UNIVERSITY OF HAWAIʻI AT MĀNOA | DESIGN GUIDELINES

Office and Administrative Spaces

Information technology center.   Image courtesy of CEI Hawaii.

PREPARED BY

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UNIVERSITY OF HAWAI'I AT MĀNOA

OFFICE AND ADMINISTRATIVE SPACES DESIGN GUIDELINES

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Prepared By
University of Hawai'i campus architect, office of facilities project management & MKThink

Project Team
Daniel S. Friedman, PhD, FAIA, Campus Architect
Nelson A. Lee, PMP, Director of Facilities Project Management
Nate Goore, AIA, Principal in Charge
Odile Schlossberg, Project Designer

Direct Contact
Nate Goore, AIA
808.800.0888
735 Bishop Street, Suite 230
Honolulu, HI 96813

Table of contents

1

Space allocation

2

Utilization

3

Layouts

4

Meeting and conference rooms

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IMAGE 0-1: Information technology center.

1 Space allocation

1-1 Administrative staff

Administrative offices provide private, shared or open space for faculty and/or staff. The table below presents administrative office types organized by space category.

Space category	Occupants	Space type	ASF	Furniture grade
Administrative				
Administrative 1	• President/Executive	Private office	300SF	Grade 1
Administrative 2	• Provost • Vice Chancellor • Associate/Assistant Vice Chancellor • Vice President • Vice Provost • Dean • Director • Executive	Private office	200SF	Grade 1
Administrative 3	• Associate/Assistant Dean • Manager • Supervisor • Program director	Private/Shared office	120SF	Grade 2
Administrative 4	• Administrative • Professional staff • Technical staff • Clerical staff • Support staff • General staff	Open office	48-80SF	Grade 3
Administrative 5	• Temporary staff • Part-time staff • Student staff	Open office	36SF	Grade 3

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IMAGE 1-1: UCSF Mission Hall Global Health & Clinical Sciences building

Image courtesy of @ Jasper Sanidad

1-2 Academic staff

Academic offices provide a private, shared or open space for faculty and/or staff. The table below presents academic office types organized by space category.

Space category	Occupants	Space type	ASF	Furniture grade
Academic				
Academic 1	• Faculty-tenure / Tenure-track • Full-time Faculty	Private office Shared office - two occupants	100SF 140SF	Grade 1
Academic 2	• Faculty-adjunct / Lecturer • Emeriti (active) • Off-campus based faculty	Open office	80SF	Grade 2
Academic 3	• Post-doctoral student • Emeriti (non-active) • Senior lecturer • Consulting faculty • Visiting faculty	Open office	64SF	Grade 3
Academic 4	• Graduate student	Open office	48SF	Grade 3

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IMAGE 1-2: Ezkanazi Health Fifth Third faculty building

Image courtesy of Four Point Design

2 Utilization guidelines

2–1 Private office utilization
2–2 Shared office utilization
2–3 Open office utilization

Job position, rank, and classification determine workspace assignments: full-time, part-time, seasonal or temporary, frequency of private communication (in person or using telecommunication), degree of privacy required to fulfill duties; and group work required.

2-1 Private office utilization

Administrators assign private dedicated office space to specific individuals based on the aforementioned criteria: individual work areas may include meeting areas within the office space.

2-2 Shared office utilization

Administrators assign shared dedicated office space to two or more individuals. Shared office space may include multiple work stations, or single shared work stations with additional seating for guests. Locate part-time staff in shared or open office spaces in accordance with individual schedules and work assignments.

2-3 Open office utilization

Open office space serves the needs of individuals and shared work groups with assigned space, including full-time desk-based staff, field-intensive staff, and telecommuting staff. Locate student employees in open work spaces. Accommodate staff in a cubicle environment or assigned work space within a larger office to provide a more open, airy, and well-lit environment. Determine quantity by planning for 40 hrs/week of occupancy per work station.

3 Layouts

3–1 Administrative offices
3–2 Academic offices

The guidelines help estimate the actual size of space needed for accommodating and assessing efficiency whenever concerns arise about the adequacy of existing space or dedicated areas in future buildings.

Flexibility is a key factor in the design of gathering spaces, likewise the guiding principle in the configuration of spaces and furniture layouts; whenever possible, design configurations that can change as the work environment evolves. A modular planning approach preserves office space flexibility to accommodate use and/or relocation over time.

The following administrative and academic office layouts show recommended assignable space based on position type, and define the recommended range of assignable square feet (ASF) for persons in specific roles.

These guidelines suggest furniture grades based on office use and type. Refer to the furniture design guidelines, and finish design guidelines for specific recommendations.

Built environment

Offices
- Provide a minimum ceiling height of 12′-0″
- Install standard doors with vision panels
- Equip spaces with automated blackout shades

Conference rooms
- Provide a minimum ceiling height of 12′-0″
- Install standard doors with vision panels
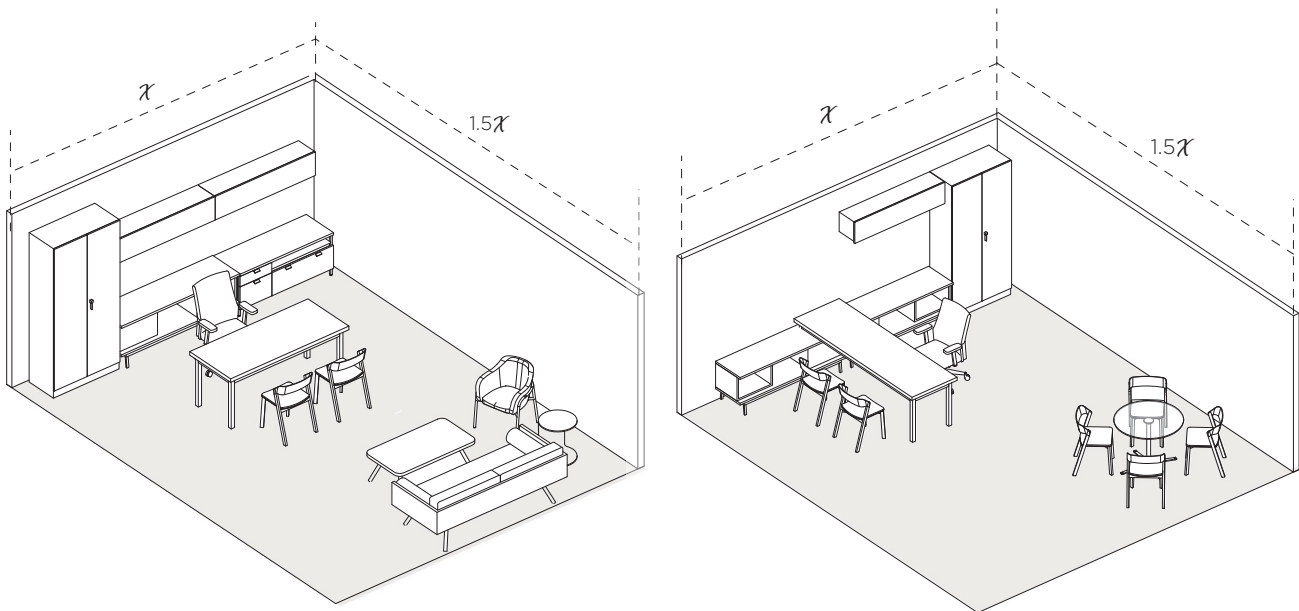- Equip with automated blackout shades

3-1 Administrative Office

Administrative office space 1

Recommended occupants: vice chancellor, provost, president/executive
Office type: private
ASF: 300SF
Furniture: Grade 1

Design intent
Individual, private, office space, incorporating a meeting area, assume custom occupant specifications; provide areas for display, storage, and shelving.
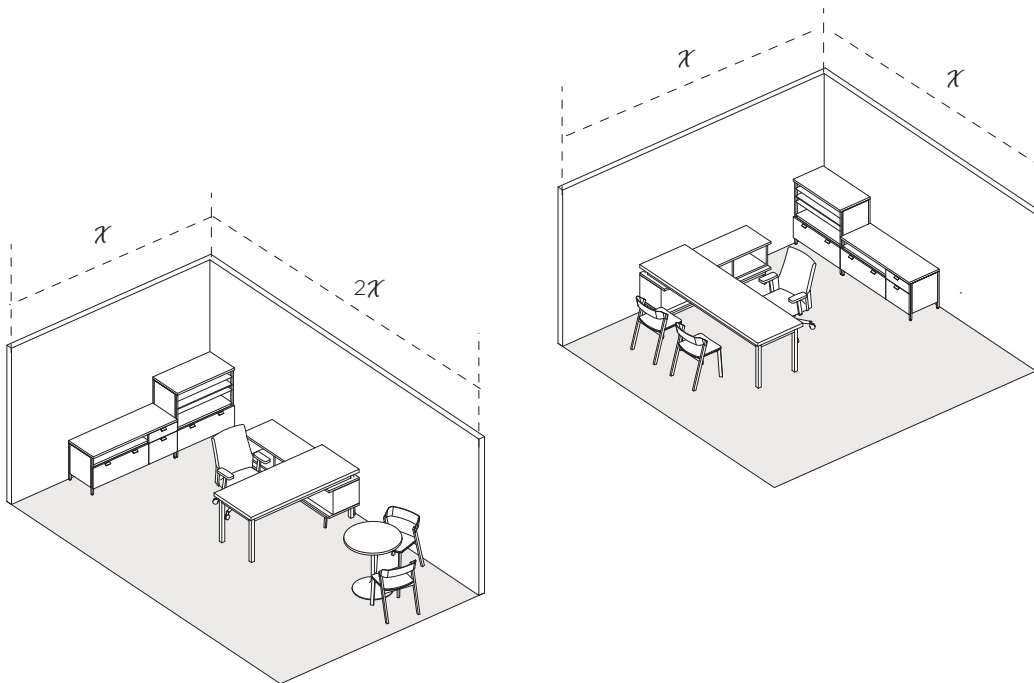
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Administrative office space 2

Recommended occupants: associate/assistant vice chancellor, vice president, vice provost, dean, director, executive
Office type: private
ASF: 200SF
Furniture: Grade 1

Design intent
Individual, private office space with a meeting area, assume custom occupant specification; provide areas for display, storage, and shelving.
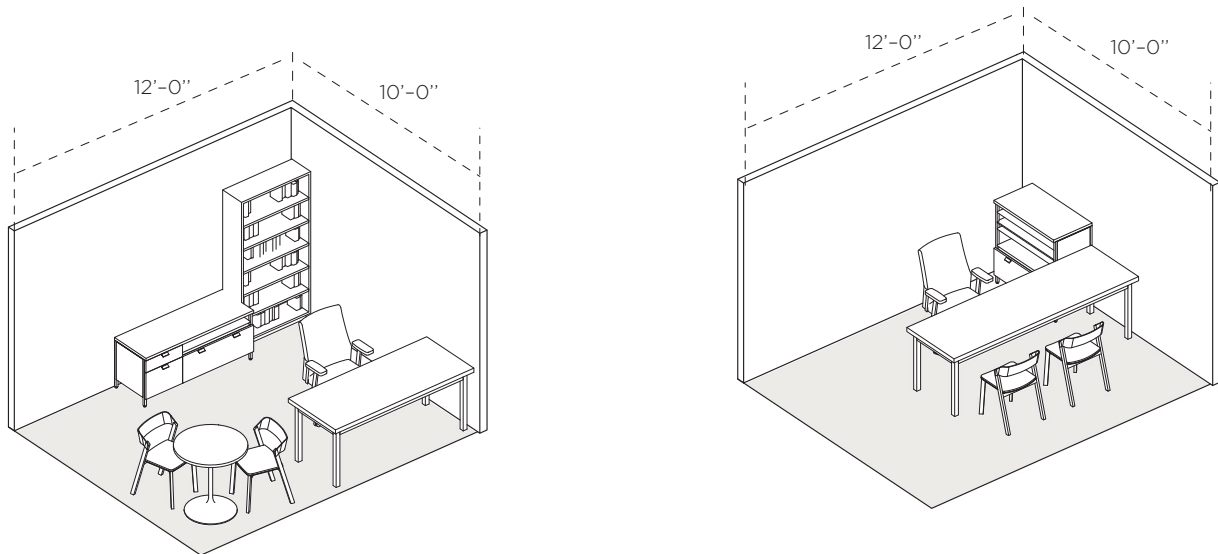
Administrative office space 3

Recommended occupants: vice chancellor, provost, president/executive
Office type: private, shared office
ASF: 120SF
Furniture: Grade 2

Design intent
Private or shared office space: include seating for guests, storage, and shelving.
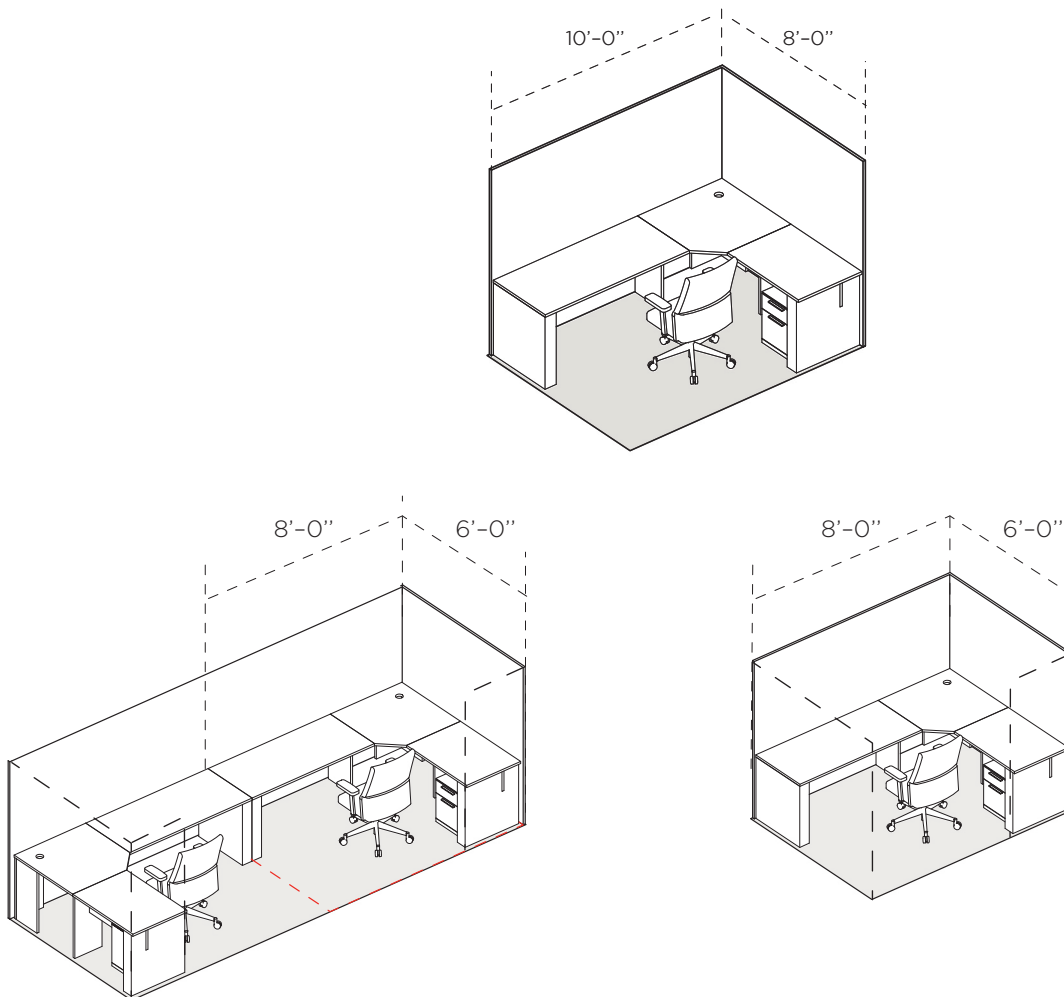
Administrative office space 4

Recommended occupants: administrative, professional staff, technical, clerical, support, general staff
Office type: open office
ASF: 48–80SF
Furniture: Grade 3

Design intent
Individual/shared work area and dedicated open office space for full time desk-based staff, assume shared space for field intensive and telecommuting staff, supply the space with storage and shelving, assume 40 hrs/week occupancy per workstation.
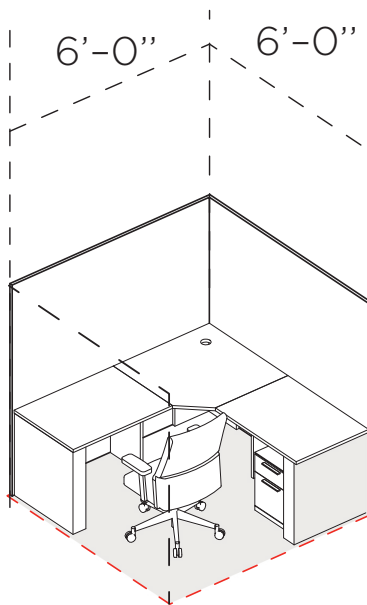
Administrative office space 5

Recommended occupants: administrative, professional staff, technical, clerical, support, general staff
Office type: open office
ASF: 36SF
Furniture: Grade 3

Design intent
Shared work area: assume 40 hrs/week of occupancy per workstation.

IMAGE 3–1: Information Technology center. Image courtesy of CEI Hawaii.
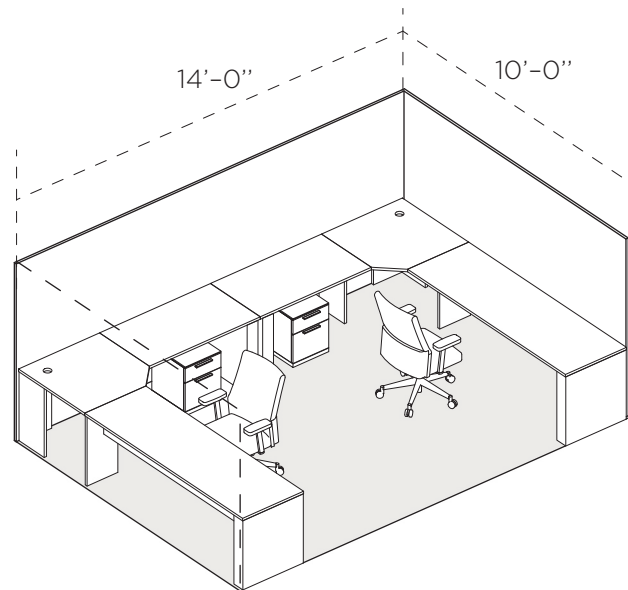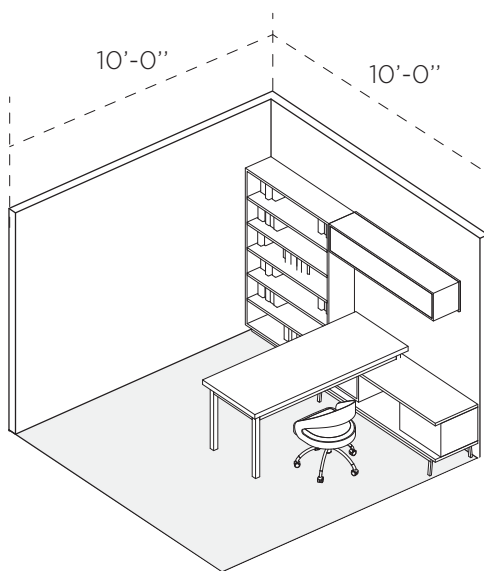
3-2 Academic Office

Academic office space 1

Recommended occupants: faculty-tenure/tenure track
Office type: private
ASF: 100-140SF
Furniture: Grade 1

Design intent
Individual work areas offer seating for guests and private individual use. Configure to support computer-based research. Assume storage and shelving.
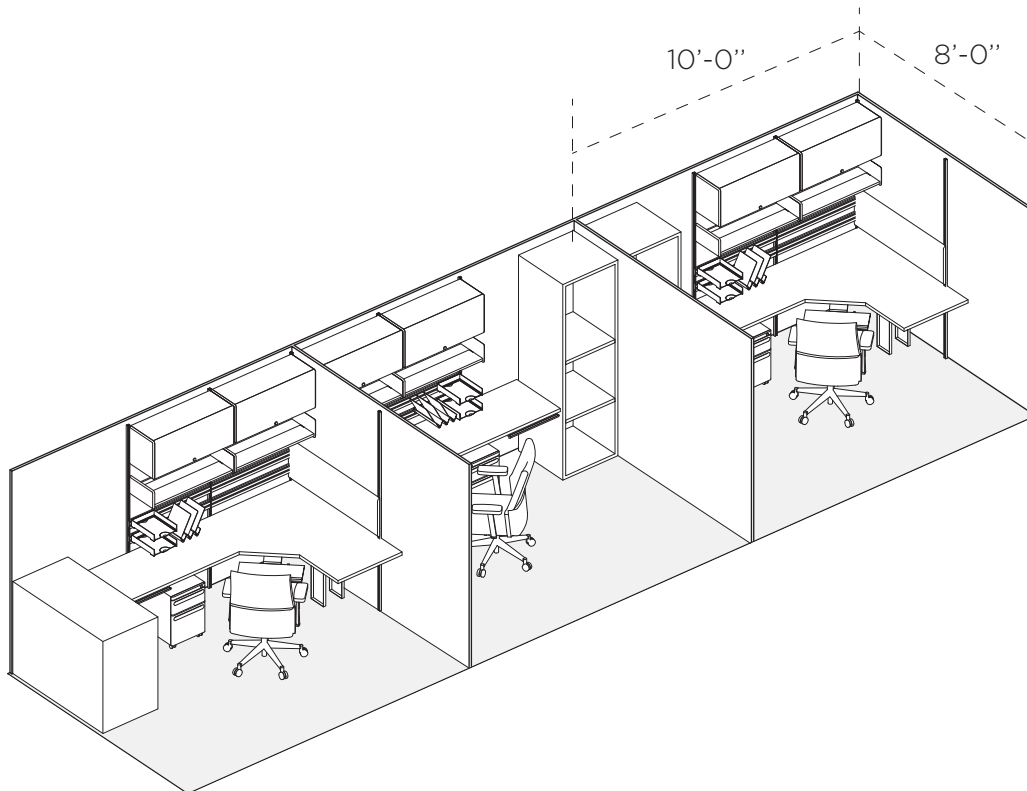
Academic office space 2

Recommended occupants: adjunct faculty lecturer
Office type: shared
ASF: 80SF
Furniture: Grade 2

Design intent

For shared work areas, assume two person occupancy. Configure to support computer-based research. Include storage and shelving.
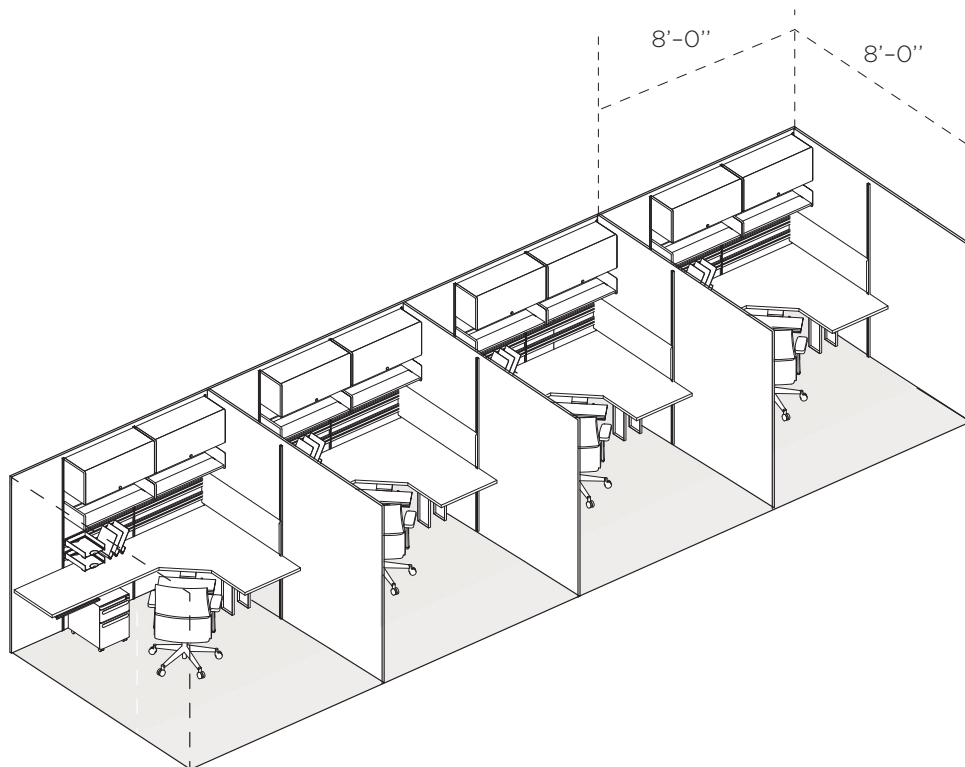
Academic office space 3

Recommended occupants: post-doctoral student, emeriti (non-active), senior lecturers, consulting faculty
Office type: open
ASF: 64SF
Furniture: Grade 1

Design intent
For individual/shared work areas, include storage. Assume 40 hrs/week occupancy per workstation.
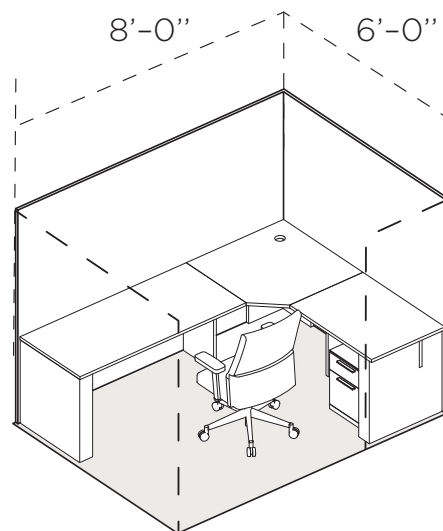
Academic office space 4

Recommended occupants: graduate student
Office type: open
ASF: 48SF
Furniture: Grade 1

Design intent

For individual/shared work areas, include storage. Assume 40 hrs/week of occupancy per workstation.
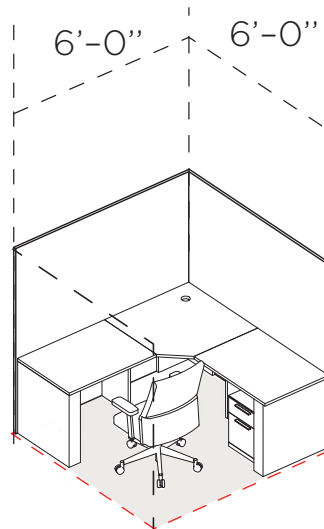
Academic office space 5

Recommended occupants: researcher, research/technical assistance, field Staff
Office type: open
ASF: 36SF
Furniture: Grade 1

Design intent
For individual/shared work areas, include storage. Assume 40hrs/week of occupancy per workstation.

4 Meeting and Conference Rooms

This section focuses on specific space types and their recommended configurations. The following examples of conference rooms provide guidance for layouts that promote and optimize effective space use.

4-1 Meeting and conference rooms

They allow for determination of the minimum occupant load for which the room shall be designed.

The following table provides a range of guidelines for different conference room and meeting room sizes. Actual space per station or seat, may vary depending on existing space configuration furniture (e.g., fixed versus movable, tablet arms of varying sizes, tables, or theater-type seating).

Conference space accommodates seating around a table, space for audio/visual presentation and related technical equipment, and space for other conference needs. Tables and seating shall allow for flexible layouts.

Size	Capacity	Target occupancy	Target ASF
Small meeting	6	4	180
Small conference	12	8	360
Medium	24	20	600
Large	40	32	1,000

4-2 Utilization guidelines

Meeting and conference space utilization

Meeting and conference spaces support regular meetings that typically require little if any special-purpose infrastructure beyond standard audio-visual equipment. Utilization guidelines support the optimization of meeting spaces' value through scheduling.

Assume 25 hrs/week of occupancy for meeting and conference rooms.

4-3 Layouts

Meeting and conference spaces

Meeting and conference spaces support four or more with an additional level or privacy. These spaces include audiovisual technology that enables users to seamlessly conduct meetings via conference calls.

Flexibility is a key factor in the design of all campus spaces. The configuration of conference rooms and furniture layouts must accommodate change as the campus evolves. See the furniture design guidelines for recommended furnishing.
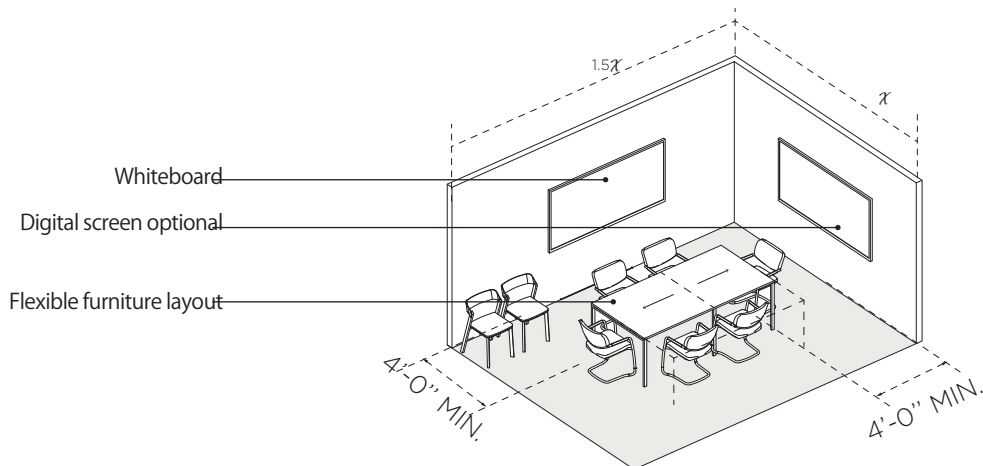
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Meeting and Conference Rooms

Small meeting rooms

Target capacity: 4–8
Maximum capacity: 8
Target area: 180SF

Whiteboard

Digital screen optional

Flexible furniture layout

1.5x

x

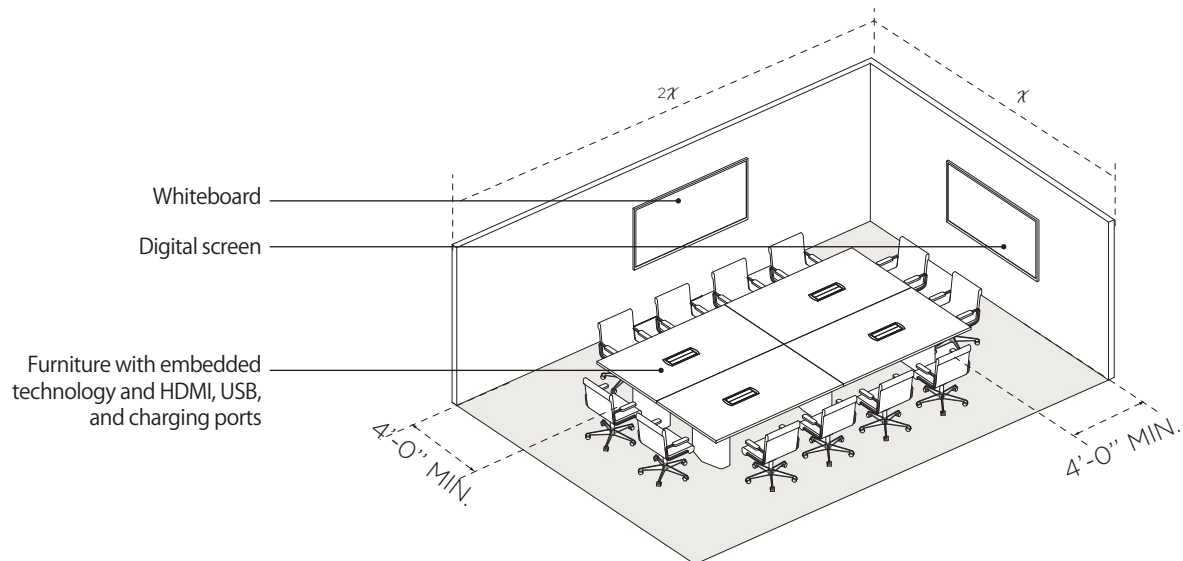4'-0" MIN.

4'-0" MIN.

Design intent

Small meeting rooms offer ideal space to touch-down, gather, and collaborate. Assume a target capacity of 4-6 occupants; the space can be equipped with a whiteboard, a display screen, and an HDMI connection for laptops and mobile devices. Round or rectangular tables recommended. See the furniture design guidelines for recommended furnishing. Target 25 hrs/week of scheduled use.

Small conference rooms

Maximum capacity: 8–12
Target capacity: 12
Target area: 360SF

Whiteboard

Digital screen

Furniture with embedded technology and HDMI, USB, and charging ports

$2x$

x

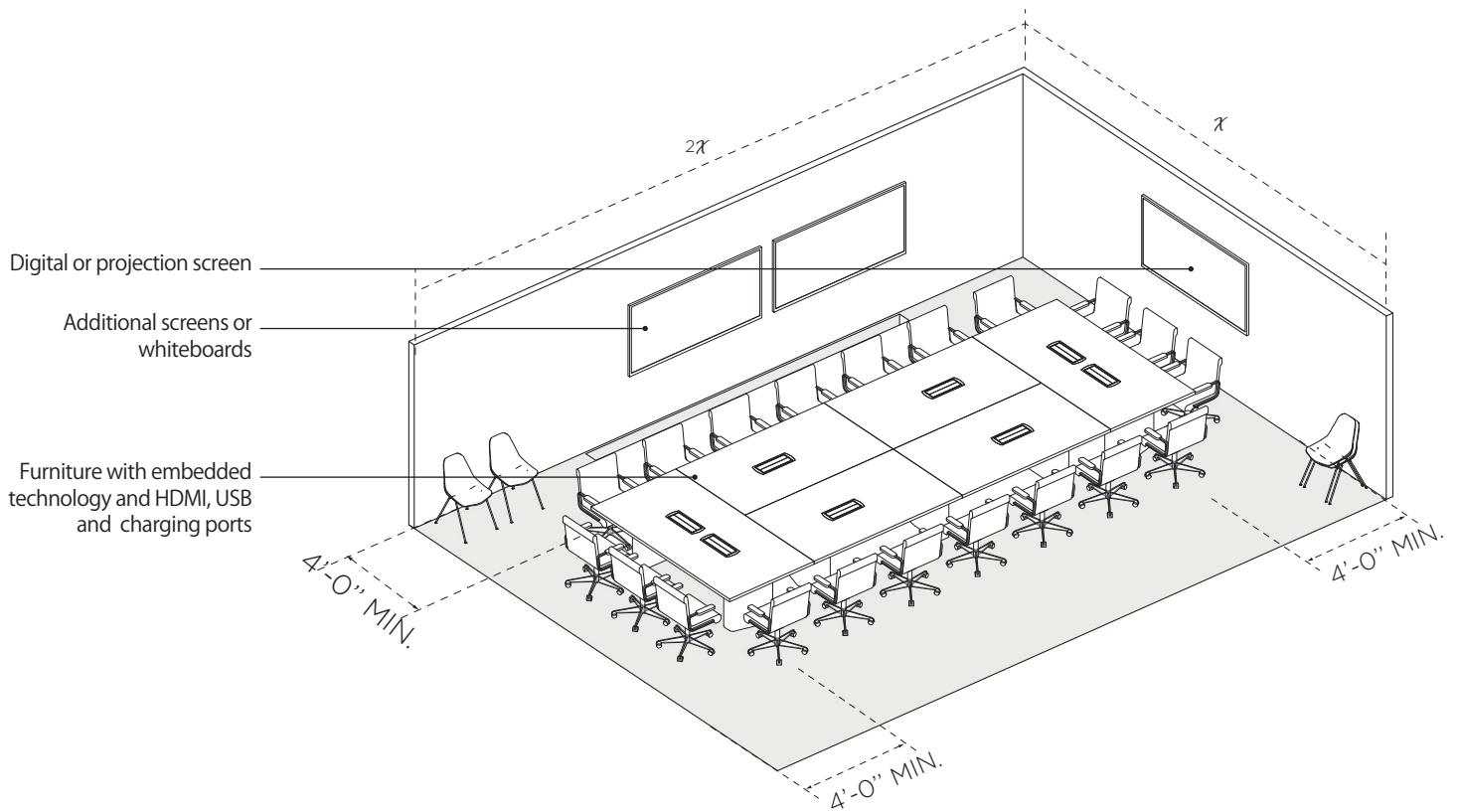4'-0" MIN.

4'-0" MIN.

Design intent

Small conference rooms provide space for formal, meetings with a target capacity of 8 occupants (maximum 12); equip spaces with a whiteboard, a display screen, and an HDMI connection for laptops and mobile devices. Flexible furniture layouts recommended. Target 25 hrs/week of scheduled use.

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Medium conference rooms

Maximum capacity: 20
Target capacity: 24
Target area: 600SF

Digital or projection screen

Additional screens or whiteboards

Furniture with embedded technology and HDMI, USB and charging ports

$2x$

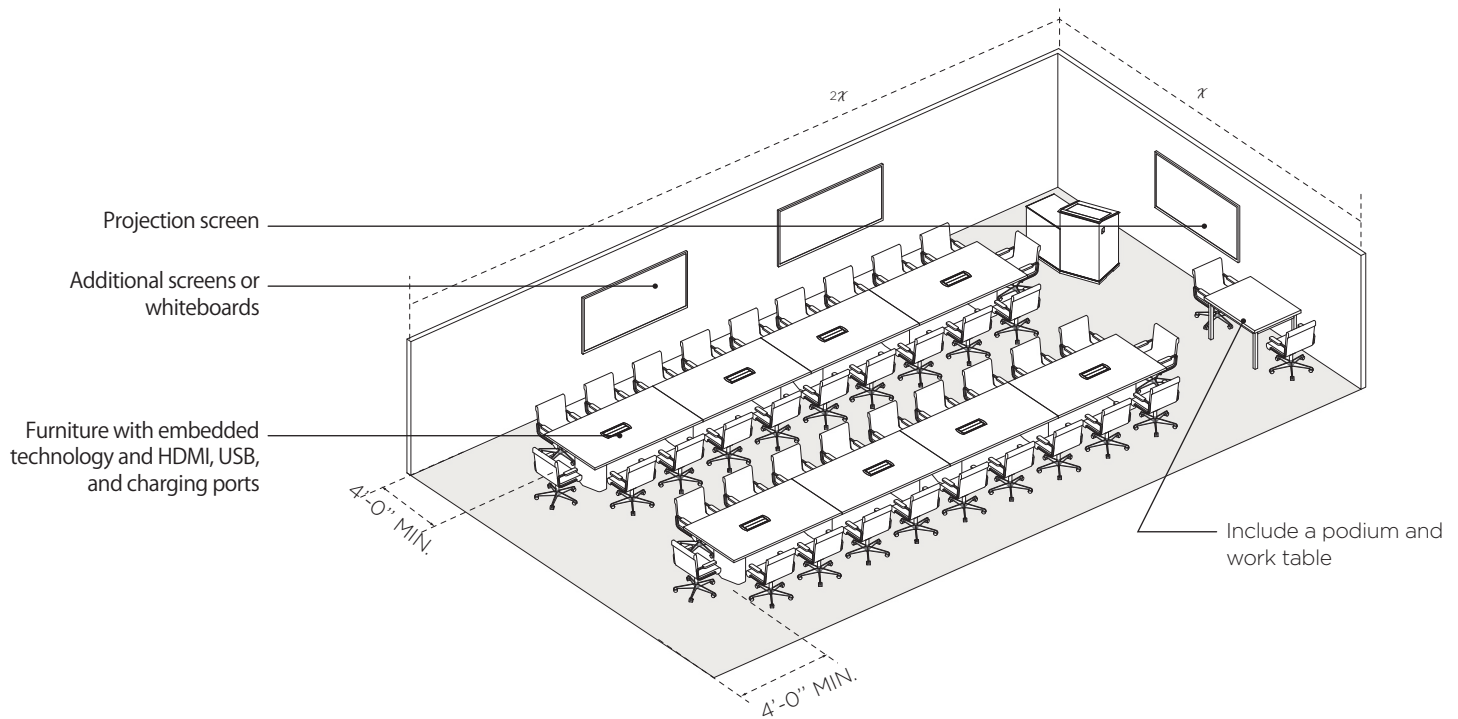x

4'-0" MIN.

4'-0" MIN.

4'-0" MIN.

Design intent

Medium conference rooms can accommodate larger groups, such as committees or student organizations. Movable and stackable furniture enables users to break the room into smaller meeting clusters. Equip rooms with a whiteboard, large display screen, HDMI connection, integrated AV (optional), and storage. Target 25 hrs/week of scheduled use.

Large conference rooms

Maximum capacity: 32
Target capacity: 40
Target area: 1,000SF

Projection screen

Additional screens or whiteboards

Furniture with embedded technology and HDMI, USB, and charging ports

Include a podium and work table

$2x$

x

4'-0" MIN.

4'-0" MIN.

Design intent

Large conference rooms require movable or stackable furniture that enables users to break the room into smaller meeting clusters. See the furniture design guidelines for appropriate table types and shapes. Equip rooms with a whiteboard, large display screen, HDMI connection, integrated AV (optional), and storage. Target 25 hrs/week of scheduled use.

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