Office Space Allocation and Planning Guidelines
University of Wisconsin-Madison

These draft guidelines are not formally adopted by UW-Madison’s Space Remodeling and Policy Committee (SRPC) they do reflect current space planning principles and promote increased efficiency in campus facilities.

Primary space planning objectives
- Provide a safe, comfortable, and productive environment for employees and visitors
- Ensure efficient use of building HVAC, electrical, and mechanical systems
- Maintain building flexibility to accommodate future changes
- Maximize the distribution of natural light

Enclosed office guidelines
- Positions eligible for an enclosed office:
  - Director level and above
  - Those that require confidential work
- Requests for exception will be reviewed by the Space Management Office
- In cases where existing enclosed offices exceed the number of staff eligible for an enclosed office, demolition is not required to meet these allocation standards
  - Shared use options should be explored to ensure efficient use of space
- Enclosed offices should be located away from exterior walls to maximize the sharing of natural light
- Confidential work requirements
  - A staff member may be eligible for an enclosed office if all these requirements are met:
    - A minimum of 25% of all work time is spent in confidential conversations
    - Confidential meeting space is not available
    - Multiple confidential staff cannot share an enclosed office or a larger, separate open office due to facility and/or confidentiality limitations

Square Footage Planning
The table below provides allocation guidelines by position on a square footage basis.

Final office and workstation sizes may vary due to existing building layout and occupant needs.

Please note that a circulation factor of 35% should be added to workstation allocations for planning purposes.
<table>
<thead>
<tr>
<th>Position Category</th>
<th>Example of Job Titles</th>
<th>Space type</th>
<th>Space Allocation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership</td>
<td>Dean</td>
<td>Enclosed office</td>
<td>180 sq ft</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>Asst./Assoc. Dean, Director, Department Chair,</td>
<td>Enclosed office</td>
<td>150 sq ft</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>Professor</td>
<td>Enclosed office</td>
<td>120 sq ft</td>
<td>Enclosed office in home department only, hotel in joint appointment locations</td>
</tr>
<tr>
<td>Manager, Supervisor, or HR Staff</td>
<td>Department Administrator</td>
<td>Open workstation or enclosed office*</td>
<td>64-120 sq ft</td>
<td></td>
</tr>
<tr>
<td>Full time staff</td>
<td>Media Specialist</td>
<td>Open workstation</td>
<td>36 - 64 sq ft</td>
<td></td>
</tr>
<tr>
<td>Part time staff</td>
<td>Lecturer, Adjunct Emeritus</td>
<td>Open workstation</td>
<td>36 sq ft</td>
<td>Hoteling is encouraged</td>
</tr>
<tr>
<td>Grad assistants</td>
<td>Teaching Assistant</td>
<td>Open workstation</td>
<td>36 sq ft</td>
<td></td>
</tr>
<tr>
<td>Student workers/interns</td>
<td>Student Hourly</td>
<td>Open workstation</td>
<td>36 sq ft</td>
<td></td>
</tr>
</tbody>
</table>

* See above: Confidential work eligibility
Open Office System Furniture Guidelines

- Systems furniture should replace conventional furniture when possible to increase efficiency
- 64 sq. ft. is the preferred size for standard workstations, a maximum of 72 sq. ft. is allowed
- Systems furniture is prioritized for window access
- Systems furniture panels should not exceed 66 inches in height along the spline and remaining panels should not exceed 54 inches in height to enhance air circulation and light penetration
- Taller panels should be oriented perpendicular to the window wall
- Shared, collaborative workstation layouts are encouraged

Office Support Area Guidelines

- Conference room and other support areas should be located on the interior of the facility