

ATTACHMENT "A" to the UTSA Space Planning and Use Policy

UTSA Room Size Standards
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Job Title	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
Provost	Academic Office	25.0	14.0	350.0	
Vice Provost	Academic Office	20.0	15.0	300.0	
Associate Vice Provost	Academic Office	20.0	12.0	240.0	
Dean	Academic Office	20.0	15.0	300.0	
Associate Dean	Academic Office	20.0	12.0	240.0	
Department Chair	Academic Office	20.0	12.0	240.0	
Assistant Dean	Academic Office	15.0	12.0	180.0	
Assistant Vice Provost	Academic Office	15.0	12.0	180.0	
Endowed Professor	Academic Office	15.0	12.0	180.0	
Professor Emeritus	Academic Office	10.0	12.0	120.0	A
Professor (Tenured)	Academic Office	10.0	12.0	120.0	
Associate Professor (Tenured)	Academic Office	10.0	12.0	120.0	
Assistant Professor (Tenure Track)	Academic Office	10.0	12.0	120.0	
Super NTT (Non-Tenure Track)	Academic Office	10.0	12.0	120.0	
Specialist (Non-Tenure Track)	Academic Office	10.0	12.0	120.0	
Academic Advisor	Academic Office	10.0	12.0	120.0	
Student Development Specialist	Academic Office	10.0	12.0	120.0	
Admissions Officer	Academic Office	10.0	12.0	120.0	
Adjunct Professor (Non-Tenured)	Academic Office	10.0	6.0	60.0	B
Adjunct Associate Professor (Non-Tenured)	Academic Office	10.0	6.0	60.0	B
Adjunct Assistant Professor (Non-Tenured)	Academic Office	10.0	6.0	60.0	B
Senior Lecturer (Non-Tenured)	Academic Office	10.0	6.0	60.0	B
Lecturer I, II or III (Non-Tenured)	Academic Office	10.0	6.0	60.0	B
Faculty Specialist (Non-Tenured)	Academic Office	10.0	6.0	60.0	B
Supplemental Instruction Leader	Academic Office	10.0	6.0	60.0	B
Teaching Assistant I or II (Non-Tenured)	Academic Office	5.0	6.0	30.0	C
Tutor I, II or III	Academic Office	5.0	6.0	30.0	C
Graduate Research Asst	Academic Office	5.0	6.0	30.0	C
Student Assistant I	Academic Office	5.0	6.0	30.0	C
Art Model	Academic Office	0.0	0.0	0.0	

Notes:

- A. Space is provided to this position on a space-available basis.
- B. 60 sq. ft. space is for modular furniture, assuming 48 sq. ft. workstation and 12 sq. ft. for access aisle.
- C. 30 sq. ft. space is for modular furniture, assuming 20 sq. ft. workstation and 10 sq. ft. for access aisle.

General:

- 1) These are general standards only, and have to be modified to fit existing conditions. The departmental director and his/her superiors ultimately decides how space will be used; these standards are an aid in achieving optimal utilization.
- 2) Size standards are based on job titles. Where job duties and job title does not match, adjustments must be made.

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Job Title	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
President	Administrative Office	25.0	21.0	570.0	
Vice President	Administrative Office	25.0	14.0	350.0	
Associate Vice President	Administrative Office	20.0	12.0	240.0	
Executive Director	Administrative Office	20.0	12.0	240.0	
Center Director	Administrative Office	15.0	12.0	180.0	
Associate Executive Director	Administrative Office	15.0	12.0	180.0	
Assistant Vice President	Administrative Office	15.0	12.0	180.0	
Director	Administrative Office	15.0	12.0	180.0	
Assistant Director	Administrative Office	10.0	12.0	120.0	
Manager	Administrative Office	10.0	12.0	120.0	
Program Coordinator	Administrative Office	10.0	12.0	120.0	
Supervisor	Administrative Office	10.0	12.0	120.0	
Administrative Service Officer III	Administrative Office	10.0	12.0	120.0	
Administrative Service Officer I or II	Administrative Office	10.0	10.0	100.0	A
Administrative Analyst	Administrative Office	10.0	10.0	100.0	A
Advisor	Administrative Office	10.0	10.0	100.0	A
Associate Athletics Director	Administrative Office	10.0	10.0	100.0	A
Senior Administrative Associate	Administrative Office	10.0	10.0	100.0	A
Senior Systems Analyst	Administrative Office	10.0	10.0	100.0	A
Development Associate	Administrative Office	10.0	10.0	100.0	A
Administrative Associate I or II	Administrative Office	10.0	8.0	80.0	B
Computer Systems Manager	Administrative Office	10.0	8.0	80.0	B
Construction Planner	Administrative Office	10.0	8.0	80.0	B
Curator	Administrative Office	10.0	8.0	80.0	B
Development Assistant	Administrative Office	10.0	8.0	80.0	B
Outreach Specialist	Administrative Office	10.0	8.0	80.0	B
Project Manager	Administrative Office	10.0	8.0	80.0	B
Photographer	Administrative Office	10.0	8.0	80.0	B
Senior Gift Services Specialist	Administrative Office	10.0	8.0	80.0	B
Administrative Assistant	Administrative Office	10.0	6.0	60.0	C
Exhibits Fabricator II	Administrative Office	10.0	6.0	60.0	C
Graphics Producer	Administrative Office	10.0	6.0	60.0	C
Graphics Designer	Administrative Office	10.0	6.0	60.0	C
Multi-Media Editor	Administrative Office	10.0	6.0	60.0	C
Systems Analyst	Administrative Office	10.0	6.0	60.0	C
Technical Staff Asst IV	Administrative Office	10.0	6.0	60.0	C
Web Master	Administrative Office	10.0	6.0	60.0	C
Web Designer	Administrative Office	10.0	6.0	60.0	C
Gift Services Specialist I or II	Administrative Office	5.0	6.0	30.0	D
Information Technology Associate II	Administrative Office	5.0	6.0	30.0	D
Office Assistant I or II	Administrative Office	5.0	6.0	30.0	D
Student Clerk	Administrative Office	5.0	6.0	30.0	D

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Notes:

- A. 100 sq. ft. space is for modular furniture, assuming 80 sq.ft. workstation and 20 sq.ft. for access aisle.
- B. 80 sq. ft. space is for modular furniture, assuming 64 sq. ft. workstation and 16 sq. ft. for access aisle.
- C. 60 sq. ft. space is for modular furniture, assuming 48 sq. ft. workstation and 12 sq. ft. for access aisle.
- D. 30 sq. ft. space is for modular furniture, assuming 20 sq. ft. workstation and 10 sq. ft. for access aisle.

General:

- 1) These are general standards only, and have to be modified to fit existing conditions. The departmental director and his/her superiors ultimately decides how space will be used; these standards are an aid in achieving optimal utilization.
- 2) Size standards are based on job titles. Where job duties and job title does not match, adjustments must be made.
- 3) For Reception/Waiting Areas, provide 100 sq. ft. for all job titles less than 100 sq.ft.

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Job Title	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
Athletics Director	Athletics Office	20.0	12.0	240.0	
Deputy Athletics Director	Athletics Office	15.0	12.0	180.0	
Senior Associate Athletics Director	Athletics Office	15.0	12.0	180.0	
Head Coach - Football	Athletics Office	15.0	12.0	180.0	
Head Coach - Mens Basketball	Athletics Office	15.0	12.0	180.0	
Head Coach - Womens Basketball	Athletics Office	15.0	12.0	180.0	
Head Coach - Other Sports	Athletics Office	10.0	12.0	120.0	
Associate Head Coach	Athletics Office	10.0	12.0	120.0	
Associate Athletics Director	Athletics Office	10.0	12.0	120.0	
Assistant Athletics Director	Athletics Office	10.0	12.0	120.0	
Assistant Coach	Athletics Office	10.0	10.0	100.0	A
Athletics Operations	Athletics Office	10.0	8.0	80.0	B

Notes:

- A. 100 sq. ft. space is for modular furniture, assuming 80 sq.ft. workstation and 20 sq.ft. for access aisle.
- B. 80 sq. ft. space is for modular furniture, assuming 64 sq. ft. workstation and 16 sq. ft. for access aisle.

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Number of Seats table / at wall / total	(at)	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
4 / 0 / 4		Conference Room	10.0	10.0	100.0	
6 / 0 / 6		Conference Room	12.0	12.0	144.0	
8 / 0 / 8		Conference Room	12.0	14.0	168.0	
10 / 0 / 10		Conference Room	12.0	16.0	192.0	
12 / 0 / 12		Conference Room	12.0	20.0	240.0	
12 / 8 / 20		Conference Room	14.0	20.0	280.0	
12 / 16 / 28		Conference Room	16.0	20.0	320.0	
14 / 16 / 30		Conference Room	18.0	20.0	360.0	
14 / 16 / 30		Conference Room	20.0	20.0	400.0	
16 / 16 / 32		Conference Room	22.0	20.0	440.0	

Notes:

A. none.

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Number of Seats	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
2	Waiting Room	6.0	6.0	36.0	
3	Waiting Room	6.0	9.0	54.0	
4	Waiting Room	6.0	12.0	72.0	
5	Waiting Room	6.0	15.0	90.0	
6	Waiting Room	6.0	18.0	108.0	
7	Waiting Room	6.0	21.0	126.0	
8	Waiting Room	6.0	24.0	144.0	
9	Waiting Room	6.0	27.0	162.0	
10	Waiting Room	6.0	30.0	180.0	
11	Waiting Room	6.0	33.0	198.0	
12	Waiting Room	6.0	36.0	216.0	
13	Waiting Room	6.0	39.0	234.0	
14	Waiting Room	6.0	42.0	252.0	
15	Waiting Room	6.0	45.0	270.0	
16	Waiting Room	6.0	48.0	288.0	
17	Waiting Room	6.0	51.0	306.0	
18	Waiting Room	6.0	54.0	324.0	
19	Waiting Room	6.0	57.0	342.0	
20	Waiting Room	6.0	60.0	360.0	
21	Waiting Room	6.0	63.0	378.0	
22	Waiting Room	6.0	66.0	396.0	
23	Waiting Room	6.0	69.0	414.0	
24	Waiting Room	6.0	72.0	432.0	

Notes:

A. none.

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Number of Seats	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
2	Break Room	10.0	10.0	100.0	
4	Break Room	10.0	16.0	160.0	
8	Break Room	16.0	16.0	256.0	
12	Break Room	16.0	20.0	320.0	
16	Break Room	20.0	24.0	480.0	
20	Break Room	24.0	24.0	576.0	
24	Break Room	28.0	30.0	840.0	

Notes:

- A. For purposes of design, assume one-quarter to one-third of employees within the department will use the Break Room simultaneously.
- B. For new buildings and major renovations, provide one break room for up to 25,000 GSF of office space.
- C. For new buildings and major renovations, provide one break room in Vice Presidential and Deans office suites.

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Number of File Cabinets	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
2	File Room	6.0	4.0	24.0	
3	File Room	6.0	5.5	33.0	
4	File Room	6.0	7.0	42.0	
5	File Room	6.0	8.5	51.0	
6	File Room	6.0	11.0	66.0	
7	File Room	6.0	12.5	75.0	
8	File Room	6.0	14.0	84.0	
10	File Room	9.0	8.5	76.5	
12	File Room	9.0	11.0	99.0	
14	File Room	9.0	12.5	112.5	
16	File Room	9.0	14.0	126.0	
20	File Room	9.0	17.0	153.0	
24	File Room	9.0	22.0	198.0	
28	File Room	9.0	25.0	225.0	
32	File Room	9.0	28.0	252.0	
36	File Room	9.0	33.0	297.0	
40	File Room	6.0	34.0	204.0	

Notes:

A. none.

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Size	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
Small	Work Room	8.0	8.0	64.0	
	Work Room	10.0	10.0	100.0	
Medium	Work Room	12.0	12.0	144.0	
	Work Room	14.0	14.0	196.0	
Large	Work Room	16.0	16.0	256.0	
	Work Room	18.0	18.0	324.0	
Extra Large	Work Room	20.0	20.0	400.0	

Notes:

A. none.

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Number of Seats	Room Type	Nominal Width (Feet)	Nominal Length (Feet)	Nominal Size (Sq.Ft.)	Notes
6	Classroom	8.0	20.0	160.0	
9	Classroom	11.0	20.0	220.0	
12	Classroom	14.0	20.0	280.0	
15	Classroom	16.0	20.0	320.0	
18	Classroom	18.0	20.0	360.0	
20	Classroom	20.0	20.0	400.0	
24	Classroom	24.0	20.0	480.0	
28	Classroom	28.0	20.0	560.0	
30	Classroom	34.0	20.0	680.0	
36	Classroom	40.0	20.0	800.0	
48	Classroom	40.0	26.0	1040.0	
60	Classroom	40.0	30.0	1200.0	
72	Classroom	40.0	36.0	1440.0	
84	Classroom	40.0	40.0	1600.0	

Notes:

A. none.

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