

UniSA Space Management & Planning Guidelines

March 2016

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 1 of 10

Purpose

The Space Management and Planning Guidelines have been established to:

- Ensure optimal space utilisation across the University.
- Set out roles and responsibilities for space management.
- Inform future workspace design.

Space Management

Principles

The fundamental principle is that all space is provided and administered by UniSA through the Facilities Management Unit (FMU). More specifically, FMU is responsible for:

- Overseeing optimal space utilisation for the University.
- Planning for future new space on campus.
- Performing periodic space audits to ensure accurate and timely data is being used to support decision making.
- Providing timely reports and recommendations to the Campus and Senior Management Groups regarding the University's use of its space.
- Providing a space management system to support space utilisation activities.

Roles & Responsibilities

The following roles and responsibilities identify management accountabilities for all University space, including where space is leased.

The **Vice Chancellor** is responsible for:

- Authorising additional space or significant change of use to existing space.

Senior Management Group is responsible for:

- Optimising University wide space utilisation.
- Formulating strategy relating to the location of activities, including but not limited to schools, units and institutes.

Campus Management Groups are responsible for:

- Overseeing Campus Master Planning.
- Overseeing the allocation and rationalisation of campus space.
- Approving the preferential booking of facilities.

Agreed changes to current space allocations are contingent upon allocation of an appropriate budget. The budget may be derived from allocated expenditure within the Capital Plan or funded by the cost centre manager with approval from the Chief Operating Officer.

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 2 of 10

Space Planning

These guidelines apply to all new workspace projects, including new buildings, major refurbishments of existing facilities and minor capital works projects affecting workspaces. The guidelines must be considered in the context of *UniSA WHS Procedure – Safe Workplace Design*.

The guidelines are structured into three space categories:

- Office
- Teaching and Learning
- Research

Office Space

The University recognises the importance of providing appropriate workspaces that meet user needs in a sustainable and economical manner. The best workspace solutions must be adaptable to change in work practices and technology, cost and space effective, and most importantly, they must be supportive of what people do rather than who they are. On this basis, staff will generally be accommodated within flexible open workspaces that offer a variety of individual and team work zones.

The key elements of good workspace design include:

- A balance of active collaborative and reflective individual environments that foster a team approach by allowing teams to interact in open or enclosed areas. Glazed enclosures to meeting rooms and offices provide a connection to the rest of the work area, while providing acoustic isolation.
- Functional work areas that make it easier for staff to do their work and support the tasks they are required to do. Consistent space provision and quality of fitout promotes equity across work groups.
- Creating spaces to foster social interaction and a sense of community to help achieve organisational goals through the sharing of ideas in passing or zones for informal meetings.
- Flexibility to readily adapt to ongoing changes through consistency in office and workstation sizes, and by having fewer enclosed offices and consistent workstations with greater access to support spaces.
- Efficiency in space usage through sharing facilities such as meeting rooms and storage across work groups, centralising storage and utilising off-site storage, or utilising mobile workstations and other furniture to provide work surfaces and storage.
- A safe and attractive environment where daylight and views are maximised by building full height rooms around the core and against solid walls. Fitout design should be environmentally responsible and reduce energy consumption.
- Appropriate technology is used to maximise flexibility and decrease space and power consumption.

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 3 of 10

Space Allocation

A shared workspace approach should be used where space and time entitlements are such that the combination allows for more than one staff member to utilise a particular space. This can include a range of solutions such as time shared workstations, hot desking and transit facilities.

- Staff employed at an employment fraction may be required to use a dedicated shared workspace. Where staff job share and their combined employment fraction does not exceed 1.0, they will be expected to occupy a time shared workspace irrespective of the individual employment fractions.
- Staff with responsibilities across campuses must nominate a home campus where their dedicated workspace will be located. Workspaces at other campuses may be provided via shared workspaces within their work area's existing accommodation. Staff would not ordinarily have more than one dedicated workspace.
- Casual or sessional staff, or staff on fractional or adjunct appointments, are not automatically entitled to a dedicated workspace but may be accommodated in shared workspaces.
- Visiting academic and research staff are not automatically entitled to a dedicated workspace. Invitations to visiting fellows or external consultants must be identified in each work area's annual planning process so as to identify on-going space needs for accommodation. Work areas should accommodate visiting fellows and/or consultants within their existing envelope of space.

Exceptions to the above may be established in circumstances agreed to by the Chief Operating Officer in consultation with the relevant SMG member.

Workspace Planning Standards

The following planning standards shall apply in relation to overall targets and allowances for individual areas.

Total Space Provided

The total accommodation (including interactive, support and circulation spaces) should not exceed 12 m² UFA per workspace.

Total accommodation includes enclosed built fitout with partitions extending to the ceiling for offices, meeting rooms, secure storage and the like, as well as open plan areas for workstations, informal meeting areas, waiting areas, secondary circulation, shared storage and utility areas. It excludes toilets, stairs, lifts, plant rooms, data centres and primary circulation.

Interactive and support spaces may comprise up to 45% of total useable floor space. Circulation space should equate to approximately 20% of the total useable floor space. The actual amount and configuration of circulation space will depend on building factors and layout constraints. Circulation space must be consistent with the legislative requirements for fire safety and access needs of people with disabilities.

The extent of enclosed built fitout will be assessed on a project by project basis but should generally be limited to a maximum of 20% of the total useable floor space. Enclosed offices will generally represent no more than 10% of work spaces provided.

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 4 of 10

Workstations

Open workstations support communication in a team-based environment but may be arranged to allow personal privacy where necessary. Where used, screens should be a maximum of 1200 mm high. A range of support and interactive spaces, including quiet rooms, meeting rooms, utility rooms and store rooms must be provided to support a compact, efficient workstation layout.

Workstations are typically 6 m² in size (eg. modular 2100 x 3000 or 2400 x 2700). Workstations must comply with the WHS regulations which require work areas to have space for tasks to be carried out without risk to health and safety. Adequate circulation space must be provided within and around the workspace.

Enclosed Offices

Enclosed offices will only be provided where there is a demonstrable functional requirement - eg where the majority of a staff member's time is spent in completely confidential work and access to a shared meeting room is not appropriate. Enclosed offices will generally represent no more than 10% of work spaces provided.

A standard enclosed office of 12 m² may be provided. Where offices are provided for senior staff, consideration should be given to providing a standard office with an adjacent small meeting room that will allow other staff to make use of the meeting facilities.

Where offices are provided, glazing should be used to create a sense of openness and promote interaction. Enclosed offices should be located away from the perimeter of the building to maximise access to natural light by open workstations.

Interactive and Support Spaces

Enclosed meeting and interview rooms facilitate formal meetings, team meetings, interviews and counselling with students, visitors and staff. They should be located away from the building perimeter, to leave natural light for open work areas, and should have at least one glazed wall.

- Quiet rooms near workstation areas provide a private location for intense individual work and sensitive or personal phone calls. As a guide, one quiet room should be provided for every 30 workstations.
- Team zones provide space for informal meetings and team sessions, ad hoc workspaces or relaxation within a workspace, ideally providing 'tea room' functions located away from circulation zones. Casual seating and communications outlets should be provided. As a guide, provide a team zone for every 20 workspaces.
- Interview rooms provide a private location for counselling students or staff where this is the primary function of the work area. They may double as quiet rooms if appropriately located.
- Small meeting rooms (12 m²) provide an enclosed meeting space for 4 – 6 people. Medium meeting rooms (24 m²) provide an enclosed meeting space for 8 – 12 people. Individual work areas have management responsibility for small and medium meeting spaces and are expected to monitor furniture and equipment use and keep the facilities in reasonable order, while adhering to health and safety requirements. As a guide, provide a small or medium meeting room for every 30 (high demand) to 75 (low demand) workspaces.

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 5 of 10

- Large meeting rooms provide flexible meeting facilities for more than 12 people on a justified needs basis only. They may contain audio visual or teleconferencing equipment, and appropriate whiteboards, smart boards or projection screens. Although they may be assigned to a specific work area, large meeting rooms are to be made available for use by the broader University community. Centrally booked large meeting rooms shall be designated as campus meeting rooms.

Reception and waiting areas should be provided on a needs basis only. A common reception and waiting area catering for several floors rather than one on every floor is preferred. Other floors can be provided with a telephone and floor directory to the secure lobby. The reception counter should double as the workspace for the staff member responsible for reception duties and enquiries. Waiting space should be allocated depending on the volume of visitors expected.

Utility rooms are dedicated areas for photocopiers, faxes, printers and stationery, as well as pigeonholes, mail sorting and filing, which should be centralised on a given floor to allow the most equitable access and to avoid disruption to work areas. Benches and cupboards should be provided as required. As a guide, provide a utility room for every 30 workspaces.

Storage should be provided both centrally and as personal storage for each workspace. Modular storage systems and filing cabinets provide flexibility. As a guide, allow for open space storage at a rate of 4 m² per six workspaces as a starting point before determining any specialised requirements. Structural floor loadings may allow use of compactus storage to reduce space requirements for storage. The cost of providing storage is high so contents should be reviewed and non-essential items and records archived or disposed of regularly. As a guide, provide central store rooms for general consumables, short term filing or other day-to-day usage based on one for every 60 workspaces as a starting point. Additional storage may be required for specialist storage uses such as libraries, student records, etc.

Summary

Table 1: Workspace Planning Guidelines	Target
General	
Total space provided (useable floor space)	12 m ² per workspace
Number of enclosed offices	10% of workspaces
Circulation space allowance (useable floor space)	20% or by design
Interactive and support spaces	Up to 45%
Total area of enclosed built fitout	20%
Individual workspaces	
Enclosed office (individual)	12 m ²
Open workstation	6 m ²
Transit / hot desk workstation	3 m ²
Interactive and support spaces	
Quiet room (seats 1)	6 m ²
Interview room (seats 2 – 3)	8 m ²
Small meeting room (seats 4 – 6)	12 m ²
Medium meeting room (seats 8 – 12)	24 m ²
Large meeting room (seats 16 – 24)	48 – 60 m ²
Team zone	By design
Small work café (seats 10 – 12)	24 m ²
Reception / waiting area	12 – 24 m ²
Utility room (mail, photocopy, print, filing)	12 m ²
Store room	12 m ²

Teaching & Learning Space

General Teaching Space

General teaching space is defined as those rooms or groups of rooms which are used for lectures, tutorials, workshops and other activities as part of the normal teaching program. They are available to be booked through Syllabus Plus.

Computer Pools & Barns

Computer pools are those spaces which provide general computing services available for booking through Syllabus Plus. Computer barns include those spaces available for general use without requiring a booking, such as 24 hour computing laboratories. Equipment in these spaces is configured to a common standard.

Specialist Facilities

Teaching requirements in some disciplines will require the use of specialist teaching and learning spaces, including studios, simulation facilities, computing facilities or laboratories as distinct from general teaching space. All users shall respect the uniqueness of those facilities and ensure that their activities are not detrimental to the ongoing primary use of those facilities.

Specialist facilities may be dedicated to an individual Division or School for their use subject to endorsement by the relevant Campus Management Group and final approval of the Chief Operating Officer.

Libraries & Learning Centres

Common use spaces within the library may include reading rooms, book stacks, quiet study areas etc. Common use computing space within the library or learning centre is managed by Information Strategy & Technology Services.

Planning Guidelines

The room capacities for teaching space across the University have been determined on an individual room-by-room basis, which cannot be reflected in a discrete formula. This method of determining space allocations, whilst onerous, is far more accurate than applying a generic formula to teaching space. It is for this reason, together with the need to maintain the integrity of the University's timetabling system, that the room allocations for teaching space currently used in Syllabus Plus have been adopted for the assessment of utilisation.

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 8 of 10

The room capacities for new teaching spaces are generally determined by design. The following planning guidelines are based on existing teaching space and provide guidance for the expected space requirements at the planning stage.

Table 2: Teaching & Learning Space Planning Guidelines	Area Per Person
Lecture Theatres	
Lecture Theatre (stepped floor, fixed seating) (> 100 students)	0.9
Interactive lecture theatre (stepped floor, double rows, task chairs)	2.1
Collaborative research theatre (in the round, task chairs)	2.1
Collaborative Teaching	
Rectangular tables (seat 6 students, 1 computer) including group discussion	2.5
Triangular tables (seat 6 students, 3 computers)	2.5
Triangular tables (seat 9 students, 3 computers)	2.1
Tutorial Rooms	
Tutorial Room (flat floor, loose furniture)	2.0
Computer Facilities	
Computer pools (booked for teaching)	2.9
Computer barns (casual use)	2.5
Specialist Facilities	
Drawing studios	2.2 – 2.8
Art studios	5.0
Wet laboratories (including fume cupboards)	5.0

Research Space

Research laboratory space

Resources for staff and student research activities are typically allocated and managed at the Division level.

The assignment of research laboratory space will be on a time-limited basis with research activities assigned the use of the space for a fixed period (normally the expected life of the project or research grant) with automatic expiry of the tenancy at the end of the period unless the project receives continuing funding.

Non-laboratory postgraduate research space

Non-laboratory space for higher degree research (HDR) students is allocated and managed at the Division or School level. On campus full-time HDR students will be provided with access to a suitable workstation.

The practice of shared use workstations is encouraged to achieve maximum usage and enable provision of space to more students. Workstations should be 6 m² in size (eg. modular 2100 x 3000 or 2400 x 2700) and be set up to allow for time sharing by two students.

Divisions and Schools are responsible for the equipment and resource needs of their post-graduate space including the provision of any furniture additional to the original allocation. Where a Division or School chooses to provide workstations for coursework post-graduate or honours students this must be accommodated within the existing envelope of post-graduate space.

Space Management & Planning Guidelines V5 160330	V5.0
Document Owner: Director: Facilities Management	Page 10 of 10