Indiana University School of Medicine
Space Planning and Utilization

IUSM Guiding Principles for Space Management
IU School of Medicine – Policy for Space Management
January 31, 2019

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Introduction

Space management, particularly space allocation among competitive research, educational, and clinical units is a difficult task on a campus as large and diverse as ours. Moreover, outside influences and strategic decisions at executive levels can make space management even more difficult.

One of the goals for Space Planning & Utilization is to ensure space can be allocated fairly and utilized optimally on the basis of program quality, mission-relatedness, demonstrated need, grant funding, and availability of sponsored research support. Analyzing these criteria along with pre-defined data and accepted policies, helps meet the physical and financial demands of space management.

Space Management Guiding Principles

i. Principle 1 - Space is an IU School of Medicine Resource

Space is a valuable asset that should be utilized efficiently at all times for the most appropriate purpose. To help ensure proper utilization, collaboration between Dean’s Office Administrative Services, Department Chairs, Division Chiefs, and Dean’s Office Faculty Leaders is vitally important. Space and other resources provided by the IUSM or grantors are for the advancement of knowledge and treatment of patients and research in the world’s most critical areas of medicine. Therefore, the use of these resources in a safe and efficient manner are very important to our School’s success.

Reference Appendix D for more information: IUSM Research Facilities Efficiency Methods.

ii. Principle 2 – Non-Permanence of Space Allocation, Retention, and Use

a. No one unit, department, or division “owns” space. It is crucial that school space is not indefinitely tenured to specific research departments or investigators. IU School of Medicine is the primary tenant of all space in IUSM buildings, which is ultimately owned or leased by Indiana University. Space Planning & Utilization evaluates all available space in fair consideration of outstanding space requests. All proposed changes to research space must be approved by the EAD for Research Affairs (i.e. research space) or the EAD for Educational Affairs (i.e. educational space) in consultation with the EAD for Administrative Services, the Director of Space Planning & Utilization and, where applicable, the Associate Dean and Director for Regional Campuses. These approvals include sanctioning the loss or gain of space as well as supporting required renovations to a new or existing space.
iii. **Principle 3 – Fairness, Consistency, Transparency, Strategic Prioritization, and Long-Term Sustainability in the Allocation and Reallocation of Space**

All University facilities, buildings, and land belong to the University as a whole and are subject to assignment, reassignment, and redevelopment to meet the overall needs and best interest of the School. Proposed allocations of space are to be discussed openly and objectively with the full participation of all affected stakeholders. This creates a positive atmosphere in which groups have the chance to compete for available space to serve programmatic and strategic goals. Space Planning & Utilization provides data that assists the appropriate Executive Associate Dean and, where applicable, the Associate Dean and Director for Regional Campuses in recommending space allocations based on program quality, mission-relatedness, demonstrated need, and availability of sponsored research support.

Stakeholders are encouraged to be cooperative in the use of space through collaboration, enhancing productivity, and increasing the effective activity level within spaces. Departments are free to refute decisions and provide supplemental information to strengthen any space request.

iv. **Principle 4 – Key Components in Optimizing Space**

a. Optimize availability of shared and scheduled workspaces, equipment rooms, and utilize common classrooms and conference rooms scheduled through EMS at the web address below:

   **http://rooms.iu.edu/**

b. Faculty will be allocated at most one private office, including offices at other locations (off campus locations). Where an additional dedicated work area is needed at alternate locations, the additional locations(s) will be in shared spaces. These shared spaces may be assigned shared spaces, or they may be “hoteling” space whose use is pre-scheduled or used on an ad hoc basis.

c. Purge obsolete assets, equipment, and samples to optimize space. Minimize the need for additional freezer storage by storing long-term samples in the Specimen Storage Facility (SSF). Any unit wanting additional information regarding the SSF Store can visit the web address below:

   **https://www.indianactsi.org/ssfstore/**

d. Minimize total consumable inventory and restock.

e. Efficient and timely removal of recyclable materials.

f. Move to electronic filing to minimize storage of paper.

g. Utilize off campus locations for storage needs.
v. **Principle 5 – Operational Cost Responsibility for Space**

Space will be assessed a usage fee for all space allocated to a particular unit. The fee will be determined annually based upon the type and use of space. Space usage and assignments shall promote fiscal responsibility and University sustainability by considering the short and long-term costs attributed to space. Assigned space must be used according to the original requests and/or assignments. Space categorization changes must be justified in writing and approved by the Dean’s Office before any financial assessment changes.

The School will defray the usage fee for space utilized by CTSI certified cores that are centrally accountable for finances. For cases in which space is utilized for both CTSI certified core and other research activities, the prorated share of space usage will be reviewed and approved by the IUSM Research Core Advisory Committee and the Dean's Office.

The requesting unit (i.e. department, center, regional campus, clinic, etc.) will fund construction, renovation, or improvements submitted at the request of the unit. It is understood and agreed that units shall make no alterations, changes, improvements or additions to assigned space without the prior written consent and approval of the Dean’s Office – Space Planning & Utilization. Units will be solely responsible for any damage to allocated space resulting from use of the space or any act done thereon by tenant or any of its agents, guests, invitees, or employees (e.g. door, window, wall coverings; paint, murals/stencils, signs, decals, wallpaper). Units will fund repairs outside of ordinary wear and tear, and damage by the elements excepted. Examples of excepted elements include certifications, diplomas, family photo, and appropriate artwork.

The Dean's Office funds space improvements to meet the strategic initiatives of the School. That is, strategic initiatives that provide outstanding facilities for our educational, research, and clinical missions. In order to meet these initiatives, the Dean’s Office does execute the right to relocate faculty and staff in order to renovate space. However, this does not necessarily mean tenants that are displaced will go back into their previous locations (i.e. newly renovated space). In most cases, the Dean’s Office is renovating space in order to meet the School’s mission and/or thematic alignment. Simply put, when organizational units are relocated to new spaces, the vacated spaces revert to the Dean’s Office for re-allocation.

*Space for Centers and Institutes follows the principals outlined above.*

*Reference Department – Institutes / Centers Governance Guiding Principles for additional information.*

*IUSM Guiding Principles for Space Management are in accordance with the Indiana University Space Planning Guidelines that can be found at the web address below:*

Process for Space Management

i. As delegated by the Dean, the Office of Space Planning & Utilization oversees and manages all space under the purview of the IU School of Medicine.

ii. All space either controlled or leased by the School is tracked in the Space Planning & Utilization database. Each space has either a “Responsible” unit and/or an “Assigned” unit. For example, Joseph Walther Hall (R3) 2nd floor the Responsible unit is the Cancer Center; whereas the Assigned may be the Department of Medicine, Dermatology, etc. In the above example, the “Assigned” unit is billed for the space.

iii. Any unit wanting additional space or a change in space assignment are required to complete the Additional Space Request at the web address below:


The Dean’s Office will evaluate the merits of the request based on the availability of space and expected alignment of the planned usage with the School’s missions. The School will provide a team of space planners to evaluate current use and to provide other options if deemed necessary. If the request is to be pursued, Space Planning & Utilization will work with the department or center to evaluate available options for meeting the space need.

iv. Units wishing to relinquish underutilized space should provide information on the type and amount of space and the desired timeframe for relinquishing it to Space Planning & Utilization. Based on the type and amount of space, Space Planning & Utilization will determine the exact space to be relinquished. Relinquished space must be of a type and configuration that would be usable by another unit. Space Planning & Utilization will make all reasonable attempts to match the space to known needs expressed by other units; however, the unit to which the space was originally assigned will remain responsible for the usage fee until the relinquishment and/or decommissioning process has been completed. Thereafter, Space Planning & Utilization will update the space database and notify the Finance Administration Manager of this change.

v. All non-IU School of Medicine business partners or Schools will be allocated space through IU Real Estate, IU School of Medicine, and any property owners via license or lease agreements. These agreements will be executed between IU Real Estate and property owners with subleases to the respective units.
vi. Space allocated for Associate / Professorial level recruitment, in most cases, can be preserved for 2 years. After 2 years, the Dean’s Space Planning & Utilization Office will reevaluate the space needs of the department, center/institute, business partners, and the School’s overall missions. Both executive and junior space preservation comes with some level of expectations. For example:

   a. How many recruit visits were made during these periods?
   b. How many MOUs or extended offers were made during these periods?
   c. How many positions are being actively recruited?
   d. Any exception would come at the approval of the Dean or Executive Associate Dean level.

vii. If the space is not being utilized or funded adequately, the Dean’s Office has the authority to reassign space.

viii. Units requesting additional office or staff support space that have departmentally controlled conference rooms will be asked to provide a log or utilization rates of said conference rooms. Furthermore, the availability and proximity of common conference rooms scheduled in EMS - IU School of Medicine General Inventory Conference Rooms will be considered prior to allocating any additional office or staff support space.

ix. The Dean’s Office sets the benchmark figure for lab space allocation each fiscal year. The School’s current research goal of $140 of indirect costs per square foot or adjusted direct costs of $270 per square foot over a three-year award credit average should be achieved prior to requesting any additional lab space.
**Space Planning Management Responsibilities**

In addition to sound guiding principles and business policies, responsibilities of Space Planning & Utilization must be stringently outlined in order to facilitate a fair and reproducible space allocation process. Our Space Planning & Utilization team serves as the central liaison between the IU School of Medicine units and the Dean’s Office. In all projects, such as the construction of a new research facility, Space Planning & Utilization serves as the client of record with Capital Planning and the Vice President’s Office for Capital Planning and Facilities. In this capacity, it communicates departmental needs and coordinates design/development efforts with the participating departments.

Space Planning & Utilization maintains data on all IU School of Medicine assigned space. In addition, it processes, records, and responds to all space and renovation requests. Space Planning & Utilization effectively interfaces with research administrators, department chairs, division chiefs, center directors, faculty leaders, and the Dean’s Office. In conjunction with requesting departments, Space Planning & Utilization oversees the scheduling and progress of approved renovations and relocations. Though department chairs, division chiefs, and center directors are responsible for effective management of their space, Space Planning & Utilization continuously monitors all such space for signs of underutilization and potential future availability as well as for progressive overcrowding and the future need for additional space. Space Planning & Utilization also expects to play a key role in the development of funding requests and extramural proposals for projects to improve our overall space.

Per information compiled by the Association of American Medical Colleges (AAMC), only 10% of those who maintained space databases actually had some decision-making authority in space planning. Space Planning & Utilization’s database, based on information confirmed by the respective departments, is a valuable component in the space allocation and decision-making process. A dynamic space allocation process can only exist when those who regularly know, track, and analyze the space have the ability to provide feedback and recommendations for space related decisions.

**Space Planning and Utilization Assessment**

Space assessments will be conducted periodically, or when additional space is requested. Data on space, personnel, and funding will be discussed with department chairs, program directors, principal investigators, and vice chairs. The purpose of the site assessments are to identify all existing research and educational groups, assess any upcoming space needs, and develop mutually agreeable plans to meet these needs. Assessment results will be provided at least annually to the vice chairs.

Space Planning & Utilization has recently updated its web-based database, providing real-time information in the form of dashboards for departmental and school leaders to make better business decisions with regard to space allocation.

*Reference Appendix F for additional information: IUSM Assessment Process.*
**Organization of Research and Educational Entities**

For the purpose of space utilization data collection and reporting, IU School of Medicine entities are allocated among various primary tenants (i.e. departments), which may include Clinical Affairs, Educational Affairs, Faculty Affairs, Research Affairs, Cancer Center, and Clinical Translational Sciences to name a few. Provisions may be made to recognize participation of any of these entities in cross-departmental, interdisciplinary programs that are not otherwise recognized as independent centers. The most granular level at which space, personnel, and research funding are tracked within these modules is the Principal Investigator (PI Unit Site).

**Space**

During the space assessments, space is identified and allocated to a particular Group, Unit, Unit Site and PI Unit Site, as appropriate. This includes identifying the specific PI or investigators utilizing a particular space. Space shared among multiple investigators is subdivided to reflect percentages of utilization by each investigator. Space data also includes noting the number of benches and linear bench feet per PI. Rooms are categorized by utilization type and are generally classified as research laboratory, research support, administrative, clinical, clinical administration, education, general building space, and common or shared space. Space utilization of all rooms is determined. Additional information on exactly what a room is used for (i.e., a cold room or a tissue culture room), as well as the purpose for which the space was originally designed (i.e., an office turned into a microscopy room) is also gathered.

Moreover, the space assessment is an opportunity to inquire about future space needs, desired renovations to accommodate changes in research activity, new assets needed, and any non-functioning assets. Cataloging the type of equipment present in a research site (e.g., an incubator or a manifold system) is also a valuable part of the space assessments. Finally, the space assessments includes noting any potentially sharable equipment (e.g., a microscope, a scanner etc.) and its frequency of use. This information provides Space Planning & Utilization with the ability to alert PI’s about equipment available for sharing, thus avoiding the need to use scarce research funding for duplicative equipment purchases, and saving space used to house redundant equipment.

*Reference Appendix D for additional information: IUSM Research Facilities Efficiency Methods.*

**People**

The staff-related data collected consists of a comprehensive list of all staff associated with a specific space. The data specifies the name of the person occupying the space and their employee identification number.
Agreements

Compiling agreement information is essential in trying to understand how well a specific research unit is supporting its allocated research space. The assessments details information on the research funds that are expended in a specific research site. This information includes individualized grant lists, direct and indirect costs recovered per grant, data that the Dean’s Office Administrative Services units works closely together to collect and analyze. The type of activity supported by the agreement is distinguished and can cross basic research, clinical research, clinical trials, and training activities. The data collected discloses the percentage of work done in the unit or department for every research grant involved. Inter-departmental programs or multi-group research projects are documented as well. Information on pending funding sources, including the estimated funding start dates and projected award amounts, is also provided. These estimates are useful for space utilization projections and future space justifications.

Quantitative Analysis: Calculating Utilization Densities

The development of density metric indicators with research, administrative, and educational space are used in the allocation of any given space. Two metrics represent the linkage of dollars with space, and one metric represents the linkage of people with space. As mentioned, expenditures, overhead recoveries, and staff are allocated to the space in which the activity occurs, regardless of personnel or funding ties to particular departments. The ability to allocate funding and staff on a percentage basis, which may involve multiple departments, investigators, and research sites, is critical in accurately measuring research activity. In addition to the facility occupancy rate, financial metrics used to evaluate research activities are completed throughout the fiscal year and based on actual research expenditures calculated.
Space Measures

As stewards of the University's physical resources, we need to ensure that all IU School of Medicine space is used in the most efficient and advantageous way to best support the University's academic and research missions. These guidelines are meant to define the University's underlying principles regarding space utilization and to provide a consistent and transparent approach to overall space planning and assignments.

a. Research Measures:

i. The following basic metrics have been established to provide the campus with a common method for measuring space usage, regardless of discipline, using financial and space data from the Dean’s Office Administrative Services units and delivered through Space Analysis reports.

1. ($ Indirect costs recovery / net assignable square feet (e.g. $140/sq. ft.), or adjusted ($) direct costs / net assignable square feet (e.g. $270/sq. ft.), and research facility occupancy rate.

2. The average indirect award credit (ICR) or adjusted direct cost distribution amount is assessed over a period of three fiscal years divided by the department’s current square footage. As a reminder, this average is based on the percentages of F&A credit entered in Kuali Coeus documents during proposal routing or as later amended during annual award credit review.

3. The department’s three-year award credit average amount or adjusted direct cost divided by its square footage is compared to a benchmark figure set by the Dean’s Office each fiscal year (i.e. IUSM Target is $140,000 awarded IDC or $270 MDR that equates to 1,000 sq. ft. of research/research support space).

b. Education Measures:

i. Space factor = Station size

Hours per week x Occupancy Rate

The space factor is multiplied by the Weekly Student Contact Hours (WSCH) to produce the assignable square feet (ASF) required for classrooms.

For example:  \[
\frac{20}{25 \times .65} = 1.23 \text{ Space Factor}
\]

Therefore, 6,000 WSCHs would require 7,380 ASF of classroom space (1.23 x 6,000). This formula calculates the total classroom space requirements. While the average station size used is 20 ASF, the University will require a wide variety and size of classrooms. Some rooms may be 15 ASF per station, others may be 30 ASF or higher per station. The average station size reflects current conditions, and recognizes recent trends in instructional design.
**Space Allocation**

A defined process for space allocation can help streamline and organize the large number of requests received. At IU School of Medicine Space Planning & Utilization, all requests for changes in research or educational space must originate in writing from the department/unit administrator, research core leadership, or the director or chief of a recognized research or educational department (Group). Space Planning & Utilization will process all requests from users upon receipt of a written proposal. Space Planning & Utilization staff will meet with the requesting individual(s) to fully define and document the need.

Requests will be categorized as renovations to existing space, requests for unspecified additional space, or requests for specific space reallocation. The need for further analysis or external discussion, involvement of Real Estate and Facilities, development of specific options to satisfy the request, identification of funding sources, etc. will be assessed and documented by the Space Planning & Utilization department.

When indicated, a request receives a full preliminary review of all affected programs, including site visits; calculation of current, previous, and projected quantitative utilization metrics; and detailed discussions with leadership. The intensity and complexity of the space review process is adjusted appropriately to that of the request. The appropriate Executive Associate Dean is routinely informed of all space requests and proposed solutions, but are asked to make specific recommendations only when conflicts cannot otherwise be resolved, or when large commitments of space or resources require their final approval.

Requests that are of limited cost and scope (typically less than 1000 NASF), well-justified, independently-funded, congruent with strategic space objectives and uncontested may be administratively reviewed and approved by the Department Chair/Unit Director and the Space Planning & Utilization Director. Advance written notification to the appropriate Executive Associate Dean of these requests and the pending recommendations allows opportunities for questions or discussion prior to final approval.

Requests that appear inadequately justified on the basis of utilization metrics, strategic priorities, previous quality review assessments, or that are of larger scope or cost (typically more than 1000 NASF), involve contested reallocations of space, require institutional funding, or signal underlying disputes between investigators and service/center chiefs, are referred by Space Planning & Utilization Director to the appropriate Executive Associate Dean and, where applicable, the Associate Dean and Director for Regional Campuses with appropriate recommendations for resolution or further analysis. The Dean’s Space Advisory Committee may be consulted as well. If necessary, recommendations of the Executive Associate Deans are subsequently forwarded to the Dean for further discussion, additional analysis, or approval.

Requests that involve creation of major new programs or institutional cores, large amounts of space (typically more than 3000 NASF), substantial institutional funding or significant expansion or change in use of research or educational space, once analyzed by Space Planning & Utilization, the appropriate Executive Associate Dean and, where applicable, the Associate Dean and Director for Regional Campuses with appropriate recommendations for resolution or further analysis. The Dean’s Space Advisory Committee may be consulted as well. If necessary, recommendations of the Executive Associate Deans are subsequently forwarded to the Dean for further discussion, additional analysis, or approval.
Appendix A – Process Flow Chart

Request from Department or Center

Complete DMFC Space Request Form or Project Information Request Form

Scope?
≤1000sf and no renovations

Yes

Limited Scope

No

Larger scope, space improvement

Does requesting Department or Center currently meet / exceed IUSM research productivity goals?

Yes

Does requesting Department or Center currently have sufficient vacant space to accommodate request?

No

No

Yes

Is request for a new recruit or program from outside IUSM?

No

DMFC review renovation scope and provide preliminary budget and schematic

Yes

Review preliminary budget and schematic with requesting Department or Center

Review and seek recommendation from EAD & Dean’s Space Advisory Committee - as needed

Yes

Review and approval from EAD of Research and/or Education

Yes

Confirm funding source with requesting Department or Center

No

Confirm funding source with IUSM CFO

Request denied

Feedback for verification

Approve space request

Approve space request and initiate project
Appendix B – Space Analysis

The Space Analysis report illustrates the **average indirect award credit distribution** amount from FYs previous three fiscal years divided by the department’s current square footage, which is shown as a dark blue bar on the left in the graph below. As a reminder, this average is based on the percentages of F&A credit entered in Kuali Coeus documents during proposal routing (or as later amended during annual award credit review).

The left side of the chart is marked in increments of square footage while the right side measures indirect dollars collected per square foot.

The department’s three-year award credit average amount divided by square foot (light blue bar on right) is compared to a benchmark figure of $140 indirect costs per square foot (solid blue line in the chart), based on half of the full indirect costs for a modular NIH R01 awarded $250K direct costs per year. In addition to this benchmark, it is also compared to the average indirect per square foot for all departments within the school (dotted blue line).
### Appendix C - Standard Space Sizes

<table>
<thead>
<tr>
<th>ID</th>
<th>Space Occupant / Function</th>
<th>Spare Type</th>
<th>Recommended ASF/Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Executive</td>
<td>P</td>
<td>400</td>
</tr>
<tr>
<td>1.1</td>
<td>President</td>
<td>P</td>
<td>320</td>
</tr>
<tr>
<td>1.2</td>
<td>Provost / Chancellor</td>
<td>P</td>
<td>240</td>
</tr>
<tr>
<td>1.3</td>
<td>Vice President</td>
<td>P</td>
<td>220</td>
</tr>
<tr>
<td>1.4</td>
<td>Associate Vice President / AVC</td>
<td>P</td>
<td>200</td>
</tr>
<tr>
<td>1.5</td>
<td>Assistant Vice President / AVC</td>
<td>P</td>
<td>160</td>
</tr>
<tr>
<td>2.0</td>
<td>ACADEMIC / CLINICAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Dean</td>
<td>P</td>
<td>220</td>
</tr>
<tr>
<td>2.2</td>
<td>Chair</td>
<td>P</td>
<td>200</td>
</tr>
<tr>
<td>2.3</td>
<td>Associate/Assistant Dean</td>
<td>P</td>
<td>160</td>
</tr>
<tr>
<td>2.4</td>
<td>Faculty, Tenure Track</td>
<td>P</td>
<td>120</td>
</tr>
<tr>
<td>2.5</td>
<td>Faculty, Associate Instructors, Fellow, Research</td>
<td>O/S</td>
<td>80-120</td>
</tr>
<tr>
<td></td>
<td>Assoc., Visiting Scholar, Emeritus (active)</td>
<td>O</td>
<td>40-80</td>
</tr>
<tr>
<td>2.6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Staff, Executive Admin. Assistant</td>
<td>O</td>
<td>80-120</td>
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<tr>
<td>2.8</td>
<td>Staff, Professional (full-time)</td>
<td>O/S</td>
<td>80</td>
</tr>
<tr>
<td>2.9</td>
<td>Staff, Professional (part-time)</td>
<td>O/S</td>
<td>80</td>
</tr>
<tr>
<td>2.10</td>
<td>Staff, Support (full-time)</td>
<td>O</td>
<td>40-80</td>
</tr>
<tr>
<td>2.11</td>
<td>Staff, Support (part-time)</td>
<td>O/S</td>
<td>40-80</td>
</tr>
<tr>
<td>2.12</td>
<td>Student, Grad Instructor / Grad Assistant</td>
<td>O/S</td>
<td>40-80</td>
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<tr>
<td>2.13</td>
<td>Staff, Student or Temporary, Hoteling</td>
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<td>20-40</td>
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<td>3.0</td>
<td>ADMINISTRATIVE</td>
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<td>Director</td>
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<td>3.2</td>
<td>Associate / Assistant Director, Manager:</td>
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<td>3.3</td>
<td>Staff, Professional (full-time)</td>
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<td>80</td>
</tr>
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<td>3.4</td>
<td>Staff, Professional (part-time)</td>
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<td>80</td>
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<td>3.5</td>
<td>Staff, Support (full-time)</td>
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<td>40-80</td>
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<td>O/S</td>
<td>40-80</td>
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<td>3.7</td>
<td>Staff, Student or Temporary, Hoteling</td>
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<td>20-40</td>
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<td>4.0</td>
<td>OFFICE SUPPORT</td>
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<td>4.1</td>
<td>Conference - Assembly</td>
<td>P</td>
<td>1000</td>
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<td>4.2</td>
<td>Conference - Large</td>
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<td>500</td>
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<tr>
<td>4.3</td>
<td>Conference - Medium</td>
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<td>300</td>
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<tr>
<td>4.4</td>
<td>Conference - Small</td>
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<td>120</td>
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<td>4.5</td>
<td>Focus Room</td>
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<td>40-80</td>
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<td>4.6</td>
<td>Workroom</td>
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<td>80-120</td>
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<td>4.7</td>
<td>Wellness</td>
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<td>120</td>
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<tr>
<td>4.8</td>
<td>Reception</td>
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<td>80-120</td>
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<td>4.9</td>
<td>Kitchenette</td>
<td>P</td>
<td>80-120</td>
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<tr>
<td>4.10</td>
<td>Recycling</td>
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<td>20</td>
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<tr>
<td>4.11</td>
<td>Vending</td>
<td>O</td>
<td>80-120</td>
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<tr>
<td>4.12</td>
<td>Informal Study</td>
<td>O</td>
<td>Varies</td>
</tr>
</tbody>
</table>

### Notes
1. Open=(O); Private=(P); Shared=(S)
2. Traditional offices will be allocated based on specific compliance criteria and/or unique factors.
3. Office support space will address needs for occasional privacy/security by providing focus rooms for private discussion and work.
4. Share spaces would allocate the ASF, as present in the matrix, within an enclosed office w/ other station of similar size.
5. For example: three 80 ASF workstations in a shared office would require one 240 ASF office
6. Space types will be collaboratively determined during the programming/pre-design phase of each project by Space Planning & Utilization, and administrators of the campus department involved in the project; these may be modified if necessary during design.
7. Workrooms can include storage, copy/print, filing, etc.
8. Projected spaces can be modified to a lesser ASF in unique circumstances or when approved by IU Administration.
RUNNING OUT OF STORAGE?

IU School of Medicine has extremely limited storage capacity for excess equipment or supplies.

Options
The following are a sampling of IU approved vendors to assist you in your quest for storage.

- **Stuart’s Moving and Storage, Inc.** - IU Vendor #46799-0
- **Public Storage** - IU Vendor #50269-0

Stuart’s Moving and Storage, Inc.
2058 Dr. Martin Luther
King Jr. St. Indianapolis, IN 46202
[http://www.stuartsmovingandstorage.com/contact-us](http://www.stuartsmovingandstorage.com/contact-us)
(317)924-0505
Open: Mon-Fri Closed: Sat-Sun

PUBLIC STORAGE
5151 Pike Plaza
Indianapolis, IN 46254
[https://www.publicstorage.com/](https://www.publicstorage.com/)
(317) 643-5421
Mon-Fri 9:30am to 6:00pm
Sat-Sun 9:30am to 5:00pm