Part 1 – Purpose
1.1. This policy establishes space allocation and space use guidelines for UTSA entities occupying space in UTSA-owned and UTSA-leased facilities.

Part 2 – Definitions for this Policy
2.1. ADA / TAS – the Americans with Disabilities Act / Texas Accessibility Standards.

2.2. Administrative Space – space that is suitable for conducting UTSA programs and mission, including offices, storage or special spaces.

2.3. Administrative Support Space – is space required to support office operations, such as conference rooms, mail rooms, training rooms, file rooms, reception areas, copy rooms, supply rooms, and similar facilities.

2.4. Circulation Space – is space required in addition to the space allocated under this policy for the efficient movement and flow of personnel and equipment through the assigned space. A circulation factor is based on, but not limited to, the following factors: Federal, State and local building codes, the Americans with Disabilities Act regulations, total number of private offices and work station spaces, and the total amount of space assigned, and other related factors.

2.5. Intended Purpose – as it relates to space use means that a space is being used for the purpose for which it was designed. The title or name of a room will always correspond to its function. For example, a Faculty Office is designed for self study, class preparation, student counseling, and other activities related to the faculty position. A faculty office is not a Kitchen, designed for the preparation of food, nor is it a Laboratory, designed for the research.

2.6. Office Space – is space that provides an environment for an office operation. This includes, but is not limit to, suitable and adequate lighting, heating ventilation and air conditioning, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of large open areas or may be partitioned into private or semi-private offices and rooms.

2.7. Open Office Area – is an open space occupied by two or more personnel including all necessary furnishing and equipment.

2.8. Open Office Space – is semi-private space, also referred to as an “Open Workstation”, configured by using moveable partitioning and systems type furniture panels.

2.9. Private Office Space – is private space, also referred to as a “Private Workstation”, configured by using floor-to-ceiling partitioning and at least one lockable door, typically occupied by one occupant.
2.10. Special Purpose Space – space constructed for the special purposes not generally suitable for use by others. This includes laboratories, exam rooms, dining rooms, and similar facilities.

2.11. Special Space – is space that due to installed fixed facilities or utilities is adapted for special use. This includes laboratories, dark rooms, data processing rooms, structurally altered space for secure operations, and similar facilities.

2.12. Storage Space – is space suitable for storage of supplies, equipment, records, material, which does not provide an environment suitable for an office operation. This type of space would include vaults, closets, and similar facilities.

2.13. Workstation – is that portion of an office space allocation to an individual in order to accommodate the furniture and equipment necessary for the individual to conduct his work. A workstation can be private, semi-private or open.

**Part 3 – Space Planning**

3.1. Room Types – the types of rooms provided will be based on the work to be performed in the rooms, and other factors as noted herein.

a. Room types required to conduct operations are allowed.

b. Rooms of a unique or special nature that are “one-of-a-kind” should be avoided.

c. Room types must be justified by documented operational programmatic needs. The needs must support UTSA’s and the department’s mission and goals.

d. Room type must be consistent with the building type which the room is located. The design of research wet labs in an administrative building is not acceptable.

3.2. Room Sizes – the size of rooms provided will be based on the work to be performed in the rooms, and other factors as noted herein.

a. Space allowances do not include external circulation and/or a circulation factor. Allowance is net useable space to be used for planning and layout purposes.

b. In buildings with nonconforming structural modules, adjustments will be made to the planning and layouts, including reduction or increase in the size of room allowances noted in this policy.
c. Circulation factor allowances of 65% should be used for budgetary planning purposes only.

d. Room sizes must be justified by documented operational programmatic needs. The needs must support UTSA’s and the department’s mission and goals.

e. Space allowances shall correspond to the UTSA Room Size Standards to the greatest extent possible. Refer to Attachment “A”.

f. Planning and design of space shall be based on optimum utilization of space. Design for worst-case operational occupancy is prohibited. For example, if for a 1-week period out of 52, long lines of people waiting to be served, but for 51 weeks there are typically 6 people waiting, the space should be designed for 6 people to wait.

3.3. Office Space – besides a function of work to be performed, the size of office space shall be based on rank or position of the person within UTSA’s hierarchy.

a. Open space planning is encouraged and the use of private office is limited to executive-level and management positions.

b. Only those functions requiring confidentiality shall be considered for assignment of a private office space.

c. Workstation allowances, measured in net occupiable square feet without an internal circulation factor, shall be used to determine the basic amount of space allowed for a typical office workstation.

d. Most full-time staff members are assigned a dedicated workspace. The workspace may be an office, an area that is fully or partially screened, or a portion of a defined open area.

e. Some part-time staff members will be assigned a workspace appropriate to the requirements of their duties. In most instances this will be a shared workspace. Only in exceptional circumstances will part time staff be assigned a dedicated workspace.

f. No staff member is entitled to more than one dedicated workspace for his or her exclusive use.

g. Full-time post-doctoral fellows and research assistants will be assigned either a shared or a dedicated workspace, depending on space availability.
h. Research postgraduate students will be assigned a workspace where possible, but may be required to share space with one or more other postgraduate students.

3.4. Equipment Space – allowances for equipment shall be calculated using the actual measurement of the equipment. The space allowance is measured in occupiable square feet and includes an internal circulation factor and/or working clearances for the item.

3.5. File Areas – typical sizes for file areas are shown in the UTSA Room Size Standards. For larger file rooms, allowances for file areas shall be calculated using 7 square feet per file cabinet. Provide 4-foot aisles where rows of filing cabinets face one another. A cross aisle should be planned every 25 feet.

3.6. Conference Rooms – typical sizes for conference rooms are shown in the UTSA Room Size Standards. For larger meeting rooms, with row type seating, an allowance of 150 square feet, plus 10 square feet per person, is recommended for planning purposes.

a. One departmental conference room will be provided for most departments, sized based on the number of executive staff. Sharing of departmental conference rooms will be required where justification for dedicated use cannot be provided.

b. Special purpose conference rooms will be provided where justification is provided.

3.7. Waiting Areas – typical sizes for waiting areas are shown in the UTSA Room Size Standards. For planning purposes, use 15 square feet per person.

a. Waiting areas will be provided for most departments, sized based on the average number of persons expected to be waiting during normal business hours.

3.8. No plumbing and/or food preparation facilities will be installed outside of designated building common areas. One sink for coffee preparation and minor dishwashing will be allowed in departmental suites.

3.9. Break Areas – typical sizes for break areas are shown in the UTSA Room Size Standards. For planning purposes, use 30 square feet per person.

a. Small break areas accommodating 4 persons will be provided for most departments.
b. Larger break areas, sized based on the average number of persons expected to use the area during normal business hours, will be provided in new or renovated facilities.

3.10. Research Labs

a. Research Lab space is provided to Principal Investigators (PI) along with their employees to conduct research at UTSA.

b. In case either the PI or any of the employees are disabled, or if in the course of their employment they become disabled, UTSA will make changes necessary to provide reasonable accommodations in compliance with ADA/TAS.

c. Labs are designed so that they could be modified easily in the future.

d. Research Lab space is not provided for nor shall it be used for the purpose of teaching students; the lab can be used for the training of employees.

e. If and when the use of the room is changed from Research Lab to Teaching Lab, UTSA will modify the space for full compliance with ADA/TAS.

Part 4 – Design Guidelines for Administrative Buildings

4.1. Demising partitions separating departments should be straight, with no offsets.

4.2. Locate large departments adjacent to small departments to allow large departments to expand into the small department’s space in the future.

4.3. Where possible, layout space at adjacent suites so that future expansion can be accomplished with the minimum demolition.

4.4. Required area and guide square footage is a target. So that design will work within the limitations of structural grid, core-to-window bay depths, window mullion spacing and the like, some rooms may be slightly larger and some slightly smaller.

4.5. Where possible, locate larger departmental conference and meeting rooms so they can have one door at a public corridor and one door into the departmental suite.

a. A keyed-lock with office function shall be provided prohibiting free access from the conference room into the departmental suite.
b. Because of the overriding need for audio-visual presentations and video-conferencing capabilities, do not locate conference rooms at exterior walls that have windows.

4.6. Provide a glass storefront at each departmental suite main entrance, with a minimum width of 6-feet.

4.7. The expectation is that executive offices will have a window, and staff offices probably will not have a window. Where sufficient exterior wall space is available, it is desirable for interior open-office space to receive natural light.

4.8. When storage space is included in the design program, layout or segregate the space so that it can be converted to office space in the future.

   a. Example 1 – if 200 square feet of storage space is required, design the space so that a second door and dividing partition can be added in the future, to create two offices.

   b. Example 2 – if 150 square feet of storage space is required, provide one room at 100 square feet and a second room at 50 square feet, to create one office and one storeroom in the future.