions related to the allocation, acquisition, and elimination of all University space.

**UPRC SOS** is responsible for communicating available space to the University community, maintaining records of requests for space, and making recommendations to the UPRC related to: 1) The future allocation/assignment of space and 2) changes to the policies governing the usage and allocation of space.

**President's Direct Reports (President's DR's)** are responsible for attempting to meet the space needs of departments within their division utilizing their currently allocated space. When no space is available, the President's DR's are responsible for informing the UPRC SOS of all needs for new space in their division. President's DR's are also responsible for notifying UPRC regarding space they have vacated. President's DR's are responsible for signing off on departmental requests for space and forwarding them to the UPRC SOS. Finally, the President's DR is responsible for prioritizing requests when more than one department reporting to a division submits a request for the same space from the University's available inventory.

**Directors/Deans/Unit Leaders** are responsible for completing the ***Request for Space Form*** in collaboration with college or departmental members requesting space and forwarding the completed ***Request for Space Form*** to their President's DR for approval.

**Office of the Registrar** is responsible for the scheduling and assignment of General Purpose Classrooms. This includes classrooms for each term's schedule of classes, academic events, and other university needs.

**Physical Plant** is responsible for maintaining space data, floor plans, and space inventory by department for all buildings. Working in conjunction with the Building Coordinators, the space inventory is updated annually and vacant space is identified. Physical Plant is an available resource to use in providing planning assistance that may be needed.

**Building Coordinators** are responsible for maintaining records of personnel occupying offices and the use/users of all space in the buildings that they represent.

**University Relations** has the responsibility to reach acceptable terms of usage for named space prior to the donor's contribution and to notify Physical Plant of any space that is to be named as a result of a donor's contribution. University Relations is encouraged to develop terms for alternative use of restricted space prior to donor contributions when feasible and should maintain records of acceptable present and future uses of space restricted as a result of donor contributions.

## **E. PROCEDURES**

### **1. Recommended Timetable for Space Requests**

The UPRC SOS will inform the University community of available space twice per academic year when space is available. The announcement of space and the processing of the request for space will typically adhere to the following timeline:

Announcement of available space: **3<sup>rd</sup> Monday of September and February**

Deadline for request for space applications to the appropriate President's DR:  
**2<sup>nd</sup> Friday of October and March**

Deadline for President's DR to provide UPRC SOS a prioritization of competing requests for the same space in their division\*:

**4<sup>th</sup> Friday in October and March**

UPRC SOS recommendations due to UPRC: **3<sup>rd</sup> Friday in November and April**

\*When competing requests for the same available space arise from a division the UPRC SOS will request that the President's DR prioritize those requests consistent with the timeframe outlined above.

## **2. Process for Resolving Space Issues**

An inventory of available space will be maintained and made available to the campus community on an ongoing basis. Request for allocation of available University space will be publicized on a semi-annual basis. Requests for space that require review by the UPRC SOS are subject to the process described below.

Submission of a ***Request for Space Form*** is the official method by which a department requests space. It is required whenever a department wants to add to or exchange its current space assignment. The ***Request for Space Form*** is available on the Employee Hub, Nexus, under the UPRC tab. Click on Subcommittee on Space. Click on [\*\*\*Request for Space Form\*\*\*](#).

When a department/division has new space needs, the President's Direct Report is responsible for examining all possibilities to meet this need within its existing allocation before submitting a request for additional space. Space requests not resolved internally must be approved by the President's DR and submitted to the UPRC SOS by the same administrator who is responsible for proposing financial requests to the UPRC, or as indicated in Section 6 - President's DR in this document. The UPRC SOS will review all requests it receives and make a recommendation to the UPRC for final administrative disposition.

### **Requests for space will proceed through the following steps:**

**Step 1:** Director/Dean/Unit Leaders must complete the ***Request for Space Form*** in collaboration with college or department and submit to a Vice President or President's DR.

**Step 2:** After the ***Request for Space Form*** has been completed and approved by the appropriate President's DR, the completed and signed forms shall be sent to the UPRC SOS. In the event that the UPRC SOS receives more than one request for a given space from the same division, the UPRC SOS will request the President's DR to prioritize all requests and resubmit them to the UPRC SOS.

**Step 3:** The completed ***Request for Space Form*** will be reviewed by the UPRC SOS based on the following criteria.

- Optimal Utilization of Space: An assessment as to whether existing space occupied by the requesting unit is being used efficiently will be measured using existing space inventory data and current Xavier space planning standards.
- Justification: Each department or college needs to clearly explain why their program cannot be accommodated within the existing occupied space.
- Mission-Fit: The space is needed for a department or college to grow in directions that are consistent with stated goals of the University and unit strategic planning.
- Special Needs: A change in circumstances exist which warrants special consideration.
- Economic Benefit: How the space can/will be utilized to generate revenue for the University.

**Step 4:** The UPRC SOS will review in a timely fashion and make a recommendation to the UPRC for the final decision.

**Step 5:** The UPRC SOS liaison (currently Vice President, Facilities) will notify the subcommittee and the requestor in a timely fashion of the final decision.

#### **Alternative Fast Track Space Request Option**

In the event that a department or division has a truly critical request for space where more timely resolution than the process outlined above is critical to University interests, the following fast track option is available:

- 1) During the fall and spring academic sessions, the requesting department or division can complete the Request for Space form and ask their President's DR to have the request placed on the UPRC meeting agenda. The UPRC will assess the urgency of the request and respond in a manner it deems best which may include one of the following ways:
  - The UPRC can immediately resolve the request based on its merit on a permanent or temporary basis.
  - The UPRC can determine that time is not a critical consideration in the request for space and refer the matter to the UPRC SOS to consider with other requests at the time of the next scheduled call for space requests.
- 2) During the summer session, if the UPRC is not routinely convening, the requesting department or division can complete the ***Request for Space Form*** and ask their President's DR to submit it at a President's DR's meeting. The President's DR's will assess the urgency of the request and respond in one of the following ways:
  - The President's DR's can immediately resolve the request based on its merit on a temporary basis and refer the matter to the UPRC SOS for consideration.

- The President's DR's can determine that time is not a critical consideration in the request for space and refer the matter to the UPRC SOS to consider with other requests at the time of the next scheduled call for space requests.

### **3. Types of Space Issues**

Space issues and requests dealing with the space changes listed below must be submitted following the process described above prior to any modification of the space.

#### **a) Reassignment within a Department**

The space resolution process must be followed when space is to be reassigned within a department in order to document the changes in space reassignment. President's DR's have the authority to assign or reassign space under their jurisdiction. No UPRC approval is required to make this space change. Note: When space has been vacated due to the operations/department in that space being given new and adequate operational space, or if space is vacated due to a program reduction, the space reverts to the University's space inventory.

#### **b) Relinquishing Space UPRC**

Notify the UPRC SOS when a department wants to relinquish space. If a department has excess space in relation to the standards, the surplus space can be relinquished and reassigned if the UPRC provides final approval. The space will be recorded in the space management inventory database, as "available". A department will be permitted to reduce that space it occupies below the minimum determined by the University's space standards.

#### **c) Requests for Additional Space**

When additional space is needed, and departmental space is unavailable, the space request process must be followed. These requests will be reviewed by the UPRC SOS, and recommendations will be submitted to the UPRC for final approval. Resolution of additional space requests will be based on appropriate space as it becomes available.

#### **d) Requests to change purpose or use of General Purpose Classrooms**

When there is interest in changing the structure or equipment of a general purpose classroom such as type of furniture, equipment, technology, etc. such that it changes the type of use for that space, a space request is required. Examples could include changing a standard lecture classroom to a computer lab, or changing a standard lecture classroom with moveable table and chairs to a classroom with furniture that is fixed in place.

#### **e) Vacated Space**

Vacated space is defined as space that becomes available due to lack of internal space action by the respective President's DR. Reduction in departmental requirements, or operations relocated to new space are two examples of vacated space. Vacated space is not available for internal reassignment. The space will become part of the

University space management inventory. Reassignment of the space must be requested following the space request process.

If the space vacated is located in non-university leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the UPRC before any occupancy or new negotiations can take place.

**f) Obtaining Spaces from Other Sources**

The University is the only entity legally capable of entering into agreements such as purchase contracts or leases to acquire space, or to occupy space owned by others.

**F. EXHIBITS**

**1. APPENDIX 1 – Campus Office Space Guidelines**

A. Introduction	page 10
B. Square Footage Standards - Comparisons to other AJCU Institutions	page 12
C. Recommended Office Space Guidelines	
1. President	
2. Vice Presidents (Provost & General Counsel)	page 13
3. Associate Vice President	page 14
Associate Provost	
Dean	
Executive Director	
Assistant to the President	
4. Associate Dean	page 15
Assistant Dean	
Academic Department Chair	
Director	
5. Associate Director	page 16
Assistant Director	
Coordinator	
Advisor	
Faculty (Full-time)	
Senior Administrator	
Executive Assistant	
Senior Secretary/Receptionist	
6. Lab Coordinator	page 17
Lab Technician	
Counselor	
Coordinator	
Faculty Assistant	
Administrative Assistant	
Secretary	
Specialist	
Professional Staff	
Manager	



Office Assistant  
Resource Assistant  
Graduate Assistant  
Student Work (FTE)  
Technician

## **A. Introduction**

As a part of its charge, the UPRC SOS developed **Campus Office Space Guidelines**. In recognition that space is an expensive resource to construct, alter and maintain, the UPRC SOS recommends that these guidelines be adopted by the UPRC, while keeping in mind that there will always be a need for flexibility within these guidelines. The UPRC SOS recommends that these guidelines be applied to new construction and renovation projects.

## **B. Space Standards**

Campus Office Space Guidelines will allow for the equitable allocation and design of office space consistent with the strategies of the Master Plan. The University's planning principles for Campus Office Space Guidelines will provide guidance in assigning office types and space allocation, and to address other considerations related to occupant comfort and productivity. Campus Office Space Guidelines will create uniformity and efficiency in the University's work environments. The guidelines are meant to encourage designers and other stakeholders to think in terms of adaptability for the future.

Square footage standards were developed through research of office environment in higher education, and a comparative review of office standards at other AJCU Institutions. In addition, the standards recommended in the 2007 Campus Master Plan, authored by the Boston firm of Shepley Bullfinch Richardson Abbot have been included. Xavier job classifications and have been correlated as closely as possible with the job classifications at other AJCU institutions.

The drawings shown on the following pages are included as examples only, and are not meant to prescribe final design options. User needs must be evaluated to determine actual layouts. The options depict how the same furniture can best be configured within the same standard square footage.

## **C. Objectives**

The guidance presented here supports the following objectives:

- To provide a quality environment for the University's employees, thus enhancing job satisfaction among staff members.
- To foster the recruitment and retention of top-quality employees and students.
- To create functional, efficient workspaces for staff performing diverse duties in a variety of settings.
- To convey workplace equality through equitable and consistent distribution and quality of space resources throughout the University.
- To apply a consistent and professional look to office environments across the campus.
- To simplify asset management of furniture by standardizing office layouts.

#### **D. Planning Principles**

When programming new office space, designers should follow these principles:

- Employees are assigned either an open office (with moveable partitions surrounding a portion of the space) or a closed office (with fixed wall and a door). Assignment is determined by job category.
- Net assignable square footage (NASF) for each employee is determined by job category.
- Design of temporary space need not follow the guidance presented in this document. Such spaces must be designed with economy and flexibility in mind.

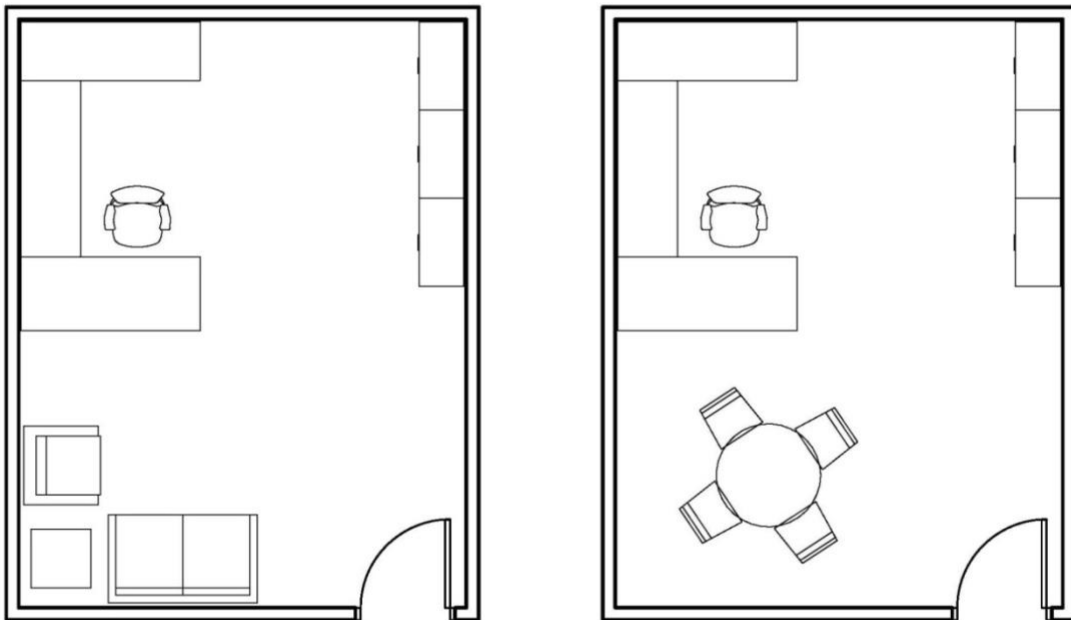
Xavier University UPRC Sub-Committee on Space Square Footage Standards Study AICU Comparisons  March 15, 2012 Revised April 25, 2012 Revised December 7, 2012 Revised September 4, 2014									
Square Footage Standards		DRAFT Xavier University 2012 UPRC Space SubCommittee Draft Recommendations	AICU Institutions						Xavier University Masterplan Recommendations
Position Description	Boston College		Canisius College	Fordham University	Georgetown University	Le Moyne College	Santa Clara University	2007 consultant recommended standards	
			currently in review		no standards				
1.	President	note 1							
2.	Senior Vice President & CFO	note 1							
3.	Provost & CAO	note 1			200-280		180		
4.	Vice President	300		300	200-280		180-200	180	
5.	Associate Vice President	225		225	200-280			150	
	Associate Provost	225			200-280				
	Dean	225	300	225			140-170	165	180
	Executive Director	225							
	Assistant to the President	225							
6.	Associate Dean	180	225	180					
	Assistant Dean	180		180					
	Academic Department Chair	180		180			140-170		
	Director	180					140-170	150	
7.	Associate Director	140							
	Assistant Director	140							
	Coordinator	140							
	Advisor	140							
	Faculty (full-time)	140	150	140	130-180		110-140	135	140
	Senior Administrator	140							140
	Executive Assistant	140							140
	Senior Secretary/Receptionist	140		155					
8.	Lab Coordinator	64-100							
	Lab Technician	64-100							
	Counselor	64-100							
	Coordinator	64-100							
	Faculty Assistant	64-100							
	Administrative Assistant	64-100	50-100	64-100	110-160			90	
	Secretary	64-100							
	Specialist	64-100							
	Professional Staff/Advisor	64-100	100-225	140	140-190				
	Management/Manager	64-100							
	Office Assistant	64-100							
	Resource Assistant	64-100							
	Graduate Assistant	64-100							
	Student Worker (FTE)	64-100	50				35-40	40	
	Technician	64-100							
Other Position Descriptions									
	Assistant Vice President	NA			200-280		140-170	150	
	Vice Provost	NA			200-280		180-200		
	Faculty (part-time)	NA	150 shared						
	Post-Docs	NA	150						
	Other Teaching Staff	NA					120-140		
	Scholars, Fellows, Trainees	NA	150 shared						
	Shared Offices	NA							150
	Graduate Research Assistant	NA	100						
	Graduate Teaching Assistant	NA	100 shared		40-70				
	Non-teaching Grad Assistant	NA	75						
	Support	NA							100
	Administrator	NA						120	120
	Administrative Staff	NA		155			90-100		
	Technical Staff	NA			130-180		100-120		
	Clerical/Office Worker	NA		64-100					

note 1: existing spaces

**VICE PRESIDENT**

300 A.S.F. (15'-0" x 20'-0" SHOWN)

OFFICES SHOULD BE A SINGLE, PRIVATE OFFICE CAPABLE OF ACCOMMODATING A DESK, RETURN, CREDENZA, FILES OR BOOKSHELVES, AND A MEETING AREA FOR ADDITIONAL 3-4 PEOPLE.



JANUARY 17, 2014

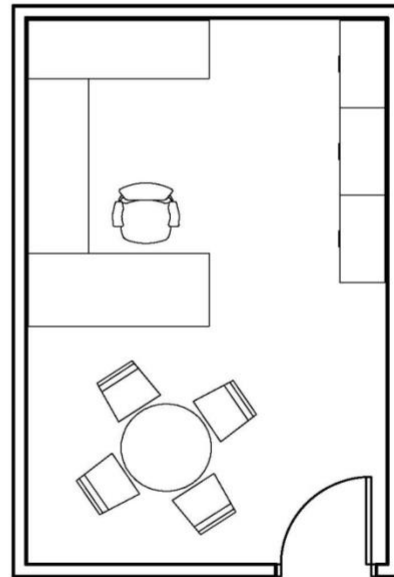
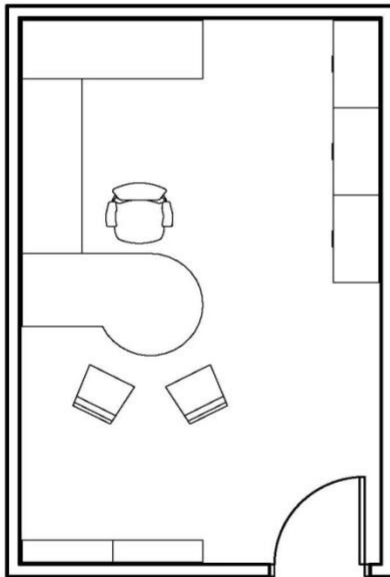
UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



**ASSOCIATE VICE PRESIDENT  
ASSOCIATE PROVOST  
DEAN  
EXECUTIVE DIRECTOR**

225 A.S.F. (12'-0" X 18'-9" SHOWN)

OFFICES SHOULD BE A SINGLE, PRIVATE OFFICE CAPABLE OF ACCOMMODATING A DESK, RETURN, CREDENZA, FILES OR BOOKSHELVES, AND A MEETING AREA FOR ADDITIONAL 2-4 PEOPLE.



JANUARY 17, 2014

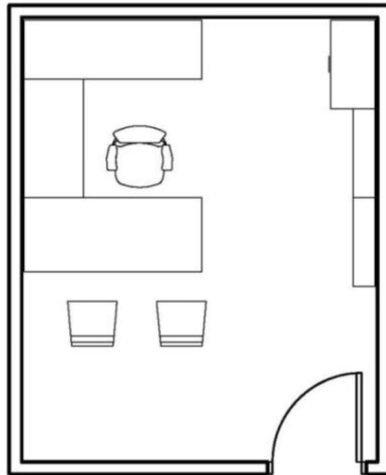
UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



**ASSOCIATE DEAN  
ASSISTANT TO THE PRESIDENT  
ASSISTANT DEAN  
ACADEMIC DEPARTMENT CHAIR  
DIRECTOR**

180 A.S.F. (12'-0" X 15'-0" SHOWN)

OFFICES SHOULD BE A SINGLE, PRIVATE OFFICE CAPABLE OF ACCOMMODATING A DESK, RETURN, CREDENZA, FILES OR BOOKSHELVES, AND A MEETING AREA FOR ADDITIONAL 2 PEOPLE.



JANUARY 17, 2014

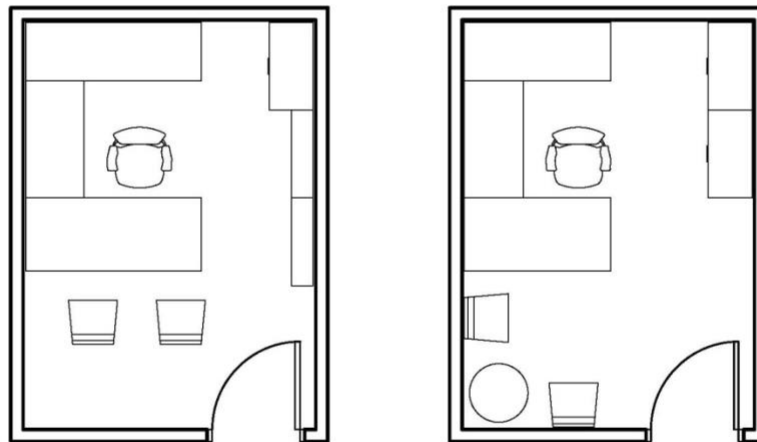
UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



ASSOCIATE DIRECTOR  
ASSISTANT DIRECTOR  
COORDINATOR  
ADVISOR  
FACULTY (FULL-TIME)  
SENIOR ADMINISTRATOR  
EXECUTIVE ASSISTANT  
SENIOR SECRETARY/ RECEPTIONIST

140 A.S.F. (10'-0" X 14'-0" SHOWN)

OFFICES SHOULD BE A SINGLE, PRIVATE OFFICE CAPABLE OF ACCOMMODATING A DESK, RETURN, CREDENZA, FILES OR BOOKSHELVES, AND A MEETING AREA FOR ADDITIONAL 2 PEOPLE.



JANUARY 17, 2014

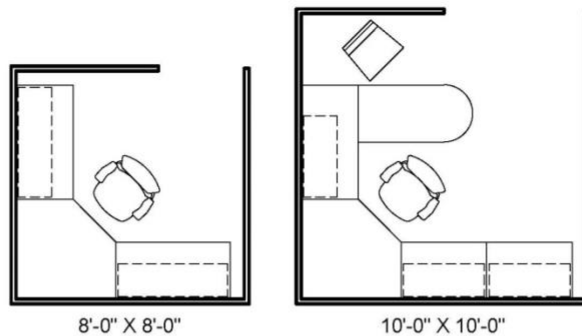
UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



LAB COORDINATOR  
 LAB TECHNICIAN  
 COUNSELOR  
 COORDINATOR  
 FACULTY ASSISTANT  
 ADMINISTRATIVE ASSISTANT  
 SECRETARY  
 SPECIALIST  
 PROFESSIONAL STAFF  
 MANAGER  
 OFFICE ASSISTANT  
 RESOURCE ASSISTANT  
 GRADUATE ASSISTANT  
 STUDENT WORKER (FTE)  
TECHNICIAN

64-100 A.S.F. (8'-0" X 8'-0" AND 10'-0" X 10'-0" SHOWN)

OFFICES CAN BE ACCOMMODATED IN DIFFERENT CONFIGURATIONS INCLUDING A CUBICLE, A SHARED OFFICE, OR A PRIVATE OFFICE DEPENDING ON THE AVAILABLE SPACE AND THE NATURE OF THE WORK BEING PERFORMED.



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES





## **2. APPENDIX 2**

### **Recommendations for Campus Classroom Space Guidelines**

A. Introduction	page 19
B. Recommended Classroom Space Guidelines	
1. Collaborative Learning Studio – option A	page 20
2. Collaborative Learning Studio – option B	page 21
3. Experimental Classroom – option A	page 22
4. Experimental Classroom – option B	page 23
5. Experimental Classroom – option C	page 24
6. Standard Classroom – option A	page 25
7. Standard Classroom – option B	page 26
8. Standard Classroom – option C	page 27
9. Standard Classroom – option D	page 28
10. Standard Classroom – option E	page 29
11. Standard Classroom – option F	page 30
12. Standard Classroom – 20 SF/person minimum	page 31

#### A. Introduction

As a part of its charge, the UPRC SOS developed Campus **Classroom Space Guidelines**. In recognition that space is an expensive resource to construct, alter and maintain, the UPRC SOS recommends that these guidelines be adopted by the UPRC, while keeping in mind that there will always be a need for flexibility with these guidelines. The UPRC SOS recommends that these guidelines be applied to new construction and renovation projects.

#### B. Space Standards

Included are the standards recommended in the 2007 Campus Master Plan, authored by the Boston firm of Shepley Bullfinch Richardson Abbot.

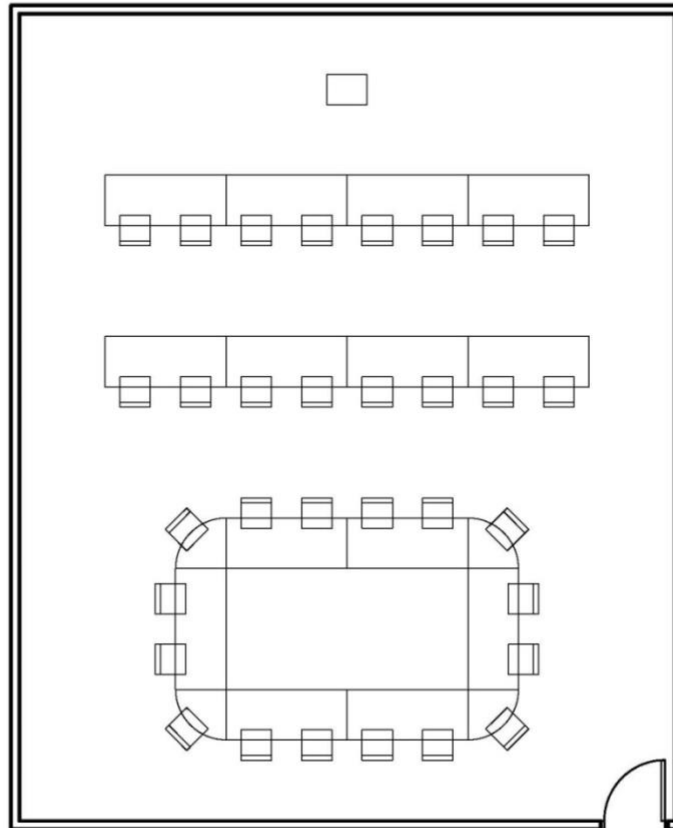
The drawings shown on the following pages are included as examples only, and are not meant to prescribe final design options. User needs must be evaluated to determine actual layouts. The options depict how the same furniture can best be configured within the same standard square footage.

COLLABORATIVE LEARNING CLASSROOM - OPTION A

1300 A.S.F. (32'-6" x 40'-0" SHOWN)

36 SEATS (36 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

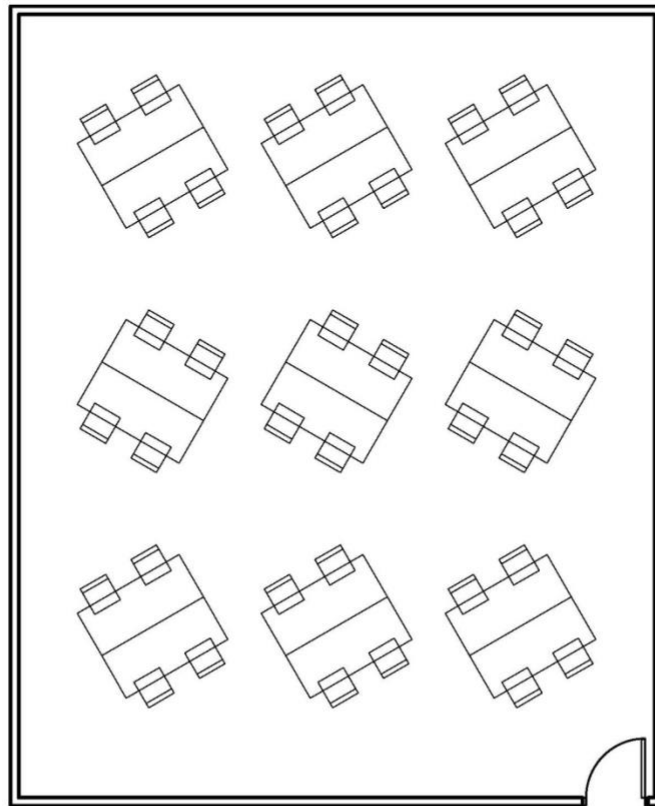


**COLLABORATIVE LEARNING CLASSROOM - OPTION B**

1300 A.S.F. (32'-6" x 40'-0" SHOWN)

36 SEATS (36 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

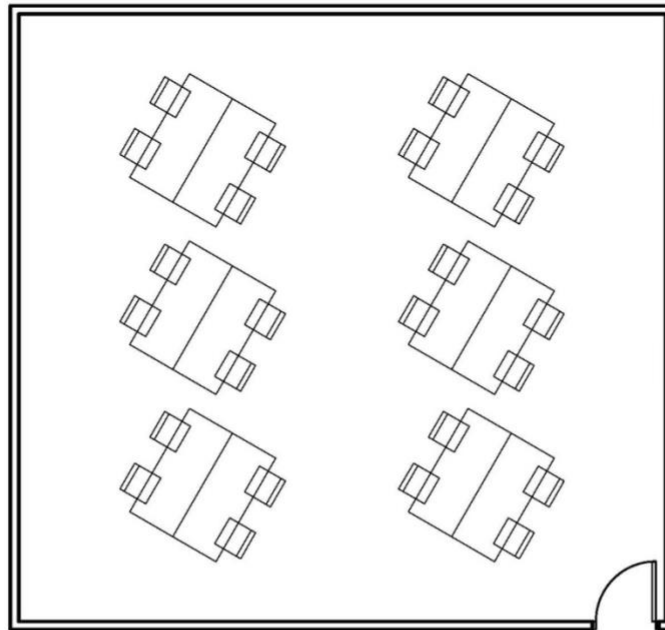


**EXPERIMENTAL CLASSROOM - OPTION A**

1000 A.S.F. (30'-6" x 32'-6" SHOWN)

24 SEATS (41.6 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

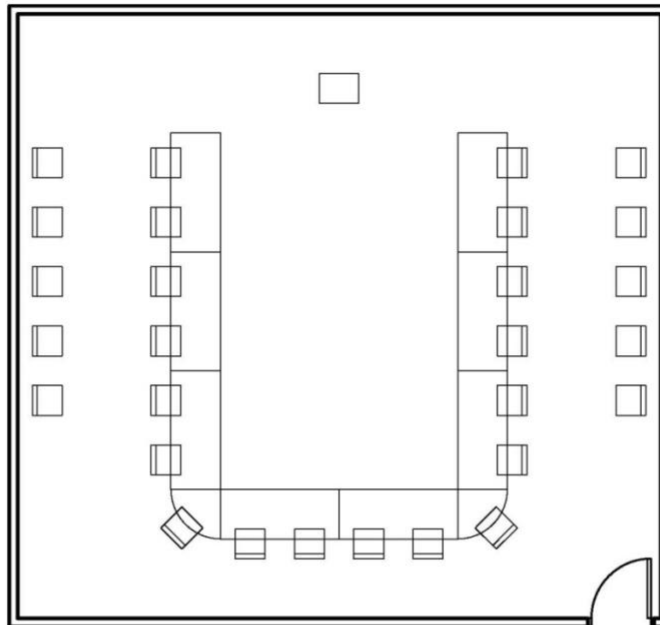


**EXPERIMENTAL CLASSROOM - OPTION B**

1000 A.S.F. (30'-6" x 32'-6" SHOWN)

28 SEATS (35.7 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

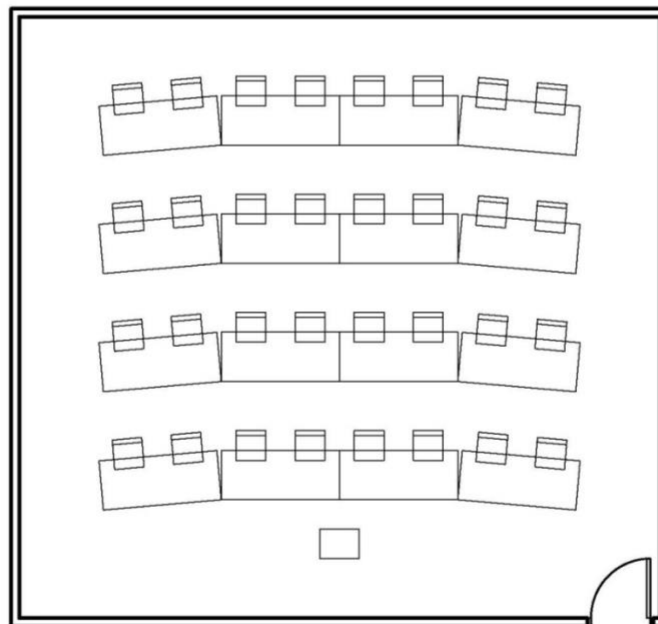


**EXPERIMENTAL CLASSROOM - OPTION C**

1000 A.S.F. (30'-6" x 32'-6" SHOWN)

32 SEATS (31.25 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

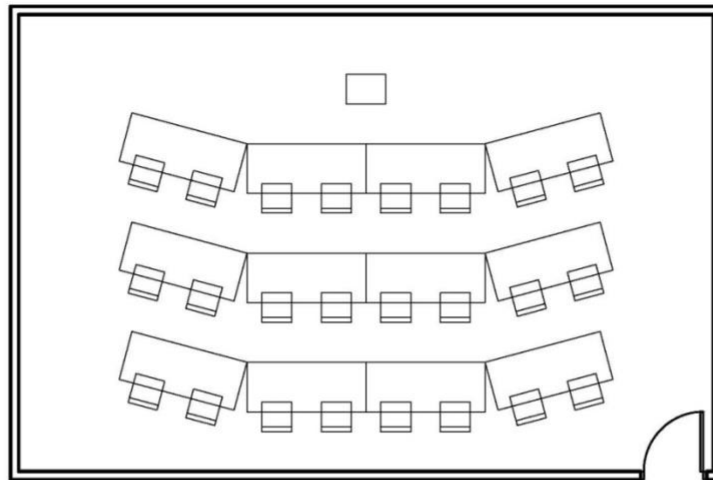


**STANDARD CLASSROOM - OPTION A**

800 A.S.F. (23'-0" x 35'-0" SHOWN)

24 SEATS (33.3 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



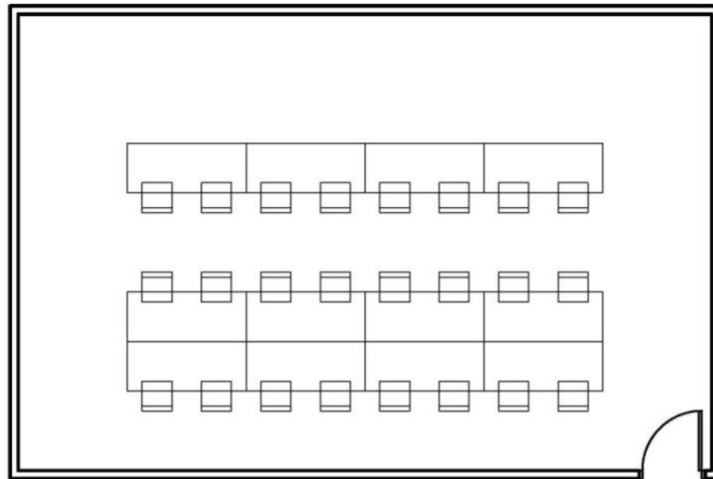


**STANDARD CLASSROOM - OPTION B**

800 A.S.F. (23'-0" x 35'-0" SHOWN)

24 SEATS (33.3 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

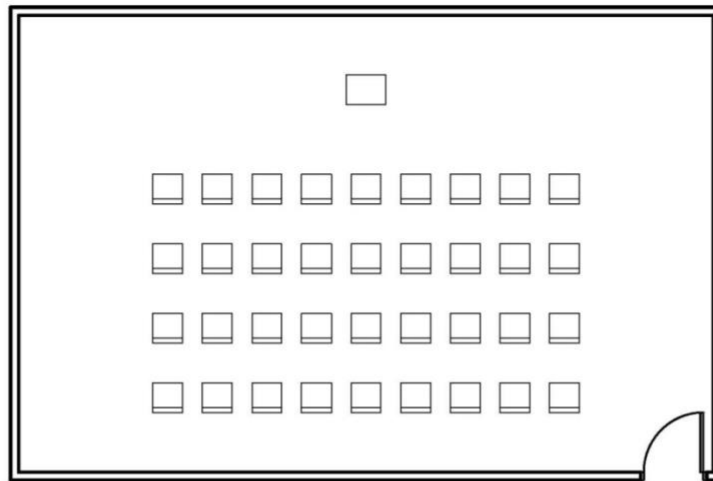


**STANDARD CLASSROOM - OPTION C**

800 A.S.F. (23'-0" x 35'-0" SHOWN)

36 SEATS (22.2 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

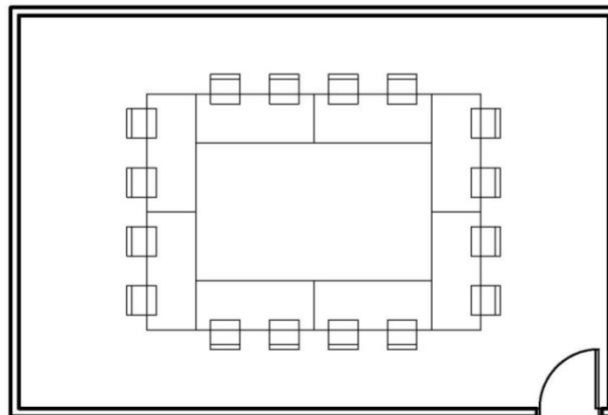


**STANDARD CLASSROOM - OPTION D**

600 A.S.F. (20'-0" x 30'-0" SHOWN)

16 SEATS (37.5 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

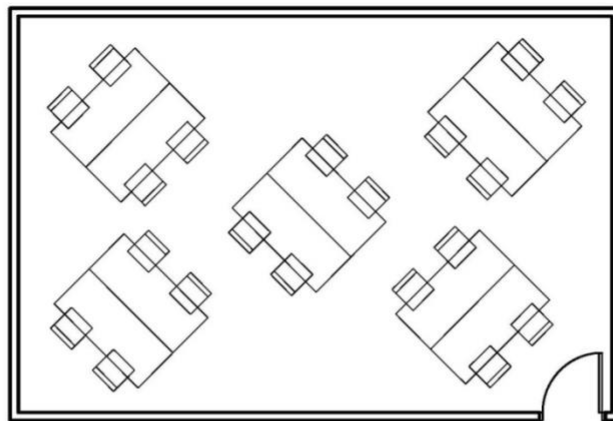


**STANDARD CLASSROOM - OPTION E**

600 A.S.F. (20'-0" x 30'-0" SHOWN)

20 SEATS (30 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES

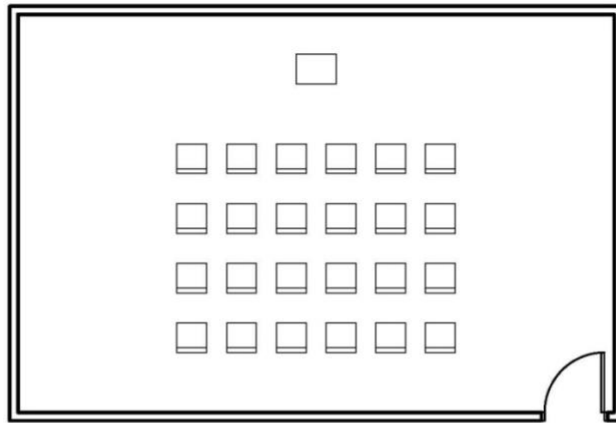


**STANDARD CLASSROOM - OPTION F**

600 A.S.F. (20'-0" x 30'-0" SHOWN)

24 SEATS (25 S.F. PER PERSON)

FROM XAVIER UNIVERSITY MASTER PLAN, FEBRUARY 2007



JANUARY 17, 2014

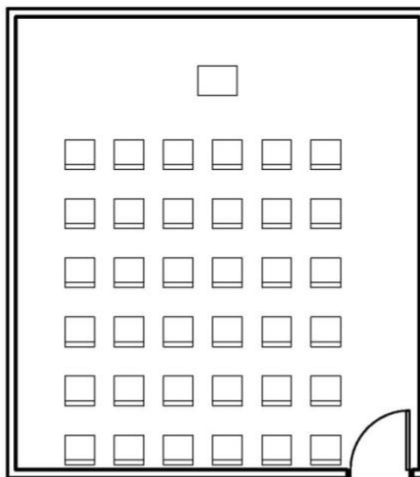
UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



**STANDARD CLASSROOM - 20SF/ PERSON MINIMUM**

720 A.S.F. (20'-6" x 35'-0" SHOWN)

36 SEATS (20 S.F. PER PERSON)



JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



### **3. APPENDIX 3**

#### Recommendations for Campus Conference Room Space Guidelines

A. Introduction	page 33
B. Recommended Conference Room Space Guidelines	
1. Conference Room for 8 people – option A & B	page 34
2. Conference Room for 12 people – option A & B	page 35
3. Conference Room for 16 people – option A & B	page 36
4. Conference Room for 20 people – option A & B	page 37

## A. Introduction

As a part of its charge, the UPRC SOS developed recommendations for **Conference Room Space Guidelines**. In recognition that space is an expensive resource to construct, alter and maintain, the UPRC SOS recommends that these guidelines be adopted by the UPRC, while keeping in mind that there will always be a need for flexibility with these guidelines. The UPRC SOS recommends that these guidelines be applied to new construction and renovation projects.

## B. Space Standards

The drawings shown on the following pages are included as examples only, and are not meant to prescribe final design options. User needs must be evaluated to determine actual layouts. The options depict how the same furniture can best be configured within the same standard square footage.



**CONFERENCE ROOM FOR 8 PEOPLE - OPTION A**

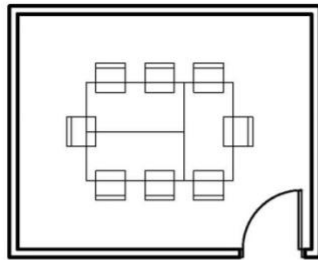
180 A.S.F. (12'-0" x 15'-0" SHOWN)

8 SEATS (22.5 S.F. PER PERSON)

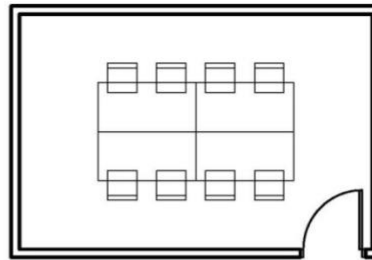
**CONFERENCE ROOM FOR 8 PEOPLE - OPTION B**

220 A.S.F. (12'-0" x 18'-0" SHOWN)

8 SEATS (27.5 S.F. PER PERSON)



OPTION A



OPTION B

JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



**CONFERENCE ROOM FOR 12 PEOPLE - OPTION A**

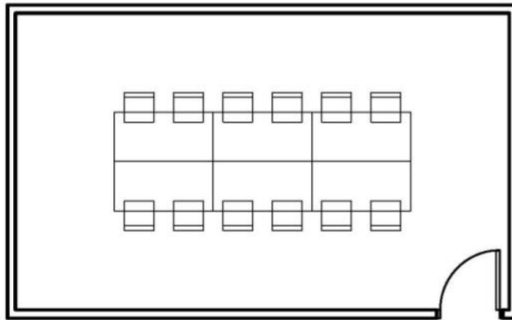
375 A.S.F. (15'-0" x 25'-0" SHOWN)

12 SEATS (31.25 S.F. PER PERSON)

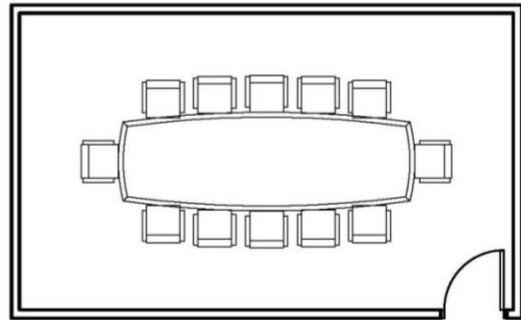
**CONFERENCE ROOM FOR 12 PEOPLE - OPTION B**

375 A.S.F. (15'-0 x 25'-0" SHOWN)

12 SEATS (31.25 S.F. PER PERSON)



OPTION A



OPTION B

JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



**CONFERENCE ROOM FOR 16 PEOPLE - OPTION A**

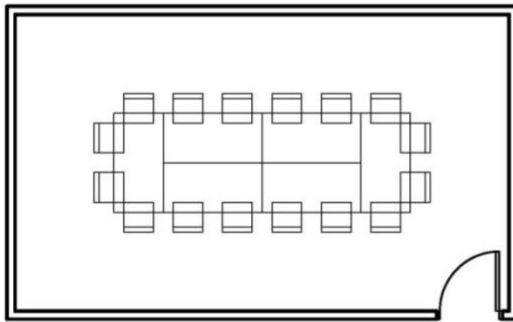
375 A.S.F. (15'-0" x 25'-0" SHOWN)

16 SEATS (23.5 S.F. PER PERSON)

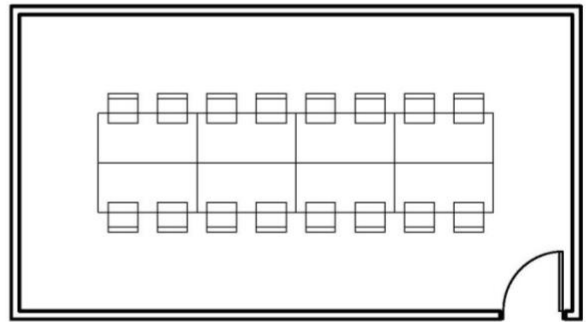
**CONFERENCE ROOM FOR 16 PEOPLE - OPTION B**

420 A.S.F. (15'-0 x 28'-0" SHOWN)

16 SEATS (26.25 S.F. PER PERSON)



OPTION A



OPTION B

JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



**CONFERENCE ROOM FOR 20 PEOPLE - OPTION A**

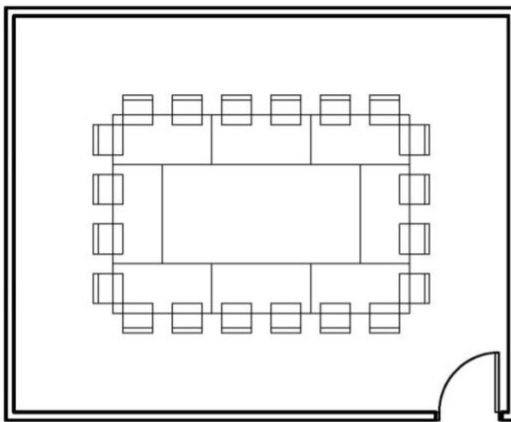
500 A.S.F. (20'-0" x 25'-0" SHOWN)

20 SEATS (25 S.F. PER PERSON)

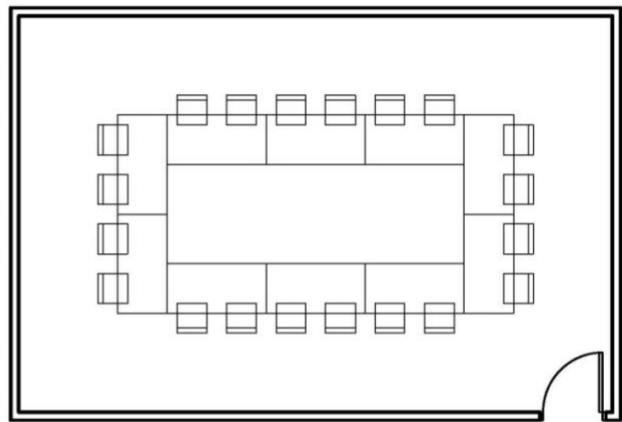
**CONFERENCE ROOM FOR 20 PEOPLE - OPTION B**

600 A.S.F. (20'-0" x 30'-0" SHOWN)

20 SEATS (30 S.F. PER PERSON)



OPTION A



OPTION B

JANUARY 17, 2014

UPRC SUBCOMMITTEE ON SPACE  
SUGGESTED SPACE GUIDELINES



4.



## REQUEST FOR SPACE FORM

CONTACT INFORMATION:				
Requesting Department:				Date:
Name:		Phone:		E-Mail:
Requested Space:	Bldg:	Room #	Department/Unit/Program Name:	
Request is for: (check all that apply) <input type="checkbox"/> Swap existing space with another department/school/college/unit <input type="checkbox"/> Additional space, location identified <input type="checkbox"/> Additional space, location unidentified				
I. REQUEST FOR NEW AND/OR ADDITIONAL SPACE:				
A. Space will be used for: <input type="checkbox"/> Instruction <input type="checkbox"/> Research/Grant <input type="checkbox"/> Administration <input type="checkbox"/> Storage <input type="checkbox"/> Office <input type="checkbox"/> Other (please specify) _____				
B. Space will be used by: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> RAS/GAs <input type="checkbox"/> Students <input type="checkbox"/> Other (please specify) _____				
C. Briefly describe why new or additional space is needed (i.e., value, benefits, revenue, etc):				
D. If proposed space is occupied, who is the current holder and do they support the concept? (Please attach a letter of support)				
E. Date Needed                      Explain			Length of Time Needed: Temp <input type="checkbox"/> Perm <input type="checkbox"/>	
F. Grant Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No		Granting Agency:		Grant Dates:
G. Do you anticipate any existing space being vacated by your department? <input type="checkbox"/> Yes <input type="checkbox"/> No				
H. Briefly describe the function of your unit:				
I. Number of full time employees:			Number of part-time employees:	

J. Do you anticipate the number of people in your unit increasing within the next two years? <input type="checkbox"/> Yes <input type="checkbox"/> No
K. Are you anticipating any remodeling or enhancements to accommodate your proposed use? <input type="checkbox"/> Yes <input type="checkbox"/> No
L. If yes – what is the estimated cost
M. Explain how the new space will be used to support the University?
<p><b>Please Note:</b> The authorizations below are needed for submitting your request to the UPRC Subcommittee on Space. The subcommittee reviews requests in April and October and makes recommendations to the UPRC for the final approval. Applicants should anticipate that they, or a representative from their department, will be invited to a UPRC Subcommittee on Space meeting following the initial review of their application in order to discuss or provide more information regarding their request.</p>
<b>II. REQUEST AUTHORIZATION SIGNATURES:</b>
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Request to be submitted to UPRC SOS for Consideration             <input type="checkbox"/> Request declined           </div> <p>Department Chair/Director:</p> <p>Print Name: _____ Date: _____</p> <p>Comments: _____</p>
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Request to be submitted to UPRC SOS for Consideration             <input type="checkbox"/> Request declined           </div> <p>Dean/Associate Provost (as appropriate):</p> <p>Print Name: _____ Date: _____</p> <p>Comments: _____</p>
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Request to be submitted to UPRC SOS for Consideration             <input type="checkbox"/> Request declined           </div> <p>Vice President/Provost:</p> <p>Print Name: _____ Date: _____</p> <p>Comments: _____</p>
<p>Only complete this section if this request includes a financial aspect:</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Request to be submitted to UPRC SOS for Consideration             <input type="checkbox"/> Request declined           </div> <p>Sr. V.P./CBO:</p> <p>Print Name: _____ Date: _____</p> <p>Comments: _____</p>
<p><u>Please return a copy of the completed and signed form to:</u> The UPRC Subcommittee on Space – c/o Debi Cain, caind1@xavier.edu</p> <p><b>FOR ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT DEBI CAIN AT THE OFFICE OF PHYSICAL PLANT AT 513-745-2061. THANK YOU!</b></p>

## **F. HISTORY**

September 24, 2014	Submitted for review to UPRC
February 9, 2015	Submitted for Cabinet approval the first time
November 30, 2015	Approved by Cabinet
September 26, 2018	Revised to the current policy format and updated “Request for Space Form”

---

### **Other applicable policies and/or resources:**

None