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ABSTRACT

The guidelines established in 1964 provide for 120 square feet per office per full time equivalent clerical staff and faculty position. It is now recommended that this be changed to 135 square feet for each full time equivalent staff member. This standard coincides with staff office space standards established at the University of Illinois and at Purdue University. (NI)

## SPACE GUIDELINES FOR INSTRUCTIONAL OFFICES

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At its September, 1964 meeting, the Coordinating Committee established space guidelines for instructional offices. These guidelines are contained in CCHE #49, 1964. The guidelines established 120 square feet per office station per full-time equivalent clerical staff and faculty position. The guidelines were based on experienced need and comparison with other institutions of higher learning, specifically, Purdue University and the University of Illinois.

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The guideline of 120 square feet per faculty member provides for faculty offices. The same guideline of 120 square feet for each clerical position not only provides for clerical working area, but includes some filing and reception space. This is not to suggest that offices or work areas be built at this particular size. There is a need to provide additional space for conference and work rooms, special storage, and other office-associated space. In computing the total office space needed, it is desirable to allow maximum flexibility within the established guidelines. By providing for the several needs associated with instructional office in one comprehensive figure, individual department office complexes can be planned in a most appropriate manner.

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Both Purdue and Illinois have recognized this problem. They have changed their respective guidelines from 120 to 136 and 135 square feet. The staff of the Coordinating Committee recommends that the space guidelines for instructional offices be changed from 120 square feet per full-time equivalent staff member to 135 square feet.

Many of the existing buildings were constructed before guidelines were developed. Several of these have offices larger than 120 square feet, but are only able to accommodate one staff member. These are counted in the inventory of existing office space. On the other hand, many offices are smaller than the existing guidelines and this has an offsetting effect. The staff intends to review this matter, however, including it in a study in depth of all building obsolescence.