# REQUESTING SPACE

The Space Request Form can be found online at designconstruction.mst.edu.

Please send completed form and any questions to spaceman@mst.edu.

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# MISSOURI S&T SPACE GUIDELINES

# OFFICE & CONFERENCE SPACE

**Office standards by which Design & Construction Management (DCM) - Space Planning & Management (SPM) analysis information is generated:**

| Group Description | Office Size (SF) |
|---|---|
| Faculty - Office Based | 140 - 160 |
| Faculty - Clinic or Laboratory Based | 120 - 160 |
| Other Teaching & Research Staff | 120 - 150 |
| *Graduate Teaching / Research Assistants (GTA/GRA) | 64 - 80 |
| Executive | 200 - 300 |
| Administrative | 150 - 200 |
| Professional | 125 - 135 |
| Non-Exempt Technical | 100 - 125 |
| Non-Exempt Office / Clerical | 81 - 100 |
| Non-Exempt Crafts & Trades | by need |
| Non-Exempt Service | by need |
| *Student Employees | 36 - 64 |

*Individual offices or offices with multiple student offices.*

## Conference Rooms:

| 20 people at 20-28 ASF/person | 400-560 |
|---|---|

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# CLASSROOMS & CLASS LABRATORIES

**Classrooms and Class Laboratories Space Guidelines:**

| Room Type | Number of Stations | | Net Assignable SF/Station | | |
|---|---|---|---|---|---|
| | | | Low | Mid | High |
| Seminar room - moveable tables and chairs | 0 | 20 | 20 | 28 | 31 |
| Discussion Classroom - fixed tables & chairs | 20 | 35 | 18 | 23 | 25 |
| Discussion Classroom - moveable tables & chairs | 20 | 35 | 21 | 25 | 28 |
| Discussion Classroom - fixed tablet arms | 25 | 60 | 16 | 18 | 20 |
| Discussion Classroom - moveable tables & chairs | 25 | 60 | 16 | 20 | 22 |
| Lecture Hall - fixed tablet arms | 60 | 150 | 16 | 18 | 20 |
| Lecture Hall - fixed table & moveable chairs | 60 | 150 | 22 | 24 | 26 |
| Lecture Hall - fixed tablet arms | 150 | 250 | 15 | 17 | 19 |
| Lecture Hall - fixed tablet arms | 250 | 300 | 14 | 16 | 18 |
| Lecture Hall - fixed tablet arms | 300 | 500 | 14 | 15 | 17 |
| Computer Classroom | 20 | 40 | 35 | 35 | 39 |

## Class Laboratory Support:
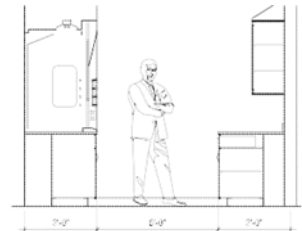Space ranges from 14% to 52% of the total class lab space depending on the discipline.

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# RESEARCH SPACE

**Research Lab Space Guidelines by station size and discipline:**

| Discipline Categories | Disciplines |
|---|---|
| **Intensive:** 300 ASF average per research station | Biological Sciences, Engineering, and Physical Sciences |
| **Moderately Intensive:** 125 ASF average per research station | Computer Science, and Psychology |
| **Non-Intensive:** research done at the working station (office setting); an additional 15 ASF average per station is needed. | Education, Communications, Language, Social Sciences, Business & Economics, Mathematics, and Statistics |

## Research module example sizes:

| Module Dimensions | Area (SF) |
|---|---|
| 30'-0" x 11'-0" | 330 |
| 30'-0" x 10'-6" | 315 |
| 30'-0" x 10'-0" | 300 |



## Research Support:
Based on a percentage of research space, generally 25%-35%.

## Animal Space:
Use published standards. Space Analysis Guidelines – *Guide for the Care and Use of Laboratory Animals.*

## Central Storage:
Based on a percentage of the space within a department/division depending on the discipline and specific program requirements.

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## Important Notes:
These space guidelines and standards are used in both renovation and new construction project designs in addition to applicable building codes and operational considerations.

This document focuses more on the generic types of space in campus. The rest of the facilities tend to have more specific requirements and because of that they were not incorporated in this document. SPM may develop other guidelines as needed during studies.