

**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 caseworks 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

Quantity: 1

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**