

SPACE STANDARDS – for new and renovated spaces and facilities

These standards are the basis for determining space and should be achieved in all new construction. This standards should be achieved as much as possible in a building renovation but may be flexible due constraints of the existing structural layout and walls of the building.

Administrative Positions

President	N/A
Provost	320 asf
Vice President	320 asf
Associate Vice President	240 asf
Dean	240 asf
Director/ Manager	240 asf
Associate Dean	180 asf
Department Chair	180 asf
Professional Staff	120 asf
Admin/Secretary/Clerical	80 asf

Faculty Positions

Faculty (FT)	120 asf
Adjunct Faculty (PT)	60 asf (2 people per station)
Graduate Asst.	60 asf (2 people per station)
Emeritus (assumes 4 people per office)	120 asf

Classroom/ Conference Rooms*

General Purpose Classroom (<75 stations)	22 asf/station
General Purpose Classroom (>75 stations)	18 asf/station
Computer Labs	35 asf/station
Conference Room	20 asf/station

** This is a planning standard and can vary due to furniture type and teacher consul station*

Instructional Space Utilization Rate Standards

The instructional space utilization rate standards were adopted during the Facilities Master Plan 2013-2023. This is broken down into two numbers:

“Weekly Room Utilization Rate” – This refers to the proportion of time that instructional spaces are actually scheduled and used relative to the total window of time those spaces are technically available for use. The target weekly room utilization rate is based on the campuses 40.5 hour/ week daytime scheduling window.

“Station Occupancy Rate” – This refers to the proportion of seats or stations that are occupied during the time an instructional space is scheduled, relative to the total station capacity of the space.

The weekly room utilization rate and station occupancy rate vary for the type of instructional space. The campus standards are as follows:

General Purpose Classrooms	
Utilization Rate	67% (27 of 40.5 hours)
Station occupancy rate	67%

Specialized Instructional Spaces (Science labs, food labs, studios, computer labs, etc.)

Utilization Rate	50% (20 of 40.5 hours)
Station occupancy rate	80%

Although the above numbers are the standards/targets for the College, sometimes this may not be attainable in every specialized instructional space due to some highly specialized courses.