During the COVID-19 pandemic, please follow the current CDC guidelines regarding safety measures and social distancing.

Applies to: Washington University School of Medicine

GUIDELINES:
Issued: 2015
Revised: May 2020

PURPOSE:
Office space guidelines have been established 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 to provide a simple tool to determine the appropriate space type and square footage amount for WUSM occupants. The table defines 5 guideline levels, each of which has 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) is 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:

<table>
<thead>
<tr>
<th>Guideline Level</th>
<th>Title Examples</th>
<th>Space Type</th>
<th>NASF</th>
<th>Furniture Accommodated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair Level</td>
<td>Department Chair</td>
<td>Private Office</td>
<td>300</td>
<td>• Large Desk with guest seating</td>
</tr>
<tr>
<td></td>
<td>Department Head</td>
<td></td>
<td></td>
<td>• Conference table &amp; 4-6 chairs</td>
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<td></td>
<td>• Additional storage &amp; seating</td>
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<td></td>
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<td></td>
<td>300 NASF applies office only and does not include additional conference.</td>
</tr>
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<td>-----------------</td>
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</tbody>
</table>
| 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 (min) | • Up to 6 x 6 Cubicle with 50” high panels, typical with L-shaped work surface  
  • Overhead storage bins with 1 coat hook or storage tower with integrated locker; file storage below the work surface  
  • Part-time or drop-in needs should be planned. |

*If a faculty member with one the following titles are working in a Principal Investigator’s (PI) lab, it is recommended that those on the investigator track be assigned an office and those on the research track be assigned a lab workstation: Instructor, Assistant Professor, Associate Professor, Professor.

The actual sizes of furniture determined by the architectural footprint of the building and may vary.