



## Justification for Additional Space

In your justification for the request of space, please address the following.

1. What program changes, new programs or requirements mandated this request and why are the current facilities inadequate?
2. What is the justification for the preferred locations?
3. If this is a request for grant space, is additional space required to meet the needs of the replacement faculty?
4. Is request for space to meet a short-term need or is it to meet long-term obligations?
5. Please note that space that requires modification will also require a request to use Minor Capital Outlay Funds to complete the project.

To assist you in estimating the need for space, the following excerpt from the State University Administrative Manual (SUAM) is provided:

### Section 9061.03 SPACE STANDARDS FOR SELF-INSTRUCTION COMPUTER LABORATORIES

General Computer Laboratory - 49 assignable square feet/station

Advanced (CAD) Computer Laboratory - 86 assignable square feet/station

This includes space for the following:

- Workstations (Terminals)
- Office for lab consultant
- Office for lab technician
- Equipment room
- Storage
- Prep and waiting rooms
- Self-Instruction computer laboratory

### Section 9062 OFFICE SIZE STANDARDS

Office space will be provided according to the following formula:

Position and Number of Occupants Square Feet

Campus President 300

Vice President or Dean 200

Associate Dean, Division Chairman, Associate Vice  
President, or Library Director 180

Department Head or Librarian 150

Professional Staff, one occupant (faculty or other) 110

Professional Staff, two occupants 160

Professional Staff, three occupants 240

Professional Staff, more than three occupants in  
same office 240 + 80 for each added occupant

Secretary or Receptionist 160

Clerical or Technical Support Staff, two occupants 160

Clerical or Technical Support Staff, three occupants 230

Clerical or Technical Support Staff, four occupants 300

Student Assistant 60

Filing Equipment in Office Square Feet

File, including work space 10

File, not including work space 6

One presidential conference room in the administration building may be approximately 700 square feet.

All other conference rooms for campus administration should be approximately 400 square feet.