



## Office Space Guidelines

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September 1, 2025

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# Process Overview

## Space Guidelines

JLL previously completed the following process to update the existing space guidelines:

- A detailed review of the existing space guidelines
- A peer benchmark analysis of office space types to understand how Purdue compares to other university peers
- The team then consolidated existing office space guidelines into 6 workspace types
- Employee career streams and position location status were mapped to the space guidelines to provide consistent and transparent space allocations
- Collaboration and support space guidelines were developed with recommended sharing ratios to create a comprehensive office space program that incorporates a hybrid workforce.

In this latest iteration, JLL included benchmarking against admin spaces from other industries across North America and Asia Pacific, for broader context and to allow for comparisons to more condensed spaces. This was used to then inform the suggested standards for the Indianapolis campus.



Mitch Daniels School of Business



# Introduction

## Space Guidelines



Updated office space standards and a clear hybrid work strategy will provide significant benefits to Purdue University.

They will help to provide a more inviting and effective work environment, improve employee satisfaction and productivity, save space, and reduce real estate occupancy and operating costs.

Purdue holds a significant real estate portfolio, which is managed by the Department of Real Estate and Space Administration. The University has recognized an opportunity to build an accurate picture of space quantity, space types and space usage across the office space portfolio, in order to most effectively leverage these key assets and University funds.

By gaining a clear picture of its current space, workplace and policy improvement options, the University has an opportunity to:

- Provide employee benefits such as workplace flexibility
- Implement more efficient and productive work environments
- Avoid future space costs by better leveraging current facilities
- Deploy real estate funding for maximum impact

This document presents the University with best practices to implement a consistent work environment that incorporates a hybrid workforce to enable greater real estate portfolio operational efficiencies and reduce costs to the University.



Grissom Hall

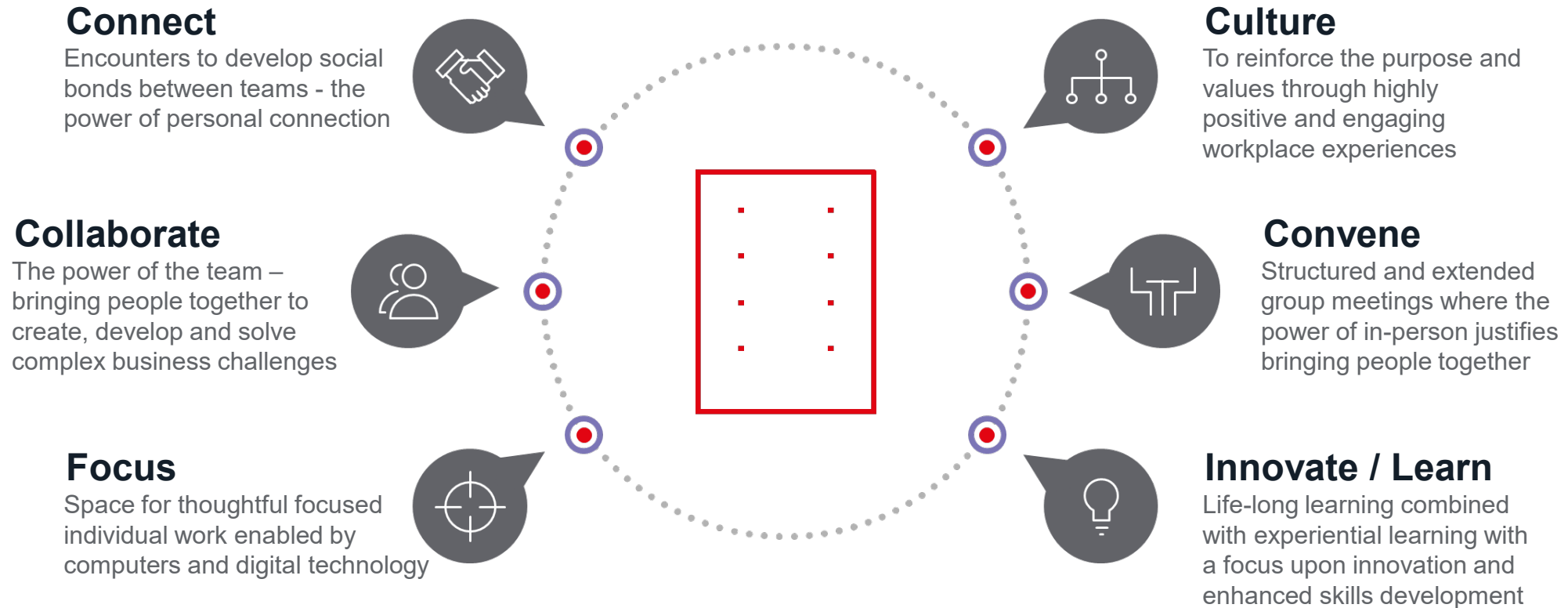
# Redefining the Purpose of the Office

## Space Guidelines



As work transitions to a more mobile and fluid environment incorporating hybrid work, the office's purpose will evolve. The new office will serve as a central gathering point for teams to convene for collaboration and socialization.

Since most Purdue office layouts currently emphasize individual over team spaces, there is a need to redesign the office to provide more collaborative spaces in a hybrid environment.



# Future of Work Program Considerations

## Space Guidelines

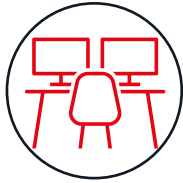


The first step to establishing the Future of Work initiative was gaining a full understanding of how Purdue employee's work. Through surveys, focus groups, and interviews in the summer of 2021, Purdue was able to answer the following questions that allowed it to establish guidelines for the Future of Work initiative. The answers to these key questions allowed the University to understand which employees are candidates for hybrid work, to what extent they can be allowed to work remotely, and the design and configuration of work and collaboration spaces that support them when they come into the office.



### **How frequently are employees out of the office for work?**

- Employees who frequently interface with clients or complete work duties outside of the office - outward facing employees - are good candidates for a telework program. These employees often have unpredictable schedules and/or may work off-site frequently for specific projects.



### **What type of work occupies the employee?**

- Employees that spend a considerable amount of their time in focused, individual work, rather than in a team environment, are also good candidates for a telework program. This includes people whose roles are task-based or are self-sufficient.



### **Are there special circumstances or interests?**

- Desires and/or demands for work/life balance can influence an employee's motivation to work remotely. Employees who want to reduce their commute time, work from home, or have other lifestyle needs fall in this category.



### **Is there sufficient technology to allow remote work?**

- Working remotely requires investment in technology and the workplace by both the employer and employee. Employers must be able to provide the employee with the tools to complete their job – a laptop, cell phone, printer, etc. Employees must have a reliable internet connection and a homework environment that is suitable to the position.



# Employee Workstyles

## Space Guidelines



A vital outcome of the initial question set was understanding the nature of work for Purdue employees.

Indeed, all jobs are not alike. Some jobs require high degrees of collaboration, whereas others have workers being primarily individual contributors. Some jobs require high mobility and outside collaboration, whereas others can accomplish their work in one location. Some jobs are very routine and follow consistent processes, whereas others need creativity and new ideas.

Therefore, there is no “one size fits all” optimal solution to support all University employee work habits. Different jobs will vary in their needs for space, mobility, interaction, and technology. JLL’s research has shown that most work can be categorized into one of four major work styles shown to the right. Understanding these profiles is a way to think about their suitability for remote or hybrid work and how to provide them the best office designs and technology to succeed both while teleworking and in the office.

After understanding the distribution of these work styles among a College or Division, the University can then formulate a hybrid work structure that is responsive to its employees and helps to facilitate all work styles.

**Completely On-Site**  
In the Office 5 Days / Week  
Assigned Office/Workstation

Employees who spend considerable time in their primary workspace with high levels of solo work, and lower collaboration levels often with immediate team members.

Work environments include assigned individual workstations or offices within a neighborhood, supported by traditional meeting spaces. Employees with this profile could be candidates for telework if their work does not tie them to a specialized setting. Purdue assume all faculty are assigned this workstyle due to their role on campus.

**Mostly On-Site**  
In the Office 3-5 Days / Week  
Assigned Office/Workstation

Employees who spend considerable time in their primary workspace and who have higher internal collaboration levels, often with immediate team members.

Typical workplace environments include primarily assigned and some unassigned individual workstations / offices within a neighborhood, supported by informal collaboration spaces and virtual collaboration tools in addition to traditional meeting spaces. Employees with this profile are candidates for hybrid work.

**Mostly Remote**  
In the Office 1-2 Days / Week  
Unassigned Office/Workstation

Employees who spend considerable time away from their primary workspace, often offsite, and often have lower internal collaboration levels beyond their team or their Department.

Typical work environments include unassigned workstations / offices, supported by traditional meeting spaces and robust mobile and collaboration technology. Employees with this profile are ideal candidates for telework.

**Completely Remote**  
In the Office 1-2 Days / Month  
Unassigned Office/Workstation

Employees who spend considerable time away from their primary workspace, potentially offsite, and have high internal collaboration levels often with immediate team members.

Typical workplace environments include assigned and mostly unassigned workstations / offices, supported by informal collaboration spaces and robust mobile and collaboration tools in addition to meeting spaces. Employees with this profile are potential candidates for telework if their work does not tie them to a specialized setting.

# Hybrid Work Office Design and Space Allocations

## Space Guidelines

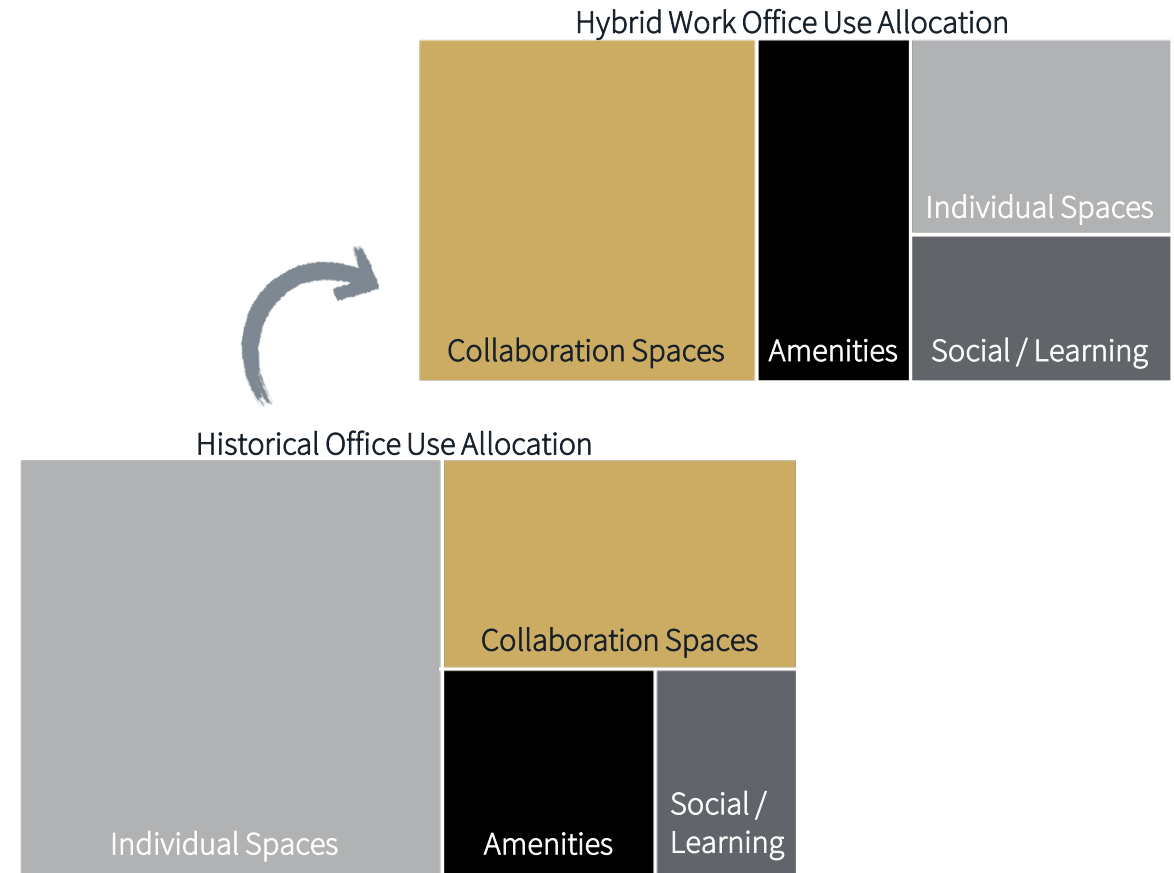


Adoption of a hybrid work program has several implications for how the University can best utilize its real estate portfolio. Notably, hybrid work can lower the overall size and cost of the portfolio by increasing the number of employees that inhabit each space.

There are several key drivers that influence these impacts:

- The average occupancy levels of people in the office will be lower as large amounts of people will be working away from the office on any given day.
- Most programs require employees who work remotely more than twice a week to give up their right to a dedicated space and reserve an open pool of desks shared by all hybrid workers. The introduction of desk sharing can lead to significant reductions in the amount of space allocated for individual work.
- Hybrid work will increase the demand for shared spaces (conference rooms, informal group seating areas, etc.). The office becomes more of a place to have meetings, collaborate ad hoc/informally, and generally socialize. However, with fewer dedicated workstations and a greater ratio of desk sharing, even increased shared spaces result in a net decrease in total required space.

The adoption of a more mobile work environment changes space needs. As a result, future space allocation decisions will need to reflect this contemporary environment and feature collaboration space over individual workspaces. This greater workspace allocation will focus on innovation, collaboration, learning, socialization, and employee experience.



# Hybrid Workspace Planning Approach

## Space Guidelines



To support a workforce with a high adoption of hybrid work, JLL updated Purdue's existing office space guidelines to be utilized when planning for future space needs. The space guidelines are designed to improve building efficiencies, reduce costs, match space types and sizes to work requirements, leverage the deployment of hybrid work, and promote flexibility. The office space guidelines are comprised of four elements that when combined, can be used to develop an outline program when planning for space. The four elements include:

**Space Size.** Workspaces within the Purdue's office portfolio vary greatly. They are generally reflective of the University's needs and the period in which the building was constructed. As a result, workspaces tend to be larger than most current office space standards for contemporary work environments in both the public and private sectors. The revised office space guidelines attempt to right-size workspaces to increase the overall efficiency of the work environment. This is accomplished by reducing the size of both offices and open workstations, thus reducing the overall demand for space. To accommodate for a decrease in personal workspace, additional collaboration space is required.

**Workstation to Office Ratio.** As the work environment has become more collaborative, space needs have changed to accommodate this new reality. Historically, office environments had a high ratio of private, enclosed offices. Contemporary work environments have fewer private offices and more open workstations to promote collaboration, provide transparency, provide access to natural light, and utilize space more efficiently. Furthermore, in a hybrid work environment, the number of assigned workspaces is reduced as employees will not be in the office enough to require a

dedicated space. This increases workstation efficiencies and utilization of shared spaces. It should be noted that faculty will be assigned a private office or workstation regardless of their designated workstyle.

**Space Variety.** To accommodate the changing work environment and increased mobility, the physical work environment needs to be updated. The current portfolio generally has a limited number of space types that primarily focused on individual spaces and larger conference spaces. These space types are a mismatch with a contemporary work environment, limiting the range of work activity. The University should provide various workspaces to match user needs, enabling employees to choose spaces that best support their productivity while in the office.

**Mobility/Hybrid work.** The nature of work for many Purdue employees is highly mobile. Many conduct work in the field or at various locations on campus. As a result, many spaces are underutilized. This creates inefficiencies in the real estate portfolio. Furthermore, the adoption of telework due to the COVID-19 pandemic has increased mobility, further exacerbating the problem. Increased mobility can be leveraged to reduce space needs by using shared spaces and, in particular, desk sharing. Mobile employees are not assigned a dedicated workspace and instead share a "hoteling" station when in the office. These shared workspaces have all the standard technology connections (docking station, monitors, phone, etc.) and can be reserved in advance. Scheduling software can even place members of the same team in the same location when they are in the office simultaneously for seamless collaboration. The following pages outline the updated space guidelines for a hybrid work environment.





# Space Guidelines

## Office Spaces



The goal of the updated space guidelines is to increase space efficiencies planned for new buildings and major renovations. Purdue Real Estate & Space Administration also uses these guidelines in evaluation of space requests. The latter may require adaptation of the below guidelines given that many existing buildings do not align with the Unit SF shown below for new buildings and major renovations. In these guidelines, allocation of workspace area is based on an employee's career stream. Workspaces can then be assigned or unassigned based on the employee's position location status.

- Private Offices should be assigned for faculty, senior level staff, or for employees who require privacy or secure work environments that cannot be accommodated in an open office workstation.
- Open Office Workstations should be assigned to staff as indicated below. To meet programmatic needs or to adapt these guidelines to existing space, these staff can also be allocated one of two desks in a shared 120 SF office.
- Mobility Stations are designed for mobile workers who need a place to touch down while they are in the office and are available in a variety of configurations shown below. These "hoteling" stations should be fully equipped with technology for a seamless experience for the mobile worker. The recommended space allocations for offices and open workstations are shown on the following pages.

For the purposes of this study, West Lafayette is considered "Rural", and Indianapolis is considered "Urban", and are compared with the North American and Asia Pacific markets in JLL's benchmarking study, respectively. As such, West Lafayette guidelines are higher than current "Rural" or North American space standards from JLL benchmarking and may be reviewed in the future. Indianapolis space guidelines are informed by the "Urban" or Asia Pacific space standards from JLL benchmarking. However, they also take into consideration West Lafayette standards and existing desk sizes, to create a more condensed space guideline aligns with the wider portfolio.

Programming Matrix																			
Space Type	RURAL		URBAN		West Lafayette & Indianapolis					RURAL		Latin America (LATAM)		Europe, Middle East, & Africa (EMEA)		URBAN Asia Pacific (APAC)		India	
	West Lafayette		Indianapolis		Desk Sharing Ratio	Career Stream	Position Location Status			Net Unit Size (SF)	Desk Sharing Ratio	Net Unit Size (SF)	Desk Sharing Ratio	Net Unit Size (SF)	Desk Sharing Ratio	Net Unit Size (SF)	Desk Sharing Ratio	Net Unit Size (SF)	Desk Sharing Ratio
<b>Office (Assigned)</b>																			
Executive Office	20 x 12	240	20 x 10	200	1:1	(E1-E3)	Completely On-Site			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Standard Office	10 x 12	120	10 x 10	100	1:1	(F1-F6), (M4-M6), (P4-P6)	Completely On-Site			120	1:1	120	1:1	120	1:1	100	1:1	100	1:1
Standard Office (Shared)	10 x 12	120	10 x 10	100	1:1.15	(M4-M6), (P4-P6)	Mostly On-Site			120	1:1.5	120	1:1.5	120	1:1.5	100	1:1.5	100	1:1.5
<b>Open Office (Assigned)</b>																			
Workstation (Private) <sup>(1)</sup>	6 x 7	42	6 x 6	36	1:1	(M1-M3), (P1-P3), (S1-S4), (SK1-SK4), Post Doc, NP, TMP	Completely On-Site			36	1:1	36	1:1	31	1:1	20	1:1	20	1:1
Workstation (Shared) <sup>(1)</sup>	6 x 7	42	6 x 6	36	1:1.15	(M1-M3), (P1-P3), (S1-S4), (SK1-SK4), Post Doc, NP, TMP	Mostly On-Site			36	1:1.5	36	1:1.5	31	1:1.5	20	1:1.5	20	1:1.5
<b>Mobility Station (Unassigned)</b>																			
Touchdown / Hotel Office (single/1 desk)	10 x 12	120	10 x 10	100	1:2	(M4-M6), (P4-P6)	Mostly Remote			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Touchdown / Hotel Office (single/1 desk)	10 x 12	120	10 x 10	100	1:4	(M4-M6), (P4-P6)	Completely Remote			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Touchdown / Hotel Workstation <sup>(1)</sup>	6 x 7	42	6 x 6	36	1:2	(M1-M3), (P1-P3), (S1-S4), (SK1-SK4), Post Doc, NP, TMP	Mostly Remote			36	1:10	36	1:10	24	1:10	20	1:10	20	1:10
Touchdown / Hotel Workstation <sup>(1)</sup>	6 x 7	42	6 x 6	36	1:4	(M1-M3), (P1-P3), (S1-S4), (SK1-SK4), Post Doc, NP, TMP	Completely Remote			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Touchdown / Hotel Workstation	6 x 6	36	5 x 4	20	1:2	Graduate Student <sup>(2)</sup>	Completely On-Site, Mostly On-Site			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Touchdown / Hotel Workstation	6 x 6	36	5 x 4	20	1:4	Undergraduate Student <sup>(3) (5)</sup>	Completely Remote			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# Executive Office



This large executive office standard has an efficient wrap-around workspace while providing room for meetings of 4 to 5 people, either at the conference table or chairs at the desk.

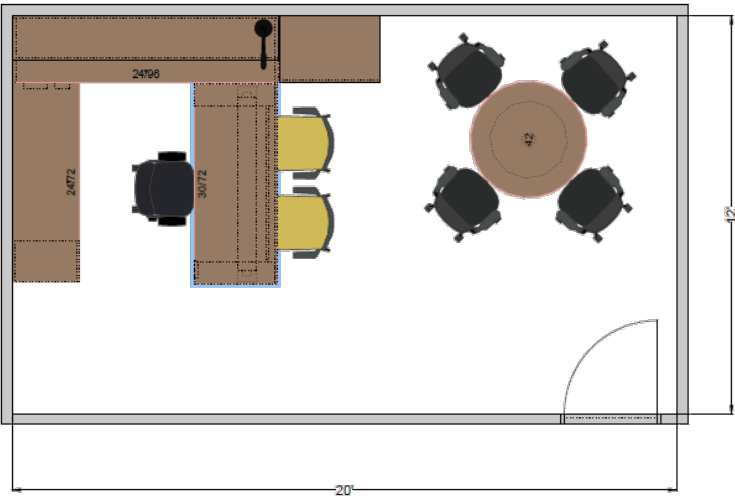
One length of worksurface consists of an adjustable height workstation.

Storage consists of a fixed pedestal and overhead unit with tackboard.

The office has room for an optional storage unit (lateral, bookcase, or wardrobe storage tower).

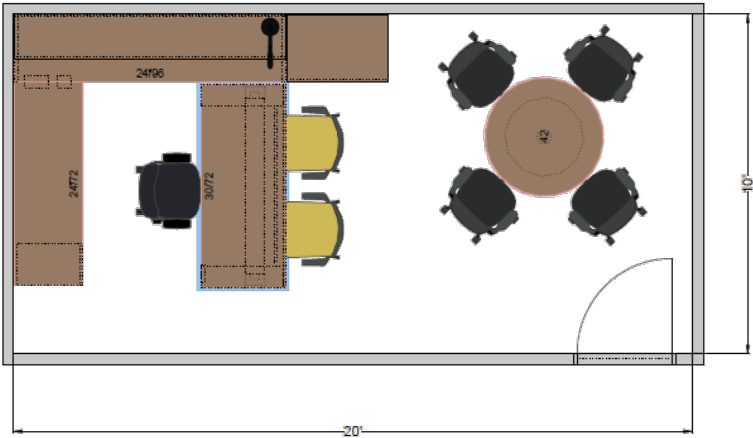


West Lafayette



Position Location Status	Completely On-Site, Mostly On-Site, Mostly Remote, Completely Remote
Career Stream	(E1-E3)
Recommended Ratio (Desk: People)	1:1
Recommended Size (WL)	240 SF (20x12)
Recommended Size (Indy)	200 SF (20x10)

Indianapolis



# Standard Office

Standard Office (Single Occupancy, Assigned)



The standard office has a L-shape unit while providing room for meetings for up to 2 guests.

One length of worksurface consists of an adjustable-height component with optional tackable screen.

The stationary desk will come with a modesty panel.

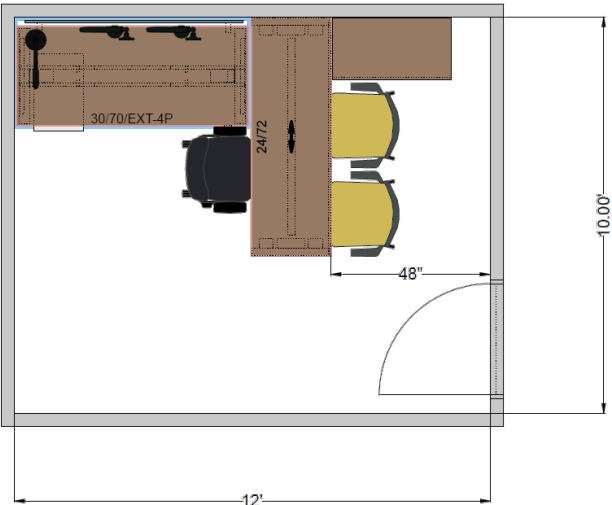
Storage consists of a two-drawer mobile pedestal.

The office has room for an optional storage unit (bookcase or lateral file).

Work tools such as monitor arms to be specified as needed.

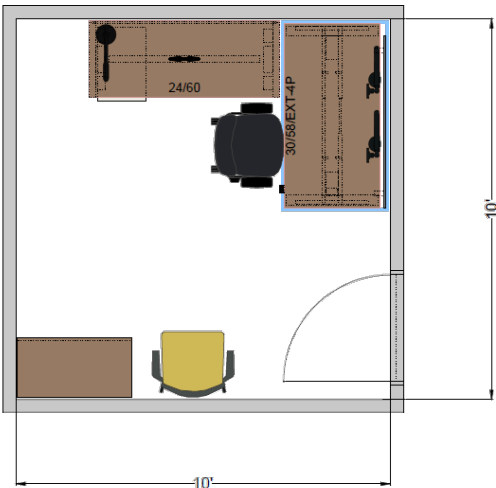


West Lafayette



Position Location Status	Completely On-Site
Career Stream	(F1-F6), (M4-M6), (P4-P6)
Recommended Ratio (Desk: People)	1:1
Recommended Size (WL)	120 SF (10x12)
Recommended Size (Indy)	100 SF (10x10)

Indianapolis



# Standard Office (cont.)

Shared Office (Single Specific Users on rotating days)  
Touchdown / Hotel Office (Single Occupancy, Unassigned)



This standard office has an efficient L-shape workspace while providing room for meetings of 2 to 3 people.

One length of worksurface consists of an adjustable height workstation with optional tackable screen.

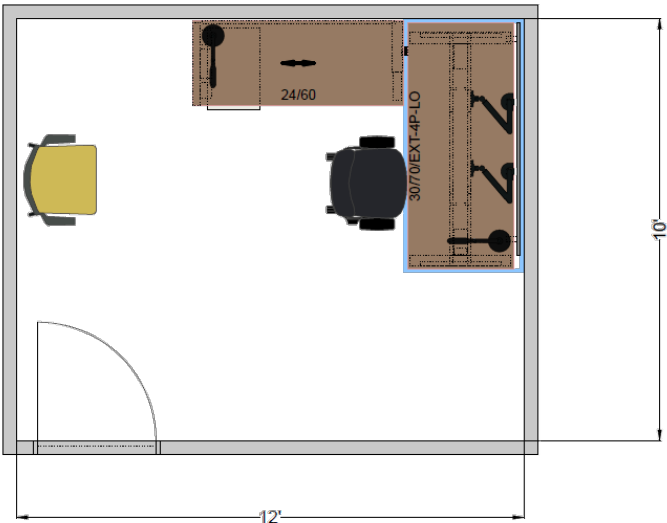
The stationary desk will have a modesty panel.

Storage consists of a two-drawer mobile pedestal file.

Work tools such as monitor arms to be specified as needed.

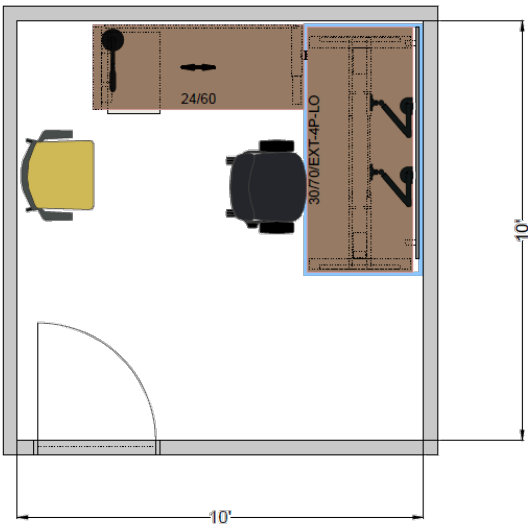


West Lafayette



Position Location Status	Mostly On-Site	Mostly Remote	Completely Remote
Career Stream	(M4-M6), (P4-P6)		
Recommended Ratio (Desk: People)	1: 1.15	1:2	1:4
Recommended Size (WL)	120 SF (10x12)		
Recommended Size (Indy)	100 SF (10x10)		

Indianapolis





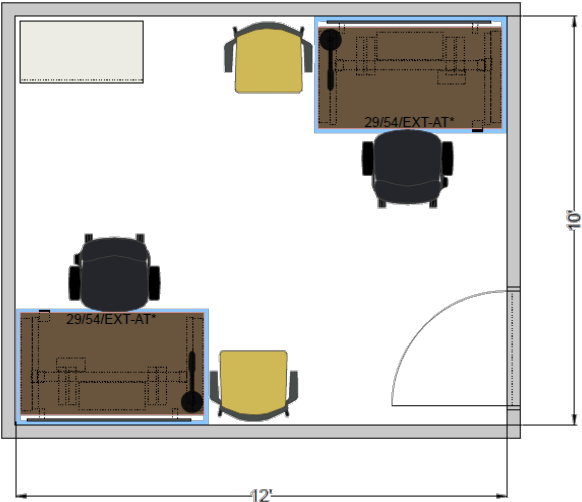
# Shared Office

Shared Office (Double Occupancy / Specific Users on rotating days)



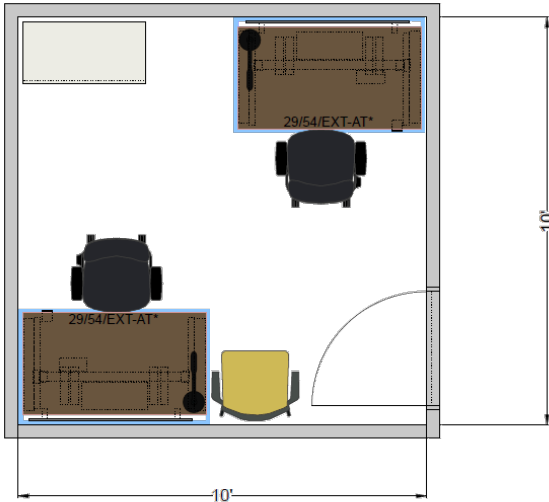
The shared office has two workstations for two specific users.  
Workstation furnishing includes an adjustable height worksurface with tackable screen and a shared 4 high lateral file.

## West Lafayette



Position Location Status	Mostly On-Site	Mostly Remote	Completely Remote
Career Stream	(M4-M6), (P4-P6)		
Recommended Ratio (Desk: People)	1: 1.15	1:2	1:4
Recommended Size (WL)	120 SF (10x12)		
Recommended Size (Indy)	100 SF (10x10)		

## Indianapolis



# Shared Office

Touchdown / Hotel Office (Double Occupancy, Unassigned)



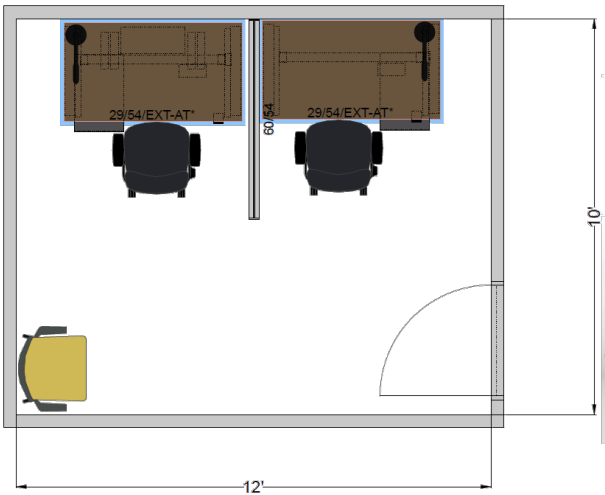
The shared Touchdown/Hotel office has two workstations for two users.

Workstation furnishing includes an adjustable height worksurface and a mobile pedestal unit.

Touchdown/Hotel offices do not provide storage beyond the individual workstations.

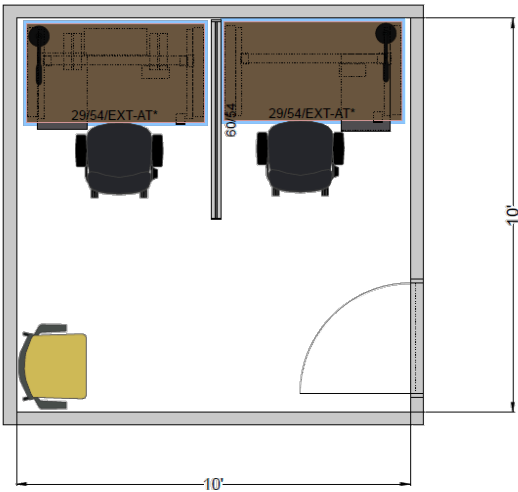


West Lafayette



Position Location Status	Mostly Remote	Completely Remote
Career Stream	(M4-M6), (P4-P6)	
Recommended Ratio (Desk: People)	1:2	1:4
Recommended Size (WL)	120 SF (10x12)	
Recommended Size (Indy)	100 SF (10x10)	

Indianapolis



# Workstation (Assigned)

Standard (Dedicated)

Standard Shared (One WKST/Specific Users on rotating days)



Open workstation configuration suitable for completely on-site or mostly on-site employees.

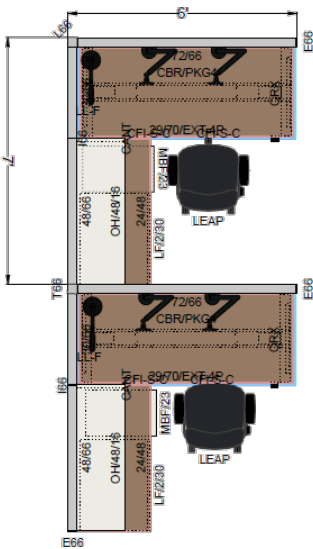
An adjustable height workstation is outfitted with a task light and monitor arms.

Storage options include mobile pedestal file cabinet. Fixed height 2- high laterals and overhead storage units are available for 42sf workstations.

Work tools such as monitor arms to be designed as needed.

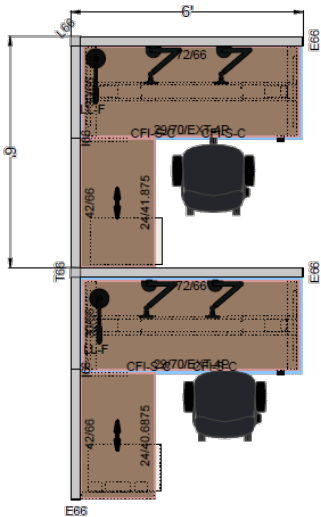


West Lafayette



Position Location Status	Completely On-Site	Mostly On-Site	Mostly Remote	Completely Remote
Career Stream	(M1-M3), (P1-P3), (S1-S4), (SK1-SK4), Post Doc, NP, TMP			
Recommended Ratio (Desk: People)	1:1	1: 1.15	1:2	1:4
Recommended Size (WL)	42 SF (6x7)			
Recommended Size (Indy)	36 SF (6x6)			

Indianapolis



# Workstation (Unassigned)

## Touchdown



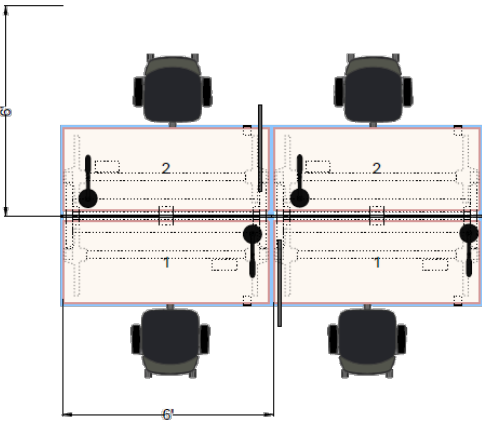
Open workstation configuration suitable for mostly remote, completely remote or student employees.

An adjustable height workstation is outfitted with a privacy screen to provide seated height and standing height visual privacy.

Additional locker units could be available depending on environment.

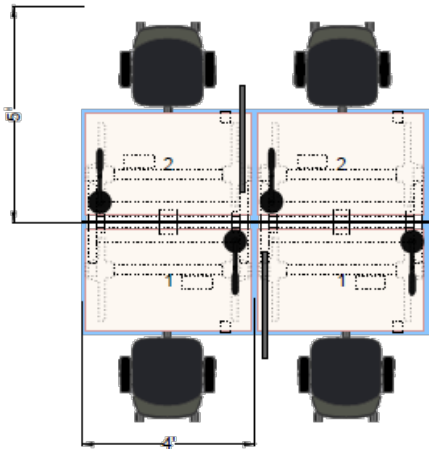


West Lafayette



Position Location Status	Completely On-Site	Mostly On-Site	Mostly Remote	Completely Remote
Career Stream	(M1-M3), (P1-P3), (S1-S4), (SK1-SK4), Post Doc, NP, TMP			
Recommended Ratio (Desk: People)	1:1	1: 1.15	1:2	1:4
Recommended Size (WL)	42 SF (6x7)			
Recommended Size (Indy)	36 SF (6x6)			

Indianapolis





# Space Standards

## Collaboration Spaces



As the workplace shifts to a more mobile and collaborative environment, the office will require additional shared spaces to support employee productivity. Collaboration spaces include open seating and teaming areas, enclosed team rooms, and conference rooms of all sizes. The need for privacy in the open office environment requires the provision of small phone booths or areas where employees can have confidential conversations. To quantify how many collaboration seats are required, JLL applies a collaboration seat ratio to the number of required seats. As a general rule, as more employees adopt telework, more collaboration space is required.

Programming Matrix					RURAL			North America (NAMER)		Latin America (LATAM)		Europe, Middle East, & Africa (EMEA)		URBAN Asia Pacific (APAC)		India		
West Lafayette		Indianapolis		West Lafayette & Indianapolis			Net Unit Size (SF)		Colab. Sharing Ratio		Net Unit Size (SF)		Colab. Sharing Ratio		Net Unit Size (SF)		Colab. Sharing Ratio	
Size	ASF	Size	ASF	ADJ. CAP	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio		
Closed Collaboration																		
Phone (2 Person)	5 x 6	30	5 x 5	25	Completely On-Site, Mostly On-Site 1:20; Mostly Remote 1:18; Completely Remote 1:16	2	60	20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Huddle (4 Person)	10 x 12	120	10 x 10	120	Completely On-Site, Mostly On-Site 1:20; Mostly Remote 1:18; Completely Remote 1:16	4	120	40	120	40	120	40	120	40	120	40		
Small (6 Person)	10 x 15	150	10 x 15	150	Completely On-Site, Mostly On-Site 1:50; Mostly Remote 1:46; Completely Remote 1:42	8	240	80	240	100	240	100	240	100	240	100		
Medium/ Team (10 Person)	12 x 20	240	10 x 20	240	Completely On-Site, Mostly On-Site, Mostly Remote 1:75; Completely Remote 1:70	12	320	80	320	80	320	80	320	80	320	80		
Large (14 Person)	20 x 20	400	20 x 20	400	1:200	16	560	120	560	120	560	120	560	120	560	120		
XL Large (24 Person)	24 x 25	600	24 x 25	600	1:500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Training Room	20 x 25	500	20 x 25	500	1:1,000	42	800	N/A	800	N/A	800	N/A	800	N/A	800	N/A		
Open Collaboration																		
Open Collaboration	10 x 10	100	10 x 10	100	1:100	4	120	60	120	60	120	60	120	60	120	60		
Teaming Table (4 Seats)	10 x 10	100	10 x 10	100	1:50	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Teaming Lounge (4 Seats)	10 x 10	100	10 x 10	100	1:100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
1:1 Seating (2 Seats)	8 x 9	72	8 x 8	64	1:100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Media Teaming Med (10 Seats)	10 x 12	120	10 x 10	100	1:100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Booth Seating (2-4 Seats)	5 x 15	75	5 x 15	75	1:100	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Hightop Table (6 seats)	8 x 12	96	8 x 10	80	1:100	8	150	N/A	150	N/A	150	N/A	150	N/A	150	N/A		

# Closed Collaboration

## Medium Conference Room



The medium conference room serves as meeting space for up to 10 employees.

The conference table can either be specified as seated and/or standing height.

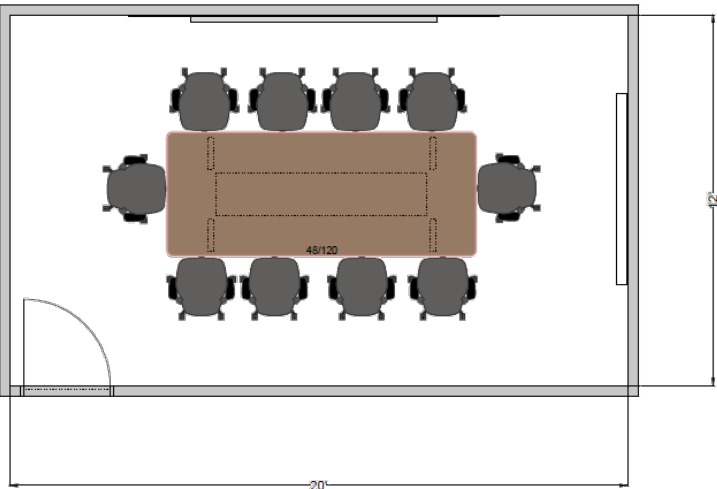
A 72" whiteboard can be supplemented with glass on the door and/or side light with a frosted panel.

The collaboration area must serve needs of telephone calls, digital display sharing at flat panel monitor, and video conferencing.

Audio visual system needs include a large screen monitor, sound bar with integrated camera and microphone, integrated control system with touch panel and bring-your-own-device support.

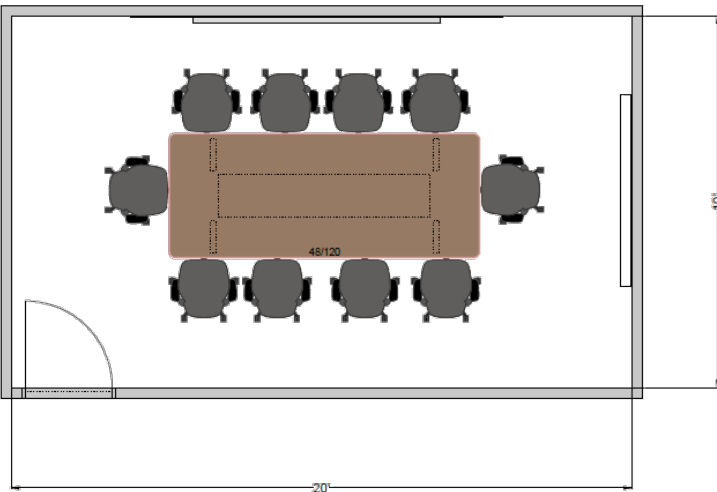


West Lafayette



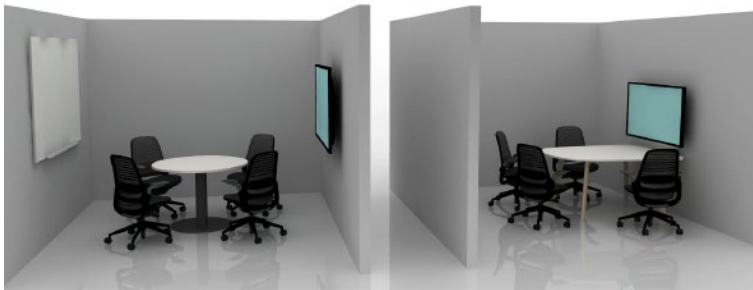
Position Location Status	Completely On-Site; Mostly On-Site; Mostly Remote	Completely Remote
Recommended Ratio (Desk: People)	1:75	1:70
Recommended Size (WL)	240 SF	240 SF
Recommended Size (Indy)	200 SF	200 SF
Capacity	10	10

Indianapolis



# Closed Collaboration

## Huddle Room



The four to five seat conference table can either be specified as seated or standing height.

A 72" whiteboard can be supplemented with glass on the door and/or side light with a frosted panel.

The collaboration area must serve needs of telephone calls, digital display sharing at flat panel monitor, and video conferencing.

Audio visual system needs include a large screen monitor, sound bar with integrated camera and microphone, integrated control system with touch panel and bring-your-own-device support.

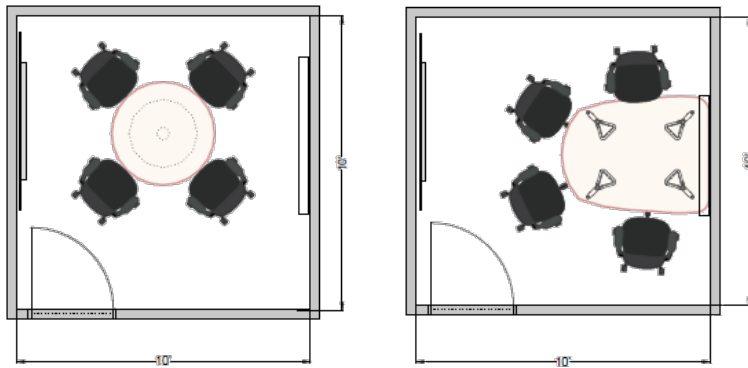


West Lafayette



Position Location Status	Completely On-Site; Mostly On-Site	Mostly Remote	Completely Remote
Recommended Ratio (Desk: People)	1: 20	1: 18	1: 16
Recommended Size (WL)	120 SF	120 SF	120 SF
Recommended Size (Indy)	100 SF	100 SF	100 SF
Capacity	4	4	4

Indianapolis



# Space Standards

## Support and Service Areas



As the workplace shifts to a more mobile and collaborative environment, the office will need to maintain employee productivity and storage needs. These support areas are now shared by multiple departments and/or staff groups. To quantify how much support area and types of support areas required, JLL applies an employee ratio to amount of space required.

Programming Matrix							RURAL		Latin America (LATAM)		Europe, Middle East, & Africa (EMEA)		URBAN		India	
							North America (NAMER)						Asia Pacific (APAC)			
							West Lafayette		Indianapolis		West Lafayette & Indianapolis			Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)
Space Type	Size	ASF	Size	ASF	People Sharing Ratios	ADJ. CAP	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio	Net Unit Size (SF)	Colab. Sharing Ratio		
Support																
Reception	15 x 15	225	15 x 15	225	225 SF for up to 100 headcount; for every 50 headcount beyond 100, add 50 SF	N/A	400	N/A	400	N/A	400	N/A	400	N/A		
Service Areas																
Storage	10 x 12	120	10 x 10	100	120 SF for up to 100 headcount; for every 50 headcount beyond 100, add 50 SF	N/A	120	80	120	100	120	100	120	100		
Copy / Print /Mail Room	10 x 12	120	10 x 10	100	1:50	N/A	100	N/A	100	N/A	100	N/A	100	N/A		
Wellness Room	10 x 12	120	10 x 10	100	1:100 (Indiana State law requires employers with 25 or more employees to provide)	1	120	N/A	120	N/A	120	N/A	120	N/A		
Filing Cabinets																
36" Wide Lateral	2 x 3	6	2 x 3	6	1:10	N/A	6	6	6	6	6	6	6	6		
Lockers (Flex Storage)	2 x 2	3	2 x 2	3	1:1.5 for total of Mostly On-Site and Mostly Remote	N/A	2.50	6	2.50	6	2.50	6	2.50	6		
Pantry/ Break Room																
Break Room	10 x 12	120	10 x 10	100	1:60	15	350	120	350	150	350	150	350	150		
Large Café	20 x 20	400	20 x 20	400	1:500	N/A	1,200	N/A	1,200	N/A	1,200	N/A	1,200	N/A		



# Service Areas

## Wellness Room



The room should have a solid locking door with occupancy indicator and frosted privacy glass; a sink.

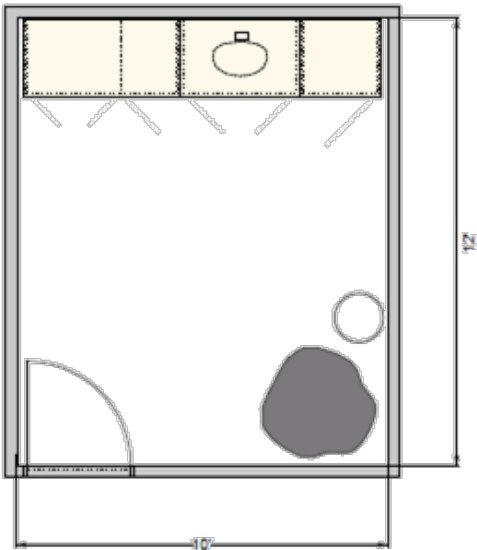
The wellness room offers comfortable seating.

No technology is required.

The room may be used for all wellness or lactation purposes.

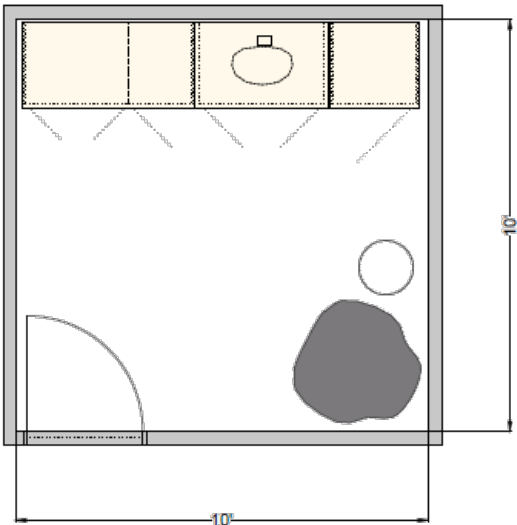


West Lafayette



Position Location Status	Completely On-Site; Mostly On-Site; Mostly Remote; Completely Remote
Recommended Ratio (Desk: People)	Required over 25 employees; 1: 100
Recommended Size (WL)	120 SF
Recommended Size (Indy)	100 SF
Capacity	1

Indianapolis

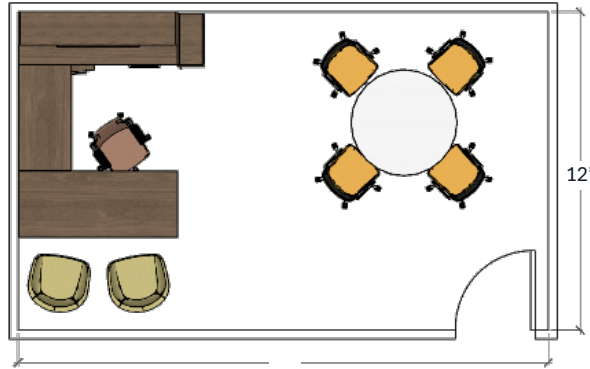




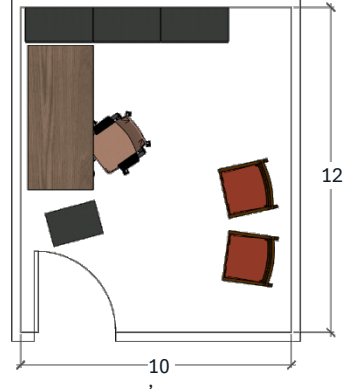
# Workspace Typologies

## Modular & Reuse Efficiency

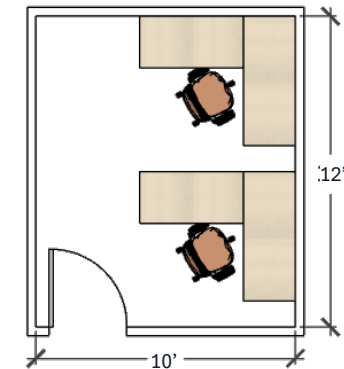
Executive Office (240 SF)



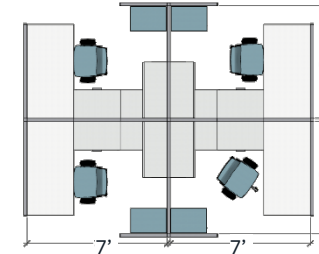
Standard Office (120 SF)



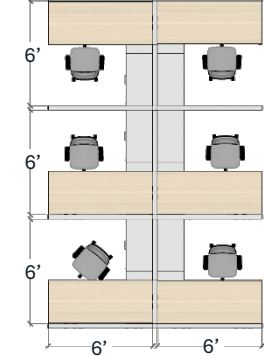
Shared Office (120 SF)



Workstation (42 SF)

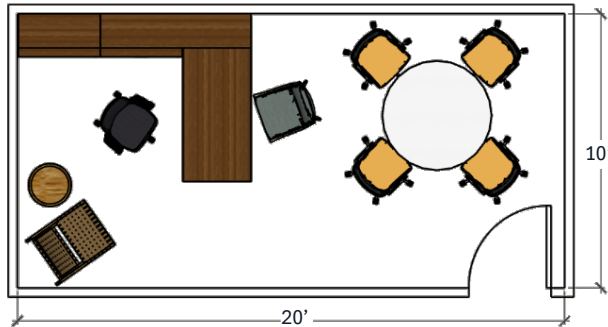


Touchdown (36 SF)

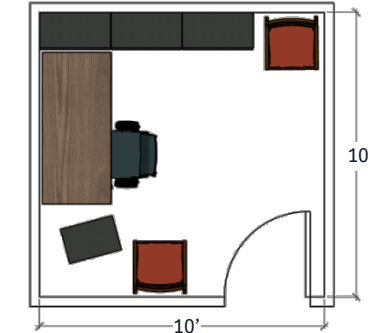


West Lafayette

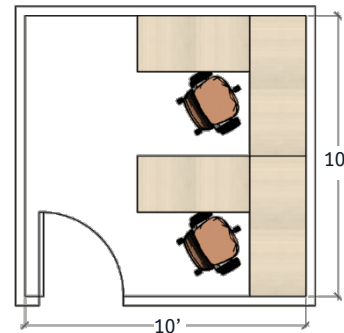
Executive Office (200 SF)



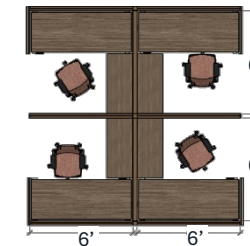
Standard Office (100 SF)



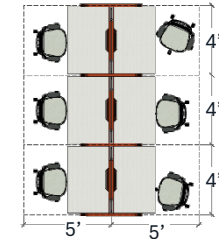
Shared Office (100 SF)



Workstation (36 SF)



Touchdown (20 SF)



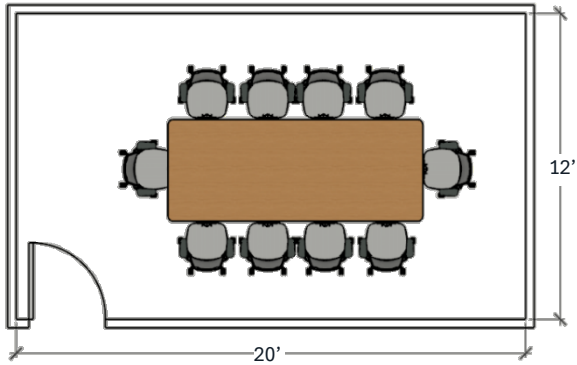
Indianapolis

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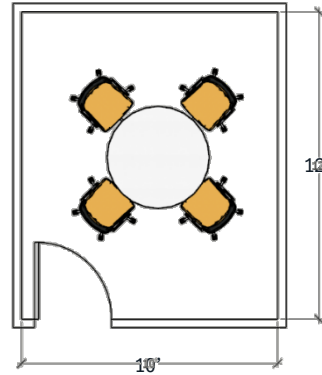
# Workspace Typologies (cont.)

## Modular & Reuse Efficiency

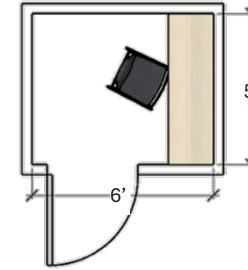
Medium Conference Room (240 SF)



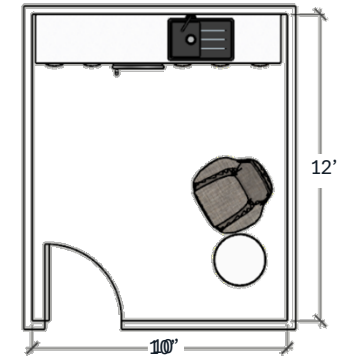
Huddle Room (120 SF)



Phone Booth (30 SF)

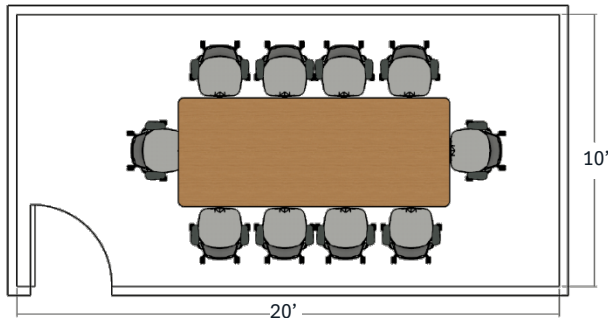


Wellness Room (120 SF)

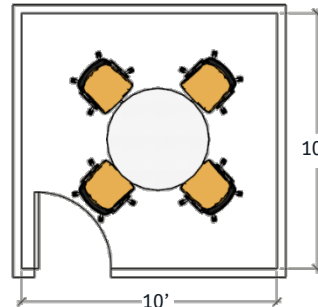


West Lafayette

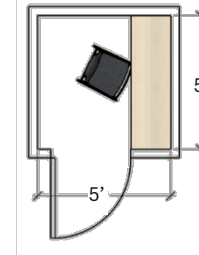
Medium Conference Room (200 SF)



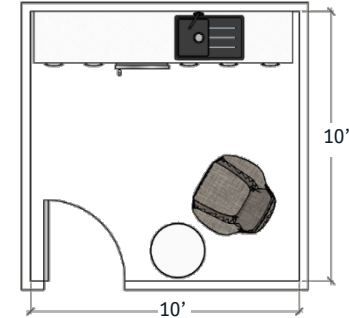
Huddle Room (100 SF)



Phone Booth (25 SF)



Wellness Room (100 SF)



Indianapolis

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## Programming Matrix

(reference slide 13)

- (1) Alternatively, each M1-M3, P1-P3, or Post Doc may be allocated one of two desks in a 120 SF shared office at the sharing ratios indicated for an individual's position location status. This may help to accommodate certain programmatic needs, or to adapt these guidelines to existing space without modification.
- (2) Although graduate students may be considered completely on-site, a seat sharing ratio of 2 students per desk is applied. For purposes of collaboration space planning, graduate students are treated as mostly remote to maintain adequate levels of closed collaboration space. (As mostly remote headcount increases, closed collaboration ASF increases).
- (3) Assume a position location status of completely remote for undergraduate students unless otherwise indicated.
- (4) The NASF number generated without circulation is the maximum allowable office ASF (excluding departmental circulation). For planning purposes, the individual spaces that total this amount can be adjusted from the table above as determined appropriate during programming.
- (5) Undergraduate headcounts do not count toward collaboration and support spaces.

Career Stream	Abbreviation	Position Location Status	Desk Sharing Ratios
(reference slides 13-19)		(reference slides 13-19)	
Executive	(E1-E3)	Completely On-Site	1:1
Faculty	(F1-F6)	Mostly On-Site	1:1.15
Management	(M1-M6)	Mostly Remote	1:2
Professional	(P1-P6)	Completely Remote	1:4
Service	(S1-S4)		
Skilled	(SK1-SK4)		
Post Doc	(PGRD)		
Non-Pay	(NP)		
Temporary	(TMP)		
Graduate Student	(GRD)		
Undergraduate Student	(U1-U4)		



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