PURPOSE
This document outlines the process for determining the amount of class laboratory space a unit requires to fulfill its mission to instruct students in laboratory techniques or other subjects that require specialized spaces. Such an allocation assessment may be initiated by a request for new space by a unit, a request for space assigned to another unit, or a University space audit. Any assignment of new space must follow ADA regulations (for example, see http://ds.oregonstate.edu/handbook/chapter2.aspx#rights).

An allocation assessment consists of the following steps:
1. A request will be submitted to Facilities Services through the Request for Space process. The unit will assign an individual to work with Facilities Services to provide liaison, access, and information on the specific use and scheduling of class lab and open lab space.
2. Facilities Services will work with the Unit Liaison by providing a current space inventory report of the unit’s class and open laboratories. Facilities Services and the Unit Liaison will verify that the inventory information is current, or will make the necessary changes.
3. The Unit Liaison will categorize each lab space according to its specific attributes. Specifically, the presence of the following attributes in any of the teaching spaces would qualify the space as being sufficiently specialized to be classified as class lab space. Each space should be given one or more of the following designations/uses.
   a) Collections
   b) Instrumentation
   c) Computer access
   d) Bench/Fume Hood
   e) Specialized Configuration
   f) Location/proximity

3) The finalized list of class and open laboratory space and attributes will be reviewed and finalized by the Unit Liaison and Facilities Services. Units may make specific justification for attributions to be added to specific spaces based on unique criteria.
4) The revised class and open laboratory space will be the basis to calculate the assigned “Class lab and Related Space” category on the Space Allocation Study.
5) Storage and laboratory support spaces directly linked to class and open laboratories should be noted on the inventory and based on information provided by the Unit Liaison.

The Registrar’s Office will submit an annual Academic Year Course Lab Report to Facilities Services each July. The allowable space for scheduled lab courses will be compiled by Facilities Services and included in the “Allowable” category of the Class Lab and Related Space category on the Space Allocation Study.

Approved 11/24/2009
Allowable Class Laboratory Space Calculation

The OSU class laboratory space calculations are consistent with the Oregon University System Facilities Standards and Guidelines and use specifications from the Higher Education General Information Survey and the Council for Educational Facility Planners, International.

1. The Allowable Class Laboratory square feet is calculated based on the following calculations:
   a. Scheduling Data is provided to by the Registrar’s Office for the current academic year;
   b. The total number of days and hours by unit a laboratory course is scheduled is calculated. This is known as the Weekly Student Contact Hour (WSCH);
   c. Guidelines for Assignable Square Feet (GASF) are identified for Teaching Laboratory Space for a specific unit in the Council for Educational Facility Planners, International.
   d. Calculate the Space Factor (SPCFCTR).
      i. Lower Division: (1/22 Wkly Room Hours) X (1/80% Station Occupancy)
      ii. Upper Division: (1/16 Wkly Room Hours) X (1/67% Station Occupancy);
   e. The Allowable Class Laboratory Space is calculated in the following manner:
      i. WSCH x GASF x SPCFCTR = Total Allowable Square Feet (TASF)

2. An additional 25% is added to allow for preparation and storage space required to support the instructional activities. Units can negotiate the need for more or less than that percent as part of the class lab analysis process.

3. The Assigned and Allowable Report will show the comparison of the assigned class laboratory space with the allowable class laboratory space and may then be compared with the specific teaching mission of the unit and the specific attributes of the space.