



Facilities Management & Planning  
UNIVERSITY OF COLORADO **DENVER**

# *WORKPLACE GUIDELINES*



# SPACE MANAGEMENT (SM)

At CU Denver, SM is dedicated to optimizing space to support collaboration and enhance the campus experience. These guidelines offer a clear framework for the space request and space assignment processes.

The team provides space design expertise, manages the space request process, and maintains floor plan and space occupancy information. These standards ensure that space will be assigned equitably and that our campus spaces will be used effectively.

For more information, visit the [SM website](#) or email [SpaceManagement@ucdenver.edu](mailto:SpaceManagement@ucdenver.edu).



# CONTENTS

Purpose	<b>04</b>
Values	<b>05</b>
Principles	<b>06</b>
Assigning Workspaces	<b>07</b>
Space Request Process	<b>11</b>
Services & Support Teams	<b>12</b>
Space Types	<b>13</b>
• Offices	
• Workstations	
• Instructional	
• Collaborative	
• Wellness	
Floor Plans & Space Information Requests	<b>19</b>

# PURPOSE

WHY WE NEED GUIDELINES

## GOAL ALIGNMENT

To ensure that the management of CU Denver's space portfolio align with its strategic goals.

---

## STANDARDS & PROCESSES

To create a common language and standards for space management that can be applied campus-wide, allowing for consistent and equitable decision-making.

---

## EFFICIENT UTILIZATION

To maximize the use of physical assets of the institution because they require significant financial, natural and human resources to operate and maintain.



# VALUES

WHAT WE BELIEVE AND ARE COMMITTED TO

## Equity & Consistency

The guidelines should provide clear and standardized practices and procedures that can be applied consistently across the campus to ensure that all units are treated equitably.

---

## Health & Well-being

The guidelines should support the health and wellbeing of all faculty, staff and students and create a physical environment that fosters innovation, collaboration, and belonging.

---

## Access

The guidelines should prioritize access to common amenities such as lactation rooms, all gender and accessible restrooms, kitchen / break rooms, and other support spaces.

---

## Responsible Stewardship

The guidelines should consider the resources (human, financial, natural) that physical space and buildings require and our commitment to affordable education and to decrease our consumption of finite resources.

---

## Efficiency

The guidelines should support the assignment and management of space so that it is used frequently as possible and to its highest and best use.

# PRINCIPLES

GENERAL RULES OF SPACE ASSIGNMENT

## SPACE OWNERSHIP

Space is owned by the Office of the Chancellor. Space is not owned by the units that occupy it. It is assigned to the units for their use. Space may be re-assigned or re-distributed only as stipulated in this document.

## CHANGE IN USE

Changes in use that involve removing common rooms from circulation (i.e. turning a solution room, conference room, wellness room, lactation room or similar into an office) or re-categorizing a room to a lower use (turning an office into a storage room) require approval through the Space Request process.

## STORAGE

Storage space, while required in some instances, is a passive use that often provides little benefit to the operation or the institution. Storage needs to be assessed carefully so the higher uses can be prioritized. Alternatives to consider include off-site storage, reviewing items regularly to determine if they are required, and digitizing documents.

## SPACE TYPE HIERARCHY

When there are competing priorities, preference will be given to filling deficiencies in the space types that directly impact the academic experience (classrooms, instructional labs, spaces where students congregate outside of class) over those that do not or those that are to a lesser degree like storage and private offices.

## MULTIPLE WORKSPACES

No employee should be assigned multiples dedicated workspaces (any combination of office and workstation). If a satellite work location is required in addition to a dedicated home workspace, that satellite workspace should be a shared or hoteling space. Any exceptions must be approved by the Chancellor.

## EXEMPTIONS

Any deviation from the workplace guidelines must be approved by the Unit Director. If it is an academic school or college, that individual would be the Dean. If it is an administrative unit, it would be the Vice Chancellor who oversees the unit. Many concerns that are cited when seeking an exemption such as the need for secured space for sensitive documents or for private conversations can be alleviated through thoughtful design or by providing shared spaces that support these activities.

# ASSIGNING WORKSPACES

## DEFINITIONS AND TERMS

### ASSIGNABLE SQUARE FEET (ASF)

- The amount of ASF that is assigned to an employee is determined by the work demands of the employee.
- ASF is defined as space that can be occupied and used by a department/ unit or program and does not include mechanical spaces, lobbies, stairwells, hallways and other common areas.
- The amount of space that is assigned to an employee determines if the space is an office or a workstation. The transition from workstation to office occurs at 90 ASF.

### UTILIZATION

- Utilization is a measurement of how efficiently a space is being used. It can be measured by hours of usage (as compared with hours of availability or normal operating hours) and/or by the amount of space being used as a percentage of total capacity. In the case of some space types the Occupancy versus the Capacity.
- Utilization data is used to determine when and where investment in new construction or renovation is needed and justified.
- Sharing spaces like offices, conference rooms and storage enhances efficiency and helps reduce operating costs and resource consumption.

### ELIGIBLE SPACE TYPES (EST)

- EST is the other half of the workspace assignment process, and is determined by the amount of time an employee spends working on campus.
- On-Campus employees work the hourly equivalent of three or more days per week on campus and are eligible for a dedicated workspace.
- Hybrid employees work the hourly equivalent of two or fewer days a week on campus and are not eligible for a dedicated workspace. However, they do have access to a workspace for the days/times that they are on campus.

### ADDITIONAL TERMS

- Occupancy is the number of people in a space at any given time.
- Capacity is the maximum number of people or amount of activity a space can accommodate.
- Gross Square Feet (GSF) includes functional areas (ASF) plus common area spaces that are either unassignable or not functional such as hallways, elevators, restrooms, and exterior walls.

# ASSIGNING WORKSPACES

USING THE WORKSPACE ASSIGNMENT CHART



POSITION	ASSIGNABLE SQUARE FEET (ASF)									ELIGIBLE SPACE TYPE (EST)	
	30	60	90	120	150	180	210	240	270	On-Campus	Hybrid
<b>EXECUTIVE</b>											
Chancellor, Provost, Vice Chancellor										DO	
<b>ACADEMIC UNITS</b>											
Dean										DO	
Associate or Assistant Dean										DO	
Department Chairperson										DO	LO, LW
Faculty, Tenure Track, Research, Clinical Practice Series										DO	LO, LW
Unit Administrative Director										DO, SO, DW, SW	LO, LW
Faculty: Non-Tenure - Lecturer III & IV, Emeritus (Active)										SO, DW, SW	LO, LW
Technician, Associate, or Specialist (PRA)										SO, DW, SW	LO, LW
Professional Staff & Admin Support (Full Time)										SO, DW, SW	LO, LW
Professional Staff & Admin Support (Part Time)										LO, LW	LO, LW
Faculty: Visiting or Consulting										SO, DW, SW	LO, LW
Fellow, Lecturer I & II, Visiting Scholar										SO, DW, SW	LO, LW
Research Fellow										SO, DW, SW	LO, LW
Graduate Student Instructor & Research Assistant										SO, DW, SW	LO, LW
Temporary or Student Staff										SO, DW, SW	LO, LW
<b>ADMINISTRATIVE UNITS</b>											
Associate or Assistant Vice Chancellor										DO	
Director										DO	LO, LW
Associate or Assistant Director										DO, SO, DW, SW	LO, LW
Manager										SO, DW, SW	LO, LW
Professional Staff & Admin Support (Full Time)										SO, DW, SW	LO, LW
Professional Staff & Admin Support (Part Time)										SO, DW, SW	LO, LW
Temporary or Student Staff										SO, DW, SW	LO, LW

## Considerations

The overlap shown in blue occurs at 90 ASF. Spaces below this number are assigned as workstations and those above are assigned as offices.

The ASFs shown in the chart represent the maximum amount of workspace that an employee is eligible to receive. The specific size and space type is not guaranteed.

Other factors that will determine the space assigned to an employee include availability, physical and financial constraints, and input from the unit director.

## EST Legend

### ASSIGNED

- DO = Dedicated Office
- SO = Shared Office
- DW = Dedicated Workstation
- SW = Shared Workstation

### UNASSIGNED

- LO = Landing Office
- LW = Landing Workstation



# ASSIGNING WORKSPACES

## LAYOUT CONSIDERATIONS

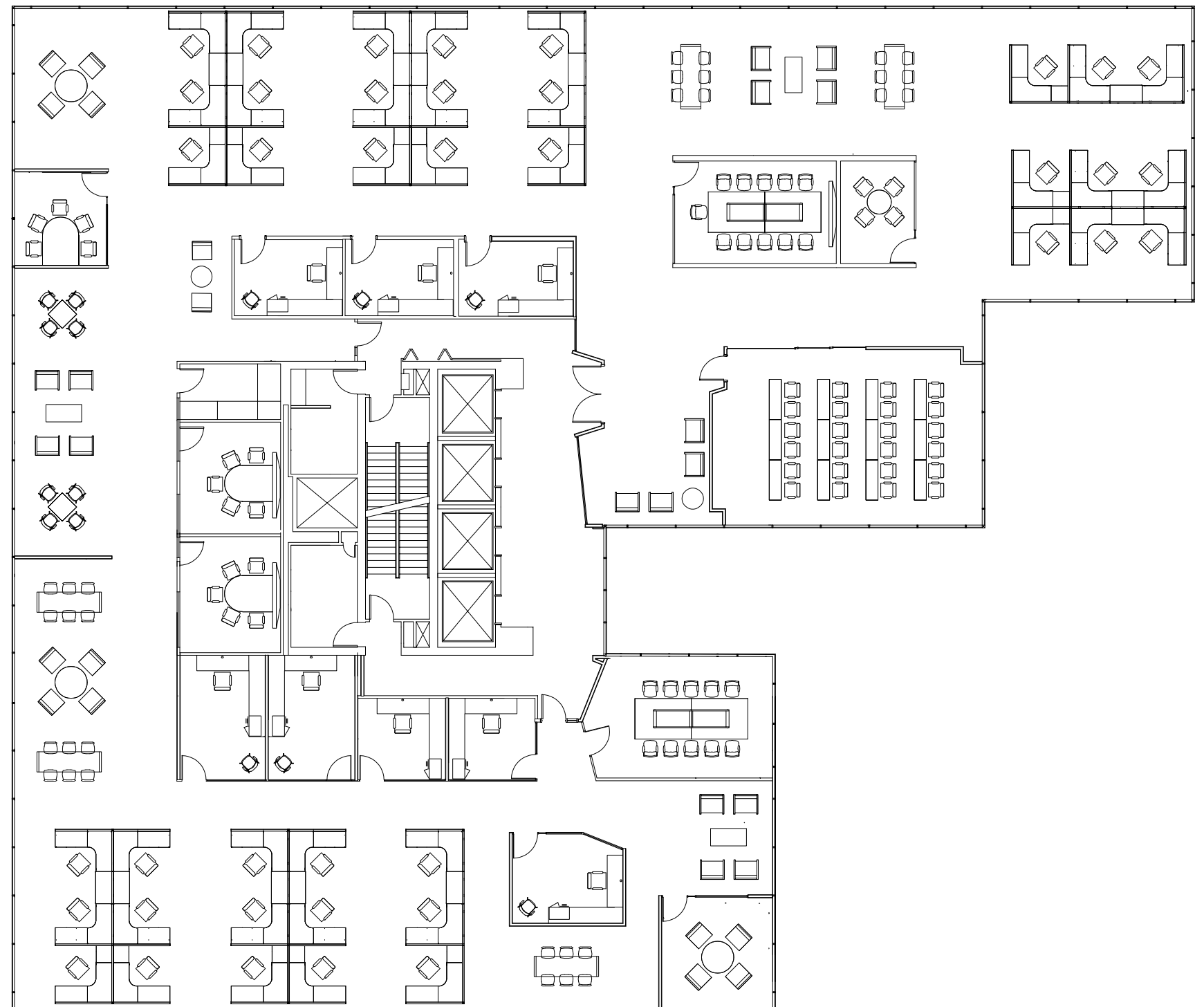
### *Dynamic Model*

As shown in this floor plan, workstations are situated in the open environment with easy access to common areas and shared amenities such as conference rooms, lounges and focus zones.

Offices are placed in the interior, rather than along the windows to create a more inclusive environment and avoid traditional hierarchies.

By enhancing space utilization, this approach minimizes space ownership, maximizes workstations relative to offices, and aligns space types and sizes to work needs.

Benefits include encouraging collaboration, enhancing productivity, increasing access to natural light and views, and reducing construction costs.

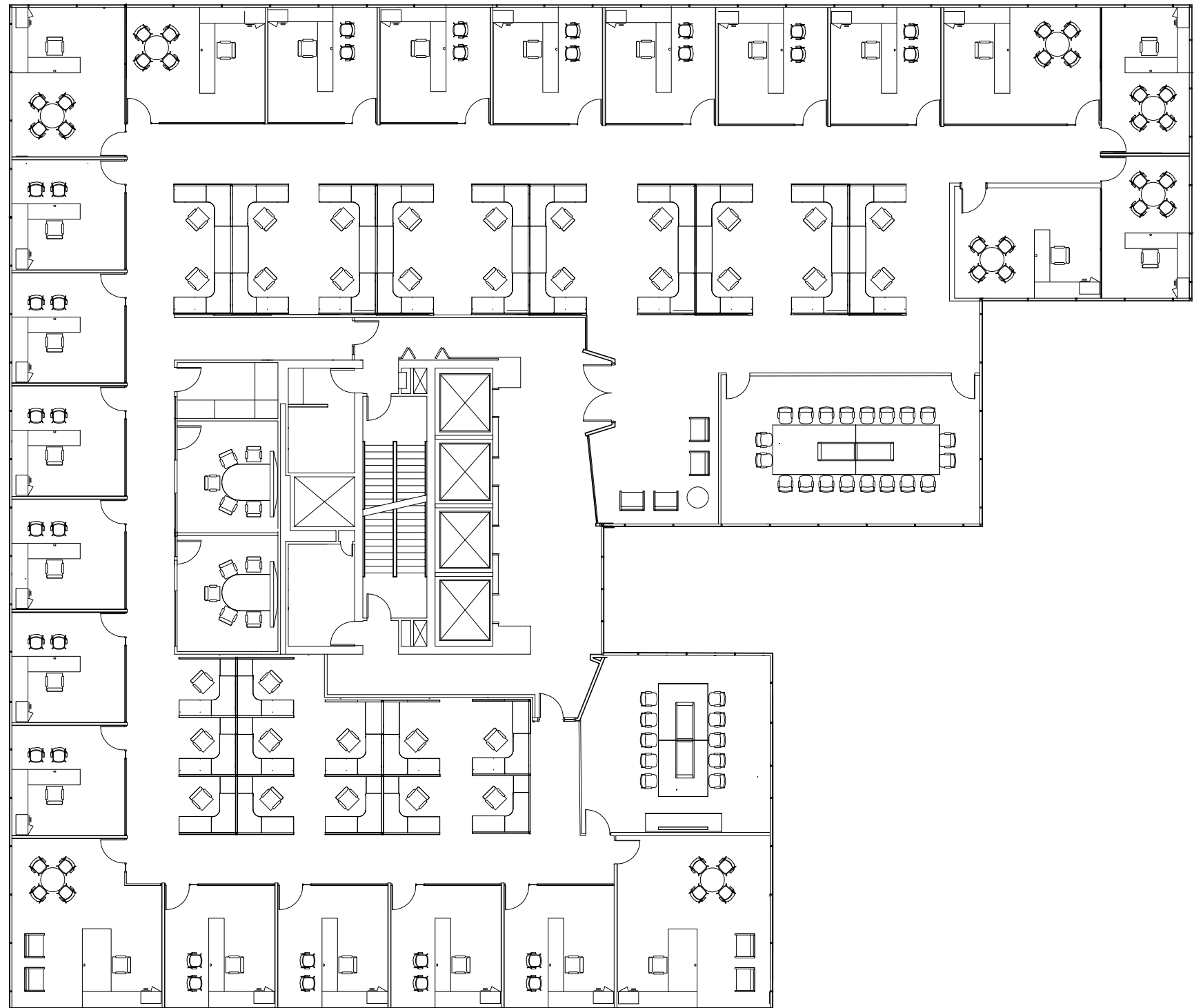


# ASSIGNING WORKSPACES

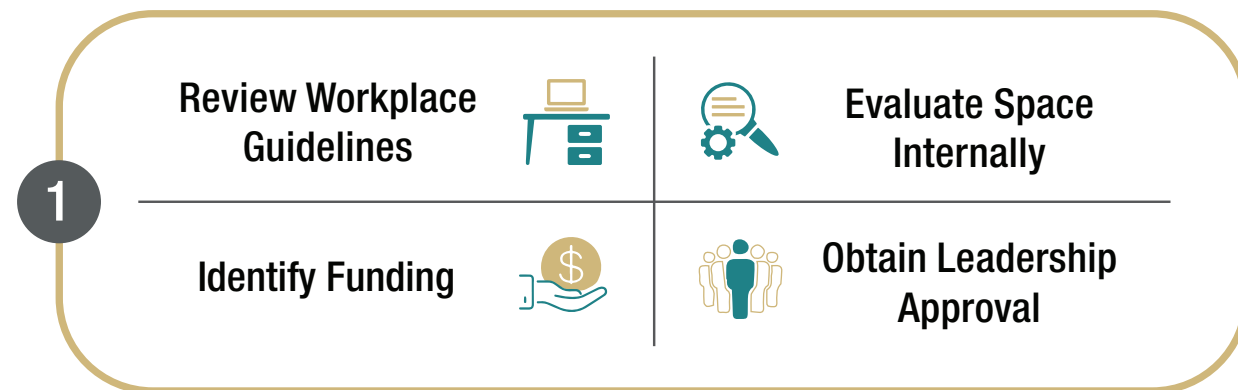
## LAYOUT CONSIDERATIONS

### *Traditional Model*

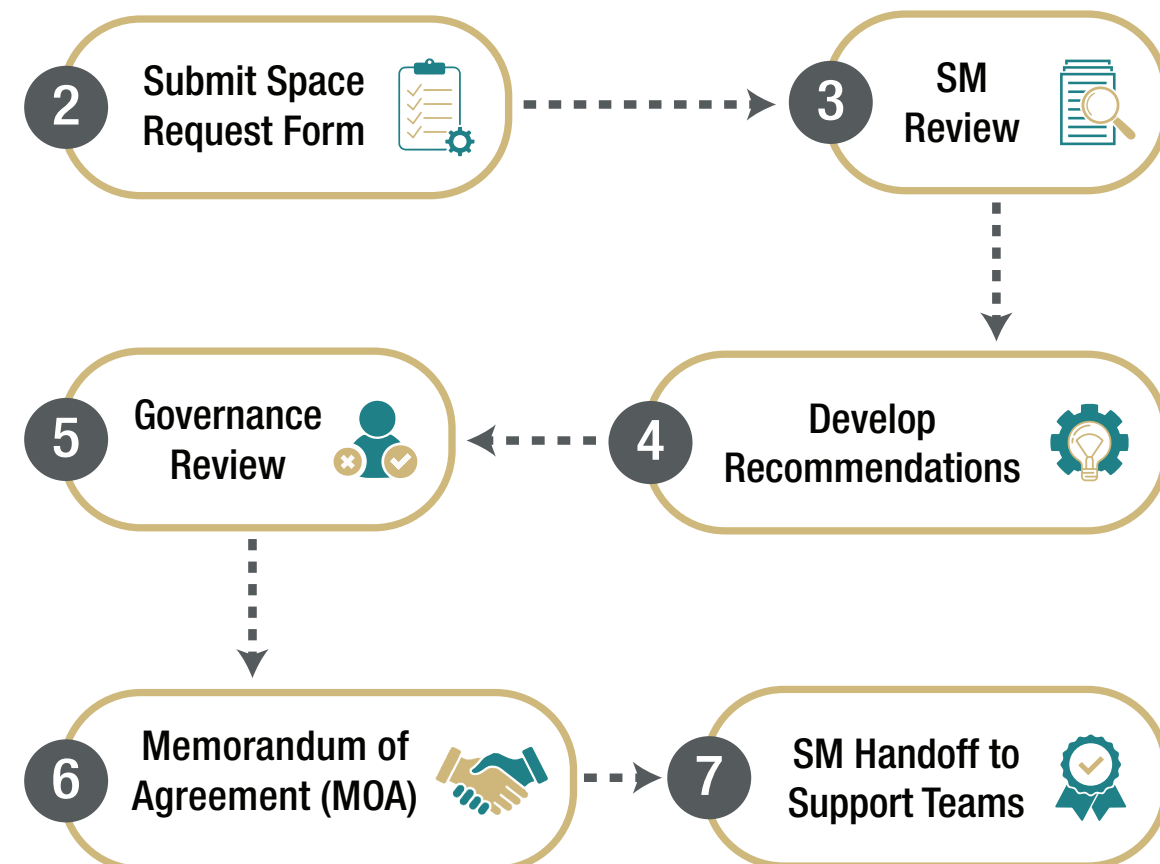
Offices are often along windows while workstations and support rooms are placed in the interior, limiting access to natural light for majority of users. This model creates a workspace hierarchy leading to less collaboration, reduced flexibility, and higher construction costs.



# SPACE REQUEST PROCESS



## COMPLETE STEPS ABOVE BEFORE SUBMITTING A SPACE REQUEST



## BEFORE SUBMITTING A REQUEST

- Review the Workplace Guidelines.
- Evaluate your space internally and confirm that you cannot accommodate your request with space currently assigned to your unit.
- Identify a source of funding for related expenses including relocation, furniture, technology, and renovation.
- Communicate with your Dean, Associate and/or Assistant Vice Chancellor about your request as their approval is required when you submit the form.

Once you've completed the above steps, fill out the Space Request Form detailing your department's needs. The SM team will review your request and reach out if additional information is required.

While we aim to accommodate all requests, approval depends on resource availability and how the request aligns with the Workplace Guidelines.

If your request is approved, please refer to the list of support teams on the following page. They can assist you with relocations, renovations, and other services commonly required when you are assigned new space.

# SERVICES & SUPPORT TEAMS

Once you reach the last step of the space request process (SM Project Handoff to Support Teams) and your space has been assigned, please reach out to the teams listed below if you are in need of any of the following services. Contacts can be found [HERE](#).



## **FURNITURE PURCHASING**

Use CU Marketplace for ordering furniture or contact suppliers directly for quotes on specific needs.



## **MOVING & RELOCATIONS**

The Transition Management Team handles all aspects of moves to ensure a smooth transition including utilities, IT, keys, and badging.



## **DESIGN & CONSTRUCTION**

The team oversees all aspects of building projects, from planning and team coordination to execution and code compliance.



## **ACCESS CONTROL**

Service provided by Facilities Management and includes badging, electronic access, and keys.



## **SIGNAGE REQUESTS**

Service provided by Design & Construction and includes room, suite, floor lobby, and wayfinding.

# SPACE TYPES



***OFFICES***



***WORKSTATIONS***



***INSTRUCTIONAL***



***COLLABORATIVE***



***WELLNESS***

# OFFICES

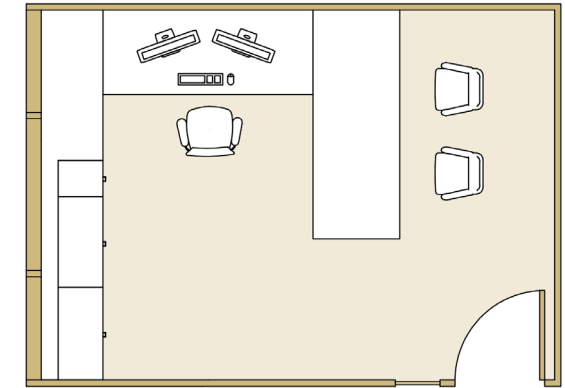


A fully walled space with a door to perform academic, administrative, or service-related tasks

ASSIGNED

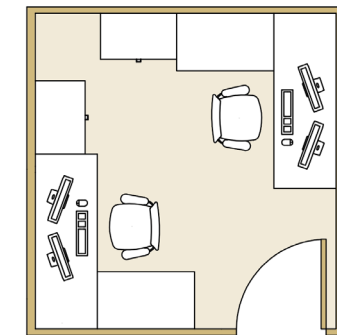
## **DEDICATED**

A room for single user that is not shared with others.



## **SHARED**

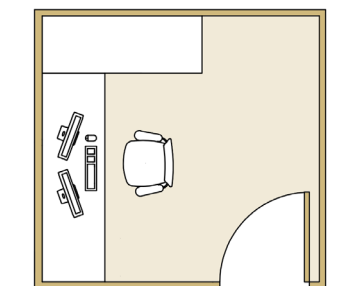
Includes the same physical characteristics as a dedicated office but is used by two or more individuals. It is common for the users to be occupying the office at the same time.



UNASSIGNED

## **LANDING**

Available on a first-come, first-served basis or scheduled in advance for an individual or multiple users. Assigned as General (available to all) or Unit (available to a specific unit only). Includes basic amenities such as furniture, docking station, monitors, and access to a printer.



# WORKSTATIONS

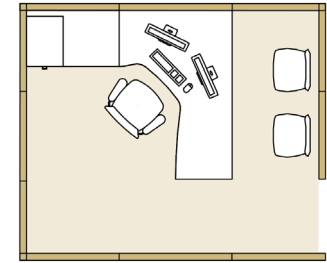


A modular, semi-private workspace with partial height partitions

## ASSIGNED

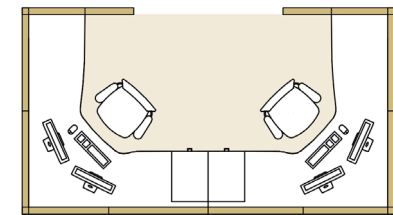
### **DEDICATED**

A room for single user that is not shared with others.



### **SHARED**

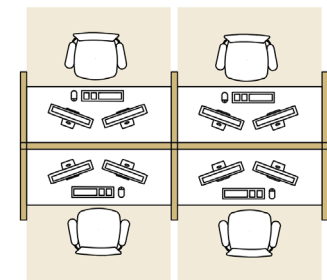
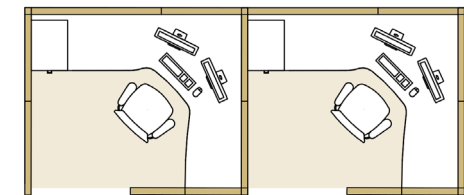
Used by two or more individuals. It is common for the users to be occupying the workstations at the same time.



## UNASSIGNED

### **LANDING**

Available on a first-come, first-served basis or scheduled in advance for an individual or multiple users. Assigned as General (available to all) or Unit (available to a specific unit only). Includes basic amenities such as furniture, docking station, monitors, and access to a printer.



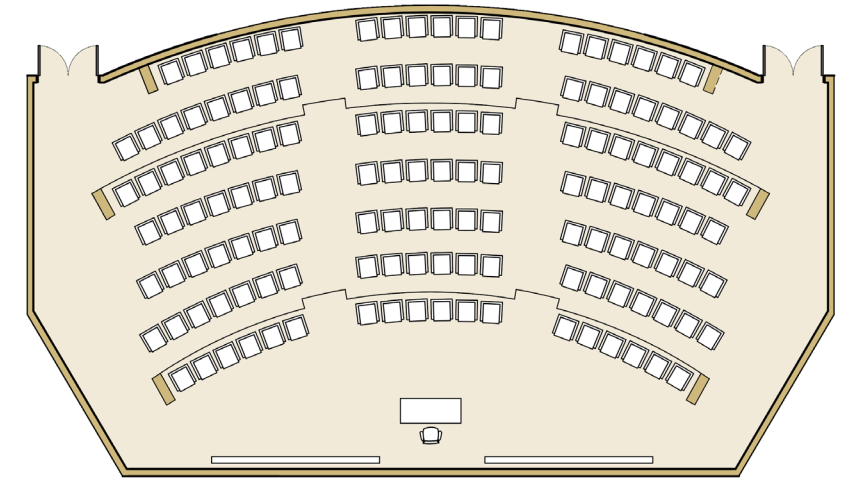
# INSTRUCTIONAL



Spaces crafted to support dynamic learning and discovery, and accommodate diverse educational activities

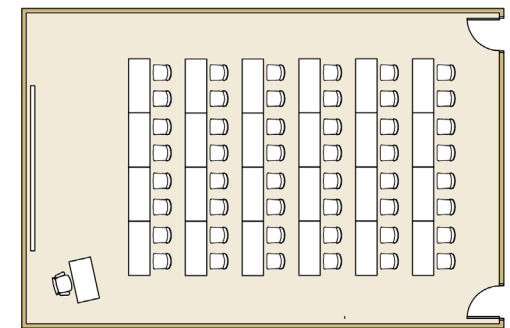
## LECTURE HALLS

Designed for large-scale courses and presentations with fixed, tiered seating along aisles to accommodate 50 or more students. They are equipped with advanced technology setups to facilitate clear instruction to a sizable audience.



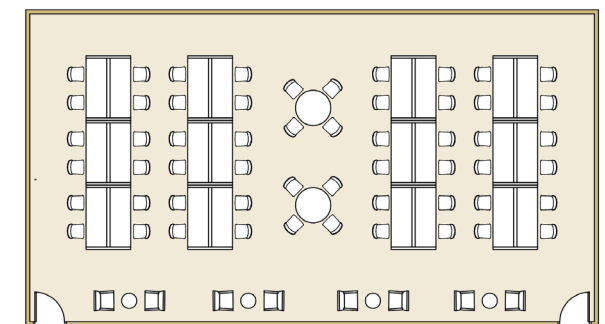
## CLASSROOMS

Dynamic learning environments with flexible furniture arrangements, supporting a variety of academic activities and interactive teaching methods. They are equipped with multimedia tools to enhance engagement and adapt to different instructional needs.



## STUDY ROOMS

Flexible spaces that provide individuals and groups with an informal learning environment for deep concentration, collaborative thinking, and academic excellence. There are a variety of layouts and may include computers and other multimedia equipment.





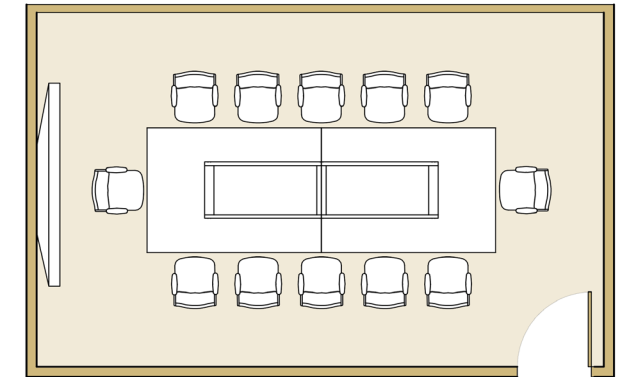
# COLLABORATIVE



Private settings of various sizes that enhance collaboration and engagement

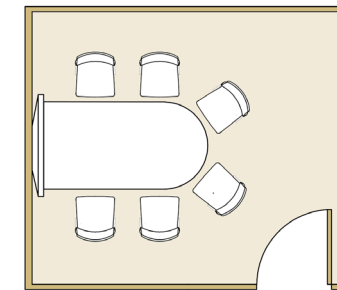
## CONFERENCE ROOMS

Larger spaces that accommodate 10 or more people for formal staff meetings, departmental activities, and instruction. They are equipped with a big-screen monitor, video conferencing technology, and marker boards.



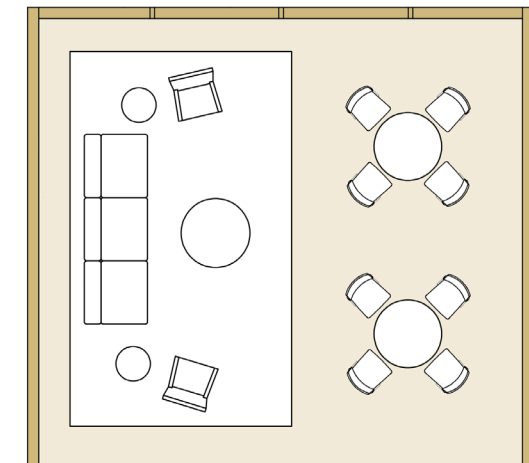
## SOLUTION ROOMS

Smaller spaces that accommodate 4-8 people for general use that are publicly available. They typically include a small monitor and basic technology. There are a variety of layouts from standard tables and chairs to lounge-type furniture.



## LOUNGE AREAS

Vibrant and versatile spaces that are accessible for everyone on campus. These are spaces for unwinding between classes, taking a break from work, or engaging in casual conversations. They enhance campus life by providing a retreat from academic and professional demands with cozy seating that fosters a relaxing and



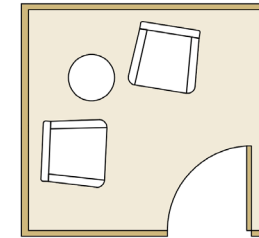
# WELLNESS



Inclusive environments that support holistic well-being, promote mindfulness, and provide privacy and comfort

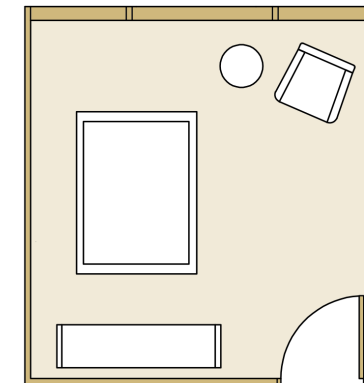
## ***PHONE ROOMS***

A quiet space that accommodates 1-2 people to take a personal phone call, join a virtual meeting, or have one-on-one conversations.



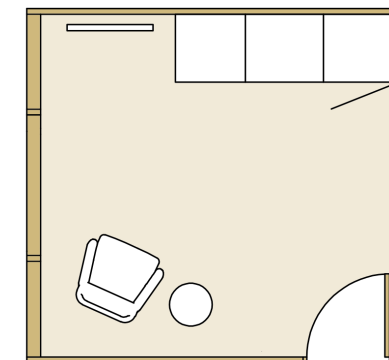
## ***REFLECTION ROOMS***

A calm and respectful space designed to support various meditative, spiritual and religious practices that feature carpeted floors or rugs and comfortable seating.



## ***LACTATION ROOMS***

A safe and hygienic space typically furnished with a lounge chair, side table, counter top, mirror, and refrigerator.



# SUBMITTING A FLOOR PLAN OR SPACE INFORMATION REQUEST

Our team maintains accurate floor plans and space occupancy information, monitors space utilization, and tracks space agreements. We can provide you with the items listed below, which may be helpful when submitting a space request, contemplating a renovation, or re-assigning space within your unit.

- Floor Plans
- Room Numbers
- Space Details
- Square Footage Information
- Design Layouts
- Occupancy Information

To assist us in maintaining an accurate space database, please notify us of any occupancy changes or vacancies that occur in your space.

If you are inquiring about a space report, please email us at [SpaceManagement@ucdenver.edu](mailto:SpaceManagement@ucdenver.edu).

**THANK YOU**



University of Colorado  
Denver



University of Colorado  
Denver

FOLSTINE