
Space Planning and Allocation Guideline

PURPOSE and SCOPE

This document provides general guidelines for the allocation of all spaces across New Brunswick Community College (NBCC) specifically assigned to support academic (instructional and research), administrative, and service functions.

Space must be managed responsibly and in a way that promotes good stewardship and the advancement of the NBCC mission and the strategic priorities. Flexibility needs to be maintained in order to address changes in function, curricula, programs, and technologies.

FAS Team is currently developing updated floorplans including current space assignments and vacancies for all locations. Once completed, floorplans and space assignments will be made available on nbcc@work to facilitate space planning moving forward.

1.0 DEFINITIONS

Department

-broadly defined for this purpose as any operating entity within a Division with some level of autonomy.

Office

-a space housing faculty, staff, or students working at one or more desks, tables, or workstations configured as a private office, shared office, or open office with or without cubicles.

Private office

-an enclosed workspace for one person, suitable for activities which are confidential, demand a lot of concentration or include many small meetings.

Shared office

-an enclosed workspace for two or more people.

Cubicle

-a semi-enclosed workspace for one person within a shared office.

Office Service

-a space that directly serves an office or group of offices as an extension of the activities in those spaces.

NASF

- Net Assignable Square Feet is strictly for the purpose of showing the relationship between role, space type, and space size. The information is only to be used when making office space related decisions.

Minor Space Changes

- any change of purpose to a given space requiring a financial expenditure under \$5000.

Major Space Changes

- any change of purpose to a given space requiring a financial expenditure over \$5000 or over 1500 gross square feet. Changes to a space requiring a financial expenditure but not leading to a change in purpose are not considered a Major Space change (e.g. upgrades to an existing lab space due to technological changes).

2.0 IMPLEMENTATION

2.1 Guidelines for Allocation of Space

- NBCC recognizes that space is a finite resource of the College and in order to achieve our goals of improving our space, we need to efficiently and effectively allocate it. This will be done in the context of what is best for the College.
- Strategic Facilities Master Planning shall be considered in assignment of all space.
- Efforts shall be made to reduce costs in assigning space, including:
 - Renovation costs (construction/demolition of walls, IT, etc.)
 - Operational costs (adding HVAC, security, additional printers, etc.)
- Minimizing footprint
- Safety and Security shall be considered in the assignment of space. Efforts shall be made to reduce risks of working alone, vulnerability to threats and similar. Managers and employees should be distributed in buildings to facilitate supervision of building occupants and emergency response.
- The local Regional Operations Manager (ROM) is ultimately responsible for space management and allocations at their respective NBCC buildings. All requests for space changes shall be made directly to the ROM using the Space Request form.
- The Integrated Planning Committee will review all major proposed changes to space on a monthly basis, and will provide recommendations to the ROM. In urgent cases, an adhoc meeting may be called at the discretion of the Director of Facilities and Ancillary Services.
- As part of program review and new program development, the local ROM will be consulted to identify the types of space required and potential locations.
- Prior to departments moving or assigning new activities, a Space Request Form will be submitted if additional space is required or if space must be configured to accommodate the activity.
- Shared, bookable spaces will be promoted as opposed to space designated to specific departments for limited purposes.

2.2 Guidelines for Allocation of Office Space

- Office space will be provided to departments to adequately support their core missions and functional needs. It is allocated to given departments as available in a manner that best advances College priorities. All staff will be provided with a suitable working environment for the type of work they perform.
- Offices may be private, shared, open, or in cubicles as appropriate and available.
- Existing office space should be used to maximum functionality and efficiency. Shared office and open office arrangements are encouraged whenever possible in an effort to promote collaborative working environments and to maximize space utilization.
- Offices will be assigned by the ROM based on need, availability, and suitability for the intended use.
- Periodic evaluation of office space allocation should be made by the ROM in consultation with the department manager to ensure that all office space is being used to maximum functionality and efficiency.

- The accompanying table outlines the recommended office sizes and types for specific employee categories. For current offices, the types and sizes will necessarily vary from these recommendations due to existing building configurations and availability of appropriate spaces. For new buildings and major renovations, these recommendations will serve as the standard for programming new office space.
- Assignment of multiple offices for staff is not permitted unless there is a true demonstrated need. Under such circumstances, a staff member may be assigned a secondary office (ideally in a shared arrangement), provided it is not located in the same building as the primary office. All decisions related to multiple offices will be made on a case-by-case basis and require the approval of the ROM.
- When possible, if departments desire to consolidate their space assignments for reasons of academic interaction and administrative efficiency, contiguous spaces may be provided upon approval of the ROM.
- To support an accurate and complete record of space allocations an official space inventory report of all office space allocations (name of personnel and job title assigned to occupy a specific room) will be maintained by the ROMs.
- Office space may not be leased to non-college organizations without prior approval from the Director, Facilities and Ancillary Services as per the Memorandum of Understanding between DTI, PETL and NBCC. This excludes short term occupancy agreements under NBCC Policy 2607 Facility Usage.

2.3 Space Allocation

Room Occupant	Recommended	
	Space Type	NASF*
President	Private Office	250-350
Vice President	Private Office	175-250
Associate Vice President	Private Office	125-175
Director	Private Office	100-150
Dean	Private Office	100-150
Academic Chair / Manager	Private Office	100-150
Supervisor	Private Office	100-125
Full Time / Part Time Instructor	Shared Office	75-100
Administrative (sq.ft./person)	Shared Office	50-75

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3.0 OTHER RELATED DOCUMENTS

Space Planning and Allocation Policy (2615)

Space Planning and Allocation Request Form (2615.5148)