

Saint Louis University

Facilities Services

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Space Standards

Standard Operating Procedure

Responsible Parties			
Prepared By	Document Version Details		Phone Number
Kent Smith	Version 1.0		977-8183
Effective Date:	07-19-2012	Last Updated:	10-04-2013
Division or Departments Affected:		Saint Louis University Facilities Planning and Construction	
Approved By:	Name	Approval Date:	MM-DD-YYYY

Audience

This document applies to the Saint Louis University Facilities Planning and Construction Department.

Responsibilities

Executive Sponsor	Saint Louis University Vice President for Facilities Services
Key Stakeholders	Saint Louis University, Saint Louis University Facilities Services
Document Owner	Facilities Planning and Construction
Document Management	Saint Louis University Facilities Planning and Construction is responsible for the publication, notification and maintenance of this document. The Executive Sponsor is responsible for approving all changes to this procedure.
Implementers	Facilities Planning and Construction is responsible

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1.0	10-04-2013	Space Standards

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Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Kent Smith (Facilities Planning and Construction)	1.0	10-04-2013

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Scope:

This document has been developed to keep all space uniform using standard practices. This SOP assumes you have knowledge of all Saint Louis University policies and have the right to edit such information.

Purpose:

The purpose of this document is to explain SLU standards for any space.

Standards:

- **Building Definition** – A building is defined as a roofed structure with walls attached to a foundation and is serviced by a utility. It is a permanent shelter of persons, animals, plants, materials, or equipment.
- **Building Identification** – Unique identification of buildings is critical to space documentation and tracking methods.
 - Building Name – This is the primary name of a building as defined by Facilities Planning and Construction .
 - Building Abbreviation – This is the abbreviated name of a building as defined by Facilities Planning and Construction .
 - Building Number – This is the unique building ID number as defined by Facilities Planning and Construction .
 - Building Address – This is the address assigned to a building by the United States Post Office.
- **Floor Definition** – A floor is defined as a structure consisting of a space on a single level along a vertical scale. If there is a significant change in elevation across the floor with stairs and ramps, it is left to the discretion of Saint Louis University Facilities Management as to whether they constitute the same floor or should be identified separately.
- **Floor Identification** – Unique identification of floors is critical to space documentation and tracking methods.
 - Floor Number – This is a numerical description of the floor and/or how Facilities Services refers to the floor. Floors above or at grade are numbered sequentially in ascending order, starting with 01, 02, 03, etc. The floor below 01 is 00 and any floors that are below 00 are given SB designations and are numbered sequentially in ascending order, starting with SB, SB1, SB2, etc.
 - Floor Name – This is a text description of the floor that correlates to floor number and/or how Facilities Services refers to the floor.
- **Room Definition** – A room is an area usually defined by walls or other built construction, such as built in desks. It may or may not be a fully enclosed space, but must have an enclosed physical boundary represented as a closed polygon in the AutoCAD drawing. **NOTE:** Furniture does not define a space. Therefore a cubicle is not a room and seating arrangements in a corridor does not define a lounge.
 - Assignable Space – This is space that is assigned to a department.
 - Nonassignable Space – This is space that is typically assigned to Facilities, and serves as common or maintenance space within the building. (i.e. corridors, stairs, elevators, etc.)

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- **Room Identification** – Unique identification of rooms is critical to space documentation and tracking methods. Unique room numbers must be generated based on signage when existing. If numbering or renumbering is required please follow the standards below for creating a new unique room number:
 - Assignable Space Room Numbers
 - Primary Room Number – Any assignable space that has direct access to a public corridor should have a unique three or four digit number with the first number representing the floor it is located on. **NOTE:** Drop the leading zero for floors 1 through 9. **NOTE:** Sub-Basement room numbers may have 5 alphanumeric characters and a dash character (-) is used to separate the floor and the room.
 - Ex. 350 ← room number (room 50)
 ↙ floor number (third floor)
 - Ex. 1125 ← room number (room 25)
 ↙ floor number (eleventh floor)
 - Ex. SB-38 ← room number (room 38)
 ↙ floor number (sub-basement)
 - Alpha Room Number – Any assignable space that is within a room or suite shall be given the same room number as the room it is in, followed by an alpha character.
 - Ex. 142D ← alpha character (4th room)
 ↙ room number (room 42)
 ↙ floor number (first floor)
 - Alphanumeric Room Number – Any assignable space that is within a secondary (alpha suffix) room shall be given the room number of the room it is in, followed by a numeric character.
 - Ex. 201B3 ← numeric character (3rd room)
 ↙ alpha character (2nd room)
 ↙ room number (room 01)
 ↙ floor number (second floor)
 - Nonassignable Space Room Numbers
 - Refer to the Nonassignable Space Room Numbers chart below for nonassignable room number standards.

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Nonassignable Space Room Numbers

Room Type (alpha character)	Room Number E	Definition
Custodial Supply Closet (CS)	xCSy	Spaces within a building used by housekeeping which serves general building care and up-keep, and does NOT contain any plumbing.
Janitorial Room (JR)	xJRy	Spaces within a building used by housekeeping which serves general building care and up-keep, and contains plumbing.
Janitorial Room - Trash Room (T)	xTy	Spaces within a building used by housekeeping for temporary storage of trash.
Restroom, Men's (MR)	xMRy	A room designated specifically as a toilet facility, solely intended to be used by males.
Restroom, Women's (WR)	xWRy	A room designated specifically as a toilet facility, solely intended to be used by females.
Restroom, Unisex (UR)	xURy	A room designated specifically as a toilet facility, intended to be used by males or females.
Mechanical Area (M)	xMy	A space within a building designed to house mechanical equipment and utility services.
Telecom/Servers Room (D)	xDy	A room or area designed and/or designated for the primary use of computer, technology and/or telecommunication support.
Vestibules (V)	xVy	An enclosed entrance to a building which is signified by at least two sets of doors – at least one set transitions from the exterior of the building to interior entrance of the building; and at least one set transitions from the interior entrance of the building to the interior space of the building.
Corridors (C)	xCy	A circulation area within a building used as a passageway for persons or items between one space to another.
Stairs (S)	xSy	The floor area which transitions from one floor to another, by the means of steps.
Elevators (EV)	xEVy	The space which encloses the elevator car(s) used for transportation of freight and/or passengers between floors in a building.
NOTE: For room number examples 'x' is the floor number and 'y' is the sequential number allowing each space to have a unique number.		

- **Room Numbering** – The room numbering scheme should be structured so that the room numbers flow through the building in a consistent, comprehensible, and user friendly pattern. The scheme should be clear to the users of the building, not causing confusion for the individuals attempting to locate a space. Below are standards that should be adhered to whenever possible.
 - Sequential Numbering – Spaces should generally be numbered in a sequential order beginning at the main entrance of the building and ascending either to the far end of the building or in a clockwise direction.
 - Odd and Even Numbers – Odd and even numbers should be placed on opposite sides of the corridor.
 - Corresponding Numbers – Numbers on one side of the corridor should correspond with numbers on the other side (i.e. 112 across the corridor from 111 or 113).
 - Skipping Numbers – Room numbers may be skipped to maintain the correspondence and/or to allow for future renovations.
 - Stacking – The numbering schemes on all floors should be similar. Rooms with the same last two digits should be located in the same vertical stack in the building, as long as this does not create any major inconsistencies.
 - Approvals – All room numbers must be reviewed and approved by the Facilities Planning and Construction office. Room numbers should be reviewed at an early stage of the project and NOT after tenant occupancy.
 - **NOTE:** DO NOT number spaces that are only defined by moveable furniture (i.e. seating in a corridor does not warrant a room number and should be considered part of the corridor, cubicles are considered furniture and should not be numbered, etc.). Furniture that is built-in and would need demolition to remove shall warrant a room number (i.e. built-in reception desk, areas defined by partial height walls, etc.)

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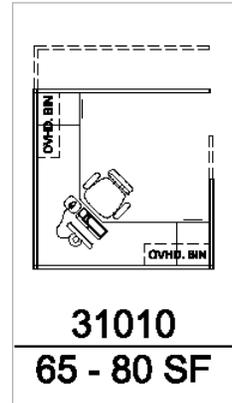
- **Space Allocation and Use** – These standards for space allocation and use are designed to assist in decision-making for the most effective, efficient use of University space.
 - Equitable Space Allocation – For all users and all categories of space, space standards will be used to assess space needs. These space standards may be adjusted in accordance with the total amount of space available. In this way, an overall space shortage or surplus can be handled appropriately. Any reallocation, renovation, or provision of new building space shall conform to the University’s space standards as closely as possible.
 - Effective Use of Space – The space allocated to a department or a user shall be used efficiently over time. A space that is used infrequently may require introduction of a similar and compatible approved University use to increase its utilization to a level that is more consistent with utilization across the University.
 - Sharing of Space and Function – To avoid duplication of space, equipment, and staff services, and to avoid unnecessary costs, space must be shared whenever possible. This principle applies specifically to space functions with high associated costs, such as meeting and conference facilities, classrooms and auditoriums, break areas, computer facilities, machine shops, electronics shops, animal rooms, and audio-visual areas. When space is shared, procedures should be developed by users for priorities of use, if necessary.
 - Access to Space – Three categories of space access are required:
 - General Access Space – Includes classrooms, lounges and other general University facilities that are shared by all departments, students, and staff.
 - Limited Access Space – Includes classroom laboratories, meeting rooms, study spaces, etc. that can be made available to users on a limited basis.
 - Restricted Access Space – Includes research laboratories, offices, and specialized support areas (i.e. facilities’ equipment rooms) are only available to certain individuals or to particular groups. When a space allocation is made to an academic or business unit, it will be designated as limited or restricted access.
- **Room Size** – Standard room sizes are based on room function and number of full-time equivalent occupants. The room type definitions are compatible with the National Center for Education Statistics’ Postsecondary Education Facilities Inventory and Classification Manual, current edition. All space within newly constructed buildings and renovation areas will conform to these standards, wherever possible. **NOTE:** Standard room sizes are based on simply shaped rooms with few architectural features. Certain existing conditions and/or features may dictate adjustments to these space standards. No office shall be constructed with less than 100 SF. If an office is requested to be less than 100 SF a cubicle is to be used.

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- Office Type 31010: Shared Workstation – When multiple part-time employees share a cubicle or desk workstation, 65-80 square feet (SF) will be allocated for each 1.0 FTE.

This space is appropriate for positions with job codes:

- Federal Work Study
- Grad Assistant/Trainee
- PT/Temp Support Staff
- Salaried Undergraduate
- Student Worker



EEO

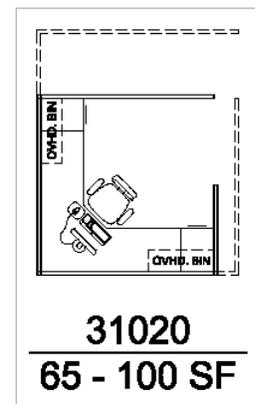
EEO SKILL CATEGORY

- | | |
|--------------------------------------|----------|
| ▪ 5B -Sr Level Admin Assts Grade 430 | Clerical |
| ▪ 5C -Mid Level Assts Grade 420 | Clerical |
| ▪ 5D -Bookkeepers/Clerks Grade 410 | Clerical |
| ▪ 5E -Entry Level Clerks | Clerical |
| ▪ 6B -Mechanics/Carpenters | Craft |
| ▪ 7B -Lab Assts/Med service staff | Service |
| ▪ 7C -Protective Services | Service |
| ▪ 7D -Housekeeping/Food Srvs | Service |

- Office Type 31020: Single-User Workstation, Support Personnel – For a cubicle or desk workstation, 65-100 SF will be allocated for a single occupant with FTE of 0.75 or higher.

This space is appropriate for positions with job codes:

- Graduate Assistant
- Salaried Undergraduate
- Support Staff, FT
- Support Staff, PT/Temp



EEO

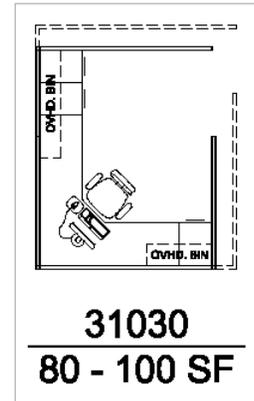
EEO SKILL CATEGORY

- | | |
|--------------------------------------|----------|
| ▪ 5B -Sr Level Admin Assts Grade 430 | Clerical |
| ▪ 5C -Mid Level Assts Grade 420 | Clerical |
| ▪ 5D -Bookkeepers/Clerks Grade 410 | Clerical |
| ▪ 5E -Entry Level Clerks | Clerical |
| ▪ 6B -Mechanics/Carpenters | Craft |
| ▪ 7B -Lab Assts/Med service staff | Service |
| ▪ 7C -Protective Services | Service |
| ▪ 7D -Housekeeping/Food Srvs | Service |

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- Office Type 31030: Single-User Workstation within a Shared Room, Faculty or Professional – For a cubicle or desk workstation, 80-100 SF will be allocated for a single occupant with FTE of 0.75 or higher. This space is appropriate for positions with job codes:

- Faculty, 12-Month, PT/Temp
- Faculty, Adjunct, PT/Temp
- Professional Staff, PT/Temp



EEO	EEO SKILL CATEGORY
▪ 2B –Faculty	Faculty
▪ 2C -Faculty Emeritus/Retired	Faculty
▪ 2D -Allied Health Disciplines	Faculty
▪ 2E -Arts, Fine & Performing (A&S)	Faculty
▪ 2F -Basic Sciences	Faculty
▪ 2G -Clinical Sciences	Faculty
▪ 2H -Engineering & Technology	Faculty
▪ 2I –Humanities	Faculty
▪ 2J –Law	Faculty
▪ 2K -Public Health	Faculty
▪ 2L –Librarians	Faculty
▪ 2M -Social Sciences	Faculty
▪ 2N –Education	Faculty
▪ 2O -Social Work	Faculty
▪ 2P -Post Doctoral Fellows	Faculty
▪ 2Q –Nursing	Faculty
▪ 2R –Business	Faculty
▪ 2S –Sciences	Faculty
▪ 2T -UMG & Academic Affairs Admin.	Faculty
▪ 2U –ROTC	Faculty
▪ 2V -Clinical Lab Sciences	Faculty
▪ 2Z -Academic Affairs	Faculty
▪ 3A -Student Srv Prof/Coaches	Professional
▪ 3B -Accountant/Degree Professional	Professional
▪ 3C -Public Relations Professional	Professional
▪ 3D -Counselor/Psychologists/Clergy	Professional
▪ 3E -Library Professional	Professional
▪ 3F -Registered Nurses	Professional
▪ 3G -Health Care Professional	Professional
▪ 3H -Research Assistant-Non Student	Professional
▪ 3I -Academic Support Professional	Professional
▪ 3L -Info. Technology Professional	Professional
▪ 4A -Supv only Technical Staff	Tech. & Paraprofessional
▪ 4B -Comp Programmers/Operators	Tech. & Paraprofessional
▪ 4C -LPN/Dieticians	Tech. & Paraprofessional
▪ 4D -Medical/X-ray/Lab Techs	Tech. & Paraprofessional
▪ 5A -Supv only Clerical Staff	Clerical
▪ 6A -Supv only skilled & Semi-skill	Craft
▪ 7A -Supv only Service Staff	Service

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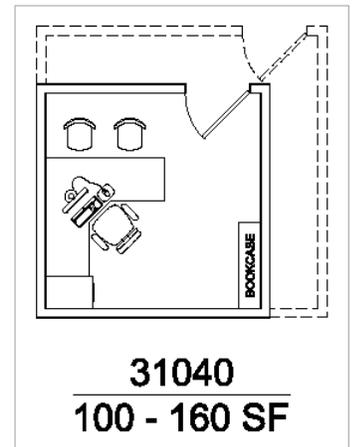
- Office Type 31040: Private Office, Professional, Assistant or Associate Director – For a private office, 100-160 SF will be allocated for a single occupant with FTE of 0.75 or higher. This space is appropriate for positions with job codes:
 - Professional Staff, Flex, FT
 - Professional Staff, FT

EEO

- 1E -Asst & Assoc Directors
- 1F -Managers
- 1H -Supervisors
- 3A -Student Srv Prof/Coaches
- 3B -Accountant/Degree Professional
- 3C -Public Relations Professional
- 3D -Counselor/Psychologists/Clergy
- 3E -Library Professional
- 3F -Registered Nurses
- 3G -Health Care Professional
- 3H -Research Assistant-Non Student
- 3I -Academic Support Professional
- 3L -Info. Technology Professional
- 4A -Supv only Technical Staff
- 4B -Comp Programmers/Operators
- 4C -LPN/Dieticians
- 4D -Medical/X-ray/Lab Techs
- 5A -Supv only Clerical Staff
- 6A -Supv only skilled & Semi-skill
- 7A -Supv only Service Staff

EEO SKILL CATEGORY

- Managerial
- Managerial
- Managerial
- Professional
- Technical and Paraprofessional
- Technical and Paraprofessional
- Technical and Paraprofessional
- Technical and Paraprofessional
- Clerical
- Craft
- Service



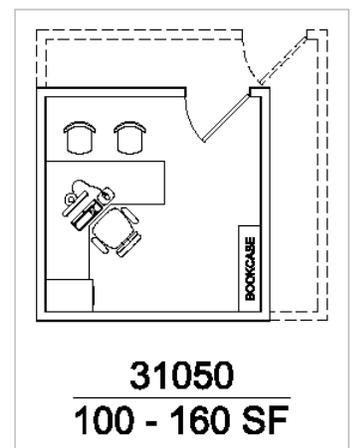
- Office Type 31050: Private Office, Faculty/Researchers – For a private office, 100-160 SF will be allocated for a single occupant with FTE of 0.75 or higher. This space is appropriate for positions with job codes:
 - Faculty, 9/11-Month, FT
 - Faculty, 12-Month, FT

EEO

- 2B –Faculty
- 2D -Allied Health Disciplines
- 2E -Arts, Fine & Performing (A&S)
- 2F -Basic Sciences
- 2G -Clinical Sciences
- 2H -Engineering & Technology
- 2I –Humanities
- 2J –Law
- 2K -Public Health
- 2L –Librarians

EEO SKILL CATEGORY

- Faculty



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- 2M -Social Sciences Faculty
- 2N –Education Faculty
- 2O -Social Work Faculty
- 2P -Post Doctoral Fellows Faculty
- 2Q –Nursing Faculty
- 2R –Business Faculty
- 2S –Sciences Faculty
- 2T -UMG & Academic Affairs Admin. Faculty
- 2U –ROTC Faculty
- 2V -Clinical Lab Sciences Faculty
- 2Z -Academic Affairs Faculty

○ Office Type 31060: Private Office, Chairman or Staff Director, Assistant or Associate Dean – For a private office, 120-160 SF will be allocated for a single occupant with FTE of 0.75 or higher. This space is appropriate for positions with job codes:

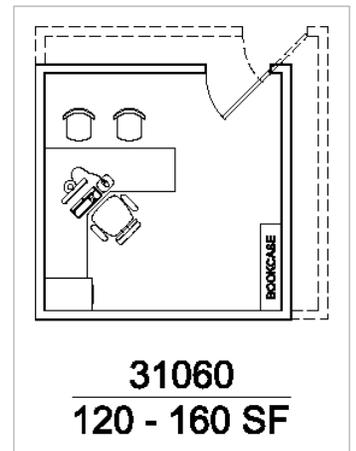
- Faculty, 9/11-Month, FT
- Faculty, 12-Month, FT
- Major Administrator
- Professional Staff, FT

EEO

- 1B -Director
- 1C -Assoc & Asst Dean, Dept Chairs
- 1D -Dir of Prof employ, Gen Bus.

EEO SKILL CATEGORY

- Managerial
- Managerial
- Managerial



○ Office Type 31070: Private Office, Dean, Assistant or Associate Vice President – For a private office, 160-200 SF will be allocated for a single occupant with FTE of 0.75 or higher. These offices should be a single, private office intended to accommodate a desk, files, bookshelf and a meeting area for an additional 5-6 people. This space is appropriate for positions with job code:

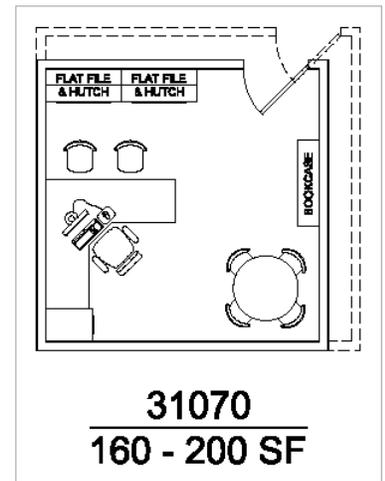
- Major Administrator

EEO

- 1B -Assoc VP, Asst VP, Dean

EEO SKILL CATEGORY

- Managerial



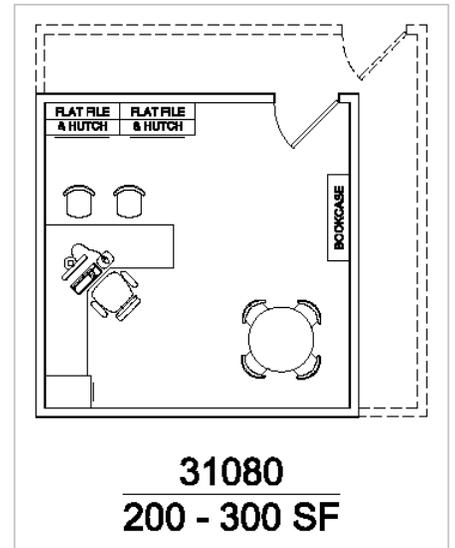
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- Office Type 31080: Private Office, Provost or Vice President – For a private office, 200-300 SF will be allocated for a single occupant with FTE of 0.75 or higher. This space is appropriate for positions with job code:
 - Major Administrator

EEO

- 1A -Administrator

**EEO SKILL
CATEGORY**
Managerial



Questions about this Procedure

If you have questions about this procedure, please contact the Facilities Planning and Construction department ksmit172@slu.edu. Failure to follow this procedure can result in disciplinary action as provided in the Staff Employee Handbook, any Student Worker/Intern employment information and Faculty Handbook. Disciplinary action for not following this procedure may include termination, as provided in the applicable handbook or employment guide.

Approval and Amendments

Changes to this procedure may be necessary from time to time. At a minimum, this procedure will be reviewed and approved annually. All changes to this procedure will be approved by the Planning Manager. This procedure, associated policies and documentation, including a record of all changes to any charters (if applicable), will be maintained by the Facilities Planning and Construction department and available for inspection.

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