

**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: November 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:**

Guideline Level	Title Examples	Space Type	NASF	Furniture Accommodated
<b>Chair Level</b>	Department Chair Department Head	Private Office	300	<ul style="list-style-type: none"> <li>Large Desk with guest seating</li> <li>Conference table &amp; 4-6 chairs</li> <li>Additional storage &amp; seating</li> </ul> <p><i>300 NASF applies office only and does not include additional conference.</i></p>

Guideline Level	Title Examples	Space Type	NASF	Furniture Accommodated
<b>Executive/ Senior Faculty Level</b> (with administrative responsibilities)	Division Chief Executive Business Director/Business Manager Assoc./Asst. Dean Assoc. Vice-Chancellor Executive Director	Private Office	140	<ul style="list-style-type: none"> <li>• U Shaped Desk with guest seating</li> <li>• Round conference table &amp; 2-4 chairs</li> <li>• Additional storage (1 unit)</li> </ul>
<b>Director/ Faculty Level*</b>	Director Senior Director Senior Faculty	Private Office	100-120	<ul style="list-style-type: none"> <li>• L or U-shaped desk with guest seating</li> <li>• Additional storage</li> </ul>
<b>Manager Level</b>	Manager Senior Business Analyst Senior Financial Analyst Associate/Assistant Director	Private Office	100	<ul style="list-style-type: none"> <li>• L-Shaped Desk with guest seating</li> <li>• Additional storage (1 unit)</li> </ul>
<b>Administrative &amp; Support Level</b>	Specialist Coordinator Project Managers Administrative Assistants Data Analyst Developers Editor Grants Administrator Biller Coder Research Analyst Fellow	Cubicle	36 (min)	<ul style="list-style-type: none"> <li>• Up to 6 x 6 Cubicle with 50" high panels, typical with L-shaped work surface</li> <li>• Overhead storage bins with 1 coat hook or storage tower with integrated locker; file storage below the work surface</li> <li>• Part-time or drop-in needs should be planned.</li> </ul>

### Research Laboratory Offices

\*If a junior faculty member on the investigator track is working in a Principal Investigator's (PI) lab, it is recommended that the faculty member is planned/assigned a private office when emerging and planning to establish his/her lab.

\*If faculty members on the research track with a Professor rank are working in a Principal Investigator's (PI) lab, it is recommended those faculty members are planned/assigned a private office. The recommendation for faculty members on the research track with an Assistant Professor or Associate Professor rank is to plan/assign a shared 2-person office.

\*It is recommended that research lab members/staff with no HIPPA activities is planned/assigned an open write-up station. Included in this category are lab members with Instructor and Lab Manager (or equivalent) titles.

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