

# UNIVERSITY OF FLORIDA SPACE MANAGEMENT GUIDELINES

## **Introduction**

As a preeminent university, the University of Florida strives to achieve remarkable goals and set examples for its peer institutions to emulate, including those related to the efficient and effective use of resources. In order to fulfill those goals, it is important to accommodate the needs of UF's faculty, staff, and students, including those needs pertaining to physical space – an extremely important resource. With current space at a premium and focused development planned in the years ahead, providing guidance on space management across the university is necessary for UF to support effectively its core mission of teaching, research and scholarship, and service.

All university physical facilities are under the purview of the Provost or appropriate senior vice president. These senior administrators in turn call upon the appropriate deans, vice presidents, and department heads to manage allocated space within each facility/location assigned to their respective colleges and units. It is incumbent upon the deans, vice presidents, and department heads to use allocated space in accordance with their college's or department's objectives, with consideration given to optimizing and making the best use of space currently occupied while planning for future space needs.

These guidelines will apply to all University of Florida colleges, schools, departments, centers, institutes, auxiliary units, and other units that are within the University entity. These guidelines are also intended to apply to all direct support organizations, health services support organizations, practice plans, and all other entities affiliated with the University.

## **Objectives**

The objective of these guidelines is to clarify how space is to be managed at the University of Florida, whether the space is owned by the university or leased from the university or a third party. The primary objectives of these guidelines are:

- To provide space decision makers and planners with a conceptual framework that will guide them in the use of both currently assigned and future anticipated space
- To optimize the use of allocated space—both existing and potentially new
- To minimize redundancies and eliminate inefficiencies in the use of space
- To provide a mechanism for informing budget decisions that may be space related
- To move the university toward a set of best practices related to space management

## **Guiding Principles**

The following principles are intended to provide context to space planning decisions.

- Where there are competing needs, academic spaces—such as classrooms, laboratories, and clinical areas—will take precedence over administrative spaces, such as offices and meeting rooms.
- Priority will be given to spaces that offer financial efficiencies, afford economies of scale, or encourage interdisciplinary interaction.
- Efforts should be made to locate high traffic offices serving a large population in more central and convenient locations.
- Long-term space allocation will take priority over temporary accommodations.
- When net new space is acquired, every effort should be made to relinquish any space used by previous occupants to the Provost or appropriate senior vice president.
- Donor restrictions or designations will be taken into consideration when re-allocating existing space and in new construction projects.

## **Management of Space**

Deans, vice presidents, and department heads of administrative units should make every effort to apply the following guidelines in the management of space under their purview.

**Departmental Classrooms:** Classrooms should be utilized 50% or more as defined by the Florida Department of Education “State Requirements for Educational Facilities.” Deans are encouraged to consult with the Department of Planning, Design and Construction in the application of these requirements. Deans will be notified by the Office of the Provost regarding classrooms that do not meet this standard and will be given twelve (12) months to make one of the following corrective steps:

- Increase utilization to above 50%, as determined by the State University System of Florida’s Board of Governors’ standard (**see Appendix 1 for formula**)
- Re-purpose the classroom to address other departmental space needs
- Turn the classroom over to the Provost/Registrar for reassignment or re-repurposing

**Office Space:** Assignment of office space should be determined by the appropriate dean, vice president, or department head based on available space. Large areas of space (> 1000 gross square feet) should not be reallocated, repurposed, or refurbished without first consulting with the Office of the Provost or appropriate senior vice president. Recommended square footage for both private and shared offices in new or reconfigured space should follow Florida Department of Education “State Requirements for Educational Facilities,” Chapter 6, Section 6.1 (**see Appendix 2 for requirements**). Consideration should also be given to secure space needs to protect confidential and secure information following [UF’s Information Security Policy](#) and [Data Classification Policy](#).

**Multiple Offices:** The awarding of multiple offices to employees is discouraged. Whenever possible, faculty and staff members, including those with multiple assignments, should be assigned only one office space.

- Research faculty offices will be assigned by their department in collaboration with the respective college based on available space. When possible, office space should be assigned to one location (laboratory or department). If needed, shared workspace at the other location may be considered.
- Research center faculty offices will be assigned by their department in collaboration with the respective college based on available space. Office space should be assigned to one location (research center or department). If needed, shared workspace at the other location may be considered.
- Department chairs will be housed in chair offices. Their faculty office may be temporarily reassigned by the department in collaboration with the respective college.

**Shared Workspace:** Part-time employees and part-time faculty (e.g., adjunct faculty, graduate students, part-time OPS, and student workers) should be provided shared workspace.

**Emeritus Faculty Offices:** Emeritus faculty offices will be assigned by the appropriate department in collaboration with the respective college based on space availability. Assigned office space should be shared workspace and limited to a three year time period.

**New Construction:** Construction of any new space or renovation of an existing space should be done in accordance with UF's Construction Projects Planning and Approval Guidelines (**see Appendix 3 for guidelines**) and coordinated through the Office of the Senior Vice President and Chief Operating Officer.

**Leasing Space:** All UF personnel affiliated with a college, department, center, institute, or auxiliary unit interested in leasing space must contact UF's Office of Real Estate for purposes of submitting a lease request. The Office of Real Estate will review required lease request information and provide the steps to complete the leasing process, including specific space guidelines that must be followed.

## **Appendix 1**

The State University System of Florida's Board of Governors determines utilization of classrooms across the state as follows:

Room design capacity (number of students) multiplied by 40 hours per week, then multiplied by 60%, then divided by the hours of room use reported to the State, or:

$$[\text{Hours of reported use} / (\text{design capacity} \times 40) \times .6].$$

## Appendix 2

The Florida Department of Education “State Requirements for Educational Facilities,” Chapter 6, Section 6.1, page 130:

Facility Space Name	Occupants	Min.	Norm	Max.
<b>OFFICE SPACES</b>				
<b>Instructional Office Facilities</b>				
Director’s Office	1	150	175	200
Other Administrator	1	125	135	145
Faculty Office – Single	1	110	120	130
Faculty Office – Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person		
Secretary/Clerk – Single	1	100	110	120
Secretary/Clerk – Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person		
Reception	Per number seated	15	20	25
Conference	Per occupant	15	20	25
Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person		
Files		110	120	130
Supplies		100	125	150
Storage		125	150	175
Faculty Lounge	Per occupant	10	11	12
<b>Student Office Facilities</b>				
Office – Single	1	100	110	120
Office – Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person		
Publications Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person		
Counseling Area	Varies	100 NSF for first person, plus 20 NSF for each additional person		
Testing Area	Varies	100 NSF for first person, plus 15 NSF for each additional person		
<b>Staff Office Facilities</b>				
Facility Space Name	Occupants	Min.	Norm	Max.

Director's Office	1	150	175	200
Other Administrator	1	125	135	145
Staff Office – Single	1	110	120	130
Staff Office – Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person		
Secretary/Clerk – Single	1	100	110	120
Secretary/Clerk – Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person		
Reception	Per number seated	15	20	25
Conference	Per occupant	15	20	25
Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person		
Files		110	120	130
Supplies		100	125	150
Storage			125	150 175
Staff Lounge	Per occupant	10	11	12

Facility Space Name	Occupants		Min.	Norm	Max.
<b>Administrative Office Facilities</b>					
President's Office	1	250	300	350	
Vice President's Office	1		200	225	250
Dean's Office	1	200	225	250	
Bursar's Office	1		175	200	225
Registrar's Office	1	175	200	225	
Other Administrator	1	125	150	175	
Secretary/Clerk – Single	1	110	120	130	
Secretary/Clerk – Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
Reception	Per number seated	15	20	25	
Conference	Per occupant	20	25	30	
Workroom	Varies	25 NSF for first person, plus 35 NSF for each additional person			
Files		120	135	150	
Supplies		100	125	150	
Storage			125	150	175

## **Appendix 3**

### **Construction Projects Planning and Approval Guidelines**

#### **Introduction**

In order to fulfill its academic mission and diverse goals, it is important that the University of Florida optimize the use of its land, physical facilities, and other assets. Doing so enables the University to achieve and maintain functional efficiency, economic effectiveness, aesthetic appeal, and flexibility of its campus (to include, broadly speaking, all of the properties UF owns or controls) for future change and growth. Because capital construction projects—defined as those major projects costing \$2 million or more—play a significant role in defining a university’s campus, they should be undertaken only after they have been carefully and thoughtfully reviewed. Similarly, minor construction projects costing less than \$2 million that significantly alter the university’s built environment with added building footprints, visible infrastructure, and altered landscapes require careful consideration. The following guidelines are designed to assist in the review and approval of these projects.

#### **Application**

These guidelines apply to all University of Florida colleges, schools, departments, centers, institutes, auxiliary units, and other units that are within the University entity. These guidelines are also intended to apply to all direct support organizations, health services support organizations, practice plans, and all other entities affiliated with the University.

#### **Policy**

University academic and operating units and their employees are encouraged to explore ways in which to advance the University’s mission by developing new uses of the University’s land and facilities. This might include, for example, (1) the development of land for future use, (2) the construction of new facilities, and/or (3) the renovation of existing facilities. Before proceeding with the plans to undertake a project of this nature or magnitude, however, it is important that appropriate oversight, input, and approval be provided. This will better enable University leadership to determine that a proposed project:

- is consistent with the University’s mission and goals
- comports with the campus master plan
- is of sufficiently high priority
- assumes an appropriate footprint on campus
- is architecturally appropriate
- has available funding, and
- provides a return on investment

Consistent with this philosophy, the following types of projects, whether undertaken on UF’s main campus located in Gainesville or in locations outside of that, must be reviewed and

approved according to the process outlined within these guidelines before being allowed to proceed:

- major (\$2 million or more) capital construction projects (to include building additions)
- major (\$2 million or more) remodeling and renovation projects
- minor (less than \$2 million) construction projects creating stand-alone buildings or additions to existing buildings (both of which have legislative, Educational Plant Survey/Form B, and PO&M and campus master plan implications)
- significant alterations to landscape design and/or outdoor open space (does not apply to the Harn Museum site or to exhibits inside campus buildings)
- significant alterations to circulation and parking

### **Practice**

In order to determine if a given project can be pursued, senior administrators affiliated with any entity to which these guidelines apply are required to notify Planning, Design, and Construction of their plans to engage in any major or minor project, as defined above, that could significantly alter the appearance of the campus or affect its operations. Planning, Design, and Construction will provide the means by which the needed information concerning a potential project is collected and subsequently reviewed for approval. In the early stages of a potential project, the information gathered will be more cursory and exploratory in nature. Information gathered will address such things as:

- purpose/project justification
- scale
- proposed location/land ownership issues
- cost and funding, including ROI statement and operational considerations
- consistency with campus master plan, including environmental, historic, parking and circulation, and urban design considerations

Once this information is collected, it will be forwarded to a Construction Project Planning and Approval Executive Committee that will be established for the purpose of reviewing all applicable projects discussed above. UF's Senior Vice President and Chief Operating Officer will chair the committee. The committee's membership will consist of:

- UF Senior Vice President and Chief Operating Officer
- UF Senior Vice President and Provost or designee
- UF Senior Vice President for Agriculture and Natural Resources or designee
- UF Health Shands Hospital, Vice President Facilities Development
- UF Vice President for Business Affairs
- UF Vice President and Chief Financial Officer
- UFF Vice President for Development and Alumni Affairs or designee
- UF Assistant Vice President for Planning, Design, and Construction
- UAA Athletics Director or designee

The committee is charged with conducting an initial review or assessment of a project as close to the conception as possible for purposes of determining whether or not it should proceed. No project or funding development should proceed without committee approval and ultimately, without final review and consideration by the President.

The committee's role is to gain an understanding of a project's (1) general purpose and strategic impact, (2) potential cost and availability of funds, and (3) architectural features and compliance with the University's long-term facilities and strategic plan. Another important role of the committee is to provide feedback to the project originator as early as possible concerning the potential for pursuing a given project. Doing so will hopefully assist the various University entities in developing their strategic plans in a manner that is consistent with the University's broader goals and objectives.

The committee will meet on a routine basis, thus facilitating rather than delaying the project decision-making process. Working through Planning, Design, and Construction, the committee will request needed information to assist it in making a decision as to whether a given project should be allowed to proceed. The committee may place a project on hold at any time or request to review additional information concerning the project before allowing it to proceed. Once the committee has approved a project, that project must still receive review and approval by the appropriate University committees as applicable, including:

- Land Use and Facilities Planning Committee
- Parking and Transportation Advisory Committee
- Lakes, Vegetation and Landscaping Committee
- Preservation of Historic Buildings and Sites Committee

The committee will seek advice as needed from non-members to increase its understanding of and comfort with a proposed project.

All decisions reached by the committee will be forwarded to the President for final review and consideration.