

Programming Matrix

Space Type	Quantity	Desk Sharing Ratio	Headcount	Size	ASF	ASF Required	Total Seats	Career Stream	Workstyle
Office (Assigned)									
Executive Office	0	1.00	0.00	20 x 12	240	0	0	Executive (E1-E3)	Campus First
Standard Office	0	1.00	0.00	10 x 12	120	0	0	Faculty (F1-F6), Management (M4-M6), Professional (P4-P6)	Campus First
Standard Office (Shared)	0	1.15	0.00	10 x 12	120	0	0	Management (M4-M6), Professional (P4-P6)	Campus Friendly
Standard Office (Secondary)	0	2.00	0.00	10 x 12	120	0	0	Faculty (F1-F6)	Remote Friendly
Open Office (Assigned)									
Workstation (Private) ⁽¹⁾	0	1.00	0.00	6 x 7	42	0	0	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Campus First
Workstation (Shared) ⁽¹⁾	0	1.15	0.00	6 x 7	42	0	0	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)	0	2.0	0.00	10 x 12	120	0	0	Management (M4-M6), Professional (P4-P6)	Remote Friendly
Touchdown / Hot Office (single/1 desk)	0	4.0	0.00	10 x 12	120	0	0	Management (M4-M6), Professional (P4-P6)	Remote First
Touchdown / Hotel Workstation ⁽¹⁾	0	2.0	0.00	6 x 7	42	0	0	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Remote Friendly
Touchdown / Hotel Workstation ⁽¹⁾	0	4.0	0.00	6 x 7	42	0	0	Management (M1-M3), Professional (P1-P3), Service (S1-S4), Skilled (SK1-SK4), Post Doc, NP, TMP	Remote First
Touchdown / Hotel Workstation	0	2.0	0.00	6 x 6	36	0	0	Graduate Student ⁽²⁾	Campus First; Campus Friendly
Touchdown / Hotel Workstation	0	4.0	0.00	6 x 6	36	0	0	Undergraduate Student ^{(3) (5)}	Remote First
Closed Collaboration									
Collaboration Sharing Ratios									
Phone (2 Person)	0			5 x 6	30	0	0	Campus First 1:20, Campus Friendly 1:20, Remote Friendly 1:18, Remote First 1:16	
Huddle (4 Person)	0			10 x 12	120	0	0	Campus First 1:20, Campus Friendly 1:20, Remote Friendly 1:18, Remote First 1:16	
Small (6 Person)	0			10 x 15	150	0	0	Campus First 1:50, Campus Friendly 1:50, Remote Friendly 1:46, Remote First 1:42	
Medium/ Team (10 Person)	0			12 x 20	240	0	0	Campus First 1:75, Campus Friendly 1:75, Remote Friendly 1:75, Remote First 1:70	
Large (14 Person)	0			20 x 20	400	0	0	1:200	
XL Large (24 Person)	0			24 x 25	600	0	0	1:500	
Training Room	0			20 x 25	500	0	0	1:1,000	
Open Collaboration									
Open Collaboration	0			10 x 10	100	0	0	1:100	
Teaming Table (4 Seats)	0			10 x 10	100	0	0	1:50	
Teaming Lounge (4 Seats)	0			10 x 10	100	0	0	1:100	
1:1 Seating (2 Seats)	0			8 x 9	72	0	0	1:100	
Media Teaming Med (10 Seats)	0			10 x 12	120	0	0	1:100	
Booth Seating (2-4 Seats)	0			5 x 15	75	0	0	1:100	
Hightop Table (6 seats)	0			8 x 12	96	0	0	1:100	
Support									
Reception	0			15 x 15	225	0		225 SF for up to 100 headcount; for every 50 headcount beyond 100, add 50 SF	
Service Areas									
Storage	0			10 x 12	120	0		120 SF for up to 100 headcount; for every 50 headcount beyond 100, add 50 SF	
Copy / Print / Mail Room	0			10 x 12	120	0		1:50	
Privacy / Mothers Room	0			10 x 12	120	0		1:100 (Indiana State law requires employers with 25 or more employees to provide)	
Filing Cabinets									
36" Wide Lateral	0			2 x 3	6	0		1:10	
Lockers (Flex Storage)	0			1.5 x 2	3	0		1:1.5 for total of Campus Friendly and Remote Friendly	
Pantry/ Break Room									
Break Room	0.0			10 x 12	120	0		1:60	
Large Café	0			20 x 20	400	0		1:500	
Calculating Assignable Square Footage									
Net Assignable Square Footage								0	
Total NASF plus circulation	40%							0	

Sharing Ratios	
Campus First	1.00
Campus Friendly	1.15
Remote Friendly	2.00
Remote First	4.00

- (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 workstyle. 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 campus first, a seat sharing ratio of 2 students per desk is applied. For purposes of collaboration space planning, graduate students are treated as remote friendly in order to maintain adequate levels of closed collaboration space. (As remote friendly headcount increases, closed collaboration ASF increases).
- (3) Assume a workstyle of remote first 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.