

# Virginia Tech Square Footage Guidelines

## Assigned Workspace

Assigned workspace includes offices and workstations that are assigned to individuals for long-term use. Sizing is based according to the position of the occupant as outlined in the table below.

<b>Role</b>	<b>SF per Occupant</b>
President	350 SF
Provost	300 SF
Assistant/Associate Provost	250 SF
Vice Provost	250 SF
Vice President	250 SF
Dean	180 SF
Assistant/Associate Vice President	180 SF
Assistant/Associate Vice Provost	180 SF
Assistant/Associate Dean	180 SF
Executive Director	180 SF
Director	150 SF
Department Chair	150 SF
Senior Associate Director	150 SF
Assistant/Associate Director	150 SF
Professor	120 SF
Assistant/Associate Professor	120 SF
Collegiate Faculty	120 SF
AP Faculty	120 SF
Athletics Coach	120 SF
Senior Staff	120 SF
Research Associate	64 SF
Professor Emeritus	64 SF
Adjunct Faculty	64 SF
Professional Staff	64 SF
Support Staff	48 SF
Postdoctoral Fellow	48 SF
Graduate Teaching/Research Assistant	48 SF

Workspaces can be designated as private, semi-private, or open. These designations are referenced when calculating circulation space.

## Shared Workspace

Shared workspace includes offices and workstations that are not assigned to individuals for long-term use. Such space is often utilized by part-time employees, student workers, interns, visiting faculty, and others who don't need an assigned workspace. Shared workspace can be managed in a variety of ways ranging from being scheduled to individuals for short-term use (hoteling) to being unmanaged and open to the public.

Sizing is based on the desired layout for the space as outlined in the table below.

Layout	SF per Workspace
Open	30 SF
Semi-Private	48 SF
Private	100 SF

## Support Workspace

Support workspace accounts for shared areas such as kitchen/break rooms, file/general storage, reception and waiting areas, copy/mail areas, coat storage, and the like. To account for this space, 30 SF may be portioned for each assigned workspace and 7.5 SF for each unassigned workspace.

## Conference Space

The purpose of conference space is to provide a comfortable area for group discussion and collaboration. Sizing is based on the desired seating capacity for the room as outlined in the table below.

Seating Capacity	SF per Room
4-6	150 SF
6-8	200 SF
8-10	250 SF
10-15	375 SF
15-20	500 SF

## Labs

Lab space is sized according to the intended number of occupants, whether the lab will be used for research or instruction, and the level of intensity for anticipated lab activities.

Levels of Intensity can be broken into the following three categories:

- **Highly intensive:** Wet labs and labs with large equipment. Highly intensive labs include Textiles, Dramatic Arts, most labs in the College of Engineering, College of Agriculture and Life Sciences, College of Natural Resources, Physics, Chemistry and College of Veterinary Medicine.
- **Moderately intensive:** Labs with moderate space requirements, including, Education, Psychology and Communications, Computer Science, Electrical, and GIS, and Music labs.
- **Non-intensive:** Labs requiring computers but little in the way of other supporting equipment. Non-intensive labs include Social Sciences, Mathematics and Statistics, Business, and Public Affairs.

	Highly Intensive	Moderately Intensive	Non-Intensive
Research Labs	260 SF / Occupant	90 SF / Occupant	25 SF / Occupant
Instructional Labs	85 SF / Occupant	60 SF / Occupant	40 SF / Occupant

## Multipurpose & Classrooms

Classroom space is sized according to both the desired quantity of seats as well as the seating arrangement that will be implemented. As seen in the table below, some seating configurations are not considered practical for large or small classrooms and therefore are not listed within certain seating capacity brackets.

Multipurpose rooms share the same square footage allotments as classrooms, though they should always be configured with movable tables and chairs.

Seating Capacity	Movable chairs w/ tablet arms	Fixed chairs w/ tablet arms	Movable tables & chairs	Fixed table & chairs	Auditorium seating
0-25	20 SF	17 SF	21 SF	21 SF	-
26-49	17 SF	17 SF	21 SF	19 SF	-
50-99	15 SF	13 SF	19 SF	19 SF	15 SF
100-149	-	13 SF	19 SF	19 SF	13 SF
150-299	-	-	19 SF	18 SF	12 SF
300+	-	-	19 SF	17 SF	12 SF

## Circulation Space

Circulation space accounts for the portion of non-assignable area which is required for physical access to other spaces. It includes areas such as corridors, lobbies, elevators, stairs, etc.

To calculate circulation space, a Circulation Multiplier is applied to the net area. In general, more circulation space is needed for open workstation layouts than for private workstation layouts. For this reason, the VT Square Footage Calculator uses two Circulation Multipliers: one that is applied to workspaces, and another that is applied to all other space.

### Workspace

The Circulation Multiplier for workspace is applied to assigned, shared, and support workspace subtotals. The multiplier itself is calculated based on the ratio of open workstations to private workstations according to the following formula:

$$\text{Circulation Multiplier} = (0.2) (\text{open workstation count} / \text{total workstation count}) + 0.4$$

This means that an additional 40% of workspace will be allocated for circulation if all workspaces are private or semi-private, and an additional 60% will be allocated if all workspaces are open.

### Other space

The Circulation Multiplier for all other space is set at a constant 0.4.

## References

Metrics found in this document were influenced by the following publications:

Sasaki. (2017). *Virginia Tech Master Plan: Space Utilization Study*.

U.S. General Services Administration. (2012). *Circulation: Defining and Planning*.

Virginia Department of General Services. (2018). *Construction and Professional Services Manual*.