Washington University in St. Louis
SCHOOL OF MEDICINE

Operations & Facilities Management

Office Space Guidelines

Applies to: All Operations & Facilities Management Department Staff

GUIDELINES:

Issued: 2015
Revised: September 11, 2019

PURPOSE:

Office space guidelines have been established in order to increase workplace efficiency as an institution and provide a new approach to the allocation of office space. The space metrics that are used in these guidelines are driven by best practices from other organizations & institutions across the country, recent office space allocations from renovations within the WUMC campus and existing office space data.

DEFINITIONS:

Guideline Levels Table - The guideline levels table has been established in order to provide a simple tool to determine the appropriate space type and square footage amount for WUSM occupants. The table defines 6 guideline levels, each of which have a section that includes titles that fall within the level. The occupants' titles are used to establish the Guideline Level. Once the Guideline Level has been identified, the space type and Net Assignable Square Feet (NASF) are provided. Each level also includes furniture layouts and components that can be accommodated.

Variance - A variance may exist when a faculty or staff member requires additional space needs that do not fall within the Guideline Levels Table. When this occurs, a variance may be requested to the Department Chair, then the Dean, and will be considered depending upon the special requirements and funding source.

PROCESS:

Guideline Level	Title Examples	Space Type	NASF	Furniture Accommodated
Chair Level	Department Chair Department Head	Private Office	300*	*300 NASF applies office only and does not include additional conference. • Large Desk with guest seating • Conference table & 4-6 chairs • Additional storage & seating

Guideline Level	Title Examples	Space Type	NASF	Furniture Accommodated
Executive/ Senior Faculty Level (with administrative responsibilities)	Division Chief Executive Business Director/Business Manager Assoc./Asst. Dean Assoc. Vice Chancellor Executive Director	Private Office	140	• U Shaped Desk with guest seating • Round conference table & 2-4 chairs • Additional storage (1 unit)
Director/ Faculty Level	Director Senior Director Senior Faculty	Private Office	100-120	• L or U-shaped desk with guest seating • Additional storage
Manager Level	Manager Senior Business Analyst Senior Financial Analyst Associate/Assistant Director	Private Office	100	• L-Shaped Desk with guest seating • Additional storage (1 unit)
Administrative & Support Level	Specialist Coordinator Project Managers Administrative Assistants Data Analyst Developers Editor Grants Administrator Biller Coder Research Analyst Fellow	Cubicle	36	• Up to 6 x 6 Cubicle with 50" high panels, typ. with L-shaped work surface • Overhead storage bins with 1 coat hook or storage tower with integrated locker; file storage below work surface *Part-time or drop-in needs should be planned at 25 NASF

*Actual sizes of furniture determined by architectural footprint of building and may vary.