Office of Space Management

Space Standards proposed for New Mexico State University

We are proposing the adoption of 9 space factors, which will be subjected to analysis, identical to the Utah space study. Each space factor is listed below with supporting comments as to why the proposed standard for each factor was selected. We feel the 9 different levels to view space is the optimal method from all that we have studied.

Classrooms
(All 100 series rooms)
10 ASF (Assignable square feet) per student FTE

The Texas Higher Education Coordinating Board selected 11 ASF while the Utah System of Higher Education selected 9 ASF. The Utah figure indicates a more intensive utilization program, which their consulting team felt was too aggressive. 10 ASF is at the low end of the range recommended by the Council of Educational Facility Planners International.

Because there is currently no way of isolating classrooms to use by specific departments, classroom space will only be analyzed at the campus wide level.

Teaching and Open Labs
(All rooms coded 210-235 and 400 series rooms not affiliated with the main library)
19 ASF per student FTE

This is one of the most challenging categories given the variety of lab needs for the various disciplines. We are presently evaluating conversion factors that address the needs for lab space by discipline. This area will require more development as we progress with our space management model and utilization goals. We have adopted the Utah standard for now, with a 10% adjustment removed which reflected increased utilization goals, viewed to be unnecessarily aggressive.

Teaching/open labs will be analyzed on both a campus wide and college/departmental level.

Research Labs
(All rooms coded 250 and 255)
350 ASF per faculty FTE
Office Space
(All 300 series rooms)
By position, 146.9 avg ASF

We have proposed a variety of ASF assignments based upon headcount and FTE of typical positions within the university. We have done this so that departments heavily weighted with one type of position don’t get penalized or rewarded. The average of ASF assignments comes to about 1 ASF below the average found in the survey conducted by the Univ. of Missouri handed out earlier. The ASF assigned is designed to include a cumulative amount of space to accommodate copy rooms, reception areas, mail rooms, conference rooms, work rooms, etc.

<table>
<thead>
<tr>
<th>Position</th>
<th>Headcount</th>
<th>ASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>240</td>
<td>200</td>
</tr>
<tr>
<td>Upper Administration</td>
<td>200</td>
<td>190</td>
</tr>
<tr>
<td>Faculty</td>
<td>190</td>
<td>190</td>
</tr>
<tr>
<td>Professional Staff</td>
<td>190</td>
<td></td>
</tr>
<tr>
<td>Classified Staff</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Emeritus/Non Dept</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Grad, RA/TA</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Student/Work Study</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

These ASF assignments are within the range of ASF recommended by the Council of Educational Facility Planners.

We also recommend the adoption of the following adjustments to be used when compiling office data.

<table>
<thead>
<tr>
<th>Economy of Scale</th>
<th>FTE</th>
<th>ASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for small departments)</td>
<td>&lt;5</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>5-15</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>16-25</td>
<td>50</td>
</tr>
</tbody>
</table>

These adjustments are needed for the smaller departments, which don’t have enough employees to accumulate sufficient space for reception areas, conference rooms, etc.

In addition, certain faculty, such as music and art require an additional 80 ASF to accommodate studio space as part of their office.

Office facilities will be analyzed on a campus wide and college/departmental level.

Library
(All 400 series rooms within the main libraries)

Library space is currently not being evaluated. At a future date, the library space needs will be examined and addressed.
**Special Use Space**  
(Most 500 series rooms, excluding PE facilities)  
*4 ASF per student FTE*

This area of space management has seldom been addressed nationally. This category often becomes quite diverse and is labeled “other departmental space” and may or may not include Physical Education. When Physical Education is included, the ASF is naturally higher. The New Mexico University Office of Space Management has separated Physical Education into a category for itself. The Special Use space category includes armories, clinics, child care or child development, animal quarters, greenhouses, media production and other like spaces.

Special use space will be analyzed on a campus wide basis using the above ASF standard. Colleges/departments will be analyzed on a case by case basis.

**Physical Education**  
(All rooms coded 520, 523 and 525)  
*6 ASF per student FTE*

A minimum amount of space is required to provide a basic physical education program. Space for athletics or recreational space funded by student fees are excluded from this space category. 6 ASF is the standard used in the Utah study.

PE space will only be analyzed at a campus wide level.

**General Use**  
(Most 600 series rooms)  
*5 ASF per student FTE*

Much like the special use category, this set of facilities is often not quantified. Auxiliary space is not included in this category. Lounges and meeting rooms, exhibition space and campus museums are types of space included in this area. Comparable institutions are often between 4-6 ASF in this area.

General use space will be analyzed at both the campus wide and college/departmental level.

**Support Space**  
(Most 700 series rooms)  
*8 ASF per student FTE & 9% of campus ASF*

This category is designed to include those facilities and spaces across the institution, which, support the primary educational and administrative mission of the institution. Telecommunications, print shops, central computer facilities, mail rooms, shipping and receiving are some of spaces included in this category. This space is largely comprised of physical plant
service space. Since many departments require some support space, we are proposing two standards: 8 ASF when analyzed at the departmental level and 9% of total campus space when viewed at the campus wide level.