PURPOSE
The Assigned-Allowable Space Allocation Report was developed for use as a management tool to assist Deans, Directors, and Department Heads with their college and/or departmental space allocation. The report is also used by Facilities Services as a part of the OSU Space Allocation Model. This report provides data for the Phase I Tactical Overview when evaluating space requests from both administrative and academic departments. The tactical view is an overview study of the current space assignments for four (4) categories:

1. Office and Related Support Space
2. Class Laboratories and Related Support Space
3. Research Laboratories and Related Support Space
4. Other Space (space that is not allocated to specifically support the above three categories.)

METHODOLOGY
The methodology developed for this report is based upon the OUS Facilities Standards and Guidelines and amended by the OSU University Space Committee. The guidelines were developed in 1980 and updated in 2008 and 2011. OSU annually benchmarks the standards with peer higher education institutions, private educational institutions and private industry. There are three (3) sources of data used for calculating the allowable area:

1. **Departmental Space Summary:** This document summarizes the space assigned to each of the four categories listed above. The data for this report comes from OSU’s space inventory database, which is updated continually.

2. **Oregon State University Academic Year Student Credit Hours by College, Department or Program, and Course Level:** The data comes from SCARF (Student Centralized Administrative Reporting File) and provides student course hour full-time equivalency (FTE) from the prior academic year. This data is used to calculate the allowable space for class laboratory and related space category.

3. **Human Resources Head Count (HC) by Position:**
   a. Departments’ head count is retrieved through Banner/Data Warehouse. The data includes head count for all employed faculty (teaching/research, outreach, and professional), and classified (both full-time and temporary).
   b. Graduate student information comes from the OSU Registrar’s Office and is verified by the department where they are receiving their degree or in the case of interdisciplinary studies, in the department of their advisor/mentor. Graduate student numbers are calculated at 85% for allowable office and research space due to their part-time usage.

The report lists each major academic unit by college, for each of the four categories. Office, Class Lab, and Research Lab categories are totaled and compared to the allowable area standards. Included is a percent difference reporting whether a department has a surplus (+), or a deficit (-) of total space in that comparison. At the bottom of each college there is a total of college space for that category and again, how it compares to allowable standard. Spaces in the ‘Other’ category are totaled separately but not compared to allowable space, given the nature of the space’s uniqueness to that academic discipline. (Examples are greenhouses, swimming pools, and collections.)
The information below shows the methodology for calculating the allowable area:

1. The **Allowable Office and Related Space** is calculated with factors described in the Office Space Standards Working Draft of 05/28/2008. These standards are available on the OSU website at: [http://oregonstate.edu/osusc/sites/default/files/Office_Facilities_Space_Standards_Final.pdf](http://oregonstate.edu/osusc/sites/default/files/Office_Facilities_Space_Standards_Final.pdf)

2. **Allowable Class Laboratory and Related Space** is based on a formula used by the Council of Education Facility Planners, International: Space Planning Guidelines. Use factors, applied by discipline based on OUS Facilities Standards and Guidelines and amended for OSU by the University Space Committee, can be found in the chart, Class-Research Lab Standards by OSU Unit.

   Each use factor is projected and calculated separately to lower and upper division weekly student contact hours. The guidelines and use factor is shown below for each division:
   - **Lower Division weekly guideline assignable rooms hour use:** 22 hours
     - Lower Division use factor: \((1/22 \times 1/80\%)\) .036
   - **Lower Division weekly guideline assignable student station use:** 80%
   - **Upper Division weekly guideline assignable rooms hour use:** 16 hours
     - Upper Division use factor: \((1/16 \times 1/75\%)\) .047
   - **Upper Division weekly guideline assignable student station use:** 75%
   - In addition, the use factor is multiplied by the weekly student contact hours as reported by SCARF.

3. **Allowable Research and Related Space** calculation is based on the sum of the total research HC and graduate students multiplied by the research space factor assigned to each academic department. The square feet per discipline is based on the research modules identified in the Council of Education Facility Planners, International: Space Planning Guidelines and tailored to OSU practices by the OSU Space Committee. The chart, Class-Research Lab Standards by OSU Unit, shows these factors.

4. The last category included in the report is Other Space. This category is for those types of spaces that are difficult to compare to a standard or guideline assignable square feet. Other space is included for each department to complete the department’s total assigned space. Other space could be used or reconfigured to offset other departmental space deficits.

The report is distributed to each college dean after the annual space inventory update is completed. Departments can receive a copy of the report upon request.

There are other standards that apply to housing, physical education facilities, library, student union and recreational sports. These guidelines are used when planning facilities for auxiliary departments.

Additional information and/or copies of the Assigned-Allowable Space Allocation Report can be obtained by Facilities Services. Contact Jean Duffett, Architectural Space Planner, 541-737-3014, or email [jean.duffett@oregonstate.edu](mailto:jean.duffett@oregonstate.edu).