

## SECTION 8.0

### SPACE GUIDELINES AND UTILIZATION GOALS

#### Space Inventory:

Each institution of the Texas Higher Education Coordinating Board is required to demonstrate to the Board that the condition and quantity of its existing space is adequate to satisfy academic program requirements. Like its higher educational counterparts, the University of Houston collects and maintains data relating to the University of Houston's facilities and provides this information in a standardized format to the THECB and University constituents for internal and external reporting and analysis.

The inventory coding system in-use for this reporting is the UH Facilities Space Reporting Manual (found at: <http://www.uh.edu/plantops/resources/space-reporting-manual/index.php> ). Its purpose is to provide a uniform inventory coding procedure for all assignable space in buildings in Texas colleges and universities. The information and procedures presented in this document are compatible with the space inventory coding system in use throughout the United States.

Throughout the year, an ongoing update of the Texas Higher Education Facilities Inventory is conducted by the THECB in cooperation with administrators of all component institutions. The data is received by the Coordinating Board's Division of Finance Campus Planning and Research, edited for internal consistency, and applied to the appropriate institutional file. Each institution receives a printout of its current inventory annually or as often as warranted by significant updates to its file. It is very important for the continued accuracy of each institution's inventory file that the campus representative continually reviews their inventory and make changes as they occur throughout the year. (Please see also <http://www.uh.edu/plantops/resources/space-reporting-manual/index.php>.) The inventory should be viewed as a tool which functions best when it has current data and is used often.

A current facilities inventory provides an excellent and readily useable tool for periodic evaluation both statewide and nationally as well as long-range projection of facilities' needs.

#### Space Guidelines:

The purpose of the space guidelines and utilization goals is to form a basis for translating elements of an academic or support program into a defined space. The result of applying the various space guidelines represents a "boundary" or "envelope" space requirement for an administrative department and for support space to complement the administrative department's program.

Design and size of specific rooms with an administrative department's generated space "envelope" must be addressed on an individual room basis. The space guidelines should be used in the development of programs for new and remodeled space.

The space guideline tables are merely guidelines in estimating whether or not sufficient space has been provided. They are not intended to be the maximum or minimum amount of space required by a person, an activity, or the administrative department. The space guidelines are not design guidelines but rather estimates of the amount of space by room-use categories that should be satisfactory under normal conditions and circumstances. It is not intended that each person in the University should have the exact amount of space indicated in the space guidelines or that each room would contain exactly the amount of space indicated. Persons may have more or less space than indicated in the space guidelines, depending

upon individual needs. Room space may be larger or smaller than indicated in the space guideline tables, depending upon how the room is used, the equipment that may be required, or the function intended.

The guidelines do not establish entitlements of facilities at each institution. Instead, they establish a reasonable amount of space necessary to accommodate the programs conducted at each institution. The space guidelines do not address the quality of the space or whether existing space is satisfactory for the function involved. These aspects must be addressed separately.

These guidelines are intended to serve as a guide for programming space to satisfy the overall total space requirements of System universities and may not be used necessarily as design guidelines for room sizes for renovation or construction projects. These guidelines address the requirements for satisfying the System's primary educational mission and do not include the requirements for grants and community support. Satisfying temporary shortfalls should be accomplished by leasing or other means short of planning new facilities. Factors used in the computations must be contained in the State System's official database, or verifiable from the institution's records.

The Texas Higher Education Coordinating Board Comprehensive Planning program is designed around a series of computerized data and information accrual systems. The data used in the computations must be contained in the State System's official database, or verifiable from the institution's annual reports.

Space Factors:

The THECB publishes a "five-factor academic space projection model [which] predicts the educational and general (E&G) space required for a public university, technical college, or state college to fulfill its missions of teaching, research, and public service." The model can be found at:

<http://www.thecb.state.tx.us/reports/PDF/1215.PDF?CFID=6019779&CFTOKEN=29199278>

Caution should be exercised in applying space factors and interpreting the results of space use analysis. A clear understanding of what space factor analysis can and cannot do is essential.

The following points should be emphasized in using the space guidelines:

- The validity of applying space factors in capital planning is suspect if space factors have not been consistently applied in the assessment of current space utilization.
- Space factor analysis establishes boundaries or parameters within which the architect, designer or space manager must function. Space factors are not design tools.
- In developing a set of space guidelines and standards, do not feel compelled to automatically reduce everything to numbers. Size of equipment to be housed, expected usage, and the importance of the role these rooms will serve, as determined by the administrative units, may be more appropriate planning parameters.
- Existing databases should be considered when developing specific space factors. For example, if the space inventory doesn't accurately reflect actual space, one must decide to either: 1) modify the inventory, or 2) modify the way the space factor is developed.
- When comparing the results of applied space standards to actual space, consideration must be given to existing conditions. Examples of this would be an existing office of 135 square feet used by a faculty member in which the space guidelines allows 120 square feet or library stack space

that cannot support the shelving capacity listed in the space guidelines because the floors structural load-bearing capacity is inadequate.

It cannot be stressed enough that SPACE GUIDELINES ARE NOT DESIGN STANDARDS. The establishment of a space factor of 220 square feet for a faculty research laboratory does not mean a room 20' x 11'. What the factor does mean is that each faculty member would contribute 220 square feet to the total departmental research space need. Research labs are not being designed – merely boundaries are being established within which design can take place. Individual research areas can range in size from expanded offices to the total departmental research requirement contingent upon the requirements of the program.

It should also be understood that all facets of an academic program cannot be reduced to numerical formulae and that some accommodation must be made for space of a unique nature. All types of university space needs cannot be determined merely by projections from faculty, student and staff data. Art galleries, armories and residential facilities are examples of space types which must be justified programmatically. Size of equipment to be housed, expected usage and the importance of the role these rooms will serve are more appropriate planning parameters.

Building spaces are also documented and areas calculated in CAD format. The Architect on a new construction project shall submit calculations on building assignable and non-assignable spaces with the Design Development Phase. These calculations shall be finalized in the Construction Document Phase submission, at which time the Project gross area shall also be calculated and submitted. Additional information on CAD documentation of building space can be found at:

<http://www.uh.edu/plantops/departments/fpc/cad-standards/index.php>