

# George Mason University



## **SPACE NEEDS ANALYSIS AT THE COLLEGE LEVEL FOR THE FAIRFAX CAMPUS**

*June 2009*

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# GEORGE MASON UNIVERSITY

## SPACE NEEDS ANALYSIS AT THE COLLEGE LEVEL for the FAIRFAX CAMPUS

*JUNE 2009*

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# **GEORGE MASON UNIVERSITY**

## **SPACE NEEDS ANALYSIS AT THE COLLEGE LEVEL FOR THE FAIRFAX CAMPUS**

*June 2009*

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### **1.0 EXECUTIVE SUMMARY**

Paulien & Associates, Inc., of Denver, Colorado, was contracted to provide George Mason University with a Comprehensive Master Space Plan for the University. The final phase of the Comprehensive Master Space Plan includes Space Needs Analyses for the Fairfax and Prince William Campuses. The purpose of the Space Needs Analysis at the College Level is to document the space requirements of the academic colleges and schools as well as the administrative units at George Mason University.

The study was intended to analyze the space needs providing a baseline of where each college, school, or major administrative unit stands in relationship to State Council of Higher Education for Virginia (SCHEV) guidelines or other recognized space guidelines at current and proposed enrollment, faculty, and staff levels. The Space Needs Analysis included a determination of existing facility utilization and a quantitative evaluation of built space on the George Mason University Fairfax Campus in comparison with recognized space standards.

### **1.1 INTRODUCTION**

The Fairfax Campus is the original and largest of the distributed campuses at George Mason University, located on 677 acres within the City of Fairfax. The Fairfax Campus with its Johnson Center, Performing Arts Building, and Patriot Center is an active, vibrant campus. It is the home for the University's student life, athletics, and residential programs.

An identification of space needs was made in relation to existing facilities at the base year Fall 2007 enrollment of 23,150 students and for the future year enrollment of 28,297 students. The consultant applied space standards to course and staff data provided by the campus to establish guideline space needs. The results of this analysis are described in the body of this report along with an explanation of the space guidelines applied.

The purpose of this study was to accomplish the following:

- Identify and define existing and future space needs on the Fairfax Campus.
- Provide base data for the University to allocate space and to reallocate space, as needed, in the buildings on campus.
- Outline the impact of future capital projects.

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## 1.2 PLANNING PROCESS AND ASSUMPTIONS

The Fairfax Campus serves a large population of undergraduate and graduate students. The Campus offers diverse academic programs as well as opportunities for students' extracurricular experiences.

The analysis was performed using a facilities inventory that included the buildings that currently exist on the Fairfax Campus. The Fairfax Campus facility inventory was assembled by the institution and forwarded to the consultant.

The consultant was provided with a course file which included the courses offered on the Fairfax Campus in the Fall 2007 term with the enrollment for each course. The consultant was also given a staffing file for the entire University which included faculty and staff identified by job title and unit assignment. Additional data was received which identified the staff by campus location so that the staff that require office and research space on the Fairfax Campus could be identified and separated in the overall University staff file.

Projections of enrollment, faculty, and staff growth were provided to the consultant by the Provost's Enrollment Planning Office. The target year 2017 Space Needs findings incorporated the projected increases in student enrollment, faculty, and staff. The Fairfax Campus enrollment has been growing at a rate of 1½ to 2 percent per year. It is anticipated that growth is likely to continue at this rate. Calculations for target year space needs assumed that the headcount enrollment would increase from 23,150 students to 28,297 students in the future year, a 22% increase in students. This corresponds to growth from 18,869 full-time equivalent (FTE) students to 22,468 FTE students. The 22% increase was used for future year enrollment projections. Enrollment projections provided for this analysis can be found in Appendix A. Faculty and staff growth was provided to the consultant by academic unit and ranged from 15% to 25% increase. It should be noted that faculty and staff projections were made using a reasonable percentage of growth. Growth in faculty and staff was not calculated individually or by department.

A separate Classroom and Teaching Laboratory Utilization Analysis report was prepared by the consultant in November 2006 prior to this Space Needs Analysis at the College Level for the Fairfax Campus. The results of the Classroom and Teaching Laboratory Utilization Analysis report were used to provide factors used in calculating the space needed for classrooms on the Fairfax Campus.

## 1.3 KEY FINDINGS

The Space Needs Analysis included a quantitative evaluation of built space on the Fairfax Campus of George Mason University campus in comparison with SCHEV guidelines or other recognized space standards.

The Campuswide Space Needs Analysis identified space needed on campus at current and projected enrollment, faculty, and staff levels and compared the calculated space needs to existing facilities. An explanation of the guidelines applied can be found in Section 4.0 of this report.

Application of normative guidelines for the campus identified an overall space deficit of 532,000 assignable square feet (ASF) at the base year Fall 2007. This deficit is 42% of the existing space on campus. At the target year the deficit increased to 990,000 ASF. The following table outlines the findings.

## Fairfax Campus

SPACE CATEGORY	Existing ASF	Fall 2007 <i>Student HC = 23,150 Staffing FTE = 3,148</i>			Target Yr 2017 <i>Student HC = 28,297 Staffing FTE = 3,815</i>		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Classroom & Service	126,865	181,732	(54,867)	(43%)	216,741	(89,876)	(71%)
Teaching Laboratories & Service	78,054	151,363	(73,309)	(94%)	189,336	(111,282)	(143%)
Open Laboratories & Service	32,276	37,739	(5,463)	(17%)	44,939	(12,663)	(39%)
Research Laboratories & Service	128,410	226,103	(97,693)	(76%)	398,807	(270,397)	(211%)
Academic Offices & Service	255,638	350,361	(94,723)	(37%)	414,976	(159,338)	(62%)
Other Academic Department Space	7,094	24,808	(17,714)	(250%)	28,408	(21,314)	(300%)
<i>Academic Space Subtotal</i>	<b>628,337</b>	<b>972,106</b>	<b>(343,769)</b>	<b>(55%)</b>	<b>1,293,207</b>	<b>(664,870)</b>	<b>(106%)</b>
<b>Academic Support Space</b>							
Administrative Offices & Service	186,743	181,074	5,669	3%	203,487	(16,744)	(9%)
Library	164,623	218,094	(53,471)	(32%)	249,361	(84,738)	(51%)
Assembly & Exhibit	54,819	110,664	(55,845)	(102%)	132,259	(77,440)	(141%)
Physical Plant	37,480	103,778	(66,298)	(177%)	123,575	(86,095)	(230%)
Other Administrative Department Space	34,143	37,739	(3,596)	(11%)	44,938	(10,795)	(32%)
<i>Academic Support Space Subtotal</i>	<b>477,808</b>	<b>651,349</b>	<b>(173,541)</b>	<b>(36%)</b>	<b>753,620</b>	<b>(275,812)</b>	<b>(58%)</b>
<b>Auxiliary Space</b>							
Student Union	162,235	169,822	(7,587)	(5%)	202,213	(39,978)	(25%)
Health Care Facilities	1,996	9,435	(7,439)	(373%)	11,234	(9,238)	(463%)
<i>Auxiliary Space Subtotal</i>	<b>164,231</b>	<b>179,257</b>	<b>(15,026)</b>	<b>(9%)</b>	<b>213,447</b>	<b>(49,216)</b>	<b>(30%)</b>
<b>CAMPUS TOTAL</b>	<b>1,270,376</b>	<b>1,802,712</b>	<b>(532,336)</b>	<b>(42%)</b>	<b>2,260,274</b>	<b>(989,898)</b>	<b>(78%)</b>
<i>Athletics</i>	306,619						
<i>Residence Life</i>	915,483						
<i>Parking Garages</i>	607,043						
<i>Affiliates</i>	4,791						

ASF = Assignable Square Feet

The target year 2017 analysis includes changes anticipated in enrollment, faculty, and staff numbers.

The space analysis classified existing space categories on campus into three areas: Academic Space that includes Classrooms, Teaching Laboratories, Open Laboratories, Research Laboratories, and Academic Offices; Academic Support Space that includes Administrative Offices, Library, Assembly and Exhibit, Other Administrative Department Space, and Physical Plant Space; and Auxiliary Space that includes Student Union and Student Health Facilities Space. The consultant met with each of the academic colleges and schools and the major administrative units to review their unique space needs.



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### *1.3.1 ACADEMIC SPACE*

Analysis of Classroom, Teaching Laboratories, Open Laboratories, and Research Laboratories as well as Academic Office and Other Academic Department Space showed an overall space deficit of 344,000 ASF of Academic Space or 55% over existing Academic Space at current enrollments.

Classroom and Classroom Service space showed a 55,000 ASF deficit of space at the base year. This is 43% of the base year Classroom and Classroom Service space. Teaching Laboratories showed a deficit of 73,000 ASF or 94% at the base year. Open Laboratories showed a deficit of 5,500 ASF at the base year. Research Laboratories showed a 98,000 ASF deficit at the base year. The deficit in Academic Office and Service space shown is nearly 95,000 ASF or 37% of base year Academic Office and Service space.

At the target year, Academic Space showed a space deficit of 665,000 ASF. The deficits were 90,000 ASF for Classrooms; 111,000 ASF for Teaching Laboratories; 13,000 ASF in Open Laboratories; 270,000 ASF in Research laboratories, and 159,000 ASF in Academic Office space.

### *1.3.2 ACADEMIC SUPPORT SPACE*

The Academic Support Space classification includes Administrative Offices, Library, Assembly and Exhibit, Physical Plant, and Other Administrative Department Space. Application of normative guidelines in the Academic Support Space category at the base year showed a deficit of 174,000 ASF or 36% of existing space. Guideline application resulted in a deficit of 276,000 ASF at the target year.

The Administrative Offices and Service category showed a 3% or 5,700 ASF surplus when guideline space was compared to existing space at the base year. At the target year the Administrative Offices showed a deficit. The Library category showed a deficit of 53,000 ASF at the base year which increased to 85,000 ASF at the target year. Assembly and Exhibit Space showed a deficit of 56,000 ASF at the base year. At the target year, Assembly & Exhibit space deficit increased to 77,000 ASF. Physical Plant Space showed a 66,000 ASF deficit of space at the base year. The target year findings showed Physical Plant with a deficit of 86,000 ASF.

### *1.3.3 AUXILIARY SPACE*

At the base year Auxiliary Space showed 15,000 ASF deficit or 9% of existing space. This space classification showed a 49,000 ASF deficit of space at the target year. Student Union space showed a deficit of 7,600 ASF at the base year and 40,000 ASF at the target year. Student Health Facilities showed a deficit of 7,400 ASF at the base year and a deficit of 9,200 ASF at the target year.

## **1.4 FUTURE CAPITAL PROJECTS**

The Space Needs Analysis for the Fairfax Campus at George Mason University is intended to identify and define existing and future space needs to aid the University in planning for space on the Fairfax Campus.

In addition to the buildings that currently exist on the Fairfax Campus, several new buildings are in planning, design, or construction. The consultant was provided with information on projected space to be constructed or leased in new buildings and selected buildings that will be demolished or leases that will be vacated at the target year. Planned and new buildings that have been discussed with the consultant include Academic V; Academic VI; Academic VII; Expansion of the

Performing Arts and Fine Arts Buildings; Administration Building; Swing Space/Data Center; New Public Safety Building; Physical Education Building Renovation and Addition; renovation of Finley; and additions to Student Union Building I; renovation and reallocation of Student Union Building II; Facilities Maintenance Building Addition; Skyline Fitness Center; Southside Dining; renovation and addition to Science and Technology II, Krasnow, and Fenwick Library; and the lease of 3807 University Drive. Of these buildings, the Academic V, Academic VI, Administration Building, Facilities Maintenance Building Addition, Fenwick Library Addition, Krasnow Addition, Performing Arts Addition, Physical Education Building Renovation and Addition, New Public Safety Building, Student Union I Addition, Science and Technology II addition and renovation, Skyline Fitness Center, Southside Dining, the Swing Space/Data Center, and lease of 3807 University Drive have been funded, approved, and programmed and are outlined in the table below.

*George Mason University*  
*Fairfax Campus*  
**Future Capital Projects\* and Leased Buildings**

Building Name	Programmed ASF
Academic V	35,623
Academic VI Research II	103,141
Administration Building	75,600
Facilities Maintenance Building Addition	6,400
Fenwick Library Addition	74,000
Krasnow Addition	10,060
Performing Arts Addition	15,610
Physical Education Building Addition	36,500
Public Safety - New	8,728
Science & Technology II Addition	28,000
Skyline Fitness Center	14,366
Southside Dining	23,722
Student Union I Addition	43,000
Swing Space/Surge/Data Center	32,189
3807 University Drive	2,045
	508,984

\* Includes projects that are approved, funded, and programmed.  
*Projects that lack approval, funding, or a defined program are not included.*

In addition to the new and planned future buildings on campus, some buildings will be removed from the campus inventory at the target year because they will be demolished or no longer leased by the campus. These buildings include the Biology Greenhouse, Commerce I, Commerce II, Patriot Square, and University Park at 4260 Chain Bridge Road.

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## 2.0 CAMPUSWIDE SUMMARY OF FINDINGS

Paulien & Associates applied recognized standards as appropriate to the Fairfax Campus at George Mason University to determine at a college level the potential space needs by space type, broken down into Academic Space, Academic Support Space, and Auxiliary Space categories. The consultant has placed the explanation of the guidelines applied in Section 4.0 for ease of reading this document. The reader may wish to refer to Section 4.0 while reading Sections 2.0 and 3.0 or may wish to read Section 4.0 first.

The target year 2017 Space Needs findings incorporated the projected increase in student enrollment. Calculations for target year space needs assumed that the headcount enrollment would increase from 23,150 students to 28,297 students in the future year, a 22% increase in students. This corresponds to growth from 18,869 full-time equivalent (FTE) students to 22,468 FTE students.

Projections of enrollment, faculty, and staff growth were provided to the consultant by the Provost's Enrollment Planning Office. The projections for faculty and staff were included in the calculation of future space needs.

The space needs analysis found the Fairfax Campus of George Mason University to have an overall space deficit of 532,000 ASF at the base year when comparing guidelines to actual space. When assumptions of growth in enrollment and faculty and staff levels were included, the space needs analysis shows the Fairfax Campus with a space deficit of 990,000 ASF at the target year.

While the overall deficit of space is campuswide, individual surpluses or deficits by space type can be reviewed as separate elements. All space in this analysis is projected in assignable square footage (ASF) which is defined as the usable space contained within classrooms, laboratories, offices, etc. It does not include circulation and building service space, nor does it include the thickness of walls.

The Fairfax Campus of George Mason University operates with less space in certain categories than normative guidelines would recommend. The space categories with the greatest space need at the base year Fall 2007 include:

- Research Laboratories
- Academic Offices and Service
- Teaching Laboratories

The space categories with the greatest space need at the target year 2017 include:

- Research Laboratories
- Academic Offices and Service
- Teaching Laboratories
- Classrooms

The base year and target year outcomes, compared existing space to guideline generated space needs, and are contained in the campuswide space needs analysis summary table that follows.

## Fairfax Campus

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<i>Affiliates</i>	<i>4,791</i>						

ASF = Assignable Square Feet

### 3.0 SUMMARY OF FINDINGS BY COLLEGE, SCHOOL, OR ADMINISTRATIVE UNIT

In addition to showing the findings by type of space, the space needs guidelines were applied and results of the space needs analysis were summarized by college, school, or major administrative unit. The consultant held on-campus meetings with representatives of the academic colleges and schools in order to incorporate unique needs of these units. Meetings were also held with major administrative units.

The following table outlines the findings by college, school, or major administrative unit.

#### Space Needs Analysis by College/School or Major Unit

COLLEGE/UNIT	Existing ASF	Fall 2007 <i>Student HC = 23,150 Staffing FTE = 3,148</i>			Target Yr 2017 <i>Student HC = 28,297 Staffing FTE = 3,815</i>		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic</b>							
College of Education & Human Development	37,182	46,990	(9,808)	(26%)	56,810	(19,628)	(53%)
College of Health & Human Services	22,045	42,094	(20,049)	(91%)	100,574	(78,529)	(356%)
College of Humanities & Social Sciences	119,876	166,003	(46,127)	(38%)	211,169	(91,293)	(76%)
College of Science	103,881	245,558	(141,677)	(136%)	344,580	(240,699)	(232%)
College of Visual & Performing Arts	117,579	205,972	(88,393)	(75%)	247,411	(129,832)	(110%)
Institute for Conflict Analysis & Resolution	497	1,814	(1,317)	(265%)	2,377	(1,880)	(378%)
Krasnow Institute	22,314	10,419	11,895	53%	14,728	7,586	34%
Office of Continuing & Professional Education	1,057	1,850	(793)	(75%)	2,005	(948)	(90%)
School of Management	29,601	34,770	(5,169)	(17%)	40,744	(11,143)	(38%)
School of Public Policy	15,639	4,215	11,424	73%	0	15,639	100%
Volgenau Sch of Info Tech & Engineering	67,163	110,563	(43,400)	(65%)	153,461	(86,298)	(128%)
Classroom & Service	126,865	181,732	(54,867)	(43%)	216,741	(89,876)	(71%)
<i>Academic Subtotal</i>	<i>663,699</i>	<i>1,051,980</i>	<i>(388,281)</i>	<i>(59%)</i>	<i>1,390,600</i>	<i>(726,901)</i>	<i>(110%)</i>
<b>Administrative</b>							
Academic Administration	30,691	34,704	(4,013)	(13%)	40,506	(9,815)	(32%)
Enrollment Services	31,267	34,958	(3,691)	(12%)	37,961	(6,694)	(21%)
Executive Administration	9,431	11,049	(1,618)	(17%)	11,433	(2,002)	(21%)
Facilities	29,397	80,579	(51,182)	(174%)	95,641	(66,244)	(225%)
Finance & Administration/Auxiliary Enterprises	167,557	170,515	(2,958)	(2%)	182,175	(14,618)	(9%)
Finance & Administration/Operations	56,124	64,669	(8,545)	(15%)	75,851	(19,727)	(35%)
Information Technology Unit	60,961	64,829	(3,868)	(6%)	76,909	(15,948)	(26%)
Library	164,623	218,094	(53,471)	(32%)	249,361	(84,738)	(51%)
University Development	9,580	10,065	(485)	(5%)	11,744	(2,164)	(23%)
University Life	34,354	49,766	(15,412)	(45%)	75,657	(41,303)	(120%)
University Relations	12,692	11,504	1,188	9%	12,436	256	2%
<i>Administrative Subtotal</i>	<i>606,677</i>	<i>750,732</i>	<i>(144,055)</i>	<i>(24%)</i>	<i>869,674</i>	<i>(262,997)</i>	<i>(43%)</i>
<b>TOTAL</b>	<b>1,270,376</b>	<b>1,802,712</b>	<b>(532,336)</b>	<b>(42%)</b>	<b>2,260,274</b>	<b>(989,898)</b>	<b>(78%)</b>
<i>Residence Life</i>	<i>915,483</i>						
<i>Parking Garages</i>	<i>607,043</i>						
<i>Affiliates</i>	<i>4,791</i>						
<i>Athletics</i>	<i>306,619</i>						

ASF = Assignable Square Feet

After the campus has constructed the planned new facilities, and after renovations and reallocation of space have been implemented, the space on campus at the future year will be adjusted. Because allocation of new space and renovation and changes in vacated and reallocated space is very complex, and scenarios for reallocation and renovation change over time, there are many ways to allocate the space vacated and renovated when new buildings are constructed. The space needs analysis table above does not include planned new space nor does it allocate the planned future buildings or reallocate space by school or college. One scenario, provided to the consultant by Campus Planning, is shown in the table below. It represents the best current thinking on the allocation of new space and the renovation and reallocation of vacated space on a college or school level. The planned new buildings and renovations on campus will reduce the future year space deficit from 990,000 ASF to 593,000 ASF.

**FAIRFAX CAMPUS**

**Space Needs Analysis by College/School or Major Unit**

COLLEGE/UNIT	Fall 2007 <i>Student HC = 23,150 Staffing FTE = 3,148</i>				Target Yr 2017 <i>Student HC = 28,297 Staffing FTE = 3,815</i>			
	Existing ASF	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Proposed ASF Allocation	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic</b>								
College of Education and Human Development	37,182	46,990	(9,808)	(26%)	63,053	56,810	6,243	10%
College of Health and Human Services	22,045	42,094	(20,049)	(91%)	36,027	100,574	(64,547)	(179%)
College of Humanities and Social Sciences	119,876	166,003	(46,127)	(38%)	130,540	211,169	(80,629)	(62%)
College of Science	103,881	245,558	(141,677)	(136%)	181,865	344,580	(162,715)	(89%)
College of Visual and Performing Arts	117,579	205,972	(88,393)	(75%)	157,310	247,411	(90,101)	(57%)
Institute for Conflict Analysis and Resolution	497	1,814	(1,317)	(265%)	1,160	2,377	(1,217)	(105%)
Krasnow Institute	22,314	10,419	11,895	53%	32,374	14,728	17,646	55%
Office of Continuing and Professional Education	1,057	1,850	(793)	(75%)	2,057	2,005	52	3%
School of Management	29,601	34,770	(5,169)	(17%)	32,736	40,744	(8,008)	(24%)
School of Public Policy	15,639	4,215	11,424	73%	4,159	0	4,159	100%
Volgenau School of Info Tech and Engineering	67,163	110,563	(43,400)	(65%)	103,144	153,461	(50,317)	(49%)
Classroom & Service	126,865	181,732	(54,867)	(43%)	142,425	216,741	(74,316)	(52%)
<i>Academic Subtotal</i>	<i>663,699</i>	<i>1,051,980</i>	<i>(388,281)</i>	<i>(59%)</i>	<i>886,850</i>	<i>1,390,600</i>	<i>(503,750)</i>	<i>(57%)</i>
<b>Administrative</b>								
Academic Administration	30,691	34,704	(4,013)	(13%)	38,654	40,506	(1,852)	(5%)
Enrollment Services	31,267	34,958	(3,691)	(12%)	38,980	37,961	1,019	3%
Executive Administration	9,431	11,049	(1,618)	(17%)	16,789	11,433	5,356	32%
Facilities	29,397	80,579	(51,182)	(174%)	37,256	95,641	(58,385)	(157%)
Finance & Administration/Auxiliary Enterprises	167,557	170,515	(2,958)	(2%)	157,091	182,175	(25,084)	(16%)
Finance & Administration/Operations	56,124	64,669	(8,545)	(15%)	72,045	75,851	(3,806)	(5%)
Information Technology Unit	60,961	64,829	(3,868)	(6%)	70,192	76,909	(6,717)	(10%)
Library	164,623	218,094	(53,471)	(32%)	238,623	249,361	(10,738)	(4%)
University Development	9,580	10,065	(485)	(5%)	14,507	11,744	2,763	19%
University Life	34,354	49,766	(15,412)	(45%)	78,336	75,657	2,679	3%
University Relations	12,692	11,504	1,188	9%	17,958	12,436	5,522	31%
<i>Administrative Subtotal</i>	<i>606,677</i>	<i>750,732</i>	<i>(144,055)</i>	<i>(24%)</i>	<i>780,431</i>	<i>869,674</i>	<i>(89,243)</i>	<i>(11%)</i>
<b>TOTAL</b>	<b>1,270,376</b>	<b>1,802,712</b>	<b>(532,336)</b>	<b>(42%)</b>	<b>1,667,281</b>	<b>2,260,274</b>	<b>(592,993)</b>	<b>(36%)</b>
<i>Residence Life</i>	<i>915,483</i>				<i>939,205</i>			
<i>Parking Garages</i>	<i>607,043</i>				<i>1,542,651</i>			
<i>Affiliates</i>	<i>4,791</i>				<i>4,138</i>			
<i>Athletics</i>	<i>306,619</i>				<i>355,922</i>			

ASF = Assignable Square Feet

The space needs analysis summary tables in the previous section showed surpluses and deficits by various functional space categories on a campuswide basis. The application and review of the guidelines in relation to existing space at the unit level will show the various surpluses and deficits that may exist that are not obvious on a campuswide study. The remainder of this section will concentrate on describing the space needs on an individual school, college, or administrative unit basis for the base and target year assumptions.

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### **3.1 CLASSROOM & SERVICE SPACE**

Each of the summary tables for the academic colleges and schools show a space total without classroom space. Since classrooms on campus are assigned centrally, and courses are not necessarily scheduled in classrooms that are assigned to the college or school, the normative guidelines generated by the courses do not match the existing ASF of classroom space on a college or school level. Therefore, classroom space quantities and configurations are best viewed on a campuswide basis rather than at the college or school level.

Classroom & Service space showed a 55,000 ASF deficit of space at the base year. This is 43% of the base year Classroom & Service space. At the target year, the Classroom & Service category showed a space deficit of 90,000 ASF.

### 3.2 COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

The College of Education & Human Development offers programs on all of the George Mason University campuses. The College's main presence is on the Fairfax Campus. The other campuses provide the College program locations where courses can be offered near the teachers and schools in the communities.

#### Fairfax Campus

##### *College of Education & Human Development*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	6,041	2,246	3,795	63%	2,541	3,500	58%
Open Laboratories & Service	609	714	(105)	(17%)	725	(116)	(19%)
Research Laboratories & Service	5,134	6,710	(1,576)	(31%)	10,735	(5,601)	(109%)
Academic Offices & Service	25,289	37,156	(11,867)	(47%)	42,590	(17,301)	(68%)
Other Academic Department Space	109	164	(55)	(50%)	219	(110)	(101%)
<b>TOTAL</b>	<b>37,182</b>	<b>46,990</b>	<b>(9,808)</b>	<b>(26%)</b>	<b>56,810</b>	<b>(19,628)</b>	<b>(53%)</b>

ASF = Assignable Square Feet

The College has 37,000 ASF of space assigned to it on the Fairfax Campus. For the base year 2007, the space assigned to the College is in Commerce I and II, Robinson, Krug, Thompson, and West Halls as well as leased space at University Park on Chain Bridge Road. In the near future the College anticipates vacating Robinson, as well as the leased spaces, and moving to Thompson and Finley after those buildings are renovated.

The College of Education & Human Development had a master plan written that programmed space needs for the Fairfax Campus. That master plan indicated the College needs 93,355 ASF.

Results of the space needs analysis show the College of Education & Human Development with a deficit of nearly 10,000 ASF at the base year. At the target year the deficit increases to 20,000 ASF.



### 3.3 COLLEGE OF HEALTH & HUMAN SERVICES

The core location for the College of Health & Human Services is on the Fairfax Campus. The undergraduate programs are located on the Fairfax Campus. The College focuses in the areas of international health, health policy, health administration, and care coordination. The College of Health & Human Services is an area of growth for GMU. The College anticipates adding a School of Public Health that will be a driver of growth.

The College is beginning to pool resources with other colleges on the campus to create stronger programs in research and interdisciplinary collaborations. The College of Health & Human Services anticipates research programs will increase within the college and will be collaborative and share use of research facilities with other colleges. Research space for the College would include a clinical and interview environment.

The College offers programs on-line and on-site programs as well as those offered on campus. The Social Work Department program is facing a shortage of faculty as some of the current faculty retires. The Social Work Department is collaborating with Northern Virginia Community College to offer an introductory course. In addition the Social Work Department plans to move its Arlington Campus functions to the Fairfax Campus. Guideline space has been included at the target year for Social Work functions that are at the Arlington Campus in the base year.

The College is short of office space on the Fairfax Campus and in some instances faculty share offices.

#### Fairfax Campus

##### *College of Health & Human Services*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	3,927	6,986	(3,059)	(78%)	18,416	(14,489)	(369%)
Open Laboratories & Service	706	750	(44)	(6%)	900	(194)	(27%)
Research Laboratories & Service	1,288	1,778	(490)	(38%)	40,938	(39,650)	(3,078%)
Academic Offices & Service	16,124	20,870	(4,746)	(29%)	28,610	(12,486)	(77%)
Other Academic Department Space	0	11,710	(11,710)	n/a	11,710	(11,710)	n/a
<b>TOTAL</b>	<b>22,045</b>	<b>42,094</b>	<b>(20,049)</b>	<b>(91%)</b>	<b>100,574</b>	<b>(78,529)</b>	<b>(356%)</b>

ASF = Assignable Square Feet

In order to plan for the proposed Academic VII facility, the consultant provided a more detailed analysis at the departmental level for the College of Health & Human Services concurrent to this college level study. The results of that departmental analysis have been used here.

The space needs analysis for the College of Health & Human Services showed a deficit of 20,000 ASF of space at the base year. At the target year the College shows a deficit of 78,500 ASF of space on the Fairfax Campus.

### 3.4 COLLEGE OF HUMANITIES & SOCIAL SCIENCES

The College of Humanities & Social Sciences is a large, diverse College on the campus. It is located in over a dozen buildings on campus. The primary buildings that house the College are David King Hall, Enterprise, Robinson, and Thompson which combine to provide 75% of the facilities for the College.

The College offers undergraduate and graduate programs. The services for undergraduates are focused on the Fairfax Campus. Classes for undergraduates have around 45 to 50 students. Graduate classes enroll about 15 to 18 students.

Research activities in the College currently have space assigned for Communications, History and Art History, Psychology, Sociology and Anthropology, and the Interdisciplinary Center for Economic Science. The majority of the research space is assigned to Psychology. The Psychology Department will need additional research space in the future.

Due to the breadth of the programs within the College, the College of Humanities & Social Sciences will always be in multiple buildings around campus. It would be preferable to be able to locate synergistic groups together, to create and maintain a sense of community, and to share staff. The College would like to use its space wisely and collaboratively.

The College needs social space and gathering spaces to help the growth of full time graduate programs and the graduate community.

#### Fairfax Campus

##### *College of Humanities & Social Sciences*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	3,556	3,214	342	10%	3,761	(205)	(6%)
Open Laboratories & Service	2,194	2,571	(377)	(17%)	2,612	(418)	(19%)
Research Laboratories & Service	27,478	33,791	(6,313)	(23%)	54,066	(26,588)	(97%)
Academic Offices & Service	84,426	123,075	(38,649)	(46%)	146,447	(62,021)	(73%)
Other Academic Department Space	2,222	3,352	(1,130)	(51%)	4,283	(2,061)	(93%)
<b>TOTAL</b>	<b>119,876</b>	<b>166,003</b>	<b>(46,127)</b>	<b>(38%)</b>	<b>211,169</b>	<b>(91,293)</b>	<b>(76%)</b>

ASF = Assignable Square Feet

The space needs analysis for the College of Humanities & Social Sciences showed the College to have a deficit of 46,000 ASF of space at the base year. At the target year, the College shows a deficit of 91,000 ASF.

### 3.5 COLLEGE OF SCIENCE

On the Fairfax Campus, the College of Science is housed in a dozen buildings but is located primarily in David King Hall, Research I, Science Technology I, and Robinson Hall. Future plans for the College include moving out of the space it occupies in Robinson, Krug, and Student Union II and consolidation in Science and Technology II plus its planned addition.

In the future the College anticipates offering courses on all of the George Mason University campuses with the exception of Arlington. At the present time, the focus of the undergraduate programs remains on the Fairfax Campus. The Prince William Campus focus is on life science programs and on graduate education. In the future, the College would like to have more undergraduate activity at Prince William.

The College of Science growth on the Fairfax Campus necessitated locating life sciences laboratory space on the Prince William Campus. The College is fortunate to have a location near the science organizations and activities in the region surrounding the Prince William Campus. While many of the College's tenured faculty are located at Prince William, the student life focus of the University remains at Fairfax. Faculty and students travel between the two campuses. Faculty based at Prince William need some office space on the Fairfax Campus to hold office hours and meet students.

The College is focused on increasing sponsored research activity. As the research has increased, so has the need for research space. Another challenge for the College is providing sufficient teaching laboratory space for undergraduate growth.

#### Fairfax Campus

##### *College of Science*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	25,410	61,818	(36,408)	(143%)	73,841	(48,431)	(191%)
Open Laboratories & Service	3,866	4,529	(663)	(17%)	4,602	(736)	(19%)
Research Laboratories & Service	41,461	120,495	(79,034)	(191%)	192,792	(151,331)	(365%)
Academic Offices & Service	29,887	53,802	(23,915)	(80%)	67,066	(37,179)	(124%)
Other Academic Department Space	3,257	4,914	(1,657)	(51%)	6,279	(3,022)	(93%)
<b>TOTAL</b>	<b>103,881</b>	<b>245,558</b>	<b>(141,677)</b>	<b>(136%)</b>	<b>344,580</b>	<b>(240,699)</b>	<b>(232%)</b>

ASF = Assignable Square Feet

The space needs analysis shows a need for 142,000 ASF of space for the College of Science at the base year. At the target year guideline application results indicate a deficit of 241,000 ASF.

### 3.6 COLLEGE OF VISUAL & PERFORMING ARTS

The College of Visual & Performing Arts is housed in the Performing Arts and the Fine Arts Buildings. It also has performance space in Harris Theater and the Concert Hall. The College has offices in College Hall and University Park as well as teaching laboratory and exhibit space in the Johnson Center. The planned Academic V building will house the Arts and Visual Technology Department and will provide additional space for the College. In addition there are plans to build an addition to the Performing Arts Building and to renovate the Fine Arts Building.

The College of Visual & Performing Arts has academic programs, community outreach, and partnerships with arts and performance programs. It is focused on academic, professional, and community endeavors. The Performing Arts Center is a venue to produce large scale student work. The College of Visual & Performing Arts is engaged in many activities and strategic alliances making the College a very large enterprise.

#### Fairfax Campus

##### *College of Visual & Performing Arts*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	30,623	51,702	(21,079)	(69%)	61,248	(30,625)	(100%)
Open Laboratories & Service	5,226	6,123	(897)	(17%)	11,002	(5,776)	(111%)
Academic Offices & Service	26,161	33,956	(7,795)	(30%)	39,336	(13,175)	(50%)
Other Academic Department Space	750	3,527	(2,777)	(370%)	3,566	(2,816)	(375%)
<i>Academic Space Subtotal</i>	<b>62,760</b>	<b>95,308</b>	<b>(32,548)</b>	<b>(52%)</b>	<b>115,152</b>	<b>(52,392)</b>	<b>(83%)</b>
<b>Academic Support Space</b>							
Assembly & Exhibit	54,819	110,664	(55,845)	(102%)	132,259	(77,440)	(141%)
<i>Academic Support Space Subtotal</i>	<b>54,819</b>	<b>110,664</b>	<b>(55,845)</b>	<b>(102%)</b>	<b>132,259</b>	<b>(77,440)</b>	<b>(141%)</b>
<b>TOTAL</b>	<b>117,579</b>	<b>205,972</b>	<b>(88,393)</b>	<b>(75%)</b>	<b>247,411</b>	<b>(129,832)</b>	<b>(110%)</b>

ASF = Assignable Square Feet

The application of normative guidelines to the College of Visual & Performing Arts shows a deficit of 88,000 ASF at the base year. At the target year the College shows a deficit of 130,000 ASF.

### 3.7 VOLGENAU SCHOOL OF INFORMATION TECHNOLOGY & ENGINEERING

The Volgenau School of Information Technology & Engineering is primarily located in the Science and Technology II building. It also occupies space in Research I, Science and Technology I, the Johnson Center, and Tallwood Cottage. The School will move into the Academic VI building when it is completed, and will move out of Science and Technology II and Tallwood Cottage.

The Volgenau School of Information Technology & Engineering is unique in that its departments are information systems, information technology, applied mathematics, and applied physics focused. The level of research activity in the Volgenau School is increasing. The bioengineering research needs wet laboratory space, but most of the research laboratory spaces in the Volgenau School are primarily computer facilities rather than large traditional engineering laboratory spaces.

#### Fairfax Campus

##### *Volgenau Sch of Info Tech & Engineering*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	4,760	17,827	(13,067)	(275%)	21,324	(16,564)	(348%)
Open Laboratories & Service	2,524	2,957	(433)	(17%)	4,681	(2,157)	(85%)
Research Laboratories & Service	28,171	49,407	(21,236)	(75%)	79,051	(50,880)	(181%)
Academic Offices & Service	30,952	39,231	(8,279)	(27%)	46,054	(15,102)	(49%)
Other Academic Department Space	756	1,141	(385)	(51%)	2,351	(1,595)	(211%)
<b>TOTAL</b>	<b>67,163</b>	<b>110,563</b>	<b>(43,400)</b>	<b>(65%)</b>	<b>153,461</b>	<b>(86,298)</b>	<b>(128%)</b>

ASF = Assignable Square Feet

The space needs analysis shows a deficit of 43,000 ASF of space for the Volgenau School of Information Technology & Engineering at the base year. At the target year the deficit increases to 86,000 ASF.

### 3.8 SCHOOL OF MANAGEMENT

The School of Management is primarily located on the Fairfax Campus. The School of Management offers courses on the other GMU campuses, staffed with faculty based on the Fairfax Campus. The School has space assigned to it in Enterprise Hall and the Student Union II building.

#### Fairfax Campus

##### *School of Management*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	1,431	3,133	(1,702)	(119%)	3,768	(2,337)	(163%)
Research Laboratories & Service	1,520	1,750	(230)	(15%)	1,750	(230)	(15%)
Academic Offices & Service	26,650	29,887	(3,237)	(12%)	35,226	(8,576)	(32%)
<b>TOTAL</b>	<b>29,601</b>	<b>34,770</b>	<b>(5,169)</b>	<b>(17%)</b>	<b>40,744</b>	<b>(11,143)</b>	<b>(38%)</b>

ASF = Assignable Square Feet

The space used for the School of Management in the Student Union II was previously student life space. The courses held in the classrooms in Student Union II are primarily undergraduate courses offered during the day. The consultant was told that the student life units would eventually like to have that space back. The School of Management has discussed gaining space in the planned hotel conference center.

The School of Management relies heavily on use of general use centrally scheduled classrooms and uses classrooms in all buildings with university classrooms in them. The School of Management prefers to use case room style classrooms with a maximum of 50 seats. The rooms need table space for laptop computers and projection capability.

The space need analysis showed the School of Management to have a space deficit of 5,200 ASF at the base year and a deficit of 11,000 ASF at the target year.

### 3.9 KRASNOW INSTITUTE

The Krasnow Institute is located in its own Krasnow building. The Institute's activities include research in neuroscience, cognitive psychology, and computer science. The interests of the Institute range from computer engineering and robotics to brain imaging, biology and life sciences. The Krasnow Institute is multidisciplinary, housing people from all academic areas. It is a place for scholarship and collaboration.

#### Fairfax Campus

##### *Krasnow Institute*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Research Laboratories & Service	16,519	5,914	10,605	64%	9,463	7,056	43%
Academic Offices & Service	5,795	4,505	1,290	22%	5,265	530	9%
<b>TOTAL</b>	<b>22,314</b>	<b>10,419</b>	<b>11,895</b>	<b>53%</b>	<b>14,728</b>	<b>7,586</b>	<b>34%</b>

ASF = Assignable Square Feet

Because the Krasnow Institute is interdisciplinary, some of the research activity and researchers needing offices may be assigned to other units but located in the Krasnow building. The office space and research space guidelines applied here are for the people and research funding assigned directly to the Krasnow Institute.

Findings from the space needs analysis show the Krasnow Institute has a surplus of 12,000 ASF at the base year. At the target year the surplus decreases to 7,600 ASF.

### 3.10 SCHOOL OF PUBLIC POLICY

The School of Public Policy currently occupies Finley Hall and at 4031 University Drive on the Fairfax Campus. The School will move to the Arlington Campus once Arlington II building is constructed and occupied.

At the base year, the School of Public Policy is located on the Arlington Campus but maintains a presence on the Fairfax Campus. Faculty in the School of Public Policy, even those based on the Fairfax Campus, teach at the Arlington Campus.

#### Fairfax Campus

##### *School of Public Policy*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Research Laboratories & Service	6,839	0	6,839	100%	0	6,839	100%
Academic Offices & Service	8,800	4,215	4,585	52%	0	8,800	100%
<b>TOTAL</b>	<b>15,639</b>	<b>4,215</b>	<b>11,424</b>	<b>73%</b>	<b>0</b>	<b>15,639</b>	<b>100%</b>

ASF = Assignable Square Feet

The School of Public Policy plans to move to the Arlington Campus in 2010 when the Arlington II building is complete and the School has new dedicated space on the Arlington Campus. The School will retain research space off campus at 4031 University Drive. For the future year analysis, all guideline space needed for the School for Public Policy has been included in the space needs for the Arlington Campus.



### 3.11 INSTITUTE FOR CONFLICT ANALYSIS & RESOLUTION

The Institute for Conflict Analysis & Resolution has its primary location on the Arlington Campus with its proximity to Washington, D.C. ICAR would like to have a presence on all of the George Mason University campuses. ICAR personnel are primarily located on the Arlington Campus. ICAR has undergraduate programs on the Fairfax Campus, but encourages the undergraduate program connection to the Arlington Campus for meetings and presentations.

#### Fairfax Campus

##### *Institute for Conflict Analysis & Resolution*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Academic Offices & Service	497	1,814	(1,317)	(265%)	2,377	(1,880)	(378%)
<b>TOTAL</b>	<b>497</b>	<b>1,814</b>	<b>(1,317)</b>	<b>(265%)</b>	<b>2,377</b>	<b>(1,880)</b>	<b>(378%)</b>

ASF = Assignable Square Feet

Space is needed on the Fairfax Campus for office space for the director of the undergraduate programs and for faculty and support staff. On the Fairfax Campus ICAR has office space in Robinson Hall and the Northeast Module II. In addition, ICAR has plans to develop the Point of View retreat center at Mason Neck. The Point of View Campus has not been analyzed here as it is not on the Fairfax Campus.

At the base year, the results of the space assessment for the Institute for Conflict Analysis & Resolution show a deficit of 1,300 ASF of space. At the target year findings for Institute for Conflict Analysis & Resolution show a space deficit of 1,900 ASF.

### 3.12 OFFICE OF CONTINUING & PROFESSIONAL EDUCATION

The Office of Continuing & Professional Education has three administrative office locations: at Herndon, on the Fairfax Campus, and on the Prince William Campus. The OCPE offers programs at those three sites and at the Arlington Campus and the Loudoun Campus. The programs and courses administered by OCPE vary by location, reflect the focus of each of the George Mason University campuses, and provide access to courses and activities to the communities and businesses in the five locations. The Fairfax Campus has office space assigned to OCPE in Krug Hall.

#### Fairfax Campus

##### *Office of Continuing & Professional Education*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Academic Offices & Service	1,057	1,850	(793)	(75%)	2,005	(948)	(90%)
<b>TOTAL</b>	<b>1,057</b>	<b>1,850</b>	<b>(793)</b>	<b>(75%)</b>	<b>2,005</b>	<b>(948)</b>	<b>(90%)</b>

ASF = Assignable Square Feet

The space needs analysis for the Office of Continuing & Professional Education shows OCPE with a deficit of 800 ASF on the Fairfax Campus at the base year. At the target year, the deficit increases to 950 ASF.

### 3.13 ACADEMIC ADMINISTRATION

Academic Administration is located in many buildings around campus. Much of the space is in Mason Hall for administrative offices. A significant amount of space is in Research I for Sponsored Research offices. Academic Administration also has space for centers in the Johnson Center, Robinson Hall, and Buchanan House. Lab Safety is located in David King Hall and Science and Technology. There are also offices in Innovation Hall and the Northeast Module.

The Office of the Provost has some research expenditures classified under it. The actual research activity would be located with the academic colleges and schools but the space need has been shown under the Provost since the expenditures are classified under the Provost.

Other Administrative Department Space assigned to Academic Administration consists of meeting rooms and hazardous material facilities.

#### Fairfax Campus

##### *Academic Administration*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Research Laboratories & Service	0	6,258	(6,258)	n/a	10,012	(10,012)	n/a
<i>Academic Space Subtotal</i>	0	6,258	(6,258)	n/a	10,012	(10,012)	n/a
<b>Academic Support Space</b>							
Administrative Offices & Service	26,515	23,830	2,685	10%	25,810	705	3%
Other Administrative Department Space	4,176	4,616	(440)	(11%)	4,684	(508)	(12%)
<i>Academic Support Space Subtotal</i>	30,691	28,446	2,245	7%	30,494	197	1%
<b>TOTAL</b>	<b>30,691</b>	<b>34,704</b>	<b>(4,013)</b>	<b>(13%)</b>	<b>40,506</b>	<b>(9,815)</b>	<b>(32%)</b>

ASF = Assignable Square Feet

The space needs analysis showed Academic Administration to have a deficit of 4,000 ASF at the base year. At the target year, the deficit increased to 9,800 ASF.

### 3.14 ENROLLMENT SERVICES

The spaces assigned to Enrollment Services include Admissions office space in the Johnson Center and Krug Hall; Enrollment Planning offices in Mason Hall; Registrar office space in Innovation Hall and North Chesapeake Module; Student Academic Affairs and Advising offices in the Johnson Center and Student Union I; Student Financial Aid offices in South Chesapeake Module; and centralized classroom space and some teaching laboratory space assigned by the Registrar in many buildings throughout the campus. Classroom space has been shown elsewhere in this analysis.

The other administrative department space assigned to Enrollment Services is primarily meeting rooms and lounges.

#### Fairfax Campus

##### Enrollment Services

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Teaching Laboratories & Service	2,306	4,437	(2,131)	(92%)	4,437	(2,131)	(92%)
Open Laboratories & Service	472	553	(81)	(17%)	562	(90)	(19%)
<i>Academic Space Subtotal</i>	<i>2,778</i>	<i>4,990</i>	<i>(2,212)</i>	<i>(80%)</i>	<i>4,999</i>	<i>(2,221)</i>	<i>(80%)</i>
<b>Academic Support Space</b>							
Administrative Offices & Service	23,285	24,215	(930)	(4%)	27,125	(3,840)	(16%)
Other Administrative Department Space	5,204	5,753	(549)	(11%)	5,837	(633)	(12%)
<i>Academic Support Space Subtotal</i>	<i>28,489</i>	<i>29,968</i>	<i>(1,479)</i>	<i>(5%)</i>	<i>32,962</i>	<i>(4,473)</i>	<i>(16%)</i>
<b>TOTAL</b>	<b>31,267</b>	<b>34,958</b>	<b>(3,691)</b>	<b>(12%)</b>	<b>37,961</b>	<b>(6,694)</b>	<b>(21%)</b>

ASF = Assignable Square Feet

Space needs findings show the Enrollment Services to have a deficit of 3,700 ASF at the base year. At the target year, Enrollment Services shows a deficit of 6,700 ASF.

### 3.15 EXECUTIVE ADMINISTRATION

The Executive Administration includes Internal Audit leased space at Patriot Square and the Office of Equity and Diversity located in Mason Hall and Thompson Hall, as well as the President's Office in Mason Hall.

Both Internal Audit and the Office of Equity and Diversity Services need private, secure conference rooms. Internal Audit also needs additional space for secure file storage. In addition, the layout of the Office of Equity and Diversity Services should have a back door or a separate confidential entrance where a person could enter discreetly to file a complaint.

## Fairfax Campus

### *Executive Administration*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>							
Administrative Offices & Service	6,143	7,415	(1,272)	(21%)	7,745	(1,602)	(26%)
Other Administrative Department Space	3,288	3,634	(346)	(11%)	3,688	(400)	(12%)
<b>TOTAL</b>	<b>9,431</b>	<b>11,049</b>	<b>(1,618)</b>	<b>(17%)</b>	<b>11,433</b>	<b>(2,002)</b>	<b>(21%)</b>

ASF = Assignable Square Feet

The space needs analysis showed Executive Administration to have a deficit of 1,600 ASF at the base year. At the target year there is a deficit shown of 2,000 ASF.

### 3.16 FACILITIES

On the Fairfax Campus, Facilities has offices in the Facilities Administration building as well as the Maintenance Building with shops and yards. The Facilities spaces lack sufficient meeting areas and storage areas. The spaces assigned to Facilities have not grown in recent years while the campus facilities have added new academic and research buildings as well as residence halls. The spaces assigned to Facilities is inefficiently laid out and of insufficient quantity.

The physical plant space assigned to Facilities includes the shops and maintenance areas.

#### Fairfax Campus

##### Facilities

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>							
Administrative Offices & Service	12,810	5,105	7,705	60%	5,768	7,042	55%
Physical Plant	16,587	75,474	(58,887)	(355%)	89,873	(73,286)	(442%)
<b>TOTAL</b>	<b>29,397</b>	<b>80,579</b>	<b>(51,182)</b>	<b>(174%)</b>	<b>95,641</b>	<b>(66,244)</b>	<b>(225%)</b>

ASF = Assignable Square Feet

The space needs analysis findings show Facilities to have a deficit of 51,000 ASF at the base year. At the target year, results show a deficit of 66,000 ASF.

### 3.17 FINANCE & ADMINISTRATION

Finance & Administration is a broad, diverse set of units and functions. For the purpose of this analysis the units that report to Finance & Administration have been separated into Auxiliary Enterprise units and Operations units. The Operations units include Budget, Institutional Research and Reporting, Legal Services, Human Resources, Payroll, Fiscal Services, Regional Campus Operations, Safety, and Risk Management. The Auxiliary Enterprise units include the Parking, Print Operations Copy Center, Mail, Food Service, Student Unions, Card Services, the Child Care Center, and the Patriot Center.

The units under Finance & Administration were recently reorganized and have changed within the last few years. As the organization of the units evolves the units that work together prefer to be co-located. For example, the Parking and Transportation units would benefit from being located closer to the University Police.

The other administrative department space assigned to Finance & Administration includes the Child Care Center, lounges, storage, and central service spaces. The physical plant space is the central warehouse space.

#### Fairfax Campus

##### *Finance & Administration/Auxiliary Enterprises*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>							
Administrative Offices & Service	8,054	8,263	(209)	(3%)	9,321	(1,267)	(16%)
Other Administrative Department Space	6,677	7,380	(703)	(11%)	7,488	(811)	(12%)
<i>Academic Support Space Subtotal</i>	<i>14,731</i>	<i>15,643</i>	<i>(912)</i>	<i>(6%)</i>	<i>16,809</i>	<i>(2,078)</i>	<i>(14%)</i>
<b>Auxiliary Space</b>							
Student Union	152,826	154,872	(2,046)	(1%)	165,366	(12,540)	(8%)
<i>Auxiliary Space Subtotal</i>	<i>152,826</i>	<i>154,872</i>	<i>(2,046)</i>	<i>(1%)</i>	<i>165,366</i>	<i>(12,540)</i>	<i>(8%)</i>
<b>TOTAL</b>	<b>167,557</b>	<b>170,515</b>	<b>(2,958)</b>	<b>(2%)</b>	<b>182,175</b>	<b>(14,618)</b>	<b>(9%)</b>
<i>Athletics</i>	<i>93,059</i>						
<i>Residence Life</i>	<i>915,483</i>						
<i>Parking Garages</i>	<i>607,043</i>						

ASF = Assignable Square Feet

Results of the space needs analysis show Finance & Administration/Auxiliary Enterprises to have a deficit of 3,000 ASF at the base year. At the target year, findings show a deficit of 15,000 ASF.

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## Fairfax Campus

### Finance & Administration/Operations

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>							
Administrative Offices & Service	34,679	35,755	(1,076)	(3%)	41,530	(6,851)	(20%)
Physical Plant	20,893	28,304	(7,411)	(35%)	33,702	(12,809)	(61%)
Other Administrative Department Space	552	610	(58)	(11%)	619	(67)	(12%)
<b>TOTAL</b>	<b>56,124</b>	<b>64,669</b>	<b>(8,545)</b>	<b>(15%)</b>	<b>75,851</b>	<b>(19,727)</b>	<b>(35%)</b>

ASF = Assignable Square Feet

Results of the space needs analysis show Finance & Administration/Operations to have a deficit of 8,500 ASF at the base year. At the target year, findings show a deficit of 20,000 ASF.



### 3.18 INFORMATION TECHNOLOGY UNIT

The Information Technology Unit at George Mason University includes the Library, as well as the information and technology support units. While the Information Technology Unit has space assigned to it in a dozen buildings, its primary locations are in Innovation and Thompson Halls.

The Library is located in Fenwick Library and the Johnson Center. The Library has materials on campus but also takes advantage of the Washington Regional Library Consortium remote storage. The Library has recently developed a Library master plan for the future of the campus libraries.

The Information Technology Unit maintains computer labs, educational media services, the Mason Media Lab, and video conferencing spaces. All of the buildings on campus have technology infrastructure, and desktop support is distributed around the campus.

The Information Technology Unit has space needs for training rooms, storage space, laboratory space to test equipment, and staging areas. The campus is planning a swing space building that will become a data center. When the swing space building becomes a data center it will provide some additional space.

Open Laboratory Space under the Information Technology Unit at the base year includes computer laboratories in Enterprise Hall, Innovation Hall, Johnson Center, West, East, Thompson, Fine Arts Building, Performing Arts Building, Student Union II, Academic Advising Module, Robinson, Science and Technology I, and Science and Technology II.

## Fairfax Campus

### Information Technology Unit

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Open Laboratories & Service	15,517	18,180	(2,663)	(17%)	18,471	(2,954)	(19%)
<i>Academic Space Subtotal</i>	<i>15,517</i>	<i>18,180</i>	<i>(2,663)</i>	<i>(17%)</i>	<i>18,471</i>	<i>(2,954)</i>	<i>(19%)</i>
<b>Academic Support Space</b>							
Administrative Offices & Service	30,019	29,621	398	1%	34,098	(4,079)	(14%)
Library	164,623	218,094	(53,471)	(32%)	249,361	(84,738)	(51%)
Other Administrative Department Space	13,262	14,658	(1,396)	(11%)	21,518	(8,256)	(62%)
<i>Academic Support Space Subtotal</i>	<i>207,904</i>	<i>262,373</i>	<i>(54,469)</i>	<i>(26%)</i>	<i>304,977</i>	<i>(97,073)</i>	<i>(47%)</i>
<b>Auxiliary Space</b>							
Student Union	2,163	2,370	(207)	(10%)	2,822	(659)	(30%)
<i>Auxiliary Space Subtotal</i>	<i>2,163</i>	<i>2,370</i>	<i>(207)</i>	<i>(10%)</i>	<i>2,822</i>	<i>(659)</i>	<i>(30%)</i>
<b>TOTAL</b>	<b>225,584</b>	<b>282,923</b>	<b>(57,339)</b>	<b>(25%)</b>	<b>326,270</b>	<b>(100,686)</b>	<b>(45%)</b>

ASF = Assignable Square Feet

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The Other Academic Department Space shown under the Information Technology Unit includes media production space, central computer facilities, lounges, and meeting rooms. The Student Union space assigned to the Information Technology Unit is the Patriot Computer Store.

Application of normative guidelines shows the Information Technology Unit to have a 57,000 ASF deficit at the base year. At the target year the unit shows a deficit of 100,000 ASF.

### 3.19 UNIVERSITY DEVELOPMENT

University Development has its primary location in Mason Hall. It is also assigned space in the Johnson Center and Northeast Module II. The space assigned to University Development includes a call center in addition to office spaces.

#### Fairfax Campus

##### *University Development*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>							
Administrative Offices & Service	9,024	9,450	(426)	(5%)	11,120	(2,096)	(23%)
Other Administrative Department Space	556	615	(59)	(11%)	624	(68)	(12%)
<b>TOTAL</b>	<b>9,580</b>	<b>10,065</b>	<b>(485)</b>	<b>(5%)</b>	<b>11,744</b>	<b>(2,164)</b>	<b>(23%)</b>

ASF = Assignable Square Feet

Results of the space needs analysis show University Development to have a slight deficit of 500 ASF at the base year. At the target year, findings show a deficit of 2,000 ASF.

### 3.20 UNIVERSITY LIFE

The University Life functions on the Fairfax Campus are located in many buildings around the campus in order to serve the extensive needs of the students. The primary location for the services to students and student activities is the Student Union I building. The planned addition to the Student Union I will provide additional space for University Life.

University Life needs space for programmed and non-programmed activities such as places for impromptu meetings, gatherings, or rehearsal spaces. There is a need for additional space for student activity offices, student organization space, and student publications. There is a need for outdoor space and for student and community use spaces for recreational and cultural activities for students and faculty.

The Student Health Center and Wellness Education Services are located in Student Union I. There is a need for additional space on campus to address the growing demand for health care as the campus has more resident students.

## Fairfax Campus

### University Life

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Space</b>							
Open Laboratories & Service	1,162	1,362	(200)	(17%)	1,384	(222)	(19%)
<i>Academic Space Subtotal</i>	<i>1,162</i>	<i>1,362</i>	<i>(200)</i>	<i>(17%)</i>	<i>1,384</i>	<i>(222)</i>	<i>(19%)</i>
<b>Academic Support Space</b>							
Administrative Offices & Service	23,639	26,045	(2,406)	(10%)	28,665	(5,026)	(21%)
Other Administrative Department Space	311	344	(33)	(11%)	349	(38)	(12%)
<i>Academic Support Space Subtotal</i>	<i>23,950</i>	<i>26,389</i>	<i>(2,439)</i>	<i>(10%)</i>	<i>29,014</i>	<i>(5,064)</i>	<i>(21%)</i>
<b>Auxiliary Space</b>							
Student Union	7,246	12,580	(5,334)	(74%)	34,025	(26,779)	(370%)
Health Care Facilities	1,996	9,435	(7,439)	(373%)	11,234	(9,238)	(463%)
<i>Auxiliary Space Subtotal</i>	<i>9,242</i>	<i>22,015</i>	<i>(12,773)</i>	<i>(138%)</i>	<i>45,259</i>	<i>(36,017)</i>	<i>(390%)</i>
<b>TOTAL</b>	<b>34,354</b>	<b>49,766</b>	<b>(15,412)</b>	<b>(45%)</b>	<b>75,657</b>	<b>(41,303)</b>	<b>(120%)</b>

ASF = Assignable Square Feet

The space needs analysis shows University Life to have a deficit of 15,000 ASF at the base year. At the target year, space for University Life shows a deficit of 41,000 ASF.

### 3.21 UNIVERSITY RELATIONS

University Relations units have offices primarily located on the Fairfax Campus in Mason Hall, the Johnson Center, and the Student Union II building.

#### Fairfax Campus

##### *University Relations*

SPACE CATEGORY	Existing ASF	Fall 2007			Target Yr 2017		
		Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Percent Surplus/ (Deficit)
<b>Academic Support Space</b>							
Administrative Offices & Service	12,575	11,375	1,200	10%	12,305	270	2%
Other Administrative Department Space	117	129	(12)	(10%)	131	(14)	(12%)
<b>TOTAL</b>	<b>12,692</b>	<b>11,504</b>	<b>1,188</b>	<b>9%</b>	<b>12,436</b>	<b>256</b>	<b>2%</b>

ASF = Assignable Square Feet

At the base year the guidelines show a surplus of 1,200 ASF. At the target year, the guidelines show University Relations space to have a very small 250 ASF surplus.

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### **3.22 AFFILIATES/ATHLETICS/RESIDENCE LIFE/PARKING GARAGES**

The Affiliates are outside organizations that lease space on campus and with which George Mason University has partnership agreements. The Affiliates at the Fairfax Campus include Learning in Retirement, Campus Ministries, and Northern Virginia Mediation Services. Learning in Retirement is located in Tallwood Trailers and Annex. Campus Ministries is located in Student Union I. Northern Virginia Mediation Services is housed at University Park.

Because the space occupied by the Affiliates is determined by agreement with the University rather than by space standards, space for the Affiliates is shown at the bottom of the Campuswide Space Needs Analysis table beneath the space needs analysis.

Similarly, the space on campus assigned to Residence Life, Athletics, and Parking Garages are outside the scope of this analysis and have been shown at the bottom of the table.

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## 4.0 GUIDELINE APPLICATIONS

The intent of the space analysis is to provide George Mason University with an indication of where the campus stands in relation to recognized space guidelines at current and projected activity, enrollment, and research levels. Paulien & Associates reviewed the State Council of Higher Education for Virginia (SCHEV) guidelines, applied standards that are recognized nationally and, where these were determined to be inappropriate, used standards established in previous work for similar institutions. Methods used include review of design and/or program plans completed for prior projects and empirical data to estimate current and future space needs. Guidelines applied took into account the SCHEV guidelines, the goals and vision articulated by George Mason University for the Fairfax Campus, and plans expressed by each of the colleges, schools, and administrative units. The specifics for the application of guidelines for each type of space are discussed in the following sections.

A comparison of the space categories used in this analysis with those defined by SCHEV can be found in Appendix G.

### 4.1 CLASSROOM AND SERVICE

To assist in the formation of a basis for comparison and for projecting the guideline applications to be used at George Mason University, utilization of classrooms and teaching laboratories was reviewed using Fall 2005 course data. The utilization analysis was performed in a separate report titled Classroom and Teaching Laboratory Utilization Analysis in November 2006. The report included scheduled classroom and teaching laboratory use by day and time of day, as well as classroom and teaching laboratory utilization analyzing weekly room hours of use and student station occupancy percentage. The report included all classroom and teaching laboratory spaces on all of the George Mason University campuses. The Fairfax classroom and teaching laboratory utilization results are summarized here for use in the space analysis.

In Fall 2005 there were 149 classrooms on the Fairfax Campus that were included in the utilization analysis. These classrooms included 140 general purpose classrooms, three classrooms assigned to the School of Management, three classrooms assigned to the College of Visual and Performing Arts, one classroom assigned to the College of Education and Human Development, and two classrooms assigned to the College of Science.

The 149 classrooms were used an average of 45 hours per week for scheduled instruction and, when the rooms were in use, student station occupancy (SSO) averaged 60%. The expectations for fixed asset productivity for classrooms published by the State Council of Higher Education for Virginia indicate a guideline at least 24 hours per week per station. This guideline is defined as 40 hours per week of use and 60% of the stations filled when classrooms are in use. The Fairfax Campus utilization exceeds the SCHEV guidelines.

The average assignable square foot per station for the 149 classrooms on campus is 18 square feet per station. Until recently the most widely used standard was 15 square feet per station. Active and collaborative learning has resulted in trends toward greater ASF per student station in classrooms. It is not uncommon to see today's classrooms with 20 to 25 ASF per student station.

The Classroom and Teaching Laboratory Utilization Analysis reviewed the classroom use by building. The 12 classrooms in Enterprise Hall were scheduled an average of 51 hours per week and were filled an average of 57% when in use. The 31 Innovation Hall classrooms were scheduled an average of 44 hours per week and were filled an average of 62% when in use. The 44 classrooms in Robinson Hall averaged 48 hours per week of scheduled use and showed an average of 61% seats filled.

The Classroom and Teaching Laboratory Utilization Analysis analyzed classroom use by college. The 140 general purpose classrooms, listed under Enrollment Services, averaged 45 hours per week of scheduled use and 59% of the seats filled. The three classrooms assigned to the School of Management averaged 48 hours per week of scheduled use with 74% of the seats filled. The three classrooms assigned to the College of Visual and Performing Arts averaged 45 hours per week of scheduled use and 57% of seats filled. The one classroom assigned to the College of Education and Human Development averaged 29 hours per week of scheduled use and 57% of the seats filled. The two classrooms assigned to the College of Science averaged 35 hours per week of scheduled use and 76% of the seats filled.

Classroom utilization by room size groupings on the Fairfax Campus showed the weekly room hours of use was highest for the group of classrooms that seats 151 to 250 students. These rooms were scheduled an average of 56 hours per week. The classrooms that seat under 20 students were scheduled an average of only 28 hours per week. The percentage of student station occupancy is highest in the classrooms that seat 21 to 25 students; these rooms averaged 70% of seats filled. At the low end of student station occupancy, the classrooms that seat 101 to 150 students showed 51% of seats filled when in use.

Review of the classroom utilization analysis showed that the Fairfax Campus uses classrooms for a number of hours per week that is more than expected by the SCHEV guidelines and more than would be expected of a traditional residential campus. The percent of student station occupancy matches the 60% SCHEV guideline. The consultant applied 40 hours per week, 60% student station occupancy, and 18 ASF per student station for classroom guidelines. The 40 hours per week SCHEV guideline applied is less than the recorded utilization of 45 hours per week, while the 60% student station occupancy applied matches the SCHEV guideline.

The formula for determining classroom space needs takes the target utilization of 40 hours per week, multiplies it by the average student station occupancy target of 60%, and divides this result into the 18 square foot per student station. This calculation provides a guideline of 0.75 assignable square feet per weekly student contact hour. The total weekly student contact hours on campus are multiplied by the 0.75 factor to calculate the space needed for classrooms and classroom service.

Space needed for classroom and classroom service is best viewed at the campuswide level since classrooms are most often centrally scheduled and used by many departments rather than by one assigned department.

Application of the guidelines described above resulted in a deficit of 55,000 ASF or 43% at the base year Fall 2007 and a deficit of 90,000 ASF of classroom space at the target year.

**FAIRFAX CAMPUS  
CLASSROOM GUIDELINE APPLIED**

**TARGET UTILIZATION**

40 HOURS PER WEEK  
AVERAGE STUDENT STATION OCCUPANCY – 60%  
SPACE PER STUDENT STATION – 18 ASF

**ACTUAL UTILIZATION 2005**

45 HOURS PER WEEK  
AVERAGE STUDENT STATION OCCUPANCY – 60%  
AVERAGE SPACE PER STUDENT STATION – 18 ASF

## 4.2 TEACHING LABORATORIES AND SERVICE

The consultant used the utilization analysis that was performed in the report titled Classroom and Teaching Laboratory Utilization Analysis in November 2006 to determine teaching laboratory space needs.



In Fall 2005 there were 63 teaching laboratories on the Fairfax Campus that were included in the utilization analysis. The 63 teaching laboratories were used an average of 27 hours per week for scheduled instruction and, when the rooms were in use, student station occupancy averaged 67%. The expectations for fixed asset productivity for teaching laboratories published by the State Council of Higher Education for Virginia indicate a guideline at least 18 hours per week per station. This guideline is defined as 24 hours per week of use and 75% of the stations filled when teaching laboratories are in use. The Fairfax Campus teaching laboratory utilization matches the SCHEV guidelines.

The Classroom and Teaching Laboratory Utilization Analysis reviewed the teaching laboratories use by building. The 13 teaching laboratories in Robinson Hall were scheduled an average of 32 hours per week and were filled an average of 83% when in use. The 14 Science and Technology I teaching laboratories were scheduled an average of 23 hours per week and were filled an average of 67% when in use. The 10 teaching laboratories in the Performing Arts Building averaged 23 hours per week of scheduled use and showed an average of 39% seats filled.

The Classroom and Teaching Laboratory Utilization Analysis also analyzed teaching laboratories use by college. The 21 teaching laboratories assigned to the College of Science averaged 32 hours per week of scheduled use with 79% of the seats filled. The 20 teaching laboratories assigned to the College of Visual and Performing Arts averaged 29 hours per week of scheduled use and 57% of seats filled.

Review of the teaching laboratory utilization analysis showed that the Fairfax Campus uses teaching laboratories for a number of hours per week that is more than expected by the SCHEV guidelines. The percent of student station occupancy is a little less than the 75% SCHEV guideline. The consultant applied 24 hours per week and 75% student station occupancy for teaching laboratory guidelines. The amount of space per student station varies by discipline.

<p style="text-align: center;"><b>FAIRFAX CAMPUS TEACHING LABORATORY GUIDELINE APPLIED</b></p> <p style="text-align: center;"><b>TARGET UTILIZATION</b> 24 HOURS PER WEEK AVERAGE STUDENT STATION OCCUPANCY – 75% SPACE PER STUDENT STATION – VARIES BY DISCIPLINE</p> <p style="text-align: center;"><b>ACTUAL UTILIZATION 2005</b> 27 HOURS PER WEEK AVERAGE STUDENT STATION OCCUPANCY – 67%</p>
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The formula for determining teaching laboratory space needs is similar to the one for classrooms. It takes the target utilization of 24 hours per week, multiplies it by the average student station occupancy target of 75%, and divides this result into the square foot per student station.

Application of the guidelines described above resulted in a deficit of 73,000 ASF or 94% at the base year Fall 2007. The teaching laboratory deficit increased to 111,000 ASF at the target year.

### **4.3 OPEN LABORATORIES AND SERVICE**

Open laboratories are defined as laboratories that are used primarily for individual or group instruction or study that are informally scheduled, unscheduled, or open. The space classified as open laboratories includes laboratories that are not used on a regularly scheduled basis. Types of rooms included in this category can include computer laboratories, language laboratories, nursing skills laboratories, music practice rooms, art studios, and tutoring and testing facilities. These open laboratories and individual study laboratories are not specifically addressed by most standards and guidelines.

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In recent benchmarking and consulting work, the consultant has found the amount of open laboratory square feet per full-time equivalent student to vary widely. The space per student for this category of space on the Fairfax Campus is just under two square feet per full-time equivalent student.

The consultant applied two square feet per full-time equivalent student for the Fairfax Campus open laboratory space.

<p style="text-align: center;"><b>OPEN LABORATORY GUIDELINE</b></p> <p style="text-align: center;">2 ASF PER FULL-TIME EQUIVALENT STUDENT</p>
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Applying 2 ASF per student station for the open laboratory guidelines resulted in a deficit at the base year of 5,500 ASF and a deficit of 13,000 ASF of open laboratory space campuswide at the target year.

#### **4.4 RESEARCH LABORATORIES AND SERVICE**

SCHEV defines research space as "Space used for activities specifically organized to produce research outcomes...This includes institutes and research centers and individual project research." The space categorized here as research space includes offices and research laboratories that have research activities as their primary function.

For the Fairfax Campus, most of the research space needs have been calculated using the SCHEV Guidelines. The SCHEV Guidelines are 800 ASF per \$100,000 of annual research expenditures for disciplines including engineering, computer science, biological sciences, fine and applied arts, psychology, and health professions plus 450 ASF per \$100,000 for education, business, foreign languages, mathematics, law, and social sciences.

Paulien & Associates has conducted significant analyses of research space needs at flagship universities in over 20 states and conducted benchmarking with flagships across the country. These analyses included determining dollars per square foot ratios for many of the leading public and private universities in the United States.

One significant finding is that the space per dollar allocated to research tends to be higher at those universities which have under \$100 million in annualized research expenditures. The consultant has seen figures as high as 800 to 900 square feet per \$100,000 in research expenditures at those institutions. At those institutions that have \$250 million or more of annualized research expenditures, the consultant has found that many of them have between 300 and 450 square feet per \$100,000 in research expenditures. This caused the consultant to recommend a sliding scale to the Kentucky Council on Postsecondary Education, which it uses in calculating the needs of its flagship institutions as their research programs grow.

The research expenditures used for the calculation of space were taken from the George Mason University 2007-2008 Factbook. The future year projected expenditures were calculated adding 10% per year for the years 2008 through 2014 as outlined in the draft Strategic Goals for 2014 document that was provided to the consultant. The 10% per year increase from 2008 through 2014 resulted in a projected 60% increase in research expenditures. According to the George Mason University 2007-2008 Factbook research expenditures increased 14% in the four years between 2003 and 2007. The 60% increase used for this analysis is nearly double the rate of increase from 2003 to 2007.

The research expenditures found in the George Mason University 2007-2008 Factbook did not identify expenditures by campus. In the cases where a school or college has a need for research space on multiple campuses, the consultant prorated the guideline calculated or was provided with information on the expenditures by campus.

For the College of Education and Human Development, the 450 ASF per \$100,000 in expenditures was adjusted to 100 ASF per \$100,000. The consultant has found that this amount is sufficient for most social sciences.

*George Mason University*  
**Research Space Needs**  
**Per \$100,000 in Research Expenditures**

College/Unit	Existing Fairfax ASF	Research Expenditures FY 2007	Research Expenditures (in 100,000s)	ASF per \$100,000	Guideline ASF per \$100,000	Base Year ASF Space Need	Projected Research Expenditures (in 100,000s)	Projected ASF Space Need
College of Education & Human Development	5,134	6,709,538	67.1	77	100	6,710	107.4	10,735
College of Health and Human Services	1,288	758,371	7.6	170	100/450	1,778	125.0	40,938
College of Humanities and Social Sciences	27,478	9,667,835	96.7	284	100 (800 Psych)	33,791	154.7	54,066
College of Science (Fairfax)	41,461	15,061,895	150.6	275	800	120,495	241.0	192,792
Volgenau Sch of Info Tech and Engineering	28,171	10,979,349	109.8	257	450	49,407	175.7	79,051
School of Management	1,520	42,836	0.4	3,548	Center	1,750	0.7	1,750
School of Public Policy	6,839	at Arlington						
Krasnow Institute	16,519	739,288	7.4	2,234	800	5,914	11.8	9,463
Academic Administration	0	1,390,595	13.9	0	450	6,258	22.2	10,012
<b>Fairfax Campus Total</b>	<b>128,410</b>	<b>45,349,708</b>	<b>453.5</b>			<b>226,103</b>	<b>838.5</b>	<b>398,807</b>

For the School of Management the consultant applied an office space rather than a laboratory guideline equal to the amount of space needed for a center. For the center, office space was allocated for a 200 ASF office for a director, 160 ASF each for offices for six faculty members, 120 ASF for a support staff member office, a 350 ASF conference room, and 120 ASF of office service space for a total of 1,750 ASF for the center.

For the College of Humanities and Social Sciences, 100 ASF per \$100,000 was applied for all disciplines except Psychology, where 800 ASF was applied. As stated above for the College of Education and Human Development, the consultant has found that 100 ASF per \$100,000 is sufficient for most social sciences.

Application of guidelines for research space resulted in finding that shows research space at the base year with a deficit of 98,000 ASF. At the target year the deficit increased to 270,000 ASF.

**4.5 ACADEMIC AND ADMINISTRATIVE OFFICE SPACE**

The guideline application for office space needs is based on major categories of staff and application of space amounts for office service and conference space needs. George Mason University provided staffing information with individual job title, department, and full-time or part-time status. The consultant was given a staffing file for the entire University. Additional data was received which identified the staffing by campus location so that the staff that are housed on the Fairfax Campus could be identified and separated in the overall University staff file.

The consultant then placed each individual into a major category. Guideline space for each office category was developed by comparing the average office sizes on the Fairfax Campus to normative standards and to standards developed for the University. The average office size on the Fairfax Campus is 134 ASF. Office guidelines were used for both the academic office and administrative office space categories. Office guidelines used can be found in Appendix D.

The office guidelines applied used 140 ASF for faculty office space. In reality this may be reduced to 120 ASF for planning for new construction.

Application of the guidelines described above resulted in a deficit of 95,000 ASF, or 37% of existing academic office space at the base year, and a 159,000 ASF deficit at the target year. Administrative office space showed a surplus of 5,700 ASF at the base year and a deficit of

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17,000 ASF at the target year. Application of office guidelines by college, school, or administrative unit can be found in Appendix E.

It should be noted that the office calculations are at the college level and are based on square footage calculations rather than being based on a program level analysis which would take into account the number of individual offices needed. It should also be noted that the existing office space on campus used in this analysis does not include circulation spaces coded as 324 space use code.

#### **4.6 OTHER ACADEMIC DEPARTMENT SPACE**

The space classified as other academic department space includes all other space assigned to an academic unit that has not been included in the categories of classrooms, teaching laboratories, open laboratories, research laboratories, or offices. These areas consist of a variety of spaces.

Due to the diversity of these spaces and the different ways various campuses might classify these spaces, they are not specifically addressed by recognized guidelines.

#### **OTHER ACADEMIC SPACE GUIDELINE**

**1 ASF PER FULL-TIME EQUIVALENT STUDENT**

In recent benchmarking and consulting work with several statewide systems, the consultant found the space allocated in this category to vary widely. This space at George Mason University is at the low end of the range because GMU classifies many spaces such as lounges, departmental libraries or reference rooms, and storage in the office category where other campuses may not.

Other academic department space on the Fairfax Campus averages less than one square foot per full-time equivalent student. This is one of the lowest findings the consultant has encountered. Our experience shows that newer universities have less because they have focused on core requirements and have fewer of the academic unit enhancements found at leading flagship universities.

Concurrent to this college level study, the consultant provided a more detailed analysis at the departmental level for the College of Health and Human Services. For this analysis, the consultant applied one ASF per FTE student as the guideline for other academic department space and added 6,000 ASF as a result of the more detailed analysis for the College of Health and Human Services.

Applying the guidelines described above for the other academic department space resulted in a deficit of nearly 18,000 ASF at the base year and a deficit of 21,000 ASF of other academic department space at the target year.

#### **4.7 LIBRARY SPACE**

Most of the guideline systems for library space recommend using one set of factors for collections, another for readers, and a third for staff and service space. This approach was used by the consultant.

Some library guidelines use a graduated calculation for collections using 0.10 ASF per volume for the first 150,000 volumes, after which the factor drops to 0.09 ASF per volume. After 300,000 volumes are reached, the factor goes down to 0.08 ASF and then down again to 0.07 ASF for more than 600,000 volumes. For volumes in excess of 2,000,000 the guideline drops to 0.02 for compact storage. The consultant used this method for the Library.

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The consultant applied a 15% factor to the undergraduate and graduate FTE enrollment, and a 5% factor to the faculty FTE to project a need for study space in the Library. Reader stations were generated at 25 ASF per study station.

Recent space planning guidelines recommend a range of 8% to 12.5% of the total collection space for service and staff space. For service space 12.5% of the total collection space was used in this analysis.

Application of the guidelines described above resulted in a finding of 53,500 ASF of deficit at the base year Fall 2007. At the target year the deficit increases to 85,000 ASF.

The library guideline application can be found in Appendix F.

#### **4.8 ASSEMBLY AND EXHIBIT**

This category of space consists of facilities that are used for gatherings and meetings of many persons such as special lectures, art exhibitions, music performances, and theatre performances, or for events or the display of materials or works of art. Assembly space is coded in this category, along with museums.

The guideline systems that address this space category do so on the basis of campus size. A large institution would have a core of 22,450 ASF and an additional 6 ASF per FTE for students over 5,000 FTE. The guideline then adds another 5,000 ASF for an active music program. For GMU, the consultant applied the guideline using the core of 22,450 ASF as the normative guideline figure, the 6 ASF for students in excess of 5,000 FTE, and included the additional 5,000 ASF for the music programs.

Application of the guideline calculations described above show assembly and exhibit space to have a deficit of 55,000 ASF of assembly and exhibit space at the base year and a deficit of 77,000 ASF of assembly and exhibit space at the target year.

#### **4.9 PHYSICAL PLANT**

Most guidelines suggest a percentage from four to eight percent of all square footage on campus, with the exception of existing physical plant and residence life space, be used to drive master plan needs in this category. In most cases, these physical plant guidelines generate a space need that is greater than the amount of physical plant space typically found at an institution. One of the reasons less space is adequate is the fact that many physical plant departments are increasing the outsourcing of many typical shop functions and using just-in-time purchasing methods to decrease warehousing needs.

<p style="text-align: center;"><b>PHYSICAL PLANT SPACE GUIDELINE</b></p> <p style="text-align: center;"><b>4 ASF PER FULL-TIME EQUIVALENT STUDENT</b> for maintenance and shop space</p> <p style="text-align: center;"><b>1.5 ASF PER FULL-TIME EQUIVALENT STUDENT</b> for warehouse space</p>
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The SCHEV guideline for physical plant space is four ASF per FTE, plus up to three additional ASF per FTE student. The consultant has applied four ASF per FTE for facilities maintenance and shop space and an additional 1.5 ASF per FTE for warehouse functions.

Application of the guidelines described above showed physical plant space to have a 66,000 ASF deficit at the base year and a deficit of 86,000 ASF at the target year.

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#### 4.10 OTHER ADMINISTRATIVE DEPARTMENT SPACE

Similar to other academic department space, other administrative department space consists of a variety of types of space types.

As with other academic department space, due to the diversity of these spaces and the different ways various campuses might classify these spaces, they are not specifically addressed by recognized guidelines. Other administrative department space on the Fairfax Campus averages just under two square feet per full-time equivalent student.

##### **OTHER ADMINISTRATIVE SPACE GUIDELINE**

2 ASF PER FULL-TIME EQUIVALENT STUDENT

The consultant applied 2 ASF feet per full-time equivalent student as the guideline for the Fairfax Campus as this number reflects current use of this type of space.

Application of the guidelines resulted in a deficit of 3,600 ASF in other administrative department space at the base year and a deficit of 11,000 ASF at the target year.

#### 4.11 STUDENT UNION

Guidelines for student union space recommend a formula of nine or ten ASF per student for generating student union space. These guidelines for space application provide space for the functions and the room use code designations that are typically found in a comprehensive student union including bookstore, food service, lounge, game rooms, meeting space, student government and club space, and other student service type space categories. This guideline is most applicable to a traditional residential campus.

The SCHEV guidelines address student services space including counseling and career guidance, admissions, and financial aid, but do not provide guidance for student union space. These functions at GMU report to Enrollment Services and University Life and were

##### **STUDENT UNION SPACE GUIDELINE**

9 ASF PER FULL-TIME EQUIVALENT STUDENT

categorized here under office spaces, open laboratories, and student health rather than student union for this analysis. Space categorized as student union space for this analysis includes the spaces in the Johnson Center and the Student Union I and Student Union II buildings that report to Finance and Administration and to University Life as well as the Johnson Center Computer Store which reports to ITU. The guideline applied by the consultant is nine ASF per FTE student for student union space on the Fairfax Campus.

Application of the guidelines described above resulted in a deficit of 7,600 ASF of student union space when compared to the existing space at the base year. At the target year, findings show the deficit has increased to 40,000 ASF of student union space.

#### 4.12 STUDENT HEALTH FACILITIES

Student health care facilities are those facilities on campus that have as their purpose to serve the health needs of the student population. Student health care facilities do not include any health clinics or facilities that serve the health needs of the public or serve as teaching spaces for the health professions. Standards for student health care facilities space are not specifically addressed in most guidelines. In recent benchmarking and consulting work, the consultant found amounts of space in this category ranging from 0.3 ASF per student FTE to four ASF per student FTE.

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The amount of space in this category on the Fairfax Campus in Fall 2007 was 0.11 ASF per FTE. The consultant applied 0.5 ASF as the guideline for the Fairfax Campus.

Applying the 0.5 ASF as the guideline shows student health facilities space to have a deficit of 7,400 ASF at the base year and a deficit of 9,200 ASF at the target year.

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## APPENDICES



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## APPENDIX A – ENROLLMENT PROJECTIONS

GEORGE MASON UNIVERSITY  
ACTUAL AND PROJECTED ENROLLMENT BY CAMPUS

	UNDULICATED FALL CENSUS HEADCOUNTS																			
	PROJ vs ACTUAL					PROJECTED														
	2004	2005	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020		
Fairfax Campus	22,328	22,624	22,812	23,097	23,453	23,915	24,376	24,835	25,302	25,778	26,263	26,758	27,261	27,774	28,297	28,830	29,372	29,925		
Arlington Campus	2,637	2,672	2,755	2,789	2,820	2,864	2,907	2,950	2,993	3,037	3,082	3,128	3,174	3,221	3,268	3,316	3,365	3,415		
Prince William Campus	2,034	2,061	2,071	2,097	2,120	2,153	2,185	2,218	2,251	2,284	2,318	2,352	2,387	2,423	2,459	2,495	2,532	2,570		
Loudon Campus*	-	-	-	-	-	-	-	1,000	1,150	1,300	1,450	1,600	1,750	1,900	2,050	2,200	2,350	2,500		
<b>Total On-Campus HC</b>	<b>26,999</b>	<b>27,357</b>	<b>27,638</b>	<b>27,982</b>	<b>28,393</b>	<b>28,932</b>	<b>29,468</b>	<b>31,003</b>	<b>31,696</b>	<b>32,399</b>	<b>33,113</b>	<b>33,838</b>	<b>34,572</b>	<b>35,318</b>	<b>36,074</b>	<b>36,841</b>	<b>37,619</b>	<b>38,410</b>		
Off Campus	1,875	1,900	2,090	2,336	2,626	2,993	3,363	3,728	3,776	3,825	3,875	3,926	3,977	4,028	4,081	4,134	4,187	4,242		
<b>University Total</b>	<b>28,874</b>	<b>29,257</b>	<b>29,728</b>	<b>30,319</b>	<b>31,019</b>	<b>31,925</b>	<b>32,831</b>	<b>34,731</b>	<b>35,472</b>	<b>36,224</b>	<b>36,988</b>	<b>37,764</b>	<b>38,549</b>	<b>39,346</b>	<b>40,155</b>	<b>40,975</b>	<b>41,806</b>	<b>42,652</b>		

\*Loudon Campus does not generate NEW enrollment until Fall 2010.

SOURCE: GMU, Data from spreadsheet provided to consultant, "2020 enrl proj by campus.xls"

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## APPENDIX B - AVERAGE OFFICE SIZE BY BUILDING

# Average Office Size by Campus by Building by Room Use Code

Building Name	Building Id	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
<b>Fairfax Campus</b>						
4031 University Drive	Z85	310 Staff Office	2	126	123	129
Buchanan House	BUCH	305 Graduate Research A	3	191	184	203
		310 Staff Office	2	174	125	222
<i>BUCHCount and Average</i>			<i>5</i>	<i>184</i>	<i>125</i>	<i>222</i>
Carow Hall	CW	311 Faculty Office	12	179	106	301
Carty House	CY	310 Staff Office	8	111	81	172
Central Heat/Cooling Plant	HCP	310 Staff Office	2	146	124	167
College Hall	CGH	310 Staff Office	20	141	88	292
		311 Faculty Office	20	119	65	243
<i>CGHCount and Average</i>			<i>40</i>	<i>130</i>	<i>65</i>	<i>292</i>
Commerce I	C	310 Staff Office	34	147	89	330
Commerce II	C2	310 Staff Office	18	179	115	261
		311 Faculty Office	12	175	146	251
<i>C2Count and Average</i>			<i>30</i>	<i>177</i>	<i>115</i>	<i>261</i>
Concert Hall	CCH	310 Staff Office	2	237	124	350
David King Jr Hall	DK	310 Staff Office	12	124	67	188
		311 Faculty Office	71	123	66	287
		312 Adjunct Office	2	108	101	115
		313 Graduate Teaching A	2	108	97	118
<i>DKCount and Average</i>			<i>87</i>	<i>122</i>	<i>66</i>	<i>287</i>
Democracy Lane	DEM	310 Staff Office	4	162	90	206
		311 Faculty Office	3	236	195	286
<i>DEMCount and Average</i>			<i>7</i>	<i>194</i>	<i>90</i>	<i>286</i>
East	E	310 Staff Office	4	140	79	226
		311 Faculty Office	13	152	109	190
<i>ECount and Average</i>			<i>17</i>	<i>149</i>	<i>79</i>	<i>226</i>
Enterprise Hall	ENT	310 Staff Office	43	130	84	343
		311 Faculty Office	121	127	88	258
		312 Adjunct Office	5	105	75	153
<i>ENTCount and Average</i>			<i>169</i>	<i>127</i>	<i>75</i>	<i>343</i>
Facilities Administration	FAD	310 Staff Office	13	148	96	242
Fine Arts Building	FAB	310 Staff Office	2	104	100	108
Finley	FB	310 Staff Office	5	190	99	314
		311 Faculty Office	15	141	95	334
<i>FBCount and Average</i>			<i>20</i>	<i>153</i>	<i>95</i>	<i>334</i>
Innovation Hall	IN	310 Staff Office	37	158	104	349

## Average Office Size by Campus by Building by Room Use Code

Building Name	Building Id	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
Johnson Center	JC	305 Graduate Research A	3	225	205	238
		310 Staff Office	44	133	67	308
		311 Faculty Office	12	127	98	174
		<i>JCCount and Average</i>	<b>59</b>	<b>137</b>	<b>67</b>	<b>308</b>
Krasnow	KB	310 Staff Office	2	146	139	153
		314 Research Office	23	157	132	287
		<i>KBCCount and Average</i>	<b>25</b>	<b>156</b>	<b>132</b>	<b>287</b>
Krug Hall	KH	310 Staff Office	17	141	77	244
		311 Faculty Office	18	138	79	289
		<i>KHCount and Average</i>	<b>35</b>	<b>139</b>	<b>77</b>	<b>289</b>
Maintenance	MTN	310 Staff Office	24	122	63	285
Mason Hall	MH	310 Staff Office	68	156	81	249
		311 Faculty Office	7	129	104	149
		<i>MHCount and Average</i>	<b>75</b>	<b>154</b>	<b>81</b>	<b>249</b>
North Chesapeake Module	NCM	310 Staff Office	20	137	84	316
Northeast Module	NM1	310 Staff Office	4	140	85	190
		311 Faculty Office	13	135	75	190
		312 Adjunct Office	1	143	143	143
		<i>NM1Count and Average</i>	<b>18</b>	<b>137</b>	<b>75</b>	<b>190</b>
Northeast Module II	NM2	310 Staff Office	10	118	81	280
		311 Faculty Office	8	100	81	164
		<i>NM2Count and Average</i>	<b>18</b>	<b>110</b>	<b>81</b>	<b>280</b>
Parking Services	PKS	310 Staff Office	7	125	62	191
Patriot Square	PSQ	310 Staff Office	49	143	78	346
		311 Faculty Office	1	203	203	203
		<i>PSQCount and Average</i>	<b>50</b>	<b>144</b>	<b>78</b>	<b>346</b>
Performing Arts	PAB	310 Staff Office	11	131	82	312
		311 Faculty Office	34	128	102	311
		312 Adjunct Office	1	223	223	223
		<i>PABCount and Average</i>	<b>46</b>	<b>130</b>	<b>82</b>	<b>312</b>
Public Safety	PB	310 Staff Office	19	103	54	195
Research I	RSCHI	310 Staff Office	31	158	104	310
		311 Faculty Office	48	136	100	241
		312 Adjunct Office	1	98	98	98
		<i>RSCHICount and Average</i>	<b>80</b>	<b>144</b>	<b>98</b>	<b>310</b>
Rivanna Housing Module	RHM	310 Staff Office	11	134	103	191

## Average Office Size by Campus by Building by Room Use Code

Building Name	Building Id	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
Robinson Hall	R	310 Staff Office	44	154	85	347
		311 Faculty Office	269	116	50	216
		312 Adjunct Office	7	155	87	318
		313 Graduate Teaching A	2	138	99	177
		314 Research Office	1	167	167	167
		<i>RCount and Average</i>	<b>323</b>	<b>122</b>	<b>50</b>	<b>347</b>
Science Technology I	STI	310 Staff Office	3	140	136	143
		311 Faculty Office	77	114	85	252
		313 Graduate Teaching A	9	150	66	288
		<i>STICount and Average</i>	<b>89</b>	<b>119</b>	<b>66</b>	<b>288</b>
Science Technology II	STII	310 Staff Office	13	190	111	320
		311 Faculty Office	105	156	95	326
		313 Graduate Teaching A	1	335	335	335
		<i>STIICount and Average</i>	<b>119</b>	<b>161</b>	<b>95</b>	<b>335</b>
South Chesapeake Module	SCM	310 Staff Office	11	112	104	143
Student Union I	SU1	305 Graduate Research A	3	127	101	148
		310 Staff Office	127	113	51	307
		<i>SU1Count and Average</i>	<b>130</b>	<b>113</b>	<b>51</b>	<b>307</b>
Student Union II	SU2	310 Staff Office	12	135	96	176
Thompson Hall	T	310 Staff Office	26	145	65	314
		311 Faculty Office	62	116	63	223
		312 Adjunct Office	3	152	144	161
		313 Graduate Teaching A	2	275	258	291
		<i>TCount and Average</i>	<b>93</b>	<b>129</b>	<b>63</b>	<b>314</b>
University Park, 4260 Chain Bridge Roa	UP60	310 Staff Office	6	189	127	315
		311 Faculty Office	8	133	113	201
		<i>UP60Count and Average</i>	<b>14</b>	<b>157</b>	<b>113</b>	<b>315</b>
West	W	311 Faculty Office	12	137	113	213
<b>Campus Count and Average</b>			<b>1,777</b>	<b>134</b>	<b>50</b>	<b>350</b>

**NOTE:** Only offices that have between 50 ASF and 350 ASF have been included.

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## APPENDIX C - AVERAGE OFFICE SIZE BY COLLEGE

# Average Office Size by Campus by College/Unit by Room Use Code

College/Administrative Unit	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
<b>Fairfax Campus</b>					
College of Education and Human Development	310 Staff Office	34	163	77	347
	311 Faculty Office	77	130	62	251
<i>College/Administrative Unit Count and Average</i>		<i>111</i>	<i>140</i>	<i>62</i>	<i>347</i>
College of Health and Human Services	310 Staff Office	9	135	90	268
	311 Faculty Office	76	113	50	215
	312 Adjunct Office	4	192	101	318
<i>College/Administrative Unit Count and Average</i>		<i>89</i>	<i>119</i>	<i>50</i>	<i>318</i>
College of Humanities and Social Sciences	310 Staff Office	62	140	67	343
	311 Faculty Office	341	125	63	301
	312 Adjunct Office	6	122	87	161
	313 Graduate Teaching A	3	242	177	291
<i>College/Administrative Unit Count and Average</i>		<i>412</i>	<i>128</i>	<i>63</i>	<i>343</i>
College of Science	310 Staff Office	20	137	93	285
	311 Faculty Office	148	122	66	289
	312 Adjunct Office	4	126	101	164
	313 Graduate Teaching A	7	181	97	288
<i>College/Administrative Unit Count and Average</i>		<i>179</i>	<i>126</i>	<i>66</i>	<i>289</i>
College of Visual and Performing Arts	310 Staff Office	26	149	81	350
	311 Faculty Office	61	125	65	311
	312 Adjunct Office	1	223	223	223
<i>College/Administrative Unit Count and Average</i>		<i>88</i>	<i>133</i>	<i>65</i>	<i>350</i>
Institute for Conflict Analysis and Resolution	310 Staff Office	2	107	107	107
	311 Faculty Office	2	84	82	86
<i>College/Administrative Unit Count and Average</i>		<i>4</i>	<i>96</i>	<i>82</i>	<i>107</i>
Krasnow Institute	310 Staff Office	2	146	139	153
	314 Research Office	23	157	132	287
<i>College/Administrative Unit Count and Average</i>		<i>25</i>	<i>156</i>	<i>132</i>	<i>287</i>
Office of Continuing and Professional Education	310 Staff Office	3	128	100	162
School of Management	310 Staff Office	32	122	84	216
	311 Faculty Office	73	121	88	233
	312 Adjunct Office	5	105	75	153
<i>College/Administrative Unit Count and Average</i>		<i>110</i>	<i>121</i>	<i>75</i>	<i>233</i>
School of Public Policy	310 Staff Office	7	172	99	314
	311 Faculty Office	15	141	95	334
<i>College/Administrative Unit Count and Average</i>		<i>22</i>	<i>151</i>	<i>95</i>	<i>334</i>



## Average Office Size by Campus by College/Unit by Room Use Code

College/Administrative Unit	Room Use Code	No. of Offices	Average Assignable Square Feet	Minimum	Maximum
Volgenau Sch of Info Tech and Engineering	310 Staff Office	13	190	111	320
	311 Faculty Office	105	156	95	326
	313 Graduate Teaching A	6	121	66	335
<i>College/Administrative Unit Count and Average</i>		<b>124</b>	<b>158</b>	<b>66</b>	<b>335</b>
Academic Administration	305 Graduate Research A	3	191	184	203
	310 Staff Office	46	149	69	310
	311 Faculty Office	29	136	81	213
	314 Research Office	1	167	167	167
<i>College/Administrative Unit Count and Average</i>		<b>79</b>	<b>146</b>	<b>69</b>	<b>310</b>
Enrollment Services	310 Staff Office	65	123	67	316
	311 Faculty Office	4	145	127	173
<i>College/Administrative Unit Count and Average</i>		<b>69</b>	<b>124</b>	<b>67</b>	<b>316</b>
Executive Administration	310 Staff Office	13	169	84	329
Facilities	310 Staff Office	43	136	63	285
Finance and Administration	310 Staff Office	135	143	54	346
Information Technology Unit	305 Graduate Research A	1	238	238	238
	310 Staff Office	91	149	65	349
	311 Faculty Office	1	174	174	174
<i>College/Administrative Unit Count and Average</i>		<b>93</b>	<b>150</b>	<b>65</b>	<b>349</b>
University Development	310 Staff Office	26	143	88	249
University Life	305 Graduate Research A	5	163	101	231
	310 Staff Office	122	114	51	307
	311 Faculty Office	9	125	106	158
<i>College/Administrative Unit Count and Average</i>		<b>136</b>	<b>117</b>	<b>51</b>	<b>307</b>
University Relations	310 Staff Office	16	162	115	261
<b>Campus Count and Average</b>		<b>1,777</b>	<b>134</b>	<b>50</b>	<b>350</b>

**NOTE:** Only offices that have between 50 ASF and 350 ASF have been included.

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## APPENDIX D - OFFICE GUIDELINES

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*FAIRFAX CAMPUS*

## Office Guidelines

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Staffing Type	Office ASF	Conference ASF	Service ASF
President	350	350	100
Vice President	285	50	25
Provost	285	50	25
Dean	285	50	25
Assoc Dean	180	50	25
Asst Dean	180	50	25
Asst Vice President	180	50	25
Assoc Vice President	180	50	25
Assoc Provost	180	50	25
Director	180	50	25
Assoc Director	150	30	25
Asst Director	150	30	25
Administrative Faculty	120	30	25
Instructional Faculty	140	30	25
Research Faculty (Space in Rsrch Gdlns)	0	0	0
Faculty Adjunct	35	0	0
Classified	100	30	25
Classified (shared office or cube)	64	0	15
Classified (no office required)	0	0	0
Grad Teaching Asst	64	0	15
Research Assistant (Space in Rsrch Gdlns)	0	0	0
Teaching Assistant	64	0	15
Grad Research Asst (Space in Rsrch Gdlns)	0	0	0
Student	20	0	0

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**APPENDIX E – OFFICE GUIDELINE APPLICATION BY COLLEGE**

**College of Education & Human Development  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	38.79	40	4,800	44.00	46	5,520	
Instructional Faculty	140	85.07	86	12,040	98.00	99	13,860	
Research Faculty (Space in Rsrch Gdlns)	0	3.65	4	0	6.00	7	0	
Faculty Adjunct	35	33.95	134	4,690	39.00	154	5,390	
Classified	100	41.60	43	4,300	49.00	49	4,900	
Research Assistant (Space in Rsrch Gdlns)	0	32.50	65	0	37.00	75	0	
Teaching Assistant	64	2.50	9	576	3.00	10	640	
Student	20	13.04	48	960	15.00	55	1,100	
Affiliates (no office required)	0	4.50	18	0	5.00	21	0	
<b>Total Office Space</b>				<b>27,651</b>			<b>31,695</b>	<b>18,143</b>
<i>Total Service Space</i>				4,385			5,025	5,307
<i>Total Conference Room Space</i>				5,120			5,870	1,839
<b>TOTAL</b>		<b>256.60</b>	<b>448</b>	<b>37,156</b>	<b>297.00</b>	<b>517</b>	<b>42,590</b>	<b>25,289</b>
<i>Surplus/(Deficit)</i>				<i>(11,867)</i>			<i>(17,301)</i>	

## College of Health & Human Services Office Space Guideline Application

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Assoc Dean	180	3.00	3	540	3.00	3	540	
Asst Dean	180	1.00	1	180	1.00	1	180	
Director	180	2.00	2	360	2.00	2	360	
Administrative Faculty	120	1.50	2	240	4.79	5	600	
Instructional Faculty	140	64.00	66	9,205	85.79	91	12,740	
Research Faculty (Space in Rsrch Gdlns)	0	9.24	10	0	12.67	15	0	
Faculty Adjunct	35	18.37	52	1,820	22.91	66	2,310	
Classified	100	22.00	22	2,200	31.31	34	3,400	
Classified (shared office or cube)	64	1.00	1	64	0.00	0	0	
Research Assistant (Space in Rsrch Gdlns)	0	0.00	0	0	3.25	8	0	
Student	20	0.00	0	0	0.50	1	20	
Affiliates (no office required)	0	7.75	31	0	9.00	37	0	
Additional Service Space (500 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>14,894</b>			<b>20,435</b>	<b>11,549</b>
<i>Total Service Space</i>				<i>2,934</i>			<i>3,925</i>	<i>2,777</i>
<i>Total Conference Room Space</i>				<i>3,043</i>			<i>4,250</i>	<i>1,798</i>
<b>TOTAL</b>		<b>130.86</b>	<b>191</b>	<b>20,870</b>	<b>177.22</b>	<b>264</b>	<b>28,610</b>	<b>16,124</b>
<i>Surplus/(Deficit)</i>				<i>(4,746)</i>			<i>(12,486)</i>	

FAIRFAX CAMPUS

**College of Humanities & Social Sciences  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	30.41	30	3,600	36.00	35	4,200	
Instructional Faculty	140	399.72	409	57,260	478.00	488	68,320	
Research Faculty (Space in Rsrch Gdlns)	0	19.50	19	0	32.00	30	0	
Faculty Adjunct	35	76.28	228	7,980	92.00	271	9,485	
Classified	100	88.90	93	9,300	105.00	110	11,000	
Research Assistant (Space in Rsrch Gdlns)	0	78.50	157	0	93.00	187	0	
Teaching Assistant	64	31.86	145	9,280	38.00	173	11,072	
Student	20	53.45	193	3,860	63.00	230	4,600	
Affiliates (no office required)	0	16.50	66	0	19.00	77	0	
<b>Total Office Space</b>				<b>91,565</b>			<b>108,962</b>	<b>57,938</b>
<i>Total Service Space</i>				<i>15,500</i>			<i>18,445</i>	<i>19,620</i>
<i>Total Conference Room Space</i>				<i>16,010</i>			<i>19,040</i>	<i>6,868</i>
<b>TOTAL</b>		<b>796.12</b>	<b>1,341</b>	<b>123,075</b>	<b>957.00</b>	<b>1,602</b>	<b>146,447</b>	<b>84,426</b>
<i>Surplus/(Deficit)</i>				<i>(38,649)</i>			<i>(62,021)</i>	

**College of Science  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Assoc Dean	180	6.00	6	1,080	8.00	8	1,440	
Asst Dean	180	1.00	1	180	1.00	1	180	
Director	180	4.88	6	1,080	5.00	6	1,080	
Assoc Director	150	2.80	3	450	3.00	3	450	
Asst Director	150	1.00	1	150	1.00	1	150	
Instructional Faculty	140	145.75	146	20,440	183.00	184	25,760	
Research Faculty (Space in Rsrch Gdlns)	0	68.66	78	0	159.00	180	0	
Faculty Adjunct	35	26.11	84	2,940	32.00	108	3,780	
Classified	100	58.00	60	6,000	73.00	75	7,500	
Grad Teaching Asst	64	41.50	83	5,312	53.00	104	6,656	
Research Assistant (Space in Rsrch Gdlns)	0	4.00	8	0	7.00	9	0	
Grad Research Asst (Space in Rsrch Gdlns)	0	14.00	28	0	19.00	36	0	
Student	20	27.50	102	2,040	34.00	128	2,560	
Affiliates (no office required)	0	1.25	5	0	2.00	6	0	
<b>Total Office Space</b>				<b>39,957</b>			<b>49,841</b>	<b>22,880</b>
<i>Total Service Space</i>				<i>6,845</i>			<i>8,535</i>	<i>4,301</i>
<i>Total Conference Room Space</i>				<i>7,000</i>			<i>8,690</i>	<i>2,706</i>
<b>TOTAL</b>		<b>403.45</b>	<b>612</b>	<b>53,802</b>	<b>581.00</b>	<b>850</b>	<b>67,066</b>	<b>29,887</b>
<i>Surplus/(Deficit)</i>				<i>(23,915)</i>			<i>(37,179)</i>	



**College of Visual & Performing Arts  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	20.34	21	2,520	24.00	25	3,000	
Instructional Faculty	140	81.29	84	11,760	98.00	101	14,140	
Faculty Adjunct	35	13.65	48	1,680	17.00	56	1,960	
Classified	100	37.85	39	3,900	45.00	46	4,600	
Research Assistant (Space in Rsrch Gdlns)	0	1.00	2	0	2.00	2	0	
Teaching Assistant	64	1.00	4	256	2.00	4	256	
Student (no office required)	0	93.07	363	0	113.00	437	0	
Additional Service Space (2,000 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (3,500 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>20,401</b>			<b>24,241</b>	<b>12,336</b>
<i>Total Service Space</i>				<i>9,185</i>			<i>9,885</i>	<i>12,638</i>
<i>Total Conference Room Space</i>				<i>4,370</i>			<i>5,210</i>	<i>1,187</i>
<b>TOTAL</b>		<b>249.20</b>	<b>562</b>	<b>33,956</b>	<b>302.00</b>	<b>672</b>	<b>39,336</b>	<b>26,161</b>
<i>Surplus/(Deficit)</i>				<i>(7,795)</i>			<i>(13,175)</i>	

**Institute for Conflict Analysis & Resolution  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Administrative Faculty	120	1.00	1	120	1.00	1	120	
Instructional Faculty	140	2.50	3	420	3.00	4	560	
Faculty Adjunct	35	3.00	11	385	4.50	17	595	
Classified	100	0.80	1	100	1.00	1	100	
Grad Teaching Asst	64	1.50	3	192	2.00	4	256	
Teaching Assistant	64	1.50	3	192	2.00	4	256	
Student	20	0.66	2	40	1.00	2	40	
Affiliates (no office required)	0	1.50	6	0	2.00	7	0	
<b>Total Office Space</b>				<b>1,449</b>			<b>1,927</b>	<b>382</b>
<i>Total Service Space</i>				<i>215</i>			<i>270</i>	<i>115</i>
<i>Total Conference Room Space</i>				<i>150</i>			<i>180</i>	<i>0</i>
<b>TOTAL</b>		<b>12.46</b>	<b>30</b>	<b>1,814</b>	<b>16.50</b>	<b>40</b>	<b>2,377</b>	<b>497</b>
<i>Surplus/(Deficit)</i>				<i>(1,317)</i>			<i>(1,880)</i>	

**Krasnow Institute  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Director	180	1.00	1	180	1.00	1	180	
Administrative Faculty	120	2.00	2	240	2.00	2	240	
Instructional Faculty	140	17.00	17	2,380	20.00	20	2,800	
Research Faculty (Space in Rsrch Gdlns)	0	11.00	11	0	18.00	18	0	
Classified	100	2.25	3	300	3.00	4	400	
Research Assistant (Space in Rsrch Gdlns)	0	8.00	16	0	9.00	19	0	
Student	20	1.50	6	120	2.00	7	140	
Affiliates (no office required)	0	5.50	22	0	6.00	26	0	
<b>Total Office Space</b>				<b>3,220</b>			<b>3,760</b>	<b>3,905</b>
<i>Total Service Space</i>				<i>575</i>			<i>675</i>	<i>605</i>
<i>Total Conference Room Space</i>				<i>710</i>			<i>830</i>	<i>1,285</i>
<b>TOTAL</b>		<b>48.25</b>	<b>78</b>	<b>4,505</b>	<b>61.00</b>	<b>97</b>	<b>5,265</b>	<b>5,795</b>
<i>Surplus/(Deficit)</i>				<i>1,290</i>			<i>530</i>	

**Office of Continuing & Professional Education  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Administrative Faculty	120	2.00	2	240	2.00	2	240	
Faculty Adjunct	35	0.75	3	105	1.00	3	105	
Classified	100	8.75	9	900	10.00	10	1,000	
<b>Total Office Space</b>				<b>1,245</b>			<b>1,345</b>	<b>815</b>
<i>Total Service Space</i>				275			300	0
<i>Total Conference Room Space</i>				330			360	242
<b>TOTAL</b>		<b>11.50</b>	<b>14</b>	<b>1,850</b>	<b>13.00</b>	<b>15</b>	<b>2,005</b>	<b>1,057</b>
<i>Surplus/(Deficit)</i>				<i>(793)</i>			<i>(948)</i>	

**School of Management  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	8.00	8	960	9.00	9	1,080	
Instructional Faculty	140	84.75	86	12,040	100.00	102	14,280	
Faculty Adjunct	35	17.75	58	2,030	21.00	69	2,415	
Classified	100	37.85	40	4,000	45.00	47	4,700	
Grad Teaching Asst	64	12.50	25	1,600	15.00	30	1,920	
Research Assistant (Space in Rsrch Gdlns)	0	5.00	10	0	6.00	12	0	
Teaching Assistant	64	2.00	8	512	2.00	9	576	
Student	20	7.46	26	520	9.00	31	620	
Affiliates (no office required)	0	1.00	4	0	1.00	5	0	
<b>Total Office Space</b>				<b>21,947</b>			<b>25,876</b>	<b>13,692</b>
<i>Total Service Space</i>				<i>3,870</i>			<i>4,560</i>	<i>9,979</i>
<i>Total Conference Room Space</i>				<i>4,070</i>			<i>4,790</i>	<i>2,979</i>
<b>TOTAL</b>		<b>177.31</b>	<b>266</b>	<b>29,887</b>	<b>209.00</b>	<b>315</b>	<b>35,226</b>	<b>26,650</b>
<i>Surplus/(Deficit)</i>				<i>(3,237)</i>			<i>(8,576)</i>	

**School of Public Policy  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Dean	285	1.00	1	285	0.00	0	0	
Administrative Faculty	120	3.50	4	480	0.00	0	0	
Instructional Faculty	140	12.00	12	1,680	0.00	0	0	
Research Faculty (Space in Rsrch Gdlns)	0	4.43	6	0	0.00	0	0	
Faculty Adjunct	35	0.25	1	35	0.00	0	0	
Classified	100	4.00	4	400	0.00	0	0	
Research Assistant (Space in Rsrch Gdlns)	0	10.00	20	0	0.00	0	0	
Student	20	2.32	8	160	0.00	0	0	
Affiliates (no office required)	0	1.25	5	0	0.00	0	0	
<b>Total Office Space</b>				<b>3,040</b>			<b>0</b>	<b>5,893</b>
<i>Total Service Space</i>				<i>525</i>			<i>0</i>	<i>1,111</i>
<i>Total Conference Room Space</i>				<i>650</i>			<i>0</i>	<i>1,796</i>
<b>TOTAL</b>		<b>38.75</b>	<b>61</b>	<b>4,215</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>8,800</b>
<i>Surplus/(Deficit)</i>				<b>4,585</b>			<b>8,800</b>	

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**Volgenau Sch of Info Tech & Engineering  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Dean	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	9.60	10	1,200	11.00	11	1,320	
Instructional Faculty	140	105.00	106	14,840	124.00	125	17,500	
Research Faculty (Space in Rsrch Gdlns)	0	22.84	25	0	39.00	43	0	
Faculty Adjunct	35	24.88	85	2,975	30.00	100	3,500	
Classified	100	30.63	31	3,100	36.00	36	3,600	
Research Assistant (Space in Rsrch Gdlns)	0	34.25	69	0	41.00	82	0	
Teaching Assistant	64	21.63	89	5,696	26.00	106	6,784	
Student	20	21.86	82	1,640	24.00	97	1,940	
Affiliates (no office required)	0	5.00	20	0	6.00	23	0	
<b>Total Office Space</b>				<b>29,736</b>			<b>34,929</b>	<b>24,621</b>
<i>Total Service Space</i>				<i>5,035</i>			<i>5,915</i>	<i>3,834</i>
<i>Total Conference Room Space</i>				<i>4,460</i>			<i>5,210</i>	<i>2,497</i>
<b>TOTAL</b>		<b>276.67</b>	<b>518</b>	<b>39,231</b>	<b>338.00</b>	<b>624</b>	<b>46,054</b>	<b>30,952</b>
<i>Surplus/(Deficit)</i>				<i>(8,279)</i>			<i>(15,102)</i>	

**Academic Administration  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Vice President	285	2.00	2	570	2.00	2	570	
Provost	285	1.00	1	285	1.00	1	285	
Asst Vice President	180	1.00	1	180	1.00	1	180	
Assoc Provost	180	2.00	2	360	2.00	2	360	
Director	180	1.00	1	180	1.00	1	180	
Assoc Director	150	1.00	1	150	1.00	1	150	
Administrative Faculty	120	18.50	18	2,160	21.00	20	2,400	
Instructional Faculty	140	12.00	12	1,680	14.00	14	1,960	
Research Faculty (Space in Rsrch Gdlns)	0	0.30	1	0	0.00	2	0	
Faculty Adjunct	35	0.50	1	35	1.00	1	35	
Classified	100	62.14	63	6,300	71.00	73	7,300	
Research Assistant (Space in Rsrch Gdlns)	0	23.00	52	0	28.00	60	0	
Additional Service Space (500 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (1,500 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (2,000 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>11,900</b>			<b>13,420</b>	<b>15,619</b>
<i>Total Service Space</i>				<i>8,525</i>			<i>8,875</i>	<i>8,622</i>
<i>Total Conference Room Space</i>				<i>3,170</i>			<i>3,590</i>	<i>2,274</i>
<b>TOTAL</b>		<b>124.44</b>	<b>155</b>	<b>23,595</b>	<b>143.00</b>	<b>178</b>	<b>25,885</b>	<b>26,515</b>
<i>Surplus/(Deficit)</i>				<i>2,920</i>			<i>630</i>	



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**Enrollment Services  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Assoc Vice President	180	1.00	1	180	1.00	1	180	
Assoc Provost	180	1.00	1	180	1.00	1	180	
Administrative Faculty	120	44.41	44	5,280	51.00	50	6,000	
Faculty Adjunct	35	0.50	2	70	0.00	2	70	
Classified	100	75.05	77	7,700	88.00	89	8,900	
Research Assistant (Space in Rsrch Gdlns)	0	1.63	6	0	2.00	7	0	
Additional Service Space (1,000 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (2,000 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>13,410</b>			<b>15,330</b>	<b>14,766</b>
<i>Total Service Space</i>				<i>7,075</i>			<i>7,525</i>	<i>7,289</i>
<i>Total Conference Room Space</i>				<i>3,730</i>			<i>4,270</i>	<i>1,230</i>
<b>TOTAL</b>		<b>123.59</b>	<b>131</b>	<b>24,215</b>	<b>143.00</b>	<b>150</b>	<b>27,125</b>	<b>23,285</b>
<i>Surplus/(Deficit)</i>				<i>(930)</i>			<i>(3,840)</i>	

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**Executive Administration  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
President	350	1.00	1	350	1.00	1	350	
Vice President	285	1.25	1	285	1.00	1	285	
Administrative Faculty	120	11.00	11	1,320	12.00	12	1,440	
Faculty Adjunct	35	0.10	1	35	0.00	1	35	
Classified	100	9.00	9	900	10.00	10	1,000	
Research Assistant (Space in Rsrch Gdlns)	0	0.75	2	0	1.00	2	0	
Additional Service Space (300 asf)	0	0.00	0	0	0.00	0	0	
Additional Conference Space (300 asf)	0	0.00	0	0	0.00	0	0	
Additional Conference Space (2,000 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>2,890</b>			<b>3,110</b>	<b>2,595</b>
<i>Total Service Space</i>				925			975	1,346
<i>Total Conference Room Space</i>				3,600			3,660	2,202
<b>TOTAL</b>		<b>23.10</b>	<b>25</b>	<b>7,415</b>	<b>25.00</b>	<b>27</b>	<b>7,745</b>	<b>6,143</b>
<i>Surplus/(Deficit)</i>				<i>(1,272)</i>			<i>(1,602)</i>	

FAIRFAX CAMPUS

**Facilities**

**Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Vice President	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	11.00	11	1,320	13.00	13	1,560	
Classified	100	8.00	8	800	9.00	9	900	
Classified (shared office or cube)	64	19.30	20	1,280	22.00	22	1,408	
Classified (no office required)	0	138.00	138	0	160.00	160	0	
Research Assistant (Space in Rsrch Gdlns)	0	0.50	2	0	0.00	2	0	
<b>Total Office Space</b>				<b>3,685</b>			<b>4,153</b>	<b>11,303</b>
<i>Total Service Space</i>				<i>800</i>			<i>905</i>	<i>612</i>
<i>Total Conference Room Space</i>				<i>620</i>			<i>710</i>	<i>895</i>
<b>TOTAL</b>		<b>177.80</b>	<b>180</b>	<b>5,105</b>	<b>205.00</b>	<b>207</b>	<b>5,768</b>	<b>12,810</b>
<i>Surplus/(Deficit)</i>				<i>7,705</i>			<i>7,042</i>	

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**Finance & Administration/Auxiliary Enterprises  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Director	180	1.00	1	180	1.00	1	180	
Administrative Faculty	120	14.00	14	1,680	16.00	16	1,920	
Classified	100	8.00	8	800	9.00	9	900	
Classified (shared office or cube)	64	42.00	42	2,688	49.00	49	3,136	
Classified (no office required)	0	8.00	8	0	9.00	9	0	
Research Assistant (Space in Rsrch Gdlns)	0	2.50	8	0	3.00	9	0	
Additional Service Space (500 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>5,348</b>			<b>6,136</b>	<b>4,034</b>
<i>Total Service Space</i>				2,205			2,385	3,913
<i>Total Conference Room Space</i>				710			800	107
<b>TOTAL</b>		<b>75.50</b>	<b>81</b>	<b>8,263</b>	<b>87.00</b>	<b>93</b>	<b>9,321</b>	<b>8,054</b>
<i>Surplus/(Deficit)</i>				<i>(209)</i>			<i>(1,267)</i>	

**Finance & Administration/Operations  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Vice President	285	1.00	1	285	1.00	1	285	
Assoc Vice President	180	4.00	4	720	4.00	4	720	
Assoc Provost	180	1.00	1	180	1.00	1	180	
Director	180	1.00	1	180	1.00	1	180	
Administrative Faculty	120	18.80	19	2,280	21.00	21	2,520	
Faculty Adjunct	35	0.13	1	35	0.00	1	35	
Classified	100	168.65	171	17,100	204.30	206	20,600	
Research Assistant (Space in Rsrch Gdlns)	0	0.25	1	0	0.00	1	0	
Additional Service Space (1,000 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (2,000 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>20,780</b>			<b>24,520</b>	<b>20,393</b>
<i>Total Service Space</i>				8,925			9,850	11,368
<i>Total Conference Room Space</i>				6,050			7,160	2,918
<b>TOTAL</b>		<b>194.83</b>	<b>199</b>	<b>35,755</b>	<b>232.30</b>	<b>236</b>	<b>41,530</b>	<b>34,679</b>
<i>Surplus/(Deficit)</i>				<i>(1,076)</i>			<i>(6,851)</i>	

**Information Technology Unit  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Vice President	285	1.00	1	285	1.00	1	285	
Administrative Faculty	120	63.38	64	7,680	73.00	73	8,760	
Faculty Adjunct	35	0.75	3	105	1.00	3	105	
Classified	100	44.50	45	4,500	51.00	52	5,200	
Classified (shared office or cube)	64	138.93	139	8,896	161.00	162	10,368	
Research Assistant (Space in Rsrch Gdlns)	0	2.75	9	0	3.00	10	0	
Library Personnel (Space in Lib Gdlns)	0	59.13	65	0	69.00	75	0	
<b>Total Office Space</b>				<b>21,466</b>			<b>24,718</b>	<b>24,645</b>
<i>Total Service Space</i>				4,835			5,580	3,870
<i>Total Conference Room Space</i>				3,320			3,800	1,504
<b>TOTAL</b>		<b>310.43</b>	<b>326</b>	<b>29,621</b>	<b>359.00</b>	<b>376</b>	<b>34,098</b>	<b>30,019</b>
<i>Surplus/(Deficit)</i>				<b>398</b>			<b>(4,079)</b>	

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**University Development  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Vice President	285	1.00	1	285	1.00	1	285	
Director	180	1.00	1	180	1.00	1	180	
Assoc Director	150	3.00	3	450	3.00	3	450	
Asst Director	150	2.00	2	300	2.00	2	300	
Administrative Faculty	120	13.05	13	1,560	19.05	19	2,280	
Classified	100	28.63	29	2,900	33.00	33	3,300	
Research Assistant (Space in Rsrch Gdlns)	0	0.25	1	0	0.00	1	0	
Student	20	1.00	2	40	1.00	2	40	
Additional Service Space (1,000 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>5,715</b>			<b>6,835</b>	<b>7,173</b>
<i>Total Service Space</i>				2,225			2,475	1,851
<i>Total Conference Room Space</i>				1,510			1,810	0
<b>TOTAL</b>		<b>49.93</b>	<b>52</b>	<b>9,450</b>	<b>60.05</b>	<b>62</b>	<b>11,120</b>	<b>9,024</b>
<i>Surplus/(Deficit)</i>				<i>(426)</i>			<i>(2,096)</i>	

## University Life

### Office Space Guideline Application

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head- count	Total Guideline ASF	FTE	Head- count	Total Guideline ASF	
Vice President	285	1.00	1	285	1.00	1	285	
Dean	285	1.00	1	285	1.00	1	285	
Assoc Dean	180	4.50	4	720	5.00	4	720	
Asst Dean	180	1.00	1	180	1.00	1	180	
Assoc Vice President	180	2.00	2	360	2.00	2	360	
Director	180	3.00	3	540	3.00	3	540	
Assoc Director	150	2.25	2	300	3.00	2	300	
Asst Director	150	2.00	2	300	2.00	2	300	
Administrative Faculty	120	57.25	58	6,960	66.00	67	8,040	
Instructional Faculty	140	11.00	11	1,540	13.00	13	1,820	
Faculty Adjunct	35	1.79	8	280	1.00	9	315	
Classified	100	35.25	36	3,600	39.00	40	4,000	
Research Assistant (Space in Rsrch Gdlns)	0	2.50	6	0	4.00	6	0	
Additional Service Space (500 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (1,000 asf)	0	0.00	0	0	0.00	0	0	
Additional Service Space (2,000 asf)	0	0.00	0	0	0.00	0	0	
Additional Conference Space (300 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>15,350</b>			<b>17,145</b>	<b>14,987</b>
<i>Total Service Space</i>				6,525			6,900	6,811
<i>Total Conference Room Space</i>				4,170			4,620	1,841
<b>TOTAL</b>		<b>124.54</b>	<b>135</b>	<b>26,045</b>	<b>141.00</b>	<b>151</b>	<b>28,665</b>	<b>23,639</b>
<i>Surplus/(Deficit)</i>				<i>(2,406)</i>			<i>(5,026)</i>	

**University Relations  
Office Space Guideline Application**

Staffing Type	Office Guideline ASF per Headcount	FALL 2007			TARGET YR 2017			Existing ASF
		FTE	Head-count	Total Guideline ASF	FTE	Head-count	Total Guideline ASF	
Vice President	285	1.00	1	285	1.00	1	285	
Director	180	2.00	2	360	2.00	2	360	
Asst Director	150	1.00	1	150	1.00	1	150	
Administrative Faculty	120	4.25	4	480	5.00	4	480	
Faculty Adjunct	35	0.25	1	35	0.00	1	35	
Classified	100	37.13	39	3,900	42.00	45	4,500	
Research Assistant (Space in Rsrch Gdlns)	0	0.50	2	0	1.00	2	0	
Student	20	1.00	1	20	1.00	1	20	
Additional Service Space (3,500 asf)	0	0.00	0	0	0.00	0	0	
<b>Total Office Space</b>				<b>5,230</b>			<b>5,830</b>	<b>7,576</b>
<i>Total Service Space</i>				<i>4,675</i>			<i>4,825</i>	<i>4,753</i>
<i>Total Conference Room Space</i>				<i>1,470</i>			<i>1,650</i>	<i>246</i>
<b>TOTAL</b>		<b>47.13</b>	<b>51</b>	<b>11,375</b>	<b>53.00</b>	<b>57</b>	<b>12,305</b>	<b>12,575</b>
<i>Surplus/(Deficit)</i>				<b>1,200</b>			<b>270</b>	



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## APPENDIX F - LIBRARY GUIDELINE APPLICATION

**General Library Operations**

Library Collections					
	Current Items	Conversion Factor	Fall 2007 Volumes	Volume Growth	Target Yr 2017
Books/Serials (Volumes)	832,251	1.00	832,251	10.00%	915,476
Manuscripts & Archives	271	1.00	271	0.00%	271
Gov't Documents (Volu)	340,599	1.00	340,599	0.00%	340,599
Unbound Serials (Displ)	5,847	0.50	11,694	0.00%	11,694
Microforms	1,764,495	80.00	22,056	0.00%	22,056
Audio/Visual Materials	33,546	5.00	6,709	0.00%	6,709
<b>Total Volume Equivalents</b>			<b>1,213,580</b>		<b>1,296,805</b>

**Library Guideline Application and Analysis**

Collection Space	No. of Volume Equivalents					FALL 2007 Guideline ASF	TARGET YR 2017 Guideline ASF
	0 - 150,000	150,001 - 300,000	300,001 - 600,000	600,001 - 2,000,000	2,000,001 and above		
ASF per Volume	0.10	0.09	0.08	0.07	0.02		
Fall 2007 Collection Space	15,000	13,500	24,000	42,951	0		
Target Yr 2017 Collection Space	15,000	13,500	24,000	48,776	0		
Total Collection Space						95,451	101,276
Study Space	Percent of Headcount	Fall 2007 Headcount	Fall 2007 Stations	Target Yr 2017	Target Yr 2017		
Undergraduate Students	15%	23,150	3,473	28,297	4,245		
Graduate Students	15%	0	0	0	0		
Faculty (Headcount)	5%	1,695	85	2,131	107		
<b>Total Study Stations</b>		100% @ 25 ASF/Station		3,557	4,351		
Total Study Space						88,925	108,775
<b>TOTAL COLLECTION &amp; STUDY SPACE</b>						<b>184,376</b>	<b>210,051</b>
<b>Service Space</b> <i>(12.5% of Total Collection and Study Space)</i>						23,047	26,256
<b>Lounge Space</b> <i>(3 ASF per Study Station)</i>						10,672	13,053
<b>TOTAL LIBRARY GUIDELINE SPACE</b>						<b>218,094</b>	<b>249,361</b>

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**APPENDIX G – COMPARISON WITH SCHEV SPACE USING ASF/FTE**

**George Mason University  
Fairfax Campus  
Assignable Square Feet per FTE by SCHEV Space Type**

SCHEV Type	2007 FTE	Instruction 1	Public Service 2	Libraries 3	Services & Support 4	Physical Plant 5	Research 6	Non-Guideline 7	Auxiliary Enterprise 9	Base Year Total ASF	2017 FTE	Target Year Projected ASF	Target Year Guideline ASF
College of Education and Human Development	1,277	32,618					5,134			37,752	1,528	63,053	56,810
ASF/FTE		26					4			30		41	37
College of Health and Human Services	686	20,217					1,828			22,045	822	36,027	100,574
ASF/FTE		29					3			32		44	122
College of Humanities and Social Sciences	7,938	85,571	5,593				27,478	35	1,199	119,876	9,468	130,540	211,169
ASF/FTE		11	0.7				3			15		14	22
College of Science	3,134	67,731					41,461			109,192	3,720	181,865	344,580
ASF/FTE		22					13			35		49	93
College of Visual And Performing Arts	1,156	81,085					617		37,210	118,912	1,393	157,310	247,411
ASF/FTE		70					0.5		32	103		113	178
Volgenau School of Info Tech and Engineering	1,917	38,849			1,030		28,171			68,050	2,271	103,144	153,461
ASF/FTE		20			0.5		15			35		45	68
School of Management	2,513	30,824					1,520			32,344	2,983	32,736	40,744
ASF/FTE		12					0.6			13		11	14
School of Public Policy	49	5,589					6,839	3,211		15,639	51	4,159	-
ASF/FTE		114					140	66		319		82	
Institute for Conflict Analysis and Resolution	96	497								497	108	1,160	2,377
ASF/FTE		5								5		11	22
Krasnow Institute							22,314			22,314		32,374	14,728
Office of Cont & Prof Educ		1,057								1,057		2,057	2,005
Academic Administration	103	9,584	3,461		13,802			131	3,713	30,691	124	38,654	40,506
Enrollment Services		120,287			24,537			1,198	1,266	147,288		181,405	254,702
Executive Administration		391			9,040					9,431		16,789	11,433
Facilities						49,672			618	50,290		37,256	95,641
Finance & Administration		3,749			38,849			438	1,775,337	1,818,373		2,945,796	2,832,941
Information Tech Unit		30,178	4,812	163,802	23,690				3,102	225,584		308,815	326,270
University Development					2,971			6,496	113	9,580		14,507	11,744
University Life		4,476			10,447				19,431	34,354		78,336	75,657
University Relations					9,849				2,843	12,692		17,958	12,436
Intercollegiate Athletics		6,020					588		206,952	213,560		319,422	262,863
Affiliates					435			4,356		4,791		4,583	4,138
Planned Future Buildings										-			434,396
<b>Campus Total</b>	<b>18,869</b>	<b>538,723</b>	<b>13,866</b>	<b>163,802</b>	<b>134,563</b>	<b>49,759</b>	<b>135,950</b>	<b>15,865</b>	<b>2,051,784</b>	<b>3,104,312</b>	<b>22,468</b>	<b>4,707,946</b>	<b>5,536,586</b>
ASF/FTE		29	0.7	9	7	3	7	0.8	109	165		210	246

SCHEV Guideline	42.5 ASF/FTE plus up to 7.5 ASF/FTE	no gdln	no gdln	7 ASF/FTE plus up to 3 ASF/FTE	4 ASF/FTE plus up to 3 ASF/FTE	450or800/\$100K plus 10 ASF/grad std	no gdln	no gdln
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<b>SCHEV Guideline ASF Needs</b>	<b>801,933</b>	<b>132,083</b>	<b>75,476</b>	<b>320,140</b>	<b>1,329,632</b>
	<b>943,450</b>	<b>188,690</b>	<b>132,083</b>	<b>320,140</b>	<b>1,584,363</b>

**George Mason University  
Fairfax Campus  
Assignable Square Feet per FTE by Space Category**

	2007 FTE	Classroom & Service	Teaching Laboratories & Service	Open Laboratories & Service	Research Laboratories & Service	Academic Offices & Service	Other Department Space	Administrative Offices & Service	Library	Assembly & Exhibit	Physical Plant	Student Union	Student Health Facilities	Other (Athletics, Res Life, Parking, Affiliates)	Base Year Total ASF
College of Education and Human Development	1,277	570	6,041	609	5,134	25,289	109								37,752
ASF/FTE		0	5	0	4	20	0.1								30
College of Health and Human Services	686		3,927	706	1,288	16,124									22,045
ASF/FTE			6	1	2	24									32
College of Humanities and Social Sciences	7,938		3,556	2,194	27,478	84,426	2,222								119,876
ASF/FTE			0	0.3	3	11	0.3								15
College of Science	3,134	5,311	25,410	3,866	41,461	29,887	3,257								109,192
ASF/FTE		2	8	1	13	10	1								35
College of Visual And Performing Arts	1,156	1,333	30,623	5,226		26,161	750			54,819					118,912
ASF/FTE		1	26	5		23	1			47					103
Volgenau School of Info Tech and Engineering	1,917	887	4,760	2,524	28,171	30,952	756								68,050
ASF/FTE		0	2	1	15	16	0.4								35
School of Management	2,513	2,743	1,431		1,520	26,650									32,344
ASF/FTE		1	0.6		0.6	11									13
School of Public Policy	49				6,839	8,800									15,639
ASF/FTE					140	180									319
Institute for Conflict Analysis and Resolution	96					497									497
ASF/FTE						5									5
Krasnow Institute					16,519	5,795									22,314
Office of Cont & Prof Educ						1,057									1,057
Academic Administration	103						4,176	26,515							30,691
Enrollment Services		116,021	2,306	472			5,204	23,285							147,288
Executive Administration							3,288	6,143							9,431
Facilities								12,810		37,480					50,290
Finance & Administration/Aux							6,677	8,054			152,826		1,615,585		1,783,142
Finance & Administration/Op							552	34,679							35,231
Information Tech Unit				15,517			13,262	30,019	164,623		2,163				225,584
University Development							556	9,024							9,580
University Life				1,162			311	23,639			7,246	1,996			34,354
University Relations							117	12,575							12,692
Intercollegiate Athletics														213,560	213,560
Affiliates														4,791	4,791
<b>Campus Total</b>	<b>18,869</b>	<b>126,865</b>	<b>78,054</b>	<b>32,276</b>	<b>128,410</b>	<b>255,638</b>	<b>41,237</b>	<b>186,743</b>	<b>164,623</b>	<b>54,819</b>	<b>37,480</b>	<b>162,235</b>	<b>1,996</b>	<b>1,833,936</b>	<b>3,104,312</b>
ASF/FTE		7	4	2	7	14	2.2	10	9	3	2	9	0.1	97	165