

**During the COVID-19 pandemic, please follow the current [CDC](#) guidelines regarding safety measures and social distancing.**

Applies to: Washington University School of Medicine

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### Guidelines:

Issued: 2015  
Revised: May, 2022

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### Purpose:

Office space guidelines have been established to increase workplace efficiency as an institution and provide an approach to allocating office space. The space metrics used in these guidelines are driven by best practices from other organizations & institutions across the country, recent office space allocations from new construction and renovation projects within the WUMC campus, and existing office space data. In addition, the guidelines have been updated to reflect the remote workplace policy resulting from COVID and the change of space used on the campus.

\* The guidelines are a recommendation and a tool to incorporate best practices for office space allocations. Departmental office needs across the campus may vary based on the type of work, leadership roles, funding, and privacy requirements. Therefore, when planning and allocating office space, it is recommended to consider these variables, as well as building type, existing utilization, and space availability.

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### 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. Job titles that are not listed in the table can be allocated space based on the type of work and need for confidentiality/privacy. The space type and Net Assignable Square Feet (NASF) are provided in the supporting table. Each level also includes furniture layouts and components that can be accommodated. There are two tables, (1) for full-time on-campus personnel (time equivalent of at least (24 hours) or 3 days or more per week) and (2) hybrid or part-time workers – employees that are in their office space less than (24 hours) or three full-time days per week. Fully remote workers should not be assigned office space—instead, as-needed use drop-in space within the department or the ECSS portfolio.

**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 from the Department Chair, then the Dean, and will be considered depending upon the unique requirements and funding source.

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### Additional Resources

Additional information can be found at the following:

Addendum: Office Space Type - Floor Plan Examples  
[Home Page - Shared Space Reservations & Services \(wustl.edu\)](#)  
[Workplace | Human Resources | Washington University in St. Louis \(wustl.edu\)](#) – Flexible Work Policies  
[WUSM's Wet Lab Space Guidelines](#) - Information on wet lab space guidelines

**Space Guidelines**

**Workplace Program & Office Space Guidelines for employees using their office MINIMUM of 24 out of 40 hours of the work week. (May 2022)**

Guideline Level	Title Examples	Space Type	NASF	Furniture Accommodated
<b>Chair Level</b>	Department Chair / Head	Private Office	300 NASF	<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> <i>300 NASF applies to office only and does not include additional conference room space.</i>
<b>Executive/Faculty Level</b> (with administrative responsibilities)	Division Chief Executive Business Director Business Manager Assoc./Asst. Dean Assoc. Vice-Chancellor Executive Director	Private Office	140 NASF	<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</li> </ul>
<b>Director/Faculty Level</b>	Director Senior Director Faculty	*Private or Enclosed Shared Office	100-120 NASF	<ul style="list-style-type: none"> <li>L or U-shaped desk with guest seating</li> <li>Additional storage</li> <li>Or smaller separate desks for each person sharing the office</li> </ul>
<b>Manager Level</b>	Instructor** Manager Senior Business Analyst Senior Financial Analyst Associate/Assistant Director	Private Office	100 NASF	<ul style="list-style-type: none"> <li>L-Shaped desk with guest seating</li> <li>Additional storage</li> </ul>
<b>Research &amp; Administrative/Support Level</b>	Instructor** Specialist Coordinator Research Staff/Lab Manager Project Manager Administrative Assistant Data Analyst / Developer Editor Grant Administrator Biller Coder Research Analyst Fellow	Cubicle	25-36 (min) NASF	<ul style="list-style-type: none"> <li>Straight desk (min 4')</li> <li>Up to 6 x 6 Cubicle with 50"-60" high panels, typical with an L-shaped work surface</li> <li>Overhead storage bins with one 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>
	HIPAA Compliance	*Enclosed Shared Office	100-120 NASF	<ul style="list-style-type: none"> <li>Straight desk for 3 people</li> <li>Additional storage</li> </ul>

*Office and furniture sizes are determined by the architectural footprint of the building and may vary.*

\*See considerations under the *purpose* section above.

\*\*Instructors can be assigned either a shared office or private office based on utilization and/or space availability within the respective department.

**Workplace Program & Office Space Guidelines for employees using their office LESS THAN 24 out of 40 hours of the work week. (April 2022)**

If an employee is utilizing their office space less than 24 hours per week, a private office or cubicle should not be reserved for this employee. Instead, the department should assign shared office or hoteling for these hybrid or part-time remote workers. It is also encouraged that any part-time use of space is scheduled to enable the highest utilization of office, dry lab, and shared workspaces.

Guideline Level	Title Examples	Space Type	NASF	Furniture Accommodated
<b>Director/Faculty Level</b>	Director Senior Director Faculty	*Enclosed Shared Office	100-120 NASF	L or U-shaped desk with guest seating Additional storage Or smaller separate desks for each individual sharing office
<b>Manager Level</b>	Instructor** Manager Senior Business Analyst Senior Financial Analyst Associate/Assistant Director	*Enclosed Shared Office	80-100 NASF	L-Shaped desk with guest seating Additional storage
<b>Research &amp; Administrative/ Support Level</b>	Instructor** Specialist Coordinator Research Staff/Lab Manager Project Manager Administrative Assistant Data Analyst / Developer Editor Grant Administrator Biller Coder Research Analyst Fellow	Cubicle	Shared Cubicle 25-36 (min) NASF	Straight desk (min 4') Up to 6 x 6 Cubicle with 50"-60" high panels, typical with L-shaped work surface Overhead storage bins with one coat hook or storage tower with integrated locker; file storage below the work surface Part-time or drop-in needs should be planned
	HIPAA Compliance	*Enclosed Shared Office	100-120 NASF	Straight desk for 3 people Additional storage

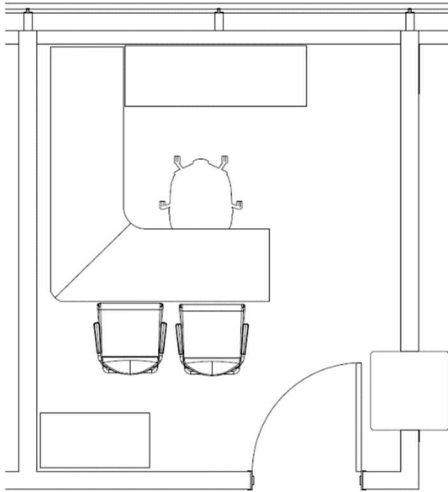
*Office and furniture sizes are determined by the architectural footprint of the building and may vary.*

\* See considerations under the *purpose* section above. When faculty or staff office is shared, but private conversations are required (e.g., telemedicine), it is recommended a few hoteling offices or huddle rooms be planned to support this need.

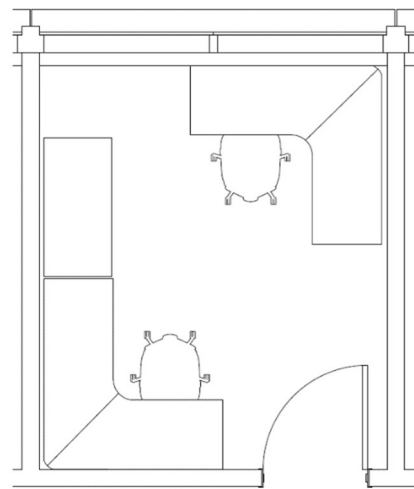
\*\*Instructors can be assigned either a shared office or private office based on utilization and/or space availability within the respective department.

**Addendum: Office Space Types – Floor Plan Examples**

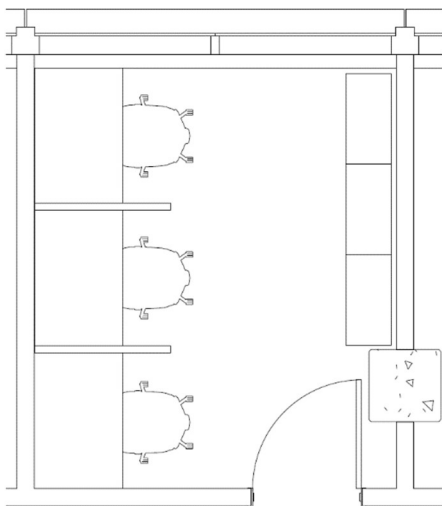
**Private Office**



**Shared Office – 2-Person**



**Shared Office – 3-Person**



**Dry Lab Suite – 6-Person**

