

## UC Davis Space Guidelines

		Office Types					
		Private Office		Shared Office or Open Office Work Station	Open Office Work Station or Benching	Non-guaranteed office type	
		150 SF	120 SF	56 SF	30 SF	0 SF	
<b>TITLE</b>	Dean, Vice Chancellor, Vice Provost	Will also have priority access to meeting space for approximately 6 people.					
	Asst./Assoc. Dean, Asst./Assoc. Vice Chancellor, Asst./Assoc. Vice Provost		Will also have priority access to nearby meeting room.				
	Faculty		Includes tenured and non-tenured; Senate and Federation.				
	Lecturer		Full-time lecturers to be assigned private space or priority access to meeting space. Part-time lecturers to share space.				
	Professional Staff		Space will be private, shared or open based upon job function, access to private meeting space and/or building configuration.				
	Academic Advisors		Academic Advisors will be provided private office space or priority access to private meeting space.				
	Administrative and Clerical Staff						Full time staff. Shared or open space.
	Post Doc/Fellows/Visiting Scholars (paid)						Shared or open space.
	Student Staff (paid, part-time)						Shared space with other paid students.
	Multiple Appointments (any level)						For employees with multiple appointments, permanent space shall not be assigned at location where employee spends fewer hours per week.
	Telecommuting Employees (any level)		Employees working > 50% time away from campus shall not be assigned permanent space.				
	Emeriti Faculty/non-paid Visiting Scholars		Shared office, open office or workstation may be provided if available and <u>only</u> after paid personnel are accommodated.				
	Non-paid students		Shared open space, only if available.				
	<b>Support Space Guidelines</b>		<b>Notes</b>				
Conference Rooms	8-12% of assigned office space	Includes chat rooms and collaborative spaces. In locations where private offices make up more than 50% of the total office space, assigned meeting space will be 8%. In locations where open office is greater than 50%, assigned meeting space will be closer to 12%.					
Office Service	4% of total assigned office space	Includes copier and office supply spaces, and kitchen/break areas.					

**NOTES:**

Guidelines are used for space planning and space allocations.

Actual space assignments may vary due to available building space, existing floor plan configurations, and the discretion of Deans, Vice Chancellors or Vice Provosts (see PPM 360-21).

Consult with Space Management when developing space programs and allocating spaces. Approval may be required for variations from these standards.