



Oregon  
University  
System

## FACILITIES STANDARDS AND GUIDELINES

INTRODUCTION 8.01 The purpose of Chapter VIII is to set forth standards and planning guidelines to be used in the physical development, evaluation, and assignment of spaces of institutions in the State System. The standards are flexible and must be interpreted consistent with the **mission, goals, and objectives** of the institution. Physical requirements and limitations, such as the confines of existing spaces in remodeling, as well as outsize equipment which should be noted in programs and evaluations, may necessitate deviations from the guidelines.

SPACE STANDARDS 8.02 The facility needs of an institution are projected on the basis of the mission, approved programs of an institution and enrollment projections. (Refer to Section 7.02)

Three biennia enrollment projections, which are used to project instruction *and* related space, need to be reliable because the planning and construction of a facility typically has a lead time of at least five or six years. If appropriate, more than one enrollment projection for which assumptions and reliability are stated should be made to target planning period. For facility needs, enrollment projections must be reconciled with enrollment ceilings established by the Board.

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Projection Standards - Projection standards are for use in the institution's planning process and the Board's Office of Administration, Facilities Division in estimating total space needs of an institution and may not reflect an exact spatial configuration for any one category because it may vary depending on the special characteristics of the functions housed.

Design Guidelines - Design guidelines are for use by institutional

personnel and planning consultants in identifying optimums of unit size and efficiency in the design of proposed facilities.

8.03 CLASSROOM SPACE USE OBJECTIVES  
 Classrooms are defined as general purpose instructional rooms with equipment suitable for lecture, discussion and dry-demonstration formats. Rooms which are known as lecture halls, classrooms and seminar rooms are all expected to be subject to regular central assignment in order to achieve utilization at the maximum practical level. The objective shall be to achieve at least the following minimum hours of scheduled occupancy of classrooms and student stations as an average on an institution-wide basis:

<i>Classroom Scheduled Occupancy</i>	<i>Classroom Student Station Scheduled Occupancy</i>
33 hours per week	20 hours per week (which is a Classroom Student occupancy of 60 percent for 33 hours per week of Classroom scheduled occupancy)

8.04 CLASSROOM PROJECTION STANDARD  
 Classroom space needs will be projected on the basis of student stations in conformance with classroom space use objectives (Section 8.03). Area requirements will be determined utilizing a norm of 16 square feet per student station including related service areas (weighted mean derived from survey of the typical distribution of classroom sizes and related service areas). This standard will generally provide adequate space for student seating and related area such as audio/visual and instructional equipment.

8.05 CLASSROOM DESIGN GUIDELINES  
 The number of square feet per station in general purpose classrooms will vary with the size of the room and the type of station, ranging from chairs around a table in a seminar room to a fixed-seat lecture hall. Additional square footage for special equipment may be required. This guideline is based upon usage of standard seat spacing of 42" from back to back and 26" from center to center. Adjustments will need to be made if the size of the student station installed differs from the above standard. Typical classroom sizes are:

<i>No. of Student Stations</i>	<i>Sq. Ft. per Student Station</i>	<i>Sq. Ft. Area of Room</i>
15	20	300
20	17.5	350
25	16	400
30	15	450
40	14.2	568
50	13.5	675
60	13	780
80	12	960
100	11	1,100
125	10	1,250
200	9	1,800

8.06 Class laboratories are defined as rooms used by regularly scheduled

CLASS LABORATORY SPACE USE OBJECTIVES classes, which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

The expected utilization of laboratory space at each institution shall be the maximum practicable level. The objective shall be to achieve at least the following minimum hours of scheduled occupancy of laboratories and laboratory student stations as an average on an institution-wide basis:

	<u>Class Laboratory Scheduled Occupancy</u>	<u>Class Laboratory Student Station Scheduled Occupancy</u>
Lower Division	22 hours per week	18 hours per week  (which is a Class Laboratory Student Station Scheduled Occupancy of 80 percent for 22 hours per week of Class Laboratory Scheduled Occupancy)
Upper Division	16 hours per week	12 hours per week  (which is a Class Laboratory Student Station Scheduled Occupancy of 75 percent for 16 hours per week of Class Laboratory Scheduled Occupancy)

8.07 CLASS LABORATORY PROJECTION STANDARD Class laboratory space needs will be projected on the basis of student stations in conformance with laboratory space use objectives (Section 8.06). Area requirements will be determined by the discipline, the character of special-purpose equipment, the number of students expected to be served, and any associated service area requirements.

8.08 CLASS LABORATORY DESIGN GUIDELINES The design guidelines for class laboratories vary with the academic discipline and must conform to the student station size, equipment and service requirements. Examples of area allowances for some disciplines, including the student station and the ancillary service areas, are as follows:

<u>Discipline</u>	<u>Net Assignable Square Feet per Student Station (fully developed academic program)</u>
Animal Science	160
Chemical Engineering	160
Electrical Engineering	110
Theater	100
Chemistry	68
Dairy Science	68
Geology	68
Physics	65
Plant Pathology	65
Anthropology	50
Zoology	50
Business Administration	32
Speech	32

8.09 OTHER INSTRUCTION RELATED FACILITIES STANDARDS There are instructional spaces on most campuses, which are used for instructional programs not included within the previously identified categories outlined in this chapter. These include spaces such as open laboratories, music practice rooms, individual study laboratories, drama facilities, museums and galleries related to the instructional program. The justification of these facilities is related directly to the mission and guidelines for the institution and the areas are determined by an analysis of the specific requirements.

Examples of groupings of disciplines are suggested below, but space entitlement for each institution must be justified by programmatic needs.

Group I - Disciplines suggested which have very little, if any, special instructional space needs:  
 Economics  
 History  
 Sociology

Group II - Disciplines suggested which have minimal special instructional space needs:  
 Business Administration  
 English  
 Political Science

Group III - Disciplines suggested which have moderate special instructional space needs:  
 Applied Science  
 Entomology  
 Foreign Languages  
 Vocational Training

Group IV - Disciplines suggested which have considerable special instructional space needs:  
 Chemistry  
 Engineering  
 Health Sciences  
 Physics

Group V - Disciplines suggested which have extensive special instructional space needs:  
 Art  
 Drama  
 Music  
 Zoology

8.10 OFFICE FACILITIES PROJECTION STANDARDS Office facilities include both offices and office related service areas. An office is defined as a room or suite of rooms equipped with desks, chairs, files, bookcases, word processing equipment, etc., that is assigned to one or more persons primarily for the performance of administrative, clerical or faculty duties, other than the meeting of classes. (The projection standard includes active office service areas such as reception-waiting areas, conference rooms directly associated with instructional and administrative office, file rooms and work rooms.) An office service area is defined as an area which directly supports an office (or group of offices) as an extension of the activities in an office. Included would be conference rooms, waiting areas, work rooms, file rooms, etc.

Office facility needs will be projected at an institutional level based upon the number of FTE faculty (including post doctoral fellows and employed graduate students), staff, (the head count of) and non-employed (advanced) graduate students. The projection standard, which will include all office and office related facilities, is 190 net assignable square feet per FTE faculty, staff and non-employed (advanced) graduate students (three non-employed (advanced) graduate students head count equals one FTE for purposes of office facilities projections).

8.11 OFFICE FACILITIES DESIGN GUIDELINES The following office facilities design guidelines will be used except where special equipment, such as pianos and drafting tables, requires larger areas. When office facilities sizes and lay-out are determined, it is important that flexibility be maintained so that assignments can be made without regard to rank for efficient functioning and ease of reassignment.

A. Faculty offices ( <i>academic</i> ):	<u>Sq. Ft. per Station</u>
(Senior) Faculty (Instructor-Professor)	135
Department Head	150
Employed Graduate (and/or Teaching Assistant) Student	65

B.	Administrative offices ( <i>academic and non-academic</i> ):	
	Presidents	300
	Vice Presidents/Deans	225
	Assoc./Ass't. Vice Presidents/Director	180
	Professional/Technical/Management	135
C.	Staff offices ( <i>non-academic</i> ):	
	Support Personnel	90
D.	Other:	
	Non-employed Graduate Students	50
E.	Office Service Areas	
	1. Areas with Minimum Space Requirements	
	Conference rooms	20
	Waiting areas	10
	2. Other Support Areas (no minimum space requirements. Spaces and area to be determined by program needs).	
	Photocopy rooms	
	FAX machines area	
	Terminal/micro computer room	
	Work room	
	Computer printer room	
	Filing areas	
	Storage areas	

8.12 LIBRARY STANDARD Libraries are defined as a room or group of rooms used for the collection, storage, circulation, and use of books, periodicals, manuscripts, and other reading or reference materials.

Libraries in the State System are to be programmed to provide for the space outlined below. Stack space and non-book material space will be based on the estimated size of collections six years following the completion of a facility or facility addition. Do not include warehouse operations.

Library Reader Space - Reader stations are to be provided for 15% of the Fall Term FTE undergraduate students and 25% of the Fall Term FTE graduate students at all institutions. Reader station space will allow 25 square feet for each FTE undergraduate student and 30 square feet for each FTE graduate student.

Faculty Research Reader Space - Research space standards are outlined under Section 8.15 RESEARCH STANDARD. In addition, there is an entitlement of 15 square feet of carrel space in the library for each FTE faculty identified primarily in Groups I and II of Section 8.15, such as the humanities, social sciences, etc. There is an entitlement of three square feet of carrel space for each FTE faculty identified primarily in Groups III, IV and V of Section 8.15, such as the life, physical and behavioral sciences, agriculture, etc.

Stack Space - The following allowances, which reflect a higher percentage of bound periodicals at Health Science and Law libraries will be used in providing stack space:

	<u>NASF/Volume</u>	
<u>HS &amp; Law</u>		<u>All Others</u>
100,000 volumes	0.12	0.10
next 900,000 volumes	0.08	0.07
next 1,000,000 volumes	0.05	0.05

or by:

	<u>Volumes/NASF</u>	
<u>HS &amp; Law</u>		<u>All Others</u>
100,000 volumes	9	10
next 100,000 volumes	10	12
next 800,000 volumes	12	14
next 1,000,000 volumes	15	16

Non-Book Material - The following space allowances, which have been developed by measuring collections and the space required for storing, handling and using non-book materials, will be used in projecting their space needs.

<u>Item</u>	<u>Formula</u> <u>Items per Sq. Ft.</u> <u>of Floor Space</u> <u>Suggested Standard</u>	<u>Space to be Allotted</u> <u>in Minimum Units</u> <u>of Square Feet</u>
Microcards	6,000	10
Microprints	1,400	10
Microfiche 4"x6"	2,500	10
Microfiche 3"x5"	6,000	10
Microfilm reels	60	10
Film strips	200	10
Slides	700	12
Transparencies	500	10
Motion picture reels	12	12
Video tape reels	3	10
Computer tape reels	9	10

<u>Item</u>	<u>Formula</u> <u>Items per Sq. Ft.</u> <u>of Floor Space</u> <u>Suggested Standard</u>	<u>Space to be Allotted</u> <u>in Minimum Units</u> <u>of Square Feet</u>
Tape reels	30	10
Phonograph records	75	10
Picture files	500	10
Maps	50	30
Pamphlets	150	10
Test files	150	10
Multi-media kits	9	10
Government documents	50	10
Unbound periodicals	15 bibliographical units	10

Archives - Space requirements for collection will be submitted by institutional librarian.

Manuscripts - Space requirements for collection will be submitted by institutional librarian.

Library Services and Administration - An additional area equal to 25% of the space generated by the reader and stack space will be allocated for library services and administration.

8.13 COMPUTER FACILITIES Computer facility needs beyond instruction and research vary at each institution and may or may not be separated into instructional, research and administrative components. Inasmuch as the amount of equipment may range from input/output terminals to centralized system-wide components, space requirements will reflect the equipment housed and the size of the supporting staff.

Technological advances may reduce the area required for equipment or permit expansion of capabilities without increasing facilities.

8.14 SPECIAL SERVICE FACILITIES In general, facility projection and space standards are associated with specific functions. Special and independently administered services such as central printing and duplicating, media production, animal quarters, central mail service, hazardous materials, cafeterias independent of student unions and housing, museums, parking structures, and intercollegiate athletics which are not identified elsewhere in these standards and guidelines, will be programmed in accordance with institutional needs. These spaces are in addition to other spaces provided such as office and office related service areas.

8.15 RESEARCH STANDARD These standards recognize research as a broad category of activities including, but not limited to, creative inquiry, sponsored projects, applied research, clinical trials, product development, non-sponsored projects, etc. The definition of the amount of research space generated by an institution is dependent on these unique characteristics:

1. Consistency with the mission of the institution.
2. Level of involvement in research.
  - a. Consistency with teaching appointments for "instruction and related research".
  - b. Levels of grant funded research in addition to that which can be integrated with research expected as a part of an instructional appointment.
3. Types of facilities required to carry out the research.
  - a. The facilities will vary from complex wet and dry laboratories to reading rooms to outdoor field studies.

Research space requirements will vary over time within an institution and a process should be established to recalculate and redistribute this resource on a regular basis.

The entitlement to the space by any one individual or department is responsive and flexible; it must relate to the extent of faculty involvement in research, the level of research and the needs of the discipline. It is implicit that under-utilized research space should be promptly reassigned by the appropriate administrator.

Departments will be expected to share, as far as practical, specialized equipment as well as common and/or interdisciplinary support space. It is expected that the design and layout of research space will allow for maximum flexibility for reassignment.

The derivation of research space entitlement will require officials at each institution to develop a distribution of the programs into the appropriate space projection group as outlined hereinafter. The space entitlement is a function of the number of FTE researchers where FTE researcher is defined as the sum of the professors, associate professors, assistant professors, instructors, research assistants unclassified, research associates, graduate teaching and research assistants, as well as one-third of the graduate students associated with the activity but not included above. (Classified support personnel associated with research do not generate space but are accommodated by the proper Group assignment of the FTE researcher.) See also 8.12 LIBRARY STANDARD, Faculty Research Reader Space. Office facilities associated with research appointments are provided for in Section 8.10, OFFICE PROJECTION STANDARD.

The Group distribution outlined below is based upon functions required by research undertaking. Groups II through V include research activities which require minimal to extensive amounts of laboratory, laboratory service, studio and studio service space for research, while Group I includes disciplines with primarily library and office space needs only. The disciplines for each Group are subject to adjustment to a higher, lower or inter-group level depending upon the substantiated differing character of the research.

All functions of the research activity are included within the space standard (i.e., core laboratories, related service areas, etc.).

Group I - Research activities with primarily library and office associated space needs only.

Group II - Office-based research activities requiring computer support, group project rooms, reading/study areas. Limited service and support needs. This group generates 50 square feet per FTE researcher.

Group III - Research activities using small individual studios, shared rehearsal facilities, production studios and project areas. Accommodates both solo and group activities. Specialized facilities often used on a shared basis for teaching, research, and performance activities. Special storage facilities required. Also included are combination

office/laboratory based research activities. Laboratories, project rooms or observation/practice facilities often are shared among several research teams. Limited service areas with some special storage needs. This group generates 150 square feet per FTE researcher.

Group IV - Research activities generally requiring fewer laboratory services and less bench space for individual work stations. Greater proportion of core laboratories shared among research teams, often housing bulky experimental apparatus. Requires service areas and support space ranging from 10% to 25% of core laboratories. Faculty and graduate students also involved in field research. This group generates 350 square feet per FTE researcher.

Group IV - Research activities generally activities in complex wet and dry laboratories, typically assigned to research teams. High density of utility services, fume hoods, other built-in equipment, bench space, and movable equipment. Requires service areas and support space ranging from 25% to 50% of core laboratories. Large individual studios for faculty and graduate student creative activity, usually occurring on a solo basis, would also be included in this group. Specialized support areas required for specific equipment based on techniques, such as photography, computing arts, or media editing. This group generates 500 square feet per FTE researcher.

8.16  
PHYSICAL  
EDUCATION  
AND  
RECREATIONAL  
SPORTS  
ACTIVITIES  
FACILITIES

Physical Education areas are those used principally by students and faculty for physical education instruction.

Recreational activity areas are those that are used for physical recreational sports, which include intramural sports, club sports and open recreation.

Physical Education activity and support areas are used frequently for recreational sports activities. It is expected that many of the areas used for instruction be available for recreation. Facility requirements for the categories may be combined for translation into an overall facility program.

Intercollegiate athletic team areas (other than Club Sports) are used for inter-institutional team sports and are not available, nor included in the guidelines for P.E. and recreational sports space needs. At the regional universities it is expected that there will be some use of athletic fields for physical education and/or recreational sports.

(It is acknowledged that larger institutions may experience somewhat more intensive use of facilities due to diversity of recreational sports activities offered.)

8.17 PHYSICAL EDUCATION AND RECREATIONAL SPORTS PROJECTION STANDARDS

Space needs for physical education instructional areas and recreational sports activities shall be made on the basis of Fall Term FTE total undergraduate and graduate enrollment. The projection standards are:

1. Indoor space is projected at 16 square feet per FTE student as defined above. This includes the activity areas and the ancillary service areas of lockers, showers, dressing rooms, etc. The space allocation must be made in units of complete teaching stations/activity areas. The minimum facility should be projected on the basis of a 3,000 FTE student enrollment as defined above.

B. Outdoor activity areas are projected at 100 square feet per FTE student as defined above. The space allocation must be made in units of complete teaching stations/activity areas for all types of field sports. The areas need to be convenient to locker and shower rooms, and those areas used for classes should be within a ten-minute walking distance from academic classrooms. The minimum total facility should be projected on the basis of a 3,000 FTE student enrollment as defined above.

8.18 PHYSICAL EDUCATION AND RECREATIONAL SPORTS DESIGN GUIDELINES

Recreation Sports Areas - In addition to the indoor and outdoor areas outlined in "A" and "B" above, there may be provisions to allow for additional square footage in sports fields and buildings for recreational sports activities as appropriate to meet the specific needs of the institution.

The design guidelines should conform to recognized planning criteria such as those outlined in publications by the American Association for Health, Physical Education, and Recreation, the National Intramural-Recreational Sports Association (NIRSA), and other standard sources.

8.19 STUDENT HEALTH SERVICES STANDARD

The type of health service facilities required is usually a matter of institutional policy as well as proximity to and working arrangements with local hospitals. They include such areas as examination/treatment rooms, observation rooms, laboratories, reception-waiting areas, supply rooms, and infirmary facilities. The latter are appropriate primarily at larger institutions.

Space projections of this category should be based upon the number of people served, typically on the basis of one to one and a half square feet per Fall Term FTE student. Office facilities for physicians and supporting staff is projected under Section 8.10 OFFICE PROJECTION STANDARD.

8.20 STUDENT UNION FACILITIES

The functions which student union facilities house and the composition of the university community served may vary considerably from one campus to another but they exhibit an overall balance in relation to the size of the student body. Student unions are institutional centers that provide services as required and/or desired by the users to complement those provided in the community.

A nominal level of student union facilities may include the following functions:

1. Organizational Activities
  - a. Publications
  - b. Rooms for meetings
  - c. Organizations and interest groups - offices, workspace and storage
  - d. Broadcast - radio, television
2. Recreation
  - a. Active - table tennis, bowling, etc.
  - b. Passive - lounge, music listening, television viewing, etc.
  - c. Hobbies - crafts, arts, etc.
3. Socio-Cultural
  - a. Galleries
  - b. Auditoria
  - c. Ballrooms
  - d. Etc.
4. Administration
5. Food Service
  - a. Cafeteria
  - b. Snack Bar
  - c. Dining Room
  - d. Service
6. Specialized Services
  - a. Bookstores
  - b. Concessions
  - c. Etc.
7. Building Service Areas
  - a. Circulation
  - b. Lobbies
  - c. Restrooms
  - d. Janitor Closets
  - e. Loading Docks
  - f. Etc.

Other student controlled recreation facilities, (outdoor program, canoe facilities, etc.) including some off-campus facilities (boathouse) may be considered outside the guidelines.

8.21 STUDENT UNION FACILITIES PROJECTION STANDARDS Space needs are developed using Fall Term student FTE as a base, the projecting on a straight line with a minimum of 18 usable square feet per Fall Term student FTE for institutions with 2,400 FTE enrollment to 12 usable square feet per Fall Term student FTE for those with 20,000 or more FTE enrollment. An institution with fewer than 2,400 Fall Term student FTE may use the standard for 2,400 or provide a smaller amount of space as appropriate to the needs of the institution.

8.22 Design Guidelines are the area required for a student union must be responsive to the services expected to be provided, and varies with the size of the institution.

STUDENT  
UNION  
FACILITIES  
DESIGN  
GUIDELINES

8.23 It is expected that institutions will provide a reasonable amount of residential housing to supplement living accommodations available within the community. While projections of need may be appropriate for an individual institution, diversity of student populations and campus locations do not lend themselves to system-wide standards.

RESIDENTIAL  
HOUSING  
STANDARD

Residential housing areas may include food service, as well as central food storage, furniture storage, and maintenance as appropriate for the institution. The facilities must be adequate to carry out the mission of the housing department and to compliment the mission of the institution.

Administration of the college/university housing and/or dining facilities is designed to make the physical environment attractive, conducive to academic success, functional, in compliance with codes (such as the Americans with Disabilities Act), and provide safety features.

Guidelines for housing facilities:

1. Administrative facilities must include: Private offices for counseling, interviewing, or other meetings of a confidential nature; office, reception, and storage space sufficient to accommodate assigned staff, supplies, equipment, library resources, and; conference space.
2. Residential facilities, whether residence halls, apartments or other living accommodations (i.e., Family Student Housing) may be furnished and must be maintained in a manner designed to provide for security, comfort, and an atmosphere conducive to study, growth, and development. Public, common, study, lounge, meeting, and recreational areas must be provided and adequately furnished to accommodate the number of residents that use them. Any remodeling or new construction must comply with existing standards for accessibility.
3. Residential facilities must provide for adequate custodial work and storage space in close proximity to the area of custodial responsibility and provide laundry facilities in close proximity to residential facilities. Family housing facilities should also consider day care facilities.
4. Residential facilities, whether residence halls, apartments, or other living accommodations must consider food service areas and its relationship in supporting the housing program. This may include vending machines, small communal kitchens and dining

areas, kitchenettes in the room, central food service cafeteria, convenience stores or snack shops and or satellite arrangements for food service support. Food service must be viewed at least as a convenience, and in some cases a necessity to residential living.

5. Other support activities should be considered including bicycle storage, personal locked storage, mailrooms, recycling areas, loading docks, etc. All facilities should include telecommunication services such as cable TV, computer network access and basic telephone system. Recreational facilities for children of families living in institutional housing should also be provided.
6. Residential facilities also include infrastructure improvements such as lighting systems, landscaping, pathways and walks, and utilities. Parking and roadways must also be considered.

8.24 Areas required for the operation and maintenance of the campus  
PHYSICAL physical plant are identified in two categories: for the support of (1)  
PLANT central service functions and (2) building custodial functions.  
SERVICE  
AREA  
STANDARD

1. Central Service Functions - This encompasses all of the areas used for buildings and grounds operation and maintenance, including heating plants, service shops, garages, storerooms, and warehouses. Central and building area required for the delivery, pick-up and holding/storage of materials should be included also, and should be located in conjunction with custodial areas outlined in 2 below. The area is calculated at 6% of the net assignable square feet of the buildings fully served. It may or may not include various auxiliary enterprise areas or structures and other areas such as agricultural facilities. If these are included, they should be in proportion to the amount of service rendered. Additional area may be required for vehicle/equipment storage in areas where snow conditions preclude leaving the equipment outdoors.
2. Building Custodial Functions - This encompasses all of the area used for regular custodial functions, including deliveries of supplies, collection and pick-up of waste and materials for recycling within each building. The area is calculated as approximately one percent (1.%) of the usable area of a building, excluding mechanical rooms. To allow for satisfactory and efficient use and storage of equipment and supplies, the basic custodial area should have the following minimal characteristics for those buildings requiring custodial services:
  - A. An approximately 120 square foot custodial supply and equipment room, including utility sink, close to an elevator (if applicable) on the main floor.
  - B. An approximately 40 square foot custodial supply and equipment room, including utility sink, close to the elevator (if

applicable) on all other floors.

C. For all floors with 15,000 usable square feet or more, an additional supply closet adjacent to the restrooms.

8.25 CHILD CARE FACILITIES Childcare facilities provide services for student, faculty, and staff families. The primary function of childcare facilities is to provide care for children while their parents may attend classes, study, and work. In addition, they may provide opportunities for practicum, research, and observational experiences for faculty and students. Although state facilities are exempt from state licensing requirements and standards, **all** campus childcare facilities will adhere to these standards.