

**III. DESIGN GUIDELINES****3.03 Academic Building Interior Space Square Footage Standards**

- A. Plan academic spaces in new buildings and in the major renovation of existing buildings to conform to the following space standards:
- B. Net Square Feet per Person

<u>Academic Space Type</u>	<u>Furniture</u>	<u>Persons</u>	<u>Net Sq. Ft. Per Person</u>
Standard Classroom	Table armchairs	010-040	15
	Table armchairs	041-075	12
	Table armchairs	076-100	11
Conference-Seminar	Table & chair	010-030	20
Case Study (tiered)	Swivel chairs, Continuous Counter Top	050-125	18
Lecture Rm. (tiered)	Fixed seating	050-100	12
		101-300	10
Auditorium (tiered)	Traditional seating		8
Auditorium (tiered)	Continental seating		9-1/2
Library	Reading Room		25
Library	Stack (1 sq. ft./ 15 volumes)		
Dining Hall	Chairs and tables		15
Accounting and Bookkeeping Lab	Chairs and tables		28
Business Machines Lab	Chairs and tables		28
Home Economics Lab	Special furniture and equipment		58
Art Sculpture and Ceramics Lab	Special furniture and equipment		50

Art Painting Lab	Special furniture and equipment	50
Chemistry Lab	Lab furniture	58
Science Lab	Lab furniture	50
Photographic Lab	Special furniture and equipment	40
Academic Data Processing Room	Special furniture and equipment	75

Other Space RequirementsMinimum Size

Telecom/Data Room	1 per floor @80 s.f. stack rooms in multiple floor building
Audio visual (A/V) Storage Room	1 per ea. Building @ 80 s.f. ea. (size based on A/V equip. required)
Master Custodial Closet (1 per Building over 45,000g. s.f. and for each 15,000 g.s.f. of floor space)	Minimum of 120 s.f. (no dimension <12' x 10')
Custodial Closet (1 per floor of Building)	Minimum of 70 s.f. (no dimension < 6'-0")
Academic Classroom Building Corridors	Minimum Width is 8'-0"
Building Vending Areas	The A/E shall determine if Vending Spaces are required in the Building. The number, size and location shall be approved by the Project Representative
Family Restrooms	1 per Building

- C. Office Spaces. Plan office space in new buildings and in the major renovations of existing buildings to conform the following space standards:

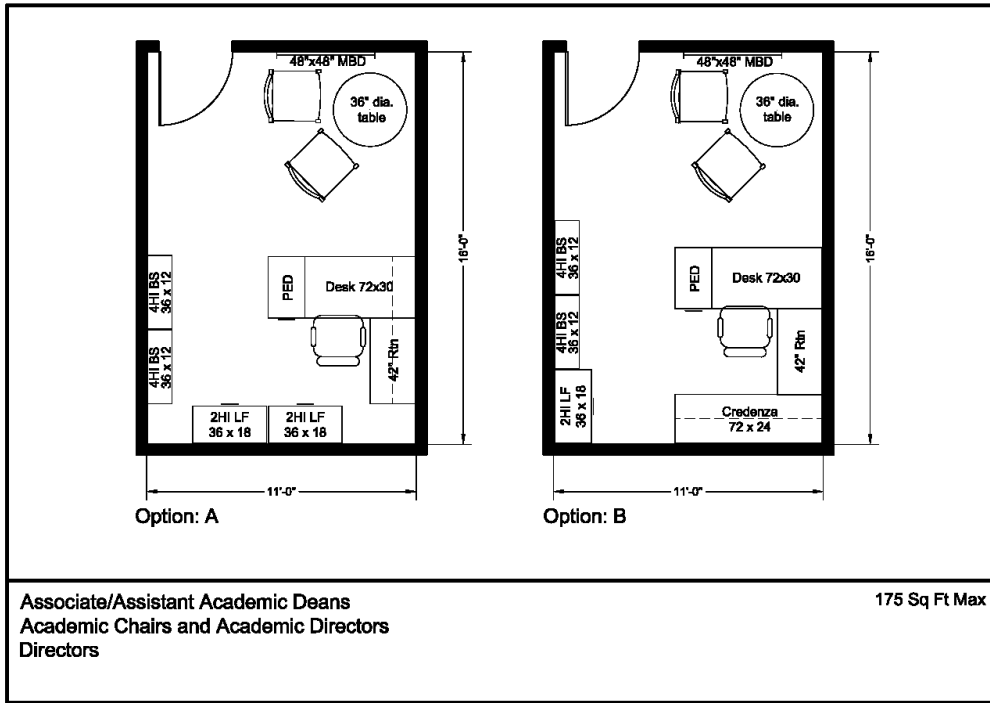
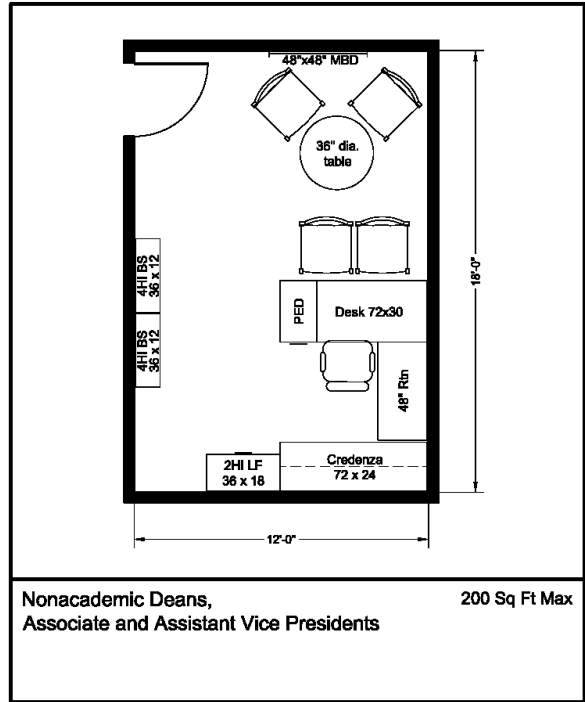
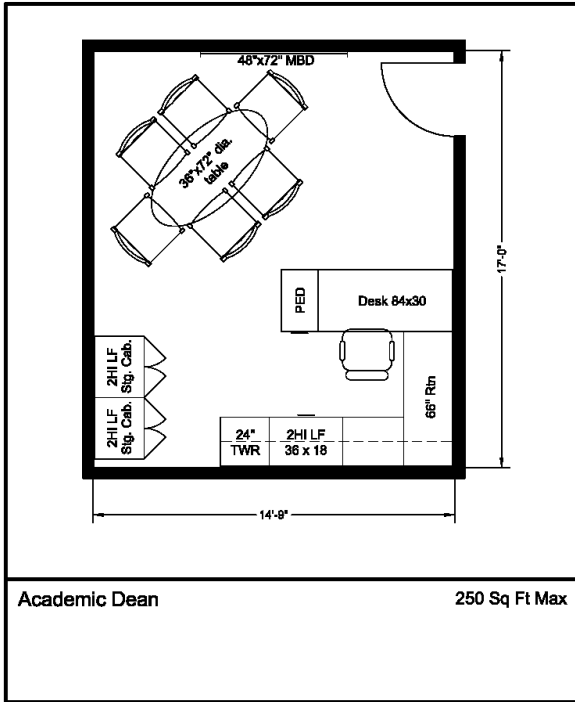
<u>Office Type</u>	<u>Maximum Size-Assignable Sq. Ft.</u>
President's Office and Conference Area	685
Provost/Vice Presidents	350
Academic Deans	250
Nonacademic Deans/Associate and Assistant Assistant Vice Presidents	200
Associate/Assistant Academic Deans	175
Academic Chair and Directors	175
Non Academic Directors	175
Associate/Assistant Directors Manager of Large Departments*	140
Faculty**	130
Two Person Adjunct Faculty (e.g. graduate instructor)	130
Professional Staff (Normally not Assigned a Private Office)	100
Two Person Staff Office	140
One Administrative Assistant, Filing Space, Reception Area	140
Two Administrative Assistants, Filing Space Reception Area	250

\* Responsible for 25 or more regular, full-time employees.

\*\* In any department, faculty offices may vary in size with none smaller than 90 square feet, nor larger than 140 square feet with the average size 130 square feet.

Footnote: Offices created in older buildings and though past renovations may not fully adhere to these guidelines. These offices are approved by exception.

- C.
- 1) Standard Office Furniture Layout Guidelines. Plan office furniture in new buildings and major upgrades/renovations of existing buildings to conform to the following furniture selections per office plans. Furniture will vary by manufacturer, style, and finish to match individual building standard finishes as applicable per Texas State FPDC documentation. Quantity and type of furniture components shown are the maximum furnishings available for the office identified. Overall layout configuration shall be dictated by space available and is always to be verified per installation to ensure compliance with all applicable code requirements. Alternate configurations to accommodate special needs shall be made upon approval through appropriate levels.



**TEXAS STATE**  
 601 University Drive  
 San Marcos, Texas 78666-4616  
 Phone: (512)245-2202 Fax (512)245-8839

**Standard Office Furniture Layout Guidelines**

---

File updated: 8/18/2017 Plot Date: 8/21/2017

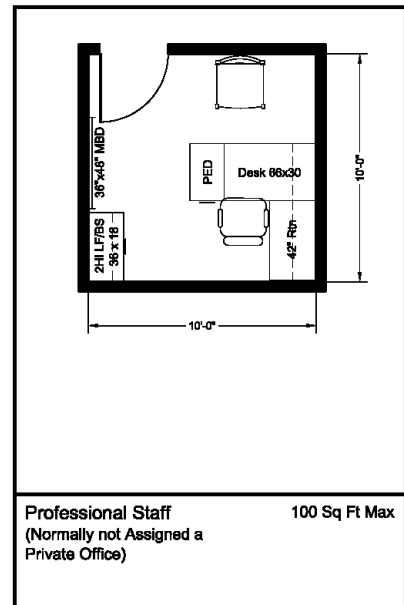
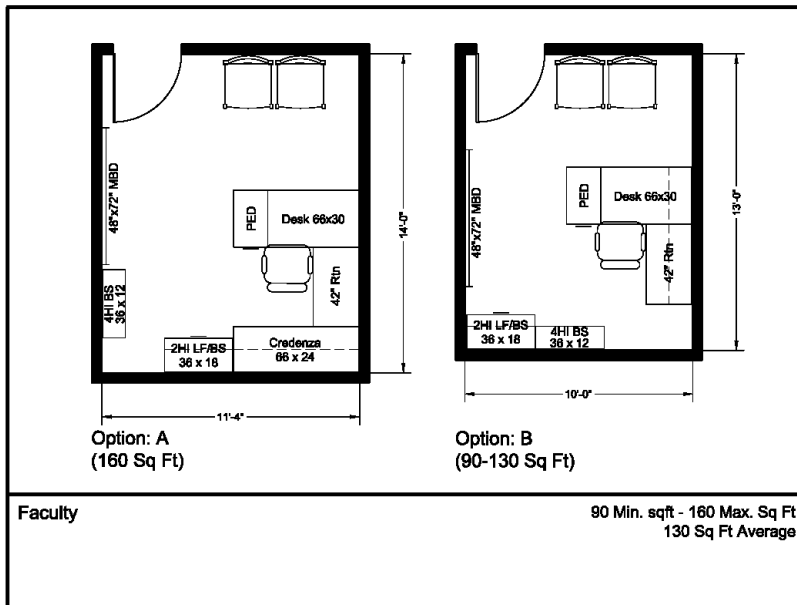
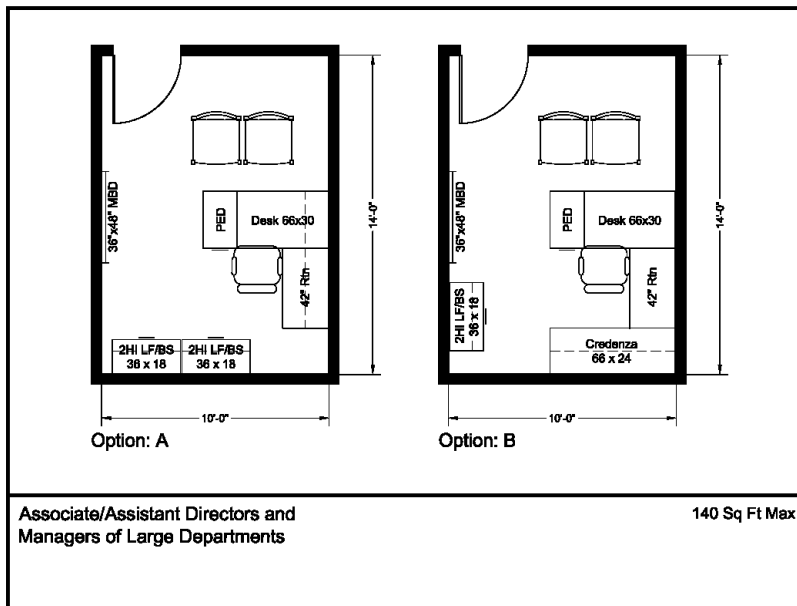
---

File name: Standard Office Layouts

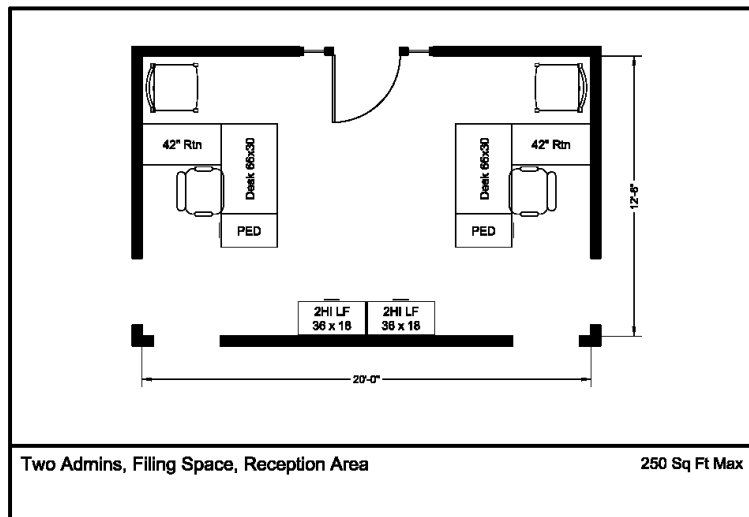
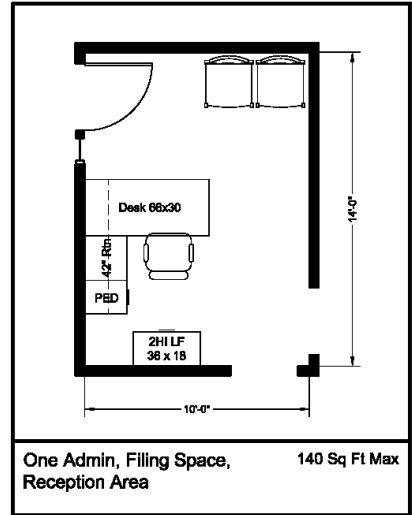
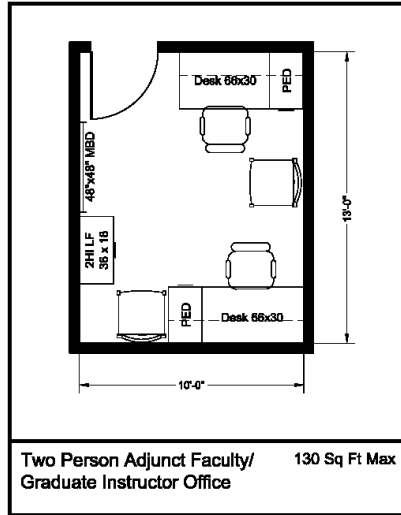
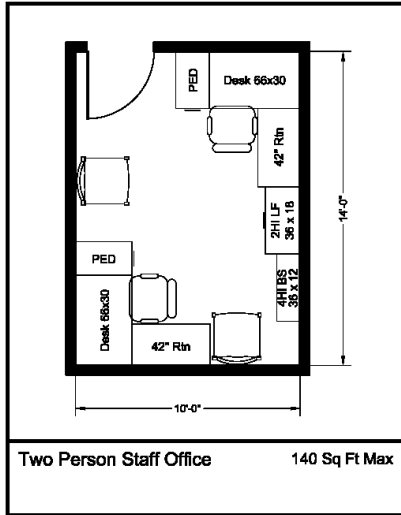
Sheet No.:


1

of 3



<p>TEXAS STATE 801 University Drive San Marcos, Texas 78666-4616 Phone: (512)245-2202 Fax (512)245-8839</p>	Standard Office Furniture Layout Guidelines		Sheet No.:
	File updated: 8/18/2017 Plot Date: 8/21/2017		2 of 3
	File name: Standard Office Layouts		



 <p>601 University Drive San Marcos, Texas 78666-4616 Phone: (512)245-2202 Fax (512)245-8839</p>	<p>Standard Office Furniture Layout Guidelines</p>	<p>Sheet No.:</p>
	<p>File updated: 8/18/2017 Plot Date: 8/21/2017</p>	<p><b>3</b> of 3</p>
	<p>File name: Standard Office Layouts</p>	