Purdue University

A Comparison of Office Space Guidelines
from 2019 to 2022

April 18, 2022

Office Space Guidelines 2019 versus 2022

Overview

The 2022 space guidelines aim to provide a flexible framework for planning new buildings and renovations, while also allowing for application toward existing spaces. 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. This is done through the below four elements.

Space Size: Decreased individual workspaces and increased collaboration space. More standardized space sizes in general.

Workstation to Office Ratio: Fewer private offices and more open workstations to promote collaboration, provide transparency, provide access to natural light, and utilize space more efficiently.

Space Variety: Greater variety of collaboration spaces to support varying needs.

Mobility/Hybrid work: Use of desk sharing for full-time staff who work remotely for some or all of the work week.

Office Space Guidelines 2019 versus 2022

Summary

	2019	2022
1	Private offices come in 4 sizes from 120 SF to 300 SF.	Private offices come in 2 sizes: 120 SF and 240 SF.
2	Executives, full-time faculty, M2-6, P3-6, and skilled staff are allocated private offices.	Executives, full-time faculty and M/P 4-6 are allocated private offices.
3	All other staff are allocated various workspace sizes ranging from 45 to 90 SF.	All others are allocated open workspace sizes ranging from 36 SF for grad students to 42 SF for other staff.
4	FTE determines quantities of workspaces.	Headcount and employee workstyle determine quantities of work spaces.
5	Workstyle concept does not yet exist.	Concept of workstyles for full-time staff incorporated.
6	FTE allows for desk sharing for grad students.	Employee workstyle allows for desk sharing for staff and students.
7	FTE and service add-on SF is used to determine total support space.	Headcount, workstyles, and standard sizing is used to determine total support space.
8	Guidelines generate a total office space calculation. Each unit is permitted flexibility in sizing individual workspaces and support spaces, but is expected to stay within the total allocation.	No change.

Office Space Guidelines 2019 versus 2022
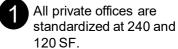
Individual Workspace Sizes

2019

Career Stream Code	Career Stream Description	Office Area	Service Add On
Executive			
E3	President, CFO, Executive VP	300	50
E2	Chancellor, Senior Vice President, Chief Officer, Vice Provost, Dean	300	50
E1	Vice Chancellor, Vice President, Associate Dean, Vice Provost	180	40
Faculty			
F6	Assistant/Associate Deans, Department Head	180	40
F5	Associate/Assistant Department Head	150	40
F4	Professor	120	40
F3	Associate Professor	120	30
F2	Assistant Professor	120	30
F1	Instructor	120	10
Management			
M6	Senior Director	180	40
M5	Director, Police Chief, Fire Chief	150	40
M4	Assistant Director, Police Captain, Assistant Fire Chief	150	40
M3	Senior Manager	120	40
M2	Manager	120	30
M1	Supervisor	90	35
Professional			
P6	Senior Principal, Counsel	120	40
P5	Principal, Associate Counsel, Architect	120	30
P4	Lead, Nurse Practitioner	120	30
P3	Senior, Chief Instructor	120	10
P2	Administrator, Analyst, Coach, Designer, Developer, Specialist	90	35
P1	Assistant/Associate	90	35
Service			
S4	Service Lead	60	30
S3	Service Senior	60	30
S2	Service Assistant and Support	60	30
S1	Service Associate	60	30
Student			
PGRD	Post Doc, Fellowship, Resident, Intern	60	0
GRD	Graduate Teaching/Research	45	15
U1, U2, U3, U4	Undergraduate Student Workers	20	0
Skilled			
SK4	Skilled Lead, Police Lieutenant, Fire Captain	120	0
SK3	Skilled Senior, Police Sergeant, Fire Lieutenant	120	0
SK2	Skilled, Police Officer, Firefighter	120	0
SK1	Skilled Associate	120	0
No Career Stream Code			
NP	Visiting Scholar, Adjunct Professor, Emeritus Professor, Contractor	60	35
TMP	Limited Term Lecturer, Temporary Support	60	35

2022

Tranche	CS	SF Allocation [2]	Career Stream Code Desc
Executive	E3	240	President, CFO, Executive VP
	E2	240	Chancellor, Senior Vice President, Chief Officer, Vice Provost, Dean
	E1	240	Vice Chancellor, Vice President, Associate Dean, Vice Provost
Faculty	F6	120	Assistant/Associate Deans, Department Head
	F5	120	Associate/Assistant Department Head
	F4	120	Professor
	F3	120	Associate Professor
	F2	120	Assistant Professor
	F1	120	Instructor
Management	M6	120	Senior Director
	M5	120	Director, Police Chief, Fire Chief
	M4	120	Assistant Director, Police Captain, Assistant Fire Chief
	M3	42	Senior Manager
	M2	42	Manager
	M1	42	Supervisor
Professional	P6	120	Senior Principal, Counsel
	P5	120	Principal, Associate Counsel, Architect
	P4	120	Lead, Nurse Practitioner
	P3	42	Senior, Chief Instructor
	P2	42	Administrator, Analyst, Coach, Designer, Developer, Specialist
	P1	42	Assistant/Associate
Service	S4	42	Service Lead
	S3	42	Service Senior
	S2	42	Service Assistant and Support
	S1	42	Service Associate
Student	PGRD	42	Post Doc, Fellowship, Resident, Intern
	GRD	36	Graduate Teaching/Research
	U1-U4	36	Undergraduate Student Workers
Skilled	SK4	42	Skilled Lead, Police Lieutenant, Fire Captain
	SK3	42	Skilled Senior, Police Sergeant, Fire Lieutenant
	SK2	42	Skilled, Police Officer, Firefighter
	SK1	42	Skilled Associate
Other	NP	42	Non-pay (Emeriti Faculty, Adjunct Faculty, Visiting Scholars, Contractors)
	TMP	42	Temporary (Limited Term Lecturers, temp staff)
	blank	42	Unknown (needs to be reviewed with department)

KEY:

1 All private offices are standardized at 240 and 120 SF.

● Private offices are reserved for F1-F6 (full-time faculty), M4-M6, and P4-P6 career stream codes.

● Remaining career stream codes for full-time staff are allocated 42 SF workstations. Graduate and undergraduate students are allocated 36 SF workstations.

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Office Space Guidelines 2019 versus 2022

Total Workspace Calculation

2022

6 **4** **5**

Programming Matrix

Space Type	Desk Sharing Ratio	Headcount	Unit SF	Career Stream	Workstyle
Office (Assigned)					
Executive Office	1.00	0.00	240	Executive (E1-E3)	Campus First
Standard Office	1.00	0.00	120	Faculty (F1-F6), Management (M4-M6), Professional (P4-P6)	Campus First
Standard Office (Shared)	1.15	0.00	120	Management (M4-M6), Professional (P4-P6)	Campus Friendly
Open Office (Assigned)					
Workstation (Private) [1]	1.00	0.00	42	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Campus First
Workstation (Shared) [1]	1.15	0.00	42	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Campus Friendly
Mobility Station (Unassigned)					
Touchdown / Hot Office (single/1 desk)	2.0	0.00	120	Management (M4-M6), Professional (P4-P6)	Remote Friendly
Touchdown / Hot Office (single/1 desk)	4.0	0.00	120	Management (M4-M6), Professional (P4-P6)	Remote First
Touchdown / Hot Workstation [1]	2.0	0.00	42	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Remote Friendly
Touchdown / Hot Workstation [1]	4.0	0.00	42	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Remote First
Touchdown / Hot Workstation	2.0	0.00	36	Graduate Student [2]	Campus First; Campus Friendly
Touchdown / Hot Workstation	4.0	0.00	36	Undergraduate Student [3] [5]	Remote First

KEY:

4 Headcount is used to determine the quantity of offices and workstations required, in combination with employee workstyles (#5). The 2019 guidelines used FTE (full-time equivalent).

5 An employee's workstyle from Success Factors is used to determine the desk sharing ratio. The workstyle should be a reflection of the number of days that an employee is working in the office. In addition, staff with a full-time equivalent < 1 are not Campus First. Please see the next slide for a description of workstyles.

6 All staff (not full-time faculty) that have a workstyle other than Campus First are expected to share their workspace at the desk sharing ratio (# staff to # desks) shown. A ratio of 1.15 staff to 1 desk roughly translates to 6 desks for every 7 staff. The 2019 space guidelines permitted all staff other than students to have

Office Space Guidelines 2019 versus 2022

Employee Workstyles

Campus First
In the Office 5 Days / Week
Assigned 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.

Campus Friendly
In the Office 3-5 Days / Week
Assigned 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.

Remote Friendly
In the Office 1-2 Days / Week
Unassigned 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.

Remote First
In the Office 1-2 Days / Month
Unassigned 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.

Office Space Guidelines 2019 versus 2022

Support Spaces

2022

Programming Matrix

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Closed Collaboration		Collaboration Sharing Ratios
Phone (2 Person)	30	Campus First 1:20, Campus Friendly 1:20, Remote Friendly 1:18, Remote First 1:16
Huddle (4 Person)	120	Campus First 1:20, Campus Friendly 1:20, Remote Friendly 1:18, Remote First 1:16
Small (6 Person)	150	Campus First 1:50, Campus Friendly 1:50, Remote Friendly 1:46, Remote First 1:42
Medium/ Team (10 Person)	240	Campus First 1:75, Campus Friendly 1:75, Remote Friendly 1:75, Remote First 1:70
Large (14 Person)	400	1:200
XL Large (24 Person)	600	1:500
Training Room	500	1:1,000
Open Collaboration		
Open Collaboration	100	1:100
Teaming Table (4 Seats)	100	1:50
Teaming Lounge (4 Seats)	100	1:100
1:1 Seating (2 Seats)	72	1:100
Media Teaming Med (10 Seats)	120	1:100
Booth Seating (2-4 Seats)	75	1:100
Hightop Table (6 seats)	96	1:100
Support		
Reception	225	225 SF for up to 100 headcount; for every 50 headcount beyond 100, add 50 SF
Service Areas		
Storage	120	120 SF for up to 100 headcount; for every 50 headcount beyond 100, add 50 SF
Copy / Print /Mail Room	120	1:50
Privacy / Mothers Room	120	1:100 (Indiana State law requires employers with 25 or more employees to provide)
Filing Cabinets		
36" Wide Lateral	6	1:10
Lockers (Flex Storage)	3	1:1.5 for total of Campus Friendly and Remote Friendly
Pantry/ Break Room		
Break Room	120	1:60
Large Café	400	1:500

KEY:

⬤ Quantities of support spaces are determined by headcounts. The makeup of a unit's workstyles will influence the quantity of small to medium size closed collaboration spaces. The more remote friendly and remote first staff, the greater the quantity of collaboration spaces.

Rather than the above, the 2019 guidelines total Service Add-on SF to generate a pool of support space.

Office Space Guidelines 2019 versus 2022

Overall Office Space Calculation

2019

Career Stream Code	Career Stream Description	Office Area	Service Add On
Executive			
E3	President, CFO, Executive VP	300	50
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P6	Senior Principal, Counsel	120	40
P5	Principal, Associate Counsel, Architect	120	30
P4	Lead, Nurse Practitioner	120	30
P3	Senior, Chief Instructor	120	10
P2	Administrator, Analyst, Coach, Designer, Developer, Specialist	90	35
P1	Assistant/Associate	90	35
Service			
S4	Service Lead	60	30
S3	Service Senior	60	30
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Student			
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Skilled			
SK4	Skilled Lead, Police Lieutenant, Fire Captain	120	0
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2022

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Closed Collaboration		**Collaboration Sharing Ratios**	
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Filing Cabinets			
36" Wide Lateral	6	1:10	
Lockers (Flex Storage)	3	1:1.5 for total of Campus Friendly and Remote Friendly	
Pantry/ Break Room			
Break Room	120	1:60	
Large Café	400	1:500	

8 Both sets of guidelines use the respective standards to calculate a total office space allocation. Units have the flexibility to adjust individual spaces upward or downward, but are expected to stay within the total allocation.

Versions

Date	Version #	Updates
April 18, 2022	Version 1	
June 1, 2022	Version 2	Corrected Large Café ratio from 1:50 to 1:500

JLL