Space Use Principles and Guidelines

Office of Integrated Planning
Version: 1.2

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Foreword

This document was developed by the Office of Integrated Planning to provide a common set of definitions, principles and guidelines for guiding space allocation and management decisions on the UW-River Falls campus. For purposes of this document:

**Definition** - The meaning of a word for purposes of space planning and management on the UWRF campus. Definitions of space categories in this document are based on the Federal Inventory and Classification Manual (FICM), a publication of The National Center for Education Statistics (NCES). NCES is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. It is located within the U.S. Department of Education and the Institute of Education Sciences. FICM codes, used as the standard to categorize space within UWRF’s Facilities Database, are also referred to within this document in each ‘definition’ section.

**Principles** - Concepts used as a guide for planning and decision-making. They will be followed to the extent reasonable, recognizing that particular circumstances may require solutions that do not conform to them.

**Guidelines** - Documented decisions of the Board of Regents or the UW-River Falls Chancellor. All UW-River Falls faculty, staff, and students are expected to comply with these guidelines.

Please note that this document is focused primarily on space planning and management related principles and guidelines that relate to the scope of UWRF campus planning, a function that exists within the Office of Integrated Planning. References to closely related guidelines (i.e. scheduling, etc.) are provided in the form of hyperlinks where deemed relevant.

This document will be reviewed and updated, if needed, every two years, on or around the date it was approved. Minor changes will be approved by the Vice Chancellor for Administration and Finance. Substantive changes to principle or guideline will be reviewed by the Facilities Development Committee and approved by Executive Cabinet.
General Space Definitions, Principles, and Guidelines

1) Definitions

a) **DoTS** – UWRF’s Division of Technology Services.

b) **Executive Cabinet** – Leadership team comprised of the Chancellor, Provost, Vice Chancellor for Administration and Finance, and Associate Vice Chancellor for Student Affairs.

c) **Facilities Database** – CADD floor plans and a relational database maintained by UWRF’s campus planner that includes detailed building and room information including square footage, FICM code, occupancy, utility, insurance, and other information.

d) **Facilities Development Committee** – An administrative committee primarily responsible for providing feedback on facility and space matters of a project or long-range planning nature. See [http://www.legis.state.wi.us/rsb/code/uws/uws021.pdf](http://www.legis.state.wi.us/rsb/code/uws/uws021.pdf) for detailed committee description.

e) **Facilities Use Task Force** – A group charged by the Vice Chancellor for Administration and Finance, primarily responsible for providing feedback and guidance on operational space/facility matters.

f) **FTE** – Abbreviation for a ‘Full Time Equivalent’, which is a human resources measurement equal to one staff person working full-time for one year.

g) **Period** – 50 minutes used for instruction.

h) **Phantom wall** – An imaginary boundary line on a floor plan.

i) **Proration** – For purposes of space records, to allocate a given space between two or more FICM codes or assigned users, either by time or square footage as delineated by phantom walls.

j) **Standardized Time Blocks** – Standard meeting times for classes. Adherence allows for optimized scheduling of student class schedules and open laboratories. UWRF’s standardized time blocks can be found at [http://www.uwrf.edu/Registrar/Dates.cfm](http://www.uwrf.edu/Registrar/Dates.cfm).

k) **Unit Head** – The Chancellor, other members of Executive Cabinet and College Deans.

l) **Workstation** - An area with equipment (desk, chair, computer, etc.) for the performance of a job.

m) **Workstation count** – As it relates to work areas, the number of people a room can reasonably accommodate given code requirements and equipment provided.
2) **Principles**

a) Space is a limited University resource and is not owned by divisions, departments, or current occupants.

b) Space will be allocated according to University priorities. The Chancellor or designee makes all space allocation and management decisions.

c) The highest and best use of University space is for credit-producing instruction.

d) Academic programs and departments should be given priority in space allocation.

e) Regularly scheduled credit-producing classes may not be held in facilities that were built with and are maintained by segregated fees, such as the University Center, the CHILD Center, and a prorated 35% portion of Hunt Arena.

f) Principles and guidelines in this document apply both to University-owned and leased space.

g) Programs and departments serving students and faculty should be located for the convenience of their constituents.

h) Programs and departments should be assigned contiguous space appropriate for the intended use.

i) Buildings and their public areas will remain open to all students, faculty, and staff during normal operating hours.

j) UWRF space planning and use principles are based primarily on the following resources:

   i) Facilities Inventory and Classification Manual (FICM)  

   ii) UWSA Physical Planning Guide  
       [http://www.uwsa.edu/capbud/formspub2.htm](http://www.uwsa.edu/capbud/formspub2.htm).

k) Facility occupancy is determined based on International Building Code (IBC). Code interpretation will be provided by Facilities Management with assistance from UW System Administration, Division of State Facilities, or consulting architects and engineers.

l) When a space serves multiple purposes or users, Campus Planning may prorate and allocate the square footage between them to accurately designate how that space is used. Proration will be reflected as a percentage figure.

m) Some facilities on campus will be used jointly between GPR and PR funded programs. Operating funds and capital funds for such spaces and facilities will be determined based on actual recorded scheduled use.
n) An attempt must be made within the unit to resolve space needs, prior to initiating a space need request.

o) The space planning and management process is as follows:

i) The process is triggered via the budget process, creation of significant vacant space, or a mid-cycle resource request. A Unit Head makes a request to Campus Planning. The request may include funding, FTE, or technology needs, which are routed through the Budget Office and/or DoTS, in addition to space needs. (Details on the Budget and Mid-Cycle Resource Request processes can be found at: [http://www.uwrf.edu/IntegratedPlanning/BudgetOffice.cfm](http://www.uwrf.edu/IntegratedPlanning/BudgetOffice.cfm))

ii) Campus planning discusses needs with the affected unit/department and documents 2-3 options, which are reviewed with Facilities Management and DoTS for feedback.

iii) If options cross unit lines, proposals are presented to the Facilities Development Committee for review and recommendation. If all options are within a unit, the unit head may determine how to proceed.

iv) Campus Planning performs detailed analysis on the recommended option and presents to either the Executive Cabinet (cross-unit impact) or Unit Head (intra-unit impact). Presentation is coordinated with Budget Office and/or DoTS if the request affected those areas.

v) Once approved, Campus Planning coordinates execution of the proposal with Facilities Management and DoTS, and updates facilities documentation.

p) The Office of Integrated Planning will review use of space at least once every two years, in conjunction with submittal of biennial capital budget documents to UW-System Administration.

<table>
<thead>
<tr>
<th>Space Category</th>
<th>Frequency</th>
<th>Results reviewed with:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Occupying Department</td>
</tr>
<tr>
<td>Classroom</td>
<td>Every 2 years</td>
<td></td>
</tr>
<tr>
<td>Class Laboratory</td>
<td>Every 2 years</td>
<td></td>
</tr>
<tr>
<td>Open laboratories &amp; research / non-class laboratories</td>
<td>Every 2 years</td>
<td>X</td>
</tr>
<tr>
<td>Multiple offices for one individual</td>
<td>Every 2 years</td>
<td>X</td>
</tr>
</tbody>
</table>
Special use facilities (except clinic) | Every 2 years | X
---|---|---
University Speech-Language & Hearing Clinic | Every 4 years | X
Assembly | Every 4 years | X

q) Decisions on space use and planning will be made within a sustainability context; however, program needs take first priority.

i) "Build it small if at all"; don't over-build; recycle existing buildings if possible; priority will be given to credit-producing instruction, then those activities that support it; share resources when possible.

ii) Maximize energy efficiency and day lighting.

iii) Create a healthy indoor environment.

iv) Optimize use of existing buildings to minimize energy consumption.

v) Optimize the use of our existing buildings through space sharing, when practical.

3) **Guidelines**

a) The Board of Regents of the University of Wisconsin System owns all University land and buildings, regardless of the funding source used to construct and maintain those facilities. Use of University space is based on UWS Board of Regent Policies (Section 19: Facilities), and assigned at the discretion of the Chancellor or designee.

b) It is the policy of the Board of Regents that the facilities of the University are to be used primarily for purposes of fulfilling the mission of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. In order to preserve and enhance the primary functions of University facilities, the guidelines below were adopted to govern facility use.

i) The UWRF Administrative policy statement, found at [http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01103.cfm](http://www.uwrf.edu/Administration/Policy/Administration/Administrative/AP01103.cfm), addresses:

(1) Use of University Facilities by University groups

(2) Use of University Facilities by groups not affiliated with the University

(3) Use of University Facilities by University departments for fundraising activities

(4) Use of University Facilities for political purposes
(5) Use of University Facilities for religious events

(6) Access to public events

ii) The UW System Administration policy statement, found at http://www.legis.state.wi.us/rsb/code/uws/uws021.pdf, addresses:

(1) Use of facilities by organizations associated with an institution

(2) Use of facilities by persons or organizations not associated with an institution

(3) Access to public events held at University facilities

(4) Institutional procedures

c) If space is required for new personnel, accommodations must be identified and approved through either the budget or mid-cycle request process before they are hired. Process details can be found at: http://www.uwrf.edu/IntegratedPlanning/BudgetOffice.cfm.

d) If space is required for a new program, accommodations must be identified and approved through either the budget or mid-cycle request process before the program is approved. Process details can be found at: http://www.uwrf.edu/IntegratedPlanning/BudgetOffice.cfm.

e) Space vacated as result of a space/facility change will be reassigned from the original occupying department to the general space reserve for future reassignment.
Space-specific Principles and Guidelines

The principles and guidelines below relate to specific categories of space on campus.

1) Classrooms (FICM 100 Series)

a) Definition

i) Classroom (FICM 110) - A room or space used primarily for instruction that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

(1) Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration.

(2) May be equipped with tablet armchairs, tables and chairs, or similar types of seating. These spaces may contain multimedia or telecommunications equipment.

(3) May be furnished with special equipment (e.g., globes, pianos, maps, computers) appropriate to a specific area of study, unless this equipment renders the space unsuitable for use by classes in other areas of study.

b) Principles

i) All classrooms are assigned to the Registrar for general use.

ii) For planning purposes, it is assumed that tablet arm chair type student workstations will occupy 20 square feet of floor space. It is further assumed that table and chair type student workstations will occupy 25 square feet of floor space.

iii) For planning purposes, the length to width aspect ratio shall be between 1:1 and 2:1 with a preference not to exceed 1.5:1.

iv) Classroom planning anticipates that in aggregate, classrooms are used on average at least 35 scheduled periods per week for credit producing classes with a percentage of student stations occupied (seat fill) based on a sliding scale. Room capacities will be intentionally sized to exceed measured demand. Required room capacity will be calculated as the upper limit of the section size range, plus a margin for scheduling variations. The multiplier below is a sliding scale (inverse of
planned seat fill) that provides a greater margin in smaller rooms and less of a margin in larger rooms. The variable margin prevents over sizing larger rooms resulting in better utilization of space. The following table provides a guideline:

(UWSA Physical Planning Guide)

<table>
<thead>
<tr>
<th>Section Size</th>
<th>Planned Utilization (Seat Fill)</th>
<th>Multiplier</th>
<th>Required Room Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 35</td>
<td>67% occupancy</td>
<td>1.5</td>
<td>Up to 53</td>
</tr>
<tr>
<td>36-65</td>
<td>75% occupancy</td>
<td>1.33</td>
<td>48-86</td>
</tr>
<tr>
<td>66-85</td>
<td>80% occupancy</td>
<td>1.25</td>
<td>83-106</td>
</tr>
<tr>
<td>86-105</td>
<td>87% occupancy</td>
<td>1.15</td>
<td>99-121</td>
</tr>
<tr>
<td>Over 105</td>
<td>95% occupancy</td>
<td>1.05</td>
<td>Over 110</td>
</tr>
</tbody>
</table>

i) Scheduling and optimization guidelines are maintained by the Facilities Use Task Force.

ii) The Americans with Disabilities Act (ADA) requires interior classroom aisles to be no less than 36 inches wide. UWRF prefers interior aisles to be a minimum of 42 inches wide.

c) Guidelines

i) Under no circumstance will a classroom be scheduled for a class whose roster exceeds fire code occupancy (as determined by the International Building Code and Wisconsin Department of Commerce). Current code requires a minimum of 20 square feet of floor space per occupant. It is assumed there is one instructor.

ii) A standard week, for purposes of classroom planning and utilization analysis, is 8 a.m. to 10 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. Friday.
2) Laboratory Facilities (FICM 200 Series)

a) Definition

i) Class Laboratory (FICM 210) - A space used primarily for formally or regularly scheduled (credit or non-credit) instruction that requires special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.

Includes teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group music practice rooms, language laboratories, group studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms used primarily for group instruction in scheduled classes.

ii) Open Laboratory (FICM 220) - A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

Is designed for or furnished with equipment that serves the needs of a particular discipline for individual or group instruction where use of the space is not formally or regularly scheduled, or access is limited to specific groups of students. Includes music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, psychology), individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CADD software would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group.

iii) Research/Nonclass Laboratory (FICM 250) - A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research. Is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline.
b) **Principles**

   i) All class laboratories (FICM 210) are to be used for credit producing instruction. If not, justification must be written and submitted to the Provost (with a copy to Integrated Planning), for approval at least every two years.

   ii) Within a given discipline, utilization of laboratories below 24 periods per week for scheduled credit producing instruction, suggests an opportunity to investigate possible consolidation of laboratories, with a goal of having fewer, more highly utilized labs. (UWSA Physical Planning Guide)

   iii) Scheduling guidelines are maintained by the Facilities Use Task Force.

   iv) Laboratories are assigned to specific departments.

   v) Instructional computing laboratories are assigned to and managed by DoTS. Information about scheduling can be found at [http://www.uwrf.edu/dots/information/news/policies/labres.php](http://www.uwrf.edu/dots/information/news/policies/labres.php).

c) **Guidelines**

   i) Class Laboratory utilization must be at 24 periods per week of scheduled credit producing instruction before a second laboratory of the same type is justified. (UWSA Physical Planning Guide)

      (1) Scheduled instruction does not include preparation or take down time.

      (2) A standard week for purposes of this requirement is 8 a.m. to 10 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. Friday.
3) Office Facilities (FICM 300 Series)

a) Definition

i) Office (FICM 310) - A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

(1) Typically assigned to one or more persons as a workstation or work area.

(2) May be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment.

(3) Includes faculty, administrative, clerical, graduate and teaching assistant, and student offices, as well as a receptionist room that includes a waiting area.

(4) Does not need to have clearly visible physical boundaries; Logical physical boundaries (phantom walls) may be assigned to calculate square footage.

b) Principles

i) Office planning must be responsive to the long-range direction of the institution, incorporating anticipated needs and providing flexibility to accommodate unanticipated needs.

(1) UWRF will make the best possible use of existing facilities, including utilizing spaces that are no longer capable of meeting current instructional needs, but are suitable for conversion to office functions. Use of basements, attics, or windowless spaces for offices will be avoided when possible.

(2) UWRF will consider planning for growth and change by allocating a number of unassigned offices, where possible. An additional 10% of space beyond immediate needs should be considered.

ii) Use of private secure offices should be limited to occupants whose function requires the security, privacy or confidentiality that a private office affords.

(1) Faculty, upper level administration such as deans and directors, and advising and counseling staff will normally have private offices.

(2) Support and clerical staff will normally be located in open office areas with systems (modular) furniture and walls. Private offices currently exist for many
individuals in these positions, however, upon planning and reconfiguration of new spaces, this principle will be applied where practical.

(3) For part-time or adjunct faculty, sharing of closed offices is expected. When provided, graduate student offices should also be shared.

(4) No more than three people should share a single office or workspace during the same working hours, unless the space is greater than 400 square feet.

iii) Modular furniture will be considered for all office types since it provides a larger amount of work surface and more efficient storage than conventional furniture.

iv) The following UW-System Office Planning Guideline was developed under direction from the president of the University system. Both the University and state seek to minimize the amount of space constructed while providing adequate functional space. The amount of space directly affects operating costs. Every operating dollar not used for operations of the physical plant can be made available to directly support the instructional mission of the University.

(UWSA Physical Planning Guide)

<table>
<thead>
<tr>
<th>Title</th>
<th>Area</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>400</td>
<td>300 office + 100 in-office conference</td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>300</td>
<td>200 office + 100 in-office conference</td>
</tr>
<tr>
<td>Asst/Assoc Chancellor</td>
<td>200</td>
<td>150 office + 50 in-office conference</td>
</tr>
<tr>
<td>Dean</td>
<td>185</td>
<td>135 office + 50 in-office conference</td>
</tr>
<tr>
<td>Chair/Faculty</td>
<td>135</td>
<td>standard furniture</td>
</tr>
<tr>
<td>Chair/Faculty</td>
<td>120</td>
<td>modular furniture</td>
</tr>
<tr>
<td>Director (closed office)</td>
<td>120</td>
<td>modular furniture</td>
</tr>
<tr>
<td>Staff, confidential (closed office)</td>
<td>120</td>
<td>modular furniture</td>
</tr>
<tr>
<td>Staff (open office)</td>
<td>80</td>
<td>modular furniture</td>
</tr>
<tr>
<td>Clerical</td>
<td>80</td>
<td>modular furniture</td>
</tr>
<tr>
<td>File (1/clerical station)</td>
<td>90</td>
<td>1/clerical station</td>
</tr>
<tr>
<td>Reception (1/area)</td>
<td>100</td>
<td>1/area</td>
</tr>
<tr>
<td>File Planning Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter File Cabinet</td>
<td>7</td>
<td>18&quot; x 52&quot;</td>
</tr>
</tbody>
</table>
### Guidelines

i) An employee will be limited to one office space unless justification is documented and approved by the Chancellor or designee. The Office of Integrated Planning must reassess the need for more than one office at least every two years.

ii) The campus appreciates the years of service provided by our emeriti faculty. Retired faculty who return to teach classes will be provided with office space consistent with guidelines for adjunct faculty. (See Principle ii.3 above)

iii) Individual student employees and graduate assistants will utilize shared student workstations and office space. Each shared student workstation/office space should accommodate one FTE.
4) **Conference Rooms (FICM 350) and Meeting Spaces (FICM 680)**

![Conference Rooms (FICM 350) and Meeting Spaces (FICM 680)](image)

a) **Definition**

i) **Conference Room (FICM 350)** - A space serving an office complex and used primarily for staff meetings and departmental activities.

   (1) Typically equipped with tables and chairs.

   (2) Normally it is used by a specific organizational unit or office area, whereas meeting rooms are used for general purposes such as community or campus group meetings not associated with a particular department.

ii) **Meeting Space (FICM 680)** – A room that is used by the institution or the public for a variety of nonclass meetings.

   (1) The key concept is public (within the University community) availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However,

   (a) conference rooms are restricted service areas of an office complex and are generally limited to staff meetings or other departmental nonclass activities.

   (b) a meeting space is more available and open to study groups, boards, governing groups, community groups, student groups, and various combinations of institutional and community members, even though the space may be assigned to a specific organizational unit.

   (2) Meeting spaces may be configured like classrooms, or may be equipped with a variety of furniture types in various combinations and arrangements.

b) **Principles**

i) When planning new departmental space, a conference room will be included in the space tabulation.

   (1) A standard of 15 square feet per faculty and staff member will be used for planning purposes.

   (2) Conference rooms should be a minimum of 150 square feet.
(3) Based on the above principles, it may be necessary for small departments to share conference room space with another department.

(4) Occupancy will be based on 20-25 square feet per person, in compliance with International Building Code.

ii) The expectation is that large departmental meetings will be held in centrally scheduled meeting rooms, rather than departmental conference rooms.

iii) Scheduling guidelines are maintained by the Facilities Use Task Force.

c) Guidelines

i) No space planning and management related guidelines at this time.
5) Study Facilities (FICM 400 Series)

a) Definition

i) Study Space (FICM 410) - A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by equipment that is in the room. Includes general access computing labs, if they are not restricted to specific disciplines by equipment or software that is in the room. Excludes “lounges” which are spaces used for rest and relaxation that are not restricted to a specific group of people, unit, or area. A lounge is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines.

ii) Stack (FICM 420) - A space used to house arranged collections of educational materials for use as a study resource.

iii) Open-Stack Study Room (FICM 430) - A combination study space and stack, generally without physical boundaries between the stack and study areas.

iv) Processing Room (FICM 440) - A room or area devoted to processes and operations in support of library functions

v) Study Service (FICM 455) - A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.

b) Principles

i) Study space seating should ideally be provided for 20% of UW-River Falls’ student headcount, with 60% located in Chalmer Davee Library and the other 40% distributed across other campus buildings.

ii) Study spaces in Chalmer Davee Library:

(1) Central study space is accessible to all students and public patrons.

(2) Group Study Rooms are managed by Chalmer Davee Library staff. For scheduling and technology details, see http://www.uwrf.edu/library/info/groupstudy.php.

(3) General access computer labs are assigned to and managed by DoTS.
(a) General hours of operation and schedule information can be found at
http://www.uwrf.edu/dots/facilities/comp-labs/hours.php.

(b) Scheduling guidelines are maintained by the Facilities Use Task Force.

(c) The Library Instruction Classroom, room 331, is managed by Chalmer Davee Library staff. Details on room use can be found at


(a) Library seating should ideally be provided for 15% of UW-River Falls’ student headcount.

(b) Guidelines to follow when determining type of seating are as follows:

(i) Tables for four or more, not more than 20% of total seating

(ii) Lounge chairs, not more than 15% of total seating

(iii) Individual accommodations (tables for one student, partitioned tables, study carrels), up to 85% of total seating

iii) Study spaces in academic buildings

(1) Assigned to specific academic departments with exception of study carrels in public corridors, which are assigned to the Dean of the college.

(2) Accessible to all students regardless of discipline.

(3) Scheduling guidelines are maintained by the Facilities Use Task Force.

(4) Departmental study spaces may be investigated for potential prorated use as seminar/classroom scheduled by the Registrar.

(5) Each building should have at least one central study space shared among departments, ideally adjacent to faculty office areas for ease of accessibility. Individual departmental study spaces are generally not required.

iv) Study spaces in Residence Life buildings

(1) For details on access to residence life buildings, see http://sa.uwrf.edu/sa/res-life/life-in-halls/safety-security.

v) Stacks/Collections in Chalmer Davee Library
(1) Are considered at capacity when there are five inches of vacant space on each 36 inch shelf.

(2) Floor loading capability restricts bound volume storage density. Chalmer Davee Library is currently at capacity for bound volumes.

c) Guidelines

i) No space planning and management related guidelines at this time.
6) Special Use Facilities (FICM 500 Series)

a) Definition

i) Special Use Facilities (FICM 500 series) - This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

b) Principles

i) The greenhouse is used primarily by CAFES at their discretion. Room 103 is considered a class laboratory dedicated to greenhouse instruction.

ii) Athletic Facilities – Scheduling guidelines are maintained by the Facilities Use Task Force. A joint use committee representing Physical Education, Athletics, and Recreation will exist for the purpose of resolving facilities scheduling issues not addressed by the above.

iii) Farm service buildings are assigned to CAFES to support their mission of instruction, research and public service.

(1) All scheduled credit-producing use will be scheduled by the Registrar.

iv) University Speech-Language & Hearing Clinic

(1) Is assigned to the College of Education and Professional Studies for use at their sole discretion.

c) Guidelines

i) No space planning and management related guidelines at this time.
7) General Use Facilities (FICM 600 Series)

a) Definition

i) General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities, which are typically limited to a small group or population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional, and participant community populations.

(1) Assembly (FICM Code 610) - A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities. Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services.

(2) Exhibition (FICM Code 620) - A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public. Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public.

(3) Food Facility (FICM Code 630) - A space used for eating. Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking.

(4) Day Care (FICM Code 640) - A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the UWRF community. Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the broader River Falls community being served as needed.

(5) Lounge (FICM Code 650) - A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area. A lounge facility is
typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is not eating.

(6) Merchandising (FICM Code 660) - A space used to sell products or services. Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.

(7) Recreation (FICM Code 670) - A space used by students, staff, or the public for recreational purposes. Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

(8) Meeting Room (FICM Code 680) – The discussion of this category is included above with Conference Rooms (FICM Code 350)

b) **Principles**

   i) **Assembly (FICM Code 610)**

   (1) For our campus, this includes spaces such as North Hall Auditorium, Abbott Concert Hall, Davis Theatre, and the Riverview Ballroom.

   (2) Scheduling guidelines are maintained by the Facilities Use Task Force.

   ii) **Exhibition (FICM Code 620)**

   (1) For our campus, this includes spaces such as Gallery 101 in Kleinpell Fine Arts and the Harriet Barry Gallery in Davee Library.

   (2) Gallery scheduling and other details can be found at the following sites:

   (a) KFA Gallery 101 scheduling guidelines are maintained by the Facilities Use Task Force.

iii) Food Facility (FICM Code 630)

(1) Currently assigned to and managed only by Student Affairs, but it may expand in the future.

iv) Day Care (FICM Code 640)

(1) For UWRF, we consider this childcare, serving ages six weeks to ten years of age. At this time, there are no plans to have an elder care facility on campus.

(2) Daycare is supported by enrollment fees paid by patrons and a student segregated fee.

(3) The facility is scheduled, managed and used by Student Affairs with cooperative programming provided by the College of Education and Professional Studies.

v) Lounge (FICM Code 650)

(1) For our campus, this includes areas such as the Bob Sievert Fireplace Lounge in the University Center, the entry areas of Davee Library, the study/lounge in the basement of Agricultural Science, the common area of Centennial Science, the entrance of Wyman Education Building, and the current seating area in Hagestad Hall.

(2) No lounge will be assigned to a specific department. The reasoning is that the State of Wisconsin has the view that educational activity does not take place in lounges. Lounges can be assigned to a building, which typically means to the Dean of the college or unit head that has primary use of that building.

vi) Merchandising (FICM Code 660)

(1) Includes such areas as the bookstore and Freddy’s C Store, Falcon Foods, and vending areas across campus.

(2) Each academic building should have a vending area.

vii) Recreation (FICM Code 670)

(1) Limited to the University Center.

(2) For areas like Hunt and Knowles, there currently is no space proration to ‘Recreation’. They are primarily categorized as special use facilities (500 series).

c) Guidelines

i) No space planning and management related guidelines at this time.
8) Support Facilities (FICM 700 Series)

a) Definition

i) Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

(1) Central Computer or Telecommunications (FICM 710) - A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

(2) Shop (FICM 720) - A space used for the manufacture, repair, or maintenance of products or equipment. Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair/maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category. Does not include instructional shops (i.e., industrial arts or vocational technical shops used for instruction), which should be classified as Laboratory Facilities (200 series).

(3) Central Storage (FICM 730) - A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings. The concept of central or general is key to applying this code correctly.

(4) Vehicle Storage (FICM 740) - A space or structure that is used to house or store vehicles. Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.
(5) Central Service (FICM 750) - A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

(6) Hazardous Materials Storage (FICM 760) - A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials. Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive.

(7) Hazardous Waste Storage (FICM 770) - A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

(8) Unit Storage (FICM 780) - A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit. A dedicated storage unit or location typically remote from the controlling unit’s workspace and under its direct control and management for storing materials and equipment related to and in support of the unit’s particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).

b) **Principles**

i) **Central Computer or Telecommunications (FICM 710)**

   (1) For our campus, this includes central server rooms and main distribution frames.

   (2) Consolidation will be sought wherever practical, recognizing that redundancy improves data security.

   (3) These rooms are physically secured, with access granted only to authorized personnel.

ii) **Shop (FICM 720)**

   (1) For our campus, this includes Facilities Management’s maintenance shops.

   (2) Space need will be determined on a shop by shop basis.

   (3) Space needs will be assessed when additional staff utilizing the shop(s) are hired.

iii) **Central Storage (FICM 730)**

   (1) The campus will seek to reduce the overall amount of central storage by utilizing just in time material delivery methods.
(2) Departments are expected to annually review the contents stored in their assigned storage areas and Central Stores, and to properly dispose of unneeded items to optimize use of our storage facilities.

iv) Vehicle Storage (FICM 740)

(1) Currently this category is not used for our campus. If the campus constructed a parking ramp, this would be the classification.

v) Central Service (FICM 750)

(1) Includes areas such as Fast Copy or the Mail Room.

vi) Unit Storage (FICM 780)

(1) Applies to storage at a site remote from the assigned department.

c) Guidelines

i) No space planning and management related guidelines at this time.
9) Health Care Facilities (FICM 800 series)

a) Definition
   i) Patient care areas that are located in separately organized and budgeted health care facilities such as student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540).

b) Principles
   i) No space planning and management related guidelines at this time, since UWRF does not have any space categorized as a health care facility.

c) Guidelines
   i) No space planning and management related guidelines at this time, since UWRF does not have any space categorized as a health care facility.
10) Residential Facilities (FICM 900 series)

a) Definition
   i) Residential facilities include housing for students, faculty, staff, and visitors to the institution.

   (1) Sleep/Study Without Toilet or Bath (FICM Code 910) - A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.

   (2) Toilet or Bath (FICM Code 919) - A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

   (3) Sleep/Study With Toilet or Bath (FICM Code 920) - A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.

   (4) Sleep/Study Service (FICM Code 935) - A room that directly serves the occupants of sleep/study rooms.

   (5) Apartment (FICM Code 950) - A complete living unit, with private cooking facilities, that is not a separate structure.

   (6) Apartment Service (FICM Code 955) - A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

   (7) House (FICM Code 970) - A complete living unit, with private cooking facilities, that is a separate structure.

b) Principles
   i) The campus has a stated goal of housing 40% of the campus undergraduate student population.

   ii) The campus will provide at least three different housing style options: traditional dormitory, cluster housing, and suite style housing.

   iii) Housing will be provided for hall managers, area coordinators, and resident assistants.
iv) We recognize that study and programming space provides temporary housing for the purposes of meeting housing demand. We prefer that each hall has study and programming space, however recognize that it can be provided only when space permits.

v) Residence hall space will not be used for scheduled instruction unless coordinated with the Residence Life department (for example, a living/learning cohort model).

vi) All residence halls can be coed by room at the discretion of the Residence Life department, with exception of those limited by floor or wing bathroom layout.

vii) It would be desirable for the campus to provide temporary housing for visiting professors or long-term consultants, if possible.

c) Guidelines

i) No space planning and management related guidelines at this time.
11) Unclassified (FICM 000 Series)

a) Definition

i) Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

(1) Inactive Area (FICM Code 050) - Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory. Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

(2) Alteration or Conversion Area (FICM Code 060) - Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Spaces inactive or not completed at the time of the inventory are classified as Inactive Area (050) and Unfinished Area (070), respectively.

(3) Unfinished Area (FICM Code 070) - All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory. Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.

b) Principles

i) Office of Integrated Planning maintains an accurate room information database including unclassified space. Unclassified space that has the potential for conversion and reassignment to meet high priority campus needs.

ii) UWRF should always maintain a minimum inventory (roughly 1,000 assignable square feet) of unassigned space to meet unexpected space needs and act as surge space in support of construction projects.

iii) Some space after assessment of needs for the previous categories, could be reassigned to this category, acting as a space reserve.

c) Guidelines

i) The campus will retain a space reserve of 1% of assignable space, as occupancy permits.
12) Nonassignable Area (FICM WWW Series through ZZZ Series)

a) Definition
i) The following nonassignable categories are included to complete the list of space use categories. When the total area of the assignable space use categories is added to the total area of the nonassignable space use categories, they provide the net usable area of a building as per the formula in section 3.1, Overview of Building Measurement Terms. \( \text{Net Usable Area} = \text{Assignable Area} + \text{Nonassignable Area} \)

(1) Circulation Area (FICM WWW series) - Nonassignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not. Includes Bridges/Tunnels, Elevators, Escalators, Loading Docks, Lobbies, Public Corridors, and Stairways (Old Y20).

(2) Building Service Area (FICM XXX series) - Nonassignable spaces used to support a building's cleaning and public hygiene functions. Includes Custodial Supply Closets, Janitor Rooms, Public Rest Rooms, and Trash Rooms.

(3) Mechanical Area (FICM YYY series) - Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas. Includes Central Utility Plant, Fuel Rooms, Shafts, Utility/Mechanical Spaces (Old Y30).

(4) Structural Area (FICM ZZZ series) - The remaining area within the gross square footage of a building is structural or “construction” area, which cannot be occupied or put to use. Institutions may wish to include this area using the ZZZ code to have a complete inventory for all the building areas that add to the Gross Area total for a floor and for a building. Examples of building features normally classified as structural areas include exterior walls, fire walls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas. This area is not measurable but can be calculated by the formula: \( \text{Structural Area} = \text{Gross Area} - \text{Net Usable Area} \). 

b) Principles
i) Sitting areas in corridors will be assigned separate space designations and considered assignable space.

c) Guidelines
i) Nonassignable space will not be used for building storage for any period of time.
Version Descriptions

1.0  5/26/10 - Facilities Development Committee, by consensus vote, recommended approval and adoption. Submitted to Executive Cabinet on 06/03/10

1.1  9/10/10 – Resubmitted to Executive Cabinet with requested changes

1.2  10/1/10 - Addition of photographs, minor wording, punctuation, and format changes. Changed Friday hours to end at 5 p.m. instead of 10 p.m. for standard week. Eliminated link references to the Facilities Use Task force and instead noted that they maintain the scheduling guidelines. Hyperlinks will be added once those guidelines are available online.