



# CAMPUS SPACE PLANNING GUIDELINES

## University of California, Santa Cruz

Developed by  
**Capital and Space Planning  
and Space Management**

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HUMANITIES 1



UC SANTA CRUZ

# TABLE OF CONTENTS

<b>Introduction</b> .....	<b>1</b>
Authority and Administration.....	1
<b>Definition of Terms</b> .....	<b>3</b>
Terminology.....	3
<b>Space Planning Guidelines</b> .....	<b>5</b>
Offices.....	5
Classroom Space.....	8
Conference Areas.....	9
Research, Laboratory and Studio Space.....	10
Library Space.....	10
Housing and Housing Support Space.....	11
Physical Education, Recreation and Wellness Space.....	11
Other Space.....	11
<b>References</b> .....	<b>14</b>
<b>Appendix</b> .....	<b>15</b>
<b>Revision History</b> .....	<b>16</b>

# Introduction

## Authority and Administration

The Capital and Space Planning (CaSP) department in collaboration with the Space Management team has developed a series of campus space planning guidelines to serve as an aid in planning, allocating and managing space on campus. These guidelines will assist the UCSC community (i.e. Space Control Officers, Facilities Coordinators, and Space Planners) in establishing equitable, consistent, efficient and flexible space planning parameters to ensure decisions regarding space are in support of the mission of the university. The guidelines provide a foundation for decision making about space allocations both for new construction and within existing and renovated facilities.

The Capital and Space Planning department administers these guidelines and assists the campus community in their implementation and interpretation. The guidelines continue to be updated by Capital and Space Planning, in consultation Space Management; the University Space Committee; and the UC Santa Cruz Chancellor. All requests for new, renovated and reallocated spaces forwarded to Capital and Space Planning are steered by these guidelines.

The initially published guidelines have been reviewed and approved by the University Space Committee, Campus Provost and Executive Vice Chancellor, and the UCSC Chancellor. These guidelines are effective as of July 15, 2024.

## Purpose

To ensure realistic and efficient space planning, and to promote optimization and equitable space use to support the mission of the institution.

## Background

Space on the UC Santa Cruz campus is a finite resource. Historically, UCSC has not provided comprehensive, campus-wide guidelines for the allocation of space. As such, many of the individual divisions within the university have developed their own guidelines and procedures over the years. As space on our campus continues to be constrained, and the cost of building new space continues to increase, there has been a renewed need for UCSC to develop a series of clear guidelines to ensure realistic and efficient space planning in order to optimize the limited space available. These guidelines provide clear direction for planning for new space, and serve as a basis for evaluating existing space. As a campus we will identify and remedy inefficiencies that are not aligned with the mission of the university and seek alignment with these guidelines whenever practical.

## Basis and Development of Space Planning Guidelines

The space planning guidelines outlined in this document reflect data, best practices, and approaches gathered from peer institutions across the state and country including; the University of California, Berkeley; the University of California, San Diego; the State University of New York, University at Buffalo; the University of Michigan; the University of Connecticut; the University of Texas at Austin; Stanford University; and the New Jersey Institute of Technology. These guidelines also reference standard practices for initiating, conducting, reporting, and maintaining a postsecondary institutional facilities as

outlined in the UC Facilities Inventory Guide (FIG) and the Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition.

A full list of reference documents is included at the end of this document.

### **Evolution of Space Planning Guidelines**

The guidelines presented in this document represent UCSC's approach to defining and applying space guidelines for new and existing space. The guidelines address the primary use areas on our campus, including; offices, classrooms, conference areas, research/lab/studio areas, library space, housing, and recreation. Additionally, these guidelines include spaces classified as "other" - these spaces include storage, office service, and hotel space. Guidelines for additional space types may be added in future publications.

These guidelines will continue to evolve and be further refined as they are applied over time and as practical issues, new information, and special situations arise. Capital and Space Planning will review these guidelines on an annual basis and track revisions for future reference.

The space planning guidelines were first developed in 2024 in conjunction with and are referenced by the University Space Policy (FOA-005) and will be subsequently revised as campus standards and as instruction and research needs continue to evolve.

### **Scope and Impact of Space Planning Guidelines**

UC Santa Cruz has approximately 3.8 million square feet of assignable space across approximately 550 buildings at several campus locations. This accounts for space at all UCSC locations, including but not limited to the Main Residential Campus; Coastal Science Campus; Westside Research Park; 100 Panetta; the Scotts Valley Center; the Silicon Valley Campus; the Monterey Bay Education, Science and Technology Center (MBEST); the UCO Lick Observatory; and those structures located at the UCSC-managed UC Natural Reserves.

Figure 1 of the appendix shows assignable square footage by room use.



# Definition of Terms

## Terminology

As you review the space planning guidelines, it is important to understand the terminology used frequently throughout the document. The following are UCSC's generally accepted definitions of the types of space and building areas that are relevant to the application of these guidelines. These definitions are consistent with those used in the University of California Facilities Inventory Guide (FIG) and the Postsecondary Education Facilities Inventory and Classification Manual (FICM).

### **Basic Gross Square Feet (gsf)**

The total of all areas, finished or unfinished, on all floors of an enclosed structure (this is, within the environmental controlled envelope), for all stories or areas which have floor surfaces. [Figure 1A]

### **Assignable Square Feet (asf)**

The total floor or surface areas of a room assigned to or available for assignment, including every type of space functionally unable by an occupant or user. [Figure 1B]

### **Non-assignable Square Feet (nsf)**

The total floor area or surface area of a room that is not assigned to, or available for, an occupant, but that is necessary for the general operation of a building (e.g., building services, mechanical rooms, circulation). [Figure 1C]

### **Circulation Space**

The sum of all areas on all floors of a building that are required for public physical access to some subdivision of space, whether or not physically bound by partitions.

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# Space Planning Guidelines

## Offices

### Facilities Inventory Guide (FIG) Room Use Code & Definition

#### 310 - Academic Office

A room use by faculty, department chair, deans who are equivalents to department chairpersons, other academic instructional appointees (e.g. lecturers, instructors, specialists), teaching assistants, emeriti, or postdoctoral scholars working at one or more desks, tables, work stations for their desk-based academic work.

#### 320 - Other Office (i.e., Administrative)

A room used by administrative staff, including academic administrative staff (e.g. deans, provosts, directors), to perform their desk-based administrative work.

## Introduction

The following guidelines outline the sizes, utilization targets and layouts for offices at UCSC:

- Consider a modular planning approach for new space, to preserve the flexibility of office use over time. For example, co-locating offices of a similar size and typology is critical as we plan for future needs and changes in academic and other programs.
- Consider placement of office space to enhance the user experience through ventilation, natural air flow and increased light penetration.
- Development of annual or semi-annual programs that encourage office occupants to sort and purge their office storage. Annual or semi-annual “clean ups” can help units better utilize their space and understand their actual storage needs, equipment and requirements, and support a safer and more productive work environment.
- Review of office spaces and completion of visual audits to ensure appropriate utilization as programs and unit needs continue to evolve.

## Administrative Office Utilization

The following guidelines outline utilization and planning standards for administrative offices:

- Only staff whose regular workweek entails them spending 3 or more full-days per week (or the equivalent) working on-site may be assigned individual, private workspaces.
- Any staff whose regular workweek entails them working in a hybrid arrangement, fewer than 3 full-days per week (or the equivalent) on-site (e.g., as documented in a telecommuting agreement) should be assigned shared workstations, offices, cubicles and other arrangements to accommodate their on-site working needs.
- SCOs should identify a clear business need (e.g., a hybrid staff member whose work is confidential and requires private, non-shared space) or an accommodation request (e.g., accessibility or a unique ergonomic set up) that is being provided to a staff member before an exception is made.

## **Space-per-Person Recommendation**

The following table shows the *recommended* assignable square footage for an office by position type. These guidelines are not a guarantee that an employee or affiliate of the university will be allocated a specific office type or amount of square feet, but rather defines the recommended range of assignable square feet (asf) a person in a specific role should be assigned.

Divisions and departments may choose to allocate offices within their portfolios however they see fit to support their programs, however, they are encouraged to implement these guidelines whenever possible and when changing occupants.

Divisions are encouraged to engage with Space Planning when thinking about creating or changing office layouts to ensure all future plans are in alignment with these guidelines.



Group	Occupant's Position	Space Type	ASF*
<b>Campus Executives</b>	Chancellor	Private Office	400 - 500
	Executive Vice Chancellor, Provost	Private Office	350 - 400
	Vice Chancellor, Vice Provost	Private Office	250 - 350
<b>Academic Units</b>	Dean	Private Office	250 - 300
	Associate Dean Assistant Dean	Private Office	115 - 250
	Department Chair	Private Office	115 - 140
	Faculty (tenure track)	Private Office	115 - 140
	Faculty (non-tenure track)	Private Office, Shared Office, or Cubicle	80 - 115 *
	Faculty (consulting / visiting)	Shared Office or Cubicle	64 - 80 *
	Faculty Emeritus (active)	Private Office, Shared Office, or Cubicle	64 - 100 *
	Faculty Emeritus (non-active)	Shared Office or Cubicle	36 - 48 *
	Fellow, Lecturer, Research Assoc, Visiting Scholar	Shared Office or Cubicle	64 - 80 *
	Unit Administrative Manager	Private Office	80 - 120
	Staff, Professional (full-time)	Private Office, Shared Office, or Cubicle	64 - 100 *
	Staff, Professional (part-time)	Shared Office or Cubicle	64 - 80 *
	Staff, Administrative Support (part-time)^	Shared Office or Cubicle	64 - 80 *
	Graduate Student Instructor "	Shared Office or Cubicle	36 - 64 *
	Graduate Student Research Assistant "	Shared Office or Cubicle	36 - 64 *
Temporary Staff, Student Staff	Shared Office or Cubicle	36 - 48 *	
<b>Administrative Units</b>	Associate Vice Chancellor, Associate Vice Provost, Assistant Vice Chancellor, Assistant Vice Provost	Private Office	115 - 180
	Director	Private Office	100 - 120
	Associate Director, Assistant Director	Private Office	80 - 120
	Manager	Private Office, Shared Office, or Cubicle	80 - 120 *
	Staff, Professional (full-time)	Private Office, Shared Office, or Cubicle	64 - 80 *
	Staff, Professional (part-time)^	Shared Office or Cubicle	64 - 80 *
	Staff, Administrative Support (full-time)	Shared Office or Cubicle	64 - 80 *
	Staff, Administrative Support (part-time)^	Shared Office or Cubicle	48 - 64 *
	Temporary Staff, Student Staff	Shared Office or Cubicle	36 - 48 *
* a circulation factor of not greater than 20% may be considered in shared office and cubicle configurations			
^ part-time denotes an occupant is 50% FTE or less. If the occupant is more than 50% FTE, it is recommended to follow guidelines for full-time occupants.			
" divisions have a wide latitude to assign graduate student space, but it is recommended that there guidelines are considered during planning			

## Classroom Space

### Facilities Inventory Guide (FIG) Room Use Code & Definition

#### 110 - Classroom

A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configurations of the room, and which is predominantly used for regularly or formally scheduled instructional activities such as lectures, discussions, and televised instruction.

#### Introduction

Per the UC Facilities Inventory Guide, “Classroom facilities are institution-wide resources and the need for this type of space should be evaluated for the entire campus even though these areas may fall under different levels of organizational control (i.e., general assignment versus departmental control). The use of the room, rather than ownership [referred to as allocation], is more important in determining the appropriate room use code to be assigned for instructional facilities. The term “classroom facilities” includes not only general purpose classrooms, but also lecture halls, recitations rooms, seminar rooms, and other rooms (e.g., discussion rooms) used primarily for scheduled non-laboratory instruction.”

The effective allocation of classroom space depends on a multitude of factors. Among these are:

- **Classroom Space Assignments and Utilization Analyses**  
Provision of adequate numbers and sizes of classrooms, in the appropriate locations, to serve academic needs. (i.e., *How many large or medium-sized classrooms are needed, versus smaller seminar rooms, in what buildings, and at what times do they need to be available?*)
- **Classroom Space per Station**  
Provision of correctly sized spaces per station (seat) within any given classroom. (i.e., *Are classrooms intended for 100 students in fact adequately sized to seat 100 students with the appropriate furniture? Do the available classrooms at various sizes support increasing campus enrollment, teaching and scheduling goals?*)
- **Classroom Technology Support**<sup>1</sup>  
Provision of technology. (i.e., *Is the classroom capable of supporting the teaching needs of faculty, even if it’s large enough, in the right location, available at the right times, and with the appropriate space per student station?*)
- **Flexibility of Classroom Space**  
Flexibility is a key factor in the design of classrooms. The configuration of the room and furniture layout should have the ability to be easily changed as pedagogy evolves. (i.e., a reduction in fixed seating classrooms so as not to limit evolving pedagogy.)

Planning for new and existing classroom space and allocating the appropriate spaces is a complex undertaking. The space planning guidelines included in this document primarily address the appropriate space *per station* metric. These guidelines are most useful in helping to estimate the actual size of classrooms needed as part of new construction or for consideration in renovation projects that seek to revamp and refresh existing classroom spaces. They also help to assess the efficiency of existing classroom

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<sup>1</sup> As part of planning, technology must be considered and Information Technology Services (ITS) should be consulted to ensure planned technology installations meet the campus standard and have adequate support.

space, when concerns arise about the adequacy of existing rooms to accommodate an increasing number of students and offered courses.

### **Other Applicable UCSC Room Use Codes:**

#### **130 - Seminar Room**

A room used primarily for scheduled instructional activities (e.g., typically of the small group discussion type) and which are used for classes that are not tied to a specific subject or discipline solely by virtue of the equipment in the room or the configuration of the room.

## **Conference Areas**

### **Facilities Inventory Guide (FIG) Room Use Code & Definition**

#### **340 - Conference Room**

A room serving an office complex and used primarily for staff meetings and departmental activities.

### **Introduction**

For the purpose of these guidelines, a Conference Area is defined as a meeting space planned for 25 people or less. Conference areas typically have seating around a table, space for audiovisual equipment and presentations, and space to support other conference needs (e.g., food service).

Conference areas can have a multitude of uses. Where practical, conference areas should support general use by a variety of users and should be available through a centralized reservation system. Divisions and departments with dedicated, non-public conference areas should consider how those spaces may be made available to a wider audience. Additionally, these types of spaces can serve as instruction space for break out groups or smaller class sections. Where practical, departments should make conference spaces available for instruction as both general assignment and departmental instruction space.

### **Right Sizing Conference Area Allocations**

Determining the appropriate number of conference rooms in a particular building, or within a particular division can be challenging. These guidelines serve as a framework for determining the appropriate number of conference rooms in each area. Typically, a conference room for 25 or fewer people will be approximately 16-25 asf per person. A larger asf-per-person ratio should be considered for spaces with audiovisual equipment, whiteboards, podiums, storage, or serving areas. Smaller asf-per-person ratios should be considered when the conference area has fewer features and amenities. With evolving workspace typologies due to hybrid work patterns, smaller break-out conference areas may also be useful to meet work needs, for example as hotel spaces.

In predominantly private office environments (i.e., a building/area with a majority of private, single occupancy offices and few cubicles), the guideline is:

- One conference area for every 20 building/floor occupants.\*
  - 60% of conference spaces should accommodate 8-12 people.
  - 30% of conference spaces should accommodate up to 7 people.
  - 10% of conference spaces should accommodate 20 or more people.

In predominantly open office environments (i.e., an building/area with a majority cubicles, and few single occupancy offices), the guideline is:

- One conference area for every 10 building/floor occupants.\*
  - 50% of conference spaces should accommodate 8-12 people.
  - 20% of conference spaces should accommodate 5-7 people.
  - 20% of conference space should accommodate up to 4 people (e.g., phone booth)
  - 10% of conference spaces should accommodate 20 or more people.

\* These guidelines may not be achievable in older, less conventional campus spaces or leased buildings.

## Research, Laboratory and Studio Space

### Introduction

Research, laboratory, and studio space needs and guidelines vary between divisions, departments and programs within the university. Needs inevitably vary based on the research being conducted, and specialized equipment required. There are numerous types of laboratory spaces that exist on UCSC's campus, including (but not limited to):

- Computational laboratories
- Wet laboratories
- Dry laboratories
- Studio and design-based laboratories
- Teaching laboratories
- Special large equipment and instrument laboratories and facilities

The allocation of research and laboratory space within the various divisions is typically determined by the divisional deans in collaboration with the department chairs. As we think about space planning guidelines with regard to research, laboratory and studio space we must consider:

- A modular approach to laboratory design that allows for quick modifications to space as scientific techniques and disciplines evolve.
- A flexible approach to laboratory planning that considers the co-locating of similar equipment. Open floor plan laboratories that can be occupied by several research groups provide assignment flexibility as groups expand or contract and are cost efficient due to fewer walls and sharing of supplies and equipment.
- Shared laboratory support that is critical in constraining costs, ensures space efficiency, and fostering a culture of collaboration.
- Verifying appropriate utilization of laboratory spaces, through an audit process, to ensure that spaces are being used for their designed purpose (e.g., not using a wet lab space for storage).
- Storage requirements of the faculty conducting research in the laboratory spaces, to ensure the appropriate use of space.

Laboratory space, particularly lab spaces with specialized equipment (i.e, wet labs) require a significant financial investment to construct and therefore should only be utilized for the purpose of active research. Divisions and departments are highly discouraged from utilizing lab space as offices, storage space, or any other use that is not related to active lab-based research.

### **Applicable UCSC Room Use Codes:**

210 - Research Laboratory	
211 - Research Office	(Excludes faculty member's primary office, which is more appropriately coded as 310 - Academic Office.)
250 - Scholarly Activity	
260 - Class Laboratory	(i.e., teaching laboratory)
261 - Special Class Laboratory	(i.e., discipline specific laboratory)
270 - Open Laboratory	(i.e., labs such as those for music, dance, art and film production)

### **Library Space**

Library space needs are based on the number of users, collection size and library staffing. Changing acquisition and use patterns, the changing nature of materials handled by the library and changing strategies for the management and housing of those materials may result in additional or reduced library space as determined in a collaborative planning discussion.

Additional information about Library Space planning can be provided by the University Librarian.

### **Applicable UCSC Room Use Codes:**

410 - Study Room
430 - Open Stack Study Room
440 - Stack
460 - Processing Room
470 - Tutorial / Training Room

### **Housing and Housing Support Space**

The guidelines for establishing the supply of housing and housing support space for students, faculty and staff shall be based on campus goals for the housing experience, campus academic and enrollment goals, campus financial feasibility and an appreciation of the market context within which our plan and use of housing space would be determined.

Plans for housing and housing support space shall be aligned with the goals articulated in the most recent campus Long Range Development Plan (LRDP).

Additional information about Housing and Housing Support space planning can be found in the LRDP or provided by the Division of Student Affairs and Success (DSAS) and its Colleges, Housing & Educational Services (CHES) unit.

### **Physical Education, Recreation and Wellness Space**

The guidelines for physical education and recreation space and facilities are a function of student interests, academic and student experience goals of the campus and health goals as articulated by the American College Health Association and the American Association of Health, Physical Education, and Recreation.

Physical education, recreation, and wellness facilities need to be a featured aspect of the campus long range planning efforts. With respect to intercollegiate athletics, in particular, planning and allocation of available space and facilities is a function of the size of the student population, the number of student-athletes participating, the number of sports programs offered and a consideration of the level at which the institution competes.

Additional information about Recreation Space planning can be provided by Athletics and Recreation.

## Other Space

### Introduction

There are several other types of spaces that present challenges in campus space planning. Among them are storage space, office service, and hotel office space. This document does not outline a developed square footage guideline for such spaces, however, the following are observations and recommendations for how to consider these spaces as part of a holistic space planning process.

### Storage

Storage on campus is particularly limited, and therefore it is incumbent upon the university and all divisions to manage space as a critical asset. Space is highly valuable and must be maximally and appropriately utilized to ensure that the fundamental activities of the university (instruction and research) have the adequate space to support the mission.

The following guidelines articulate the sizes, utilization guidelines, and assignments for the various types of storage space at UCSC:

- Administrative storage, general departmental storage.
- Storage that supports education and student clubs and activities.
- Equipment storage, storage that supports research and grants, secure storage, IT and other equipment storage.
- Does not include: chemical storage<sup>2</sup> and hazardous materials storage, data storage.

For day-to-day storage of routine materials on campus, the following guidelines have been developed:

- Divisions should strive to contain their storage inventory to no more than 3% of their overall space portfolio. If storage exceeds this percentage, an audit should be conducted to identify solutions and alternatives.
- Divisions are highly encouraged to regularly (i.e, annually) conduct internal space audits of their storage inventory to ensure that their holders support their current administrative, educational, and research needs. Whenever possible units should regularly surplus or dispose of items that no longer support their needs.

All campus space, including storage space may be subject to a regular campus-wide assessment.

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<sup>2</sup> Chemical storage is governed by specific UC Policy, information about which can be found at <https://www.ucop.edu/safety-and-loss-prevention/environmental/program-resources/chemical-management-safety/chemical-management-safety.html>



## Office Service

Office service spaces (e.g., printer alcoves, office supply cabinets, file storage rooms) are generally more effective when they are centrally located and can be utilized by multiple workgroups. Individual office service spaces for small units should be discouraged and are often underutilized spaces.

Shared office service spaces support efficiencies in space utilization, cost savings, and sustainability. Units are encouraged to identify office service spaces that are underutilized and repurpose or release them for a reallocation. Additionally, to support sustainability initiatives divisions and departments should consider moving toward a paperless environment with less need for printed, filed storage.

## Hoteling Space

Hoteling spaces are becoming more popular at universities across the country, UCSC is no exception. Residential campus space continues to be squeezed by new and growing academic programs and the growth of student-facing units. As the campus considers shifting administrative units to alternative campus locations, hoteling space will play a pivotal role in ensuring students, faculty and staff have the work spaces necessary to support the mission of the university.

We must consider that hoteling spaces should:

- be centrally controlled and reservable, whenever possible
- not be assigned to any one particular division or department, unless there is a clear business need for dedicated hoteling space (i.e., confidential work that cannot happen in a typical hotel office).
- be centrally located, easy to find, and accessible<sup>3</sup>.
- be outfitted with flexible, highly adjustable furniture to accommodate a wide array of users.
- include 'plug and play' technology (e.g., docking station and monitors) to allow a user to quickly set up, use the space, and vacate without the need for complicated assembly and disassembly of equipment.
- have posted etiquette outlining user expectations and other important information, such as how to report an issue with the space.

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<sup>3</sup> All new construction and major renovations must comply with all applicable building codes, including those related to the Americans with Disabilities Act (ADA).

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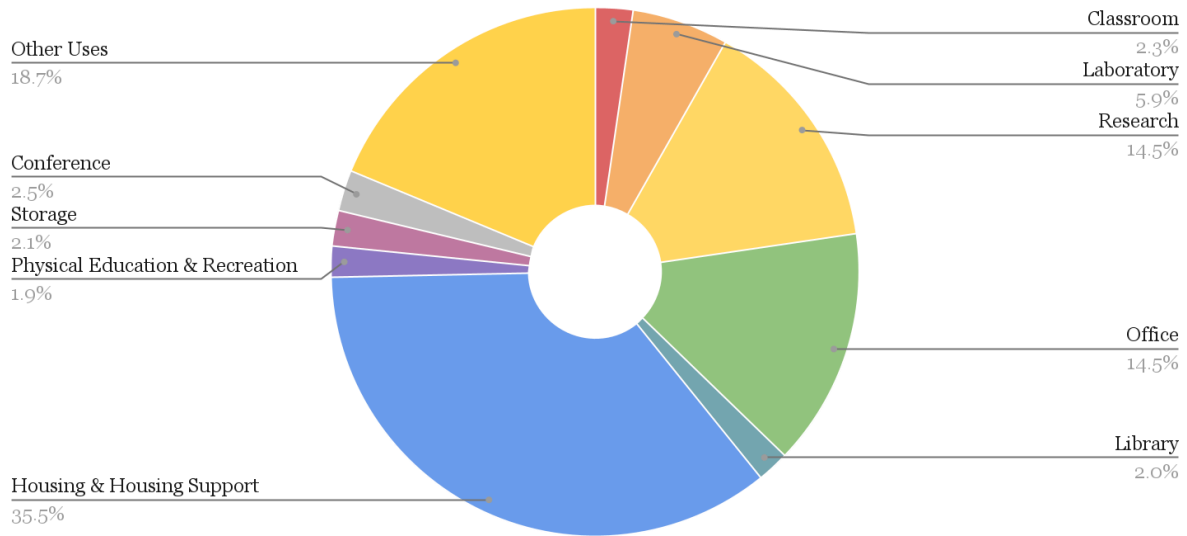
**Postsecondary Education Facilities Inventory and Classification Manual (FICM)**  
<https://nces.ed.gov/pubs2006/ficm/>

**Space Management Policy (FOA-005)**  
<https://policy.ucsc.edu/campuswide-policies/>

# Appendix

**Figure 1: Approximate Allocation of Total ASF by Room Use (2023)**

**Approximate Allocation of Total Assignable Square Feet (ASF) by Room Use**



Room Use	Percentage of Total Assignable Square Feet (ASF)	ASF
Classroom	2.3%	88,169
Laboratory	5.9%	223,715
Research	14.5%	550,900
Office	14.5%	551,472
Library	2.0%	75,731
Housing & Housing Support	35.5%	1,348,447
Physical Education & Recreation	1.9%	72,439
Storage	2.1%	81,410
Conference	2.5%	96,046
Other Uses	18.7%	712,187

# Revision History

Revision #	Date:	Author:
	Summary:	