

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.

| Position Category | Example of Job Titles | Space type | Space Allocation | Notes |
|-------------------------------------|--|---------------------------------------|-------------------------|---|
| Executive Leadership | Dean | Enclosed office | 180- sq ft | |
| Leadership | Asst./Assoc. Dean, Director, Department Chair, | Enclosed office | 150 sq ft | |
| Faculty | Professor | Enclosed office | 120 sq ft | Enclosed office in home department only, hotel in joint appointment locations |
| Manager, Supervisor, or HR Staff | Department Administrator | Open workstation or enclosed office* | 64-120 sq ft | |
| Full time staff | Media Specialist | Open workstation | 36 - 64 sq ft | |
| Part time staff | Lecturer, Adjunct Emeritus | Open workstation | 36 sq ft | Hoteling is encouraged |
| Grad assistants | Teaching Assistant | Open workstation shared by 2 grads | 36 sq ft | |
| Student workers/interns | Student Hourly | Open workstation shared by 3 students | 36 sq ft | |

* 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