## DIVISION G
### GUIDELINES FOR OFFICE DESIGN

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DIVISION G
GUIDELINES FOR OFFICE DESIGN

G.1 GENERAL POLICY

This Section provides guidelines for determining standards for office sizes, furniture and accessories for University faculty and staff. Responsibility for adhering to these standards is assigned to the Facilities Management Division and the Office of the Provost. Exceptions to these policies may be granted only by the Associate Vice Chancellor of Facilities Management.

G.2 OFFICE CATEGORIES

For purposes of determining office size and furnishing options, University staff and faculty are categorized as follows:

1. Associate Vice Chancellor, Executive Director, Dean
2. Assistant Vice Chancellor, Associate/Assistant Deans, Distinguished Professors
3. Department Chairperson
4. Faculty and Professional Staff
5. Administrative Staff
6. Part-Time Faculty/Staff, Teaching Fellow, Research Associate, Instructor or Lecturer

G.3 OFFICE SIZE

A. The following office sizes are to be regarded as general guidelines only. Variations to these standards may be approved by the Office of the Provost, Facilities Management Division and University Departments. Variations on size standards would be due to size conditions of existing space in projects with reduced renovation budgets or in spaces in need of special technical or physical requirements. Renovated offices shall be in compliance with ADA guidelines.

B. Office size to be assigned based on the following standard:

1. Associate Vice Chancellor, Executive Director, Dean: 300 sq. ft.
2. Assistant Vice Chancellor, Associate/Assistant Deans, Distinguished Professors: 200 sq. ft.
3. Department Chairperson: 150 sq. ft.
4. Faculty and Professional Staff: 90-120 sq. ft.
5. Administrative Staff: 60-120 sq. ft.
6. Part Time Faculty/Staff, Teaching Fellow, Research Associate, Instructor or Lecturer: 60 sq. ft.
G.4 FLOOR SURFACES

A. Floor area in offices should receive a direct glue University Standard broadloom carpet. Current University standards consist of the following solution dyed Shaw Contract styles:

1. Dot Com II, Wisteria, 34812
2. Dot Com II, Desert, 34211
3. Dot Com II, Midnight, 34512**
4. Dot Com II, Prairie, 34312
5. Scholar II, Brainiac, 14435**
6. Scholar II, Wisdom, 14465
7. Scholar II, Textbook, 14820
8. Scholar II, Sage, 14455

Note: These standards are subject to change, and Professionals need to verify current standards.
** University Standards that are not actively stocked, slightly longer lead times apply to orders.

B. Carpet tiles may be used in areas where floor utility needs dictate. Facilities Management will review and approve selections.

C. Resilient tile may be used in areas of excessive wear, food preparations, and general classrooms. University Standard is Armstrong Standard Excelon Imperial Texture 12" tile. Exceptions to the 12" tile, (i.e. straight vinyl or rubber) will be considered, reviewed, and approved by Facilities Management.

D. Wall base should generally be 4" top set rubber. Coved base should be used in hard surface floor areas and straight base in carpeted areas. Coordinating base to University standard carpeting is Johnsonite-Moonrock, N29.

G.5 WINDOW TREATMENT

Drapes, Blinds and Shades:

1. Drapes will generally be provided only in the offices of the Associate Vice Chancellor, Executive Director or Dean; or in high profile areas where functional and aesthetic needs dictate.

2. Blinds or shades will be provided as determined by Facilities Management. Blinds or shades must match existing conditions for a uniform appearance. Exceptions will be considered, reviewed and approved by Facilities Management.

G.6 FURNITURE

A. Professional Note – (Unless otherwise required in the Professional's contract, the specifying and purchasing of furniture for the project will be the responsibility of Facilities Management. This function will be coordinated with the project through the University’s Project Manager. However, the Professional is responsible for supplying furniture plans as part of the basic contract, as required to insure proper room capacities, i.e. book stacks in libraries, seating in cafeterias, lounge areas, and any other areas where the
ability of the designated room to accommodate an established capacity may so require.)

B. Furniture must be of high quality and have a manufacturer's warranty against defect as standard practice. All furnishings must have an ergonomic benefit to the end user.

C. For bidding procedures, the University requires three (3) equal products to be specified in projects over $5,000.00.

D. General guidelines for furnishing offices are specified in Section G.8. Variation to manufacture, furniture lines, quantities, aesthetic/functional styles, fabrics and finishes may be reviewed and approved by Facilities Management.

G.7 ACCESSORIES

Accessories include both aesthetic and functional items and should be considered a subsection to the furnishing of a University space. Accessories will include:

1. Coat Hooks
2. Waste Receptacles
3. Supplemental Lighting, task or ambient
4. Keyboard trays and Mouse pads

G.8 OFFICE FURNITURE GUIDELINES

A. Associate Vice Chancellor, Executive Director, Dean
Office size: 300 sq ft
All wood furniture
Manufacturers: Steelcase, Herman Miller Meridian, InWood, National, Paoli, OFS, arran, Gunlocke, Joffco

1. U-shape desk consist of 36"x72" single pedestal desk,
   24"x42" bridge
   24"x72" credenza with two drawers lateral files, or two FF pedestals
   Pencil drawer, keyboard tray/ mousepad.
   Hutch/overhead storage with doors.
   Quantity: 1 unit

2. Executive high back desk chair
   Quantity: 1

3. Five-shelves 30"wide bookcase
   Quantity: 2

4. Four-drawers 30" wide lateral file
   Quantity: 1

5. 42" diameter round conference table
   Quantity: 1

6. Swivel tilt guest chairs on casters
   Quantity: 4
7. Lounge Chair  
   Quantity: 1

8. Loveseat  
   Quantity: 1

9. End table  
   Quantity: 1

10. Coffee table  
   Quantity: 1

B. Assistant Vice Chancellor, Associate/Assistant Dean, Associate Director, Distinguished Professor  
Office Size: 200 sq ft  
Wood top and metal base, or all wood casegoods  
Manufacturers: Steelcase, Herman Miller Meridian, InWood, National, Paoli, OFS, Darran, Gunlocke, Joffco, KI, Design Options

1. U-shape desk consist of 36”x66” single pedestal desk,  
   24”x42” bridge,  
   24”x66” credenza with two drawers lateral files  
   or two FF pedestal.  
   Pencil drawer, keyboard tray/ mousepad.  
   Hutch/overhead storage with doors.  
   Quantity: 1 unit

2. Executive mid back desk chair  
   Quantity: 1

3. Five-shelves 36” wide bookcase  
   Quantity: 2

4. Four-drawers 36” wide lateral file  
   Quantity: 1

5. 36” diameter round conference table  
   Quantity: 1

6. Swivel tilt guest chairs on casters  
   Quantity: 4

7. Loveseat  
   Quantity: 1

8. End table  
   Quantity: 1

C. Department Chairperson  
Office Size: 150 sq ft  
All metal casegoods with laminate top  
Manufacturers: Steelcase, Herman Miller, Allsteel, KI, Design Options

1. U-shape desk consist of 36”x66” single pedestal desk,
24"x42" bridge, 24"x66" credenza with two drawers lateral files.
Pencil drawer, keyboard tray/ mousepad.
Hutch/overhead storage with doors.
Quantity: 1 unit
2. Executive mid back desk chair
Quantity: 1
3. Five-shelves 36" wide bookcase
Quantity: 1
4. Four-drawers 36" wide lateral file
Quantity: 1
5. 36" diameter round conference table
Quantity: 1
6. Swivel tilt guest chairs on casters
Quantity: 4

D. Faculty and Professional Staff
Office Size: 90 – 120 sq ft
All metal casegoods with laminate top
Manufacturers: Steelcase, Herman Miller, Allsteel, KI, Design Options, Teknion
1. L-shape desk consist of 36"x66" single pedestal desk, 24"x42" bridge, 24"x66" credenza with one FF pedestal. Pencil drawer, keyboard tray/ mousepad.
Hutch/overhead storage with doors and task light.
Quantity: 1 unit
2. Mid back task chair with T-arms.
Quantity: 1
3. Five-shelves 36" wide bookcase
Quantity: 1
4. Four-drawers 36" wide lateral file
Quantity: 1
5. Sled base guest chairs
Quantity: 2

E. Administrative Staff
Office Space: 60 – 120 sq ft
Landscape furniture
Manufacturers: Steelcase, Herman Miller, Allsteel, KI, Design Options, Teknion
1. "L" or "U" configuration workstation with panel supported system. Keyboard tray/mousepad
One BBF and two FF pedestals
Overhead storage with doors and task light.
2. Two drawers 30" wide lateral file
3. Task chair with T-arm
   Quantity: 1
4. Sled base guest chair
   Quantity: 1

F. Part-Time Faculty/Staff, Teaching Fellow, Research Associate, Instructor or Lecturer
   Office Space: 60 sq ft
   Landscape furniture
   Manufacturers: Steelcase, Herman Miller, Allsteel, KI, Design Options, Teknion

1. “L” configuration workstation with panel supported system.
   Keyboard tray/mousepad
   One BBF and two FF pedestals
   Overhead storage with doors and task light.
2. Two drawers 30” wide lateral file
   Quantity: 1
3. Task chair with T-arm
   Quantity: 1
4. Sled base guest chair
   Quantity: 1

G.9 TYPICAL FLOOR PLANS

The following pages illustrate typical floor plans for use and assistance to the Professional for the various office and work areas classifications.

END OF DIVISION