

00 00 02 Space Planning

Revision 01/04/2019

Purpose:

The Architect of record shall work in conjunction with the Rice Project Manager and the Rice Executive Director for Space Management when developing the space allocations of Rice personnel during new construction and remodeling. The basic space planning guidelines are included in this section, but may be adjusted by the University on a case by case basis, and as needed to adapt to existing architecture. Final space allocations will require the approval of the Rice Project Steering Committee.

1. Background

- a. All research, instructional, and office space falls under the authority of the Provost, who has delegated management to Deans, Vice Presidents, and Vice Provosts.
- b. Space Guidelines are intended to assure that Rice uses space efficiently and effectively to: evaluate space requests, project future space requirements, and ensure each campus unit is adequately and equitably housed.

2. Project Space

- a. The architect shall submit a preliminary program of spaces to the Rice Project Manager and the Rice Executive Director for Space Management no later than 50% completion of the project programming document.
- b. The architect shall work with the University to reach an agreed upon final space plan prior to 100% design development.

3. Research Space

- a. Research space is administered by the Provost. The Provost then delegates the day-to-day management of that space to the Deans of the respective schools.
- b. In the absence of specific guidelines on space allocations on a project, the consultant is required to notify the Project Manager to get the appropriate information.

4. Instructional Space

- a. All instructional space falls under the authority of the Provost who has delegated full responsibility for management of instructional space to the registrar.
- b. Allocation of classroom space associated with new construction and/or renovation projects will be determined on a case by case basis. If the architect has not been provided the guidelines to use on the specific project, the architect shall place a request with the Rice Project Manager.

5. Special Use Space

- a. Examples of special use spaces are theaters, music rooms, athletic venues, food services, shops, etc.
- b. Allocation of special use space associated with new construction and/or renovation projects will be on a case by case basis. If the architect has not been provided the

guidelines to use on the specific project, the architect shall place a request with the Rice Project Manager.

6. Administrative Space

- a. The table below shows the recommended assignable space per person by position type.

<u>Position</u>	<u>Square Feet</u>
Provost	280-300
Vice Provost	225-250
Dean	250-275
Department Chair	175-200
Tenure-Track Faculty	150-165
Non Tenure-Track Faculty	100-120
Post Doc	70-95
Research Assistant	35-50
Graduate Student	35-50
Vice President	250-275
Assistant/Associate Vice President	150-175
Director/Manager	100-120
Professional/Technical	80-100
Staff Work Station	60-100

7. Unassigned Space

- a. Examples of unassigned spaces are corridors, restrooms, utility rooms, elevators, chases, and break out spaces.
- b. With input from the project team, the Rice project Steering Committee will establish an appropriate target building efficiency ratio (net SF : gross SF) for the building.