

## **UMDNJ Space Standards & Guidelines**

|  | NASF      | Description   |
|--|-----------|---|
| <b>OFFICE SPACE:</b>   |           |   |
| Dean/ Vice President   | 300       | Enclosed Office; executive desk and chair; credenza; (2) guest chairs; 4 p. conference table; bookcases; additional locking file space; wardrobe/storage; dry erase board |
| Associate Dean/Department Chair/ Director  | 180 - 200 | Enclosed Office; desk with conferencing surface; management chair; credenza; (3) guest chairs; bookcases; additional locking file space; dry erase board                  |
| Assistant Dean/ Assistant Department Chair   | 150 - 180 | Enclosed Office; desk with conferencing surface; management chair; credenza; (3) guest chairs; bookcases; additional locking file space; dry erase board                  |
| Executive Management/ Staff Management/ Department Administrators                    | 140 - 150 | Enclosed Office; desk with conferencing surface; management chair; credenza; (3) guest chairs; bookcases; additional locking file space; dry erase board                  |
| Full-time Faculty/ Mid-Management  | 100 - 120 | Enclosed Office; desk with conferencing surface; management chair; credenza; (2) guest chairs; bookcases; additional locking file space; dry erase board                  |
| Administrative Assistant/ Principal Clerk/ Entry Level Management/ Adjunct Professor | 64 - 80   | Open Workstation; U-shaped work surface; adjustable task chair; overhead shelving/storage; tack board; task lighting; locking files/storage; (1) guest chair              |
| Post Docs/ Lab Technicians   | 64        | Open Workstation; U-shaped work surface; adjustable task chair; overhead shelving/storage; tack board; task lighting; locking files/storage                               |
| Secretary/ Clerk/ Student Staff  | 48        | Open Workstation; U-shaped work surface; adjustable task chair; overhead shelving/storage; tack board; task lighting; locking files/storage                               |
| Temporary Space  | 24 - 30   | Open Station; worksurface; basic task chair   |
| <b>SUPPORT SPACE:</b>  |           |   |
| Conference room (up to 16 person)  | 15/p      | Enclosed room; conference table; guest chairs; storage credenza; dry erase board  |
| Conference room (16+ person)   | 20 - 25/p | guest chairs; storage credenza; media center with projection screen and dry erase board   |
| Research Bench space (wet lab)   | 500       | Enclosed room; 16 linear feet per researcher and 5 linear for fume hoods  |
| Exam/ Treatment/ Procedure Room  | 140       | Enclosed room; table; sink; cabinets; guest chair   |
| Student Study Area   | 30        | Open Station; worksurface; basic task chair   |
| Seminar Room/ Classroom  | 15 - 25/p | Enclosed room; tables; chairs; podium; projection screen  |