



LIBERTY UNIVERSITY

FACILITIES MANAGEMENT DIVISION

DESIGN & RENOVATIONS

SPACE ALLOCATION STANDARDS

FOR OFFICES, CONFERENCE ROOMS, & CUBICLE CONFIGURATIONS



Introduction

Liberty University Design Standards

The Liberty University Design & Construction Standards have been developed for use by our internal Design & Drafting Department, Planning & Construction, other design professionals, architects, engineers, and University administrated personnel who are involved with the renovation & construction process.

This document is not intended to be utilized as a “Master Specification”, but as a narrative to implement standardization throughout Liberty University renovation projects.

These standards apply to all projects designed by the Facilities Management Division unless specifically waived by the Senior Vice President of Facilities Management or another designated member of Liberty University Executive Leadership. Any deviations from these standards require written approval from the Senior Vice President of Facilities Management or another designated member of Liberty University Executive Leadership prior to incorporation in project design.

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A. Use, Occupancy Classification, & Occupant Loads (Refer to Figure 1.0.1)

1.1 Refer to Chapter 3 of the 2015 Virginia Construction Code & Chapter 3 of the 2015 International Building Code (IBC) for specific information regarding use and occupancy classification.

1.2 Refer to Chapter 10 of the 2015 Virginia Construction Code & Chapter 10 of the 2015 International Building Code (IBC) for specific information regarding occupant load.

Figure 1.0.1				
<u>Standard Floor Area Allowances Per Occupant</u>				
Classification	Function of Space	Examples	Occupant Load Factor	
Assembly	Exhibit Gallery and Museum	Art Gallery, Jerry Falwell Museum	30 net sqft / occupant	
	Assembly with Fixed Seats	Large Classrooms, Lecture Halls, Auditoriums	See Section 1004.4	
	Assembly without Fixed Seats	Concentrated (Chairs only – not fixed)		7 net sqft / occupant
		Standing Space Only		5 net sqft / occupant
		Un-Concentrated (Tables and Chairs)		15 net sqft / occupant
	Exercise Rooms	Weight Rooms, Workout Spaces	50 gross sqft / occupant	
	Locker Rooms			50 gross sqft / occupant
	Libraries	Reading Rooms		50 net sqft / occupant
		Stack Areas		100 gross sqft / occupant
	Skating rinks, swimming pools	LaHaye Ice Center, David's Place		50 gross sqft / occupant
Rink and Pool Decks			15 gross sqft / occupant	
Business	Business Areas	Offices, Post Offices, Print Shops	100 gross sqft / occupant	
	Educational Spaces (above K-12)	Classrooms	20 net sqft / occupant	
		Shops & Vocational Spaces	50 net sqft / occupant	
	Kitchens, Commercial	Food Preparation Spaces	200 gross sqft / occupant	
Stages	Tower Theater	15 net sqft / occupant		
Residential	Dormitories	Student Housing	50 gross sqft / occupant	
Accessory / Storage	Accessory storage areas, Mechanical & Equipment rooms	Standard storage areas, network & access control closets, mechanical rooms	300 gross sqft / occupant	
	Warehouses		500 gross sqft / occupant	
	Parking Garages		200 gross sqft / occupant	

B. Office Space Allocation: Space shall be allocated by position as follows (Refer to Figure 1.0.2)

- 1.1 Administrator: Approx.: 6'-0" x 6'-0" of cubicle or desk area within a reception or office administration space. [36 sqft]
- 1.2 Office Manager or Supervisor: Approx.: 8'-0" x 8'-0" of cubicle or desk area. [64 sqft]
- 1.3 Faculty or Manager: Approx.: 10'-0" x 10'-0" of hard wall or cubicle wall office space. [100 sqft]
- 1.4 Assistant or Associate Director: Approx.: 10'-0" x 12'-0" of hard wall office space. [120 sqft]
- 1.5 Associate Dean or Chair: Approx.: 12'-0" x 15'-0" of hard wall office space. [180 sqft]
- 1.6 Dean or Executive: Approx.: 15'-0" x 20'-0" of hard wall office space. [300 sqft]

C. Conference Room Space Allocation: Space shall be allocated for conference rooms as follows (Refer to Figure 1.0.3)

- 1.1 4 to 5 Person Conference Room: Approx.: 9'-0" x 9'-0". [81 sqft]
- 1.2 4 to 6 Person Conference Room: Approx.: 10'-0" x 10'-0". [100 sqft]
- 1.3 6 to 8 Person Conference Room: Approx.: 10'-0" x 13'-0". [130 sqft]
- 1.4 8 to 10 Person Conference Room: Approx.: 10'-6" x 14'-6". [152 sqft]
- 1.5 10 to 12 Person Conference Room: Approx.: 11'-0" x 17'-6". [192 sqft]
- 1.6 Requests for conference rooms larger than 10-12 persons will require special approval for inclusion in the project design.

D. Standard Cubicle Configurations: Space shall be allocated for cubicles as follows (Refer to Figure 1.0.4)

- 1.1 "Call Station" Style Cubicle: 3'-0"W x 3'-0"D [Approx.: 15 sqft] or 5'-0" x 3'-0"D [Approx.: 30 sqft].
- 1.2 "L-Shape" Style Cubicle: 5'-0"W x 5'-0"D [Approx.: 50 sqft].
- 1.3 "L-Shape" Style Cubicle: 6'-0"W x 6'-0"D [Approx.: 60 sqft].
- 1.4 "Office" Style Cubicle: 8'-0"W x 8'-0"D [Approx.: 90 sqft].

Figure 1.0.2
Standard Office Space Allocation(s)

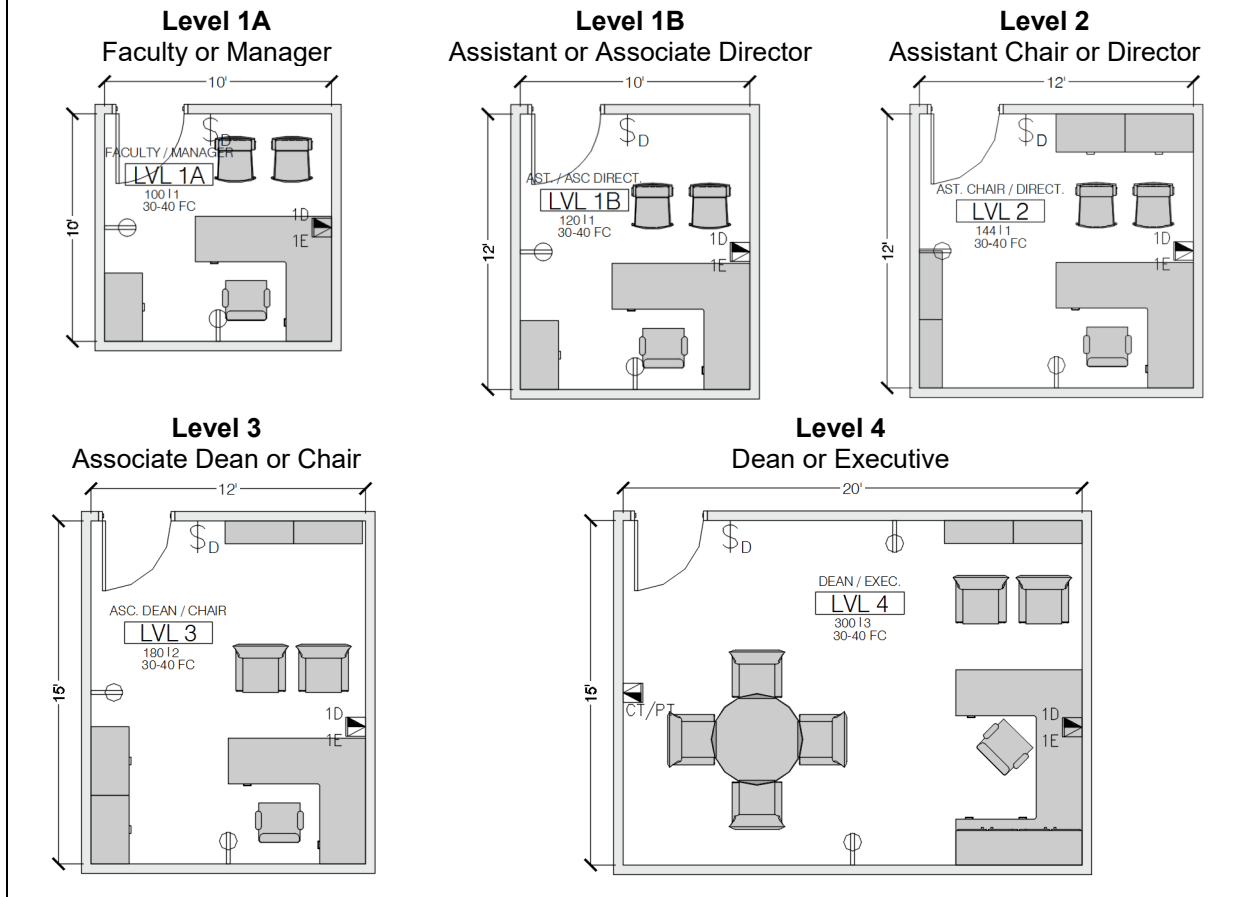


Figure 1.0.3
Standard Conference Room Space Allocation(s)

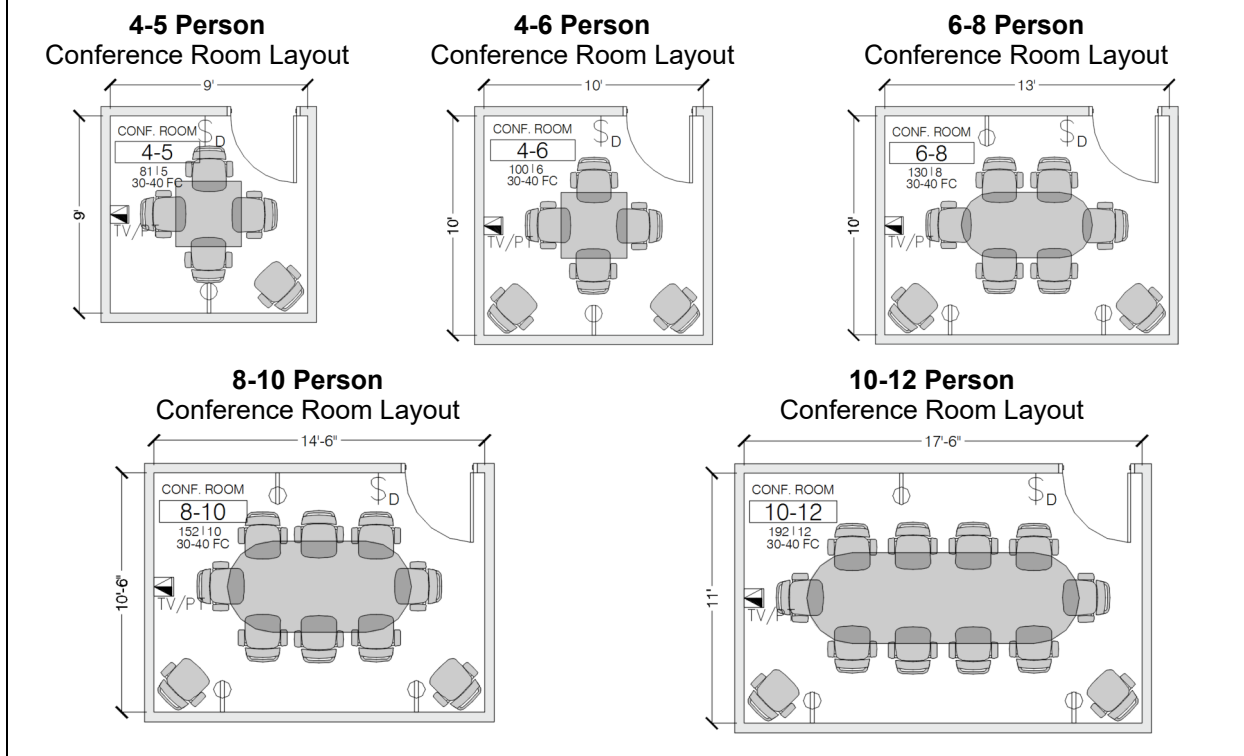
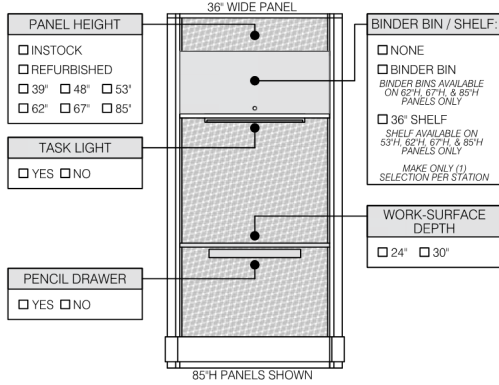
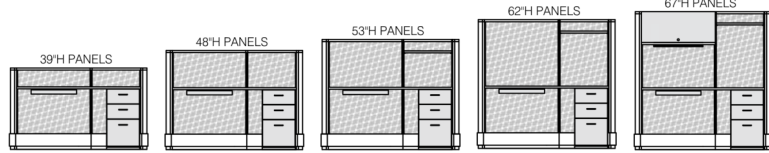
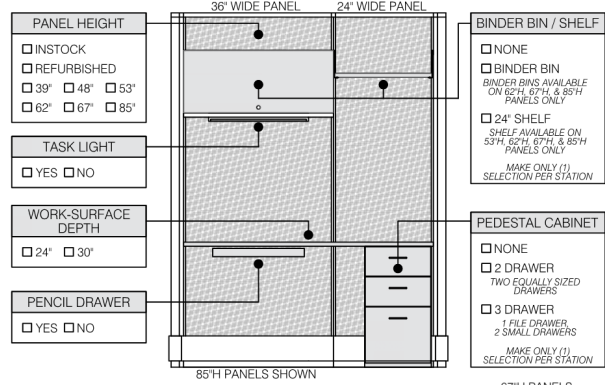


Figure 1.0.4
Standard Cubicle Configurations

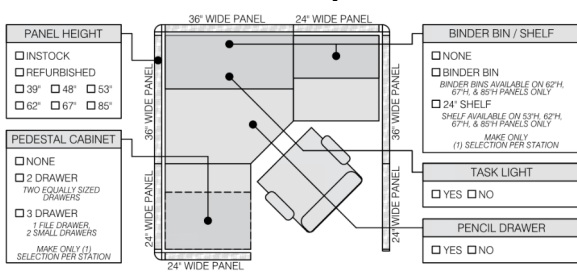
3'-0" Wide "Call Station" Style Cubicle Layout



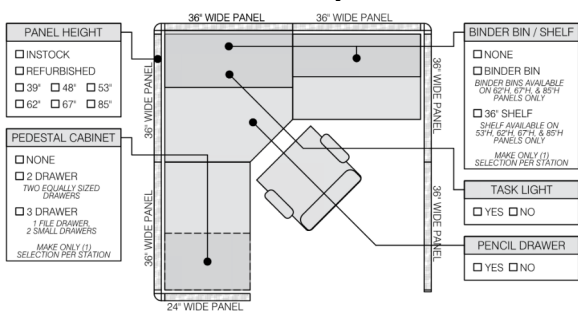
5'-0" Wide "Call Station" Style Cubicle Layout



5'-0" Wide x 5'-0" Deep "L-Shape" Style Cubicle Layout



6'-0" Wide x 6'-0" Deep "L-Shape" Style Cubicle Layout



6'-0" Wide x 6'-0" Deep "L-Shape" Style Cubicle Layout

