

3.2.4 OFFICE FACILITIES

3.2.4.1 General

The guidelines in this section address offices and office support spaces.

Office and office support space standards are used to provide the Project Team with design guidelines for offices within new construction and/or renovation projects. Mason's office and office support space standards supersede the guidelines outlined in the CPSM and have been developed to meet Mason-specific standards that are used in planning new and/or renovated offices and office support spaces. Office space standards represent the general guidelines the Project Team should use when planning office spaces and represent maximum allowable assignable square feet for each employee category listed in the chart in section 3.2.4.2. It is understood that variations in space size may be needed to meet project specific programming needs, particularly for renovation projects in which the project program must be housed within an existing building envelope. Variations from these standards must be approved by the Associate Director, Space Management for each capital or non-capital project.

3.2.4.2 Facility Planning and Design

3.2.4.2.1 Faculty Offices

It is George Mason University's objective to use space efficiently, and shared offices are encouraged where it is feasible.

Project Teams shall carefully analyze space plans to account and provide for spaces with shared use such as conference rooms, pantries, etc. A ratio of one shared use space for every 12 private offices is an appropriate assumption for planning.

The chart in this section includes the **maximum** assignable square feet (ASF) for each category of space. The minimum office size for an enclosed individual office is 90 ASF. Minimum cubicle or workstation size is determined by furniture design and layout. The ASF listed in the chart is intended to be a general guideline for these spaces, and it is understood that ASF may vary according to program needs within individual projects. Approval from the Associate Director of Space Management is needed for space that would exceed guideline ASF for each space category.

The diagrams in Chapter 5, [3.2-29](#) and [3.2-30](#) illustrate workspace configurations that have been adopted by George Mason University and represent the desired models to be used.

3.2.4.2.1.1 Full-Time Faculty

In most cases, full-time faculty are assigned private offices. In some cases, a department may utilize shared space for tenured, tenure-line, or term full-time faculty. The ASF for offices that will be shared by multiple faculty members will be adjusted to meet the total number of faculty who will be assigned to those spaces.

3.2.4.2.1.2 Part-Time/Adjunct Faculty

In all cases, part-time/adjunct faculty are assigned work space within a shared office or a hoteling workstation (inclusive of shared support space; i.e. conference, copy/print areas, etc.).

3.2.4.2.1.3 Classified Staff

Staff are assigned to workstations in either open common areas or within enclosed shared offices. An approved business use is required for private staff offices within a project program. Trade (shops/maintenance) staff are assigned shared drop-in stations.

3.2.4.2.1.4 Graduate Teaching/Research Assistants

Graduate assistants are provided shared workstations within a suite that includes workstations, a small 2-3 person meeting room, and collaboration areas. The number of workstations for each suite will be determined by the total number of GTA/GRAs assigned for each department and calculated by the percentage of occupancy for those spaces.

3.2.4.2.1.5 Collaboration Areas

Academic and research space programs should include ASF for open collaboration areas for faculty and faculty-student collaboration. These spaces should include whiteboard surfaces, power/data connections and flexible furniture.

	Employee Category	Type	Max ASF
FACULTY AND STAFF OFFICES	President	Private Office	350asf
	Vice President	Private Office	285asf
	Associate/Assistant Vice President	Private Office	180asf
	Provost	Private Office	285asf
	Associate/Assistant Provost	Private Office	180asf
	Dean	Private Office	250asf
	Associate/Assistant Dean	Private Office	150asf
	Chair/Director	Private Office	150asf
	Associate/Assistant Chair/Director	Private Office	140asf
	Instructional Faculty	Private Office	120asf
	Research Faculty*	Private Office	120asf
	Administrative/Professional Faculty	Private Office	120asf
	Graduate Teaching Assistant	Shared	35asf
	Graduate Research Assistant*	Shared	48asf
	Part-time/Adjunct Faculty	Shared	35asf
	Classified Staff	Workstation/Private Office	64 /100asf
	Wages Employee	Workstation/Shared Office	64 / 100asf
	Student Assistant	Workstation	20asf
	SUPPORT SPACES	N/A	Waiting/Reception Area
N/A		Storage Room	100asf
N/A		Supply/Mail Room	120asf
N/A		Pantry (shared – one per floor)	varies by program
N/A		Copy/Work Room (shared-one per floor)	100asf
MEETING	N/A	Small Conference Room (4-10 seats)	26 asf/seat
	N/A	Medium Conference Room (10-20 seats)	28 asf/seat
	N/A	Large Conference Room (20+ seats)	34 asf/seat

*Additional space assigned for research faculty and graduate research assistant is determined by State Council of Higher Education in Virginia (SCHEV) guidelines for ASF per \$100,000 of annual research expenditures.

3.2.4.2.2 Conference Rooms

- For conference room configurations that have been adopted by George Mason University, refer to detail [3.2-28](#).

- Note that there will be variations for higher level furnishing levels where appropriate and indicated by the Planner.

3.2.4.3 Windows and Walls

3.2.4.3.1 All Office Facilities

- For executive level offices, confirm with the Planner the need for partitions above those indicated in Section 3.2.1.3.
- Partitions shall go to the underside of the deck above for all conference and private meeting rooms.
- Provide roller shades for offices; provide roller shades and blackout shades for conference rooms. All shades shall be manual except as specifically indicated in the project.
- Built-in millwork shall be provided on a case-by-case basis as required by the project.
- All operable windows shall have impervious sills and be fitted with screens.

3.2.4.4 Doors

3.2.4.4.1 All Office Facilities

- All doors for offices and conference rooms shall have a sidelight.
- All doors shall be solid core wood veneer.
- Provide a coat hook on the back of the door for each office.
- Provide a door stop for each door.

3.2.4.5 Accessibility

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3.2.4.6 Furniture and Equipment

3.2.4.6.1 All Office Facilities

The table below includes general information for conference room equipment and furnishings.

Room Size	Floor Power and Data Box	Projection Screen	Projector	Writing Surface	Furniture	Lighting
Small (4-10 seats)	1	Manual	Table Top	White Board*	Moveable Tables and Chairs	Dimmable at screen
Medium (10-20 seats)	2	Manual	Table Top	White Board*	Moveable Tables and Chairs	Dimmable at screen
Large (20+ seats)	2-3	Power	Ceiling Mounted	White Board*	Moveable Tables and Chairs Storage Credenza	On separate switches and dimmable

- For shared copy rooms, provide data and electrical support. Provide a minimum of one shared copy room per floor.
- The State of Virginia mandates furniture for State funded projects is purchased through Virginia Correctional Enterprises (VCE) unless a waiver is received.
- Casegoods furniture is standard for all individual offices. Systems furniture shall be used for staff in open or shared office configurations.

3.2.4.7 Materials and Finishes

3.2.4.7.1 All Office Facilities

3.2.4.7.1.1 Wall Finishes

- Walls shall be painted drywall.
- Consider using an accent paint color in conference rooms.

3.2.4.7.1.2 Floor Finishes

- Provide a minimum 4” vinyl cove base in a dark color to coordinate with the floor finish. Provide broadloom carpet for office and small and medium conference spaces.
- Provide carpet tile for large conference rooms, open office areas, and circulation corridors in office areas.
- Provide VCT for copy/file/storage and pantry areas. Ceilings shall be 2’x2’ acoustic tile.

3.2.4.7.1.3 Ceiling Finishes

- GWB ceilings shall be used by exemption and as required by the project as an exception

3.2.4.8 Building Systems

3.2.4.8.1 General

3.2.4.8.2 Plumbing

3.2.4.8.2.1 All Office Facilities

- Refer to Section 3.3.3 – Plumbing Systems.
- The only plumbing provided in this space type is for pantry areas. Pantry areas are intended to be provided as a shared function for a floor.
- No dishwasher, disposal, or separate water station for coffee makers shall be provided in pantry areas.
- Refrigerators in pantry areas shall have ice makers.
- Provide a single bowl sink for pantry areas.

3.2.4.8.3 Heating, Ventilating and Air Conditioning

3.2.4.8.3.1 All Office Facilities

- Refer to Section 3.3.1 – HVAC Systems.
- Where possible, provide opportunities for natural ventilation without hampering and/or being in concert with the house ventilation system.
- Based on the economy of the overall system, to the maximum extent possible, provide limited user control of HVAC (minimum of 3 and a maximum of 5 offices), within a range of operation that can be centrally over-ridden IAW commonwealth standards.

3.2.4.8.4 Electrical

3.2.4.8.4.1 All Office Facilities

- Refer to Section 3.3.2 – Electrical Design Criteria for illumination level recommendations and additional information.
- Conference rooms shall have a multi-gang slide dimmer with one control device per zone.
- Lighting in offices shall consist of 2'x4' recessed fluorescent or LED fixtures.
- George Mason University has a preference for indirect and direct indirect lighting (as opposed to direct lighting) in office spaces.
- Lighting shall be controlled by wall or ceiling mounted occupancy sensors and wall mounted override switch.

- Receptacles (20A - 12SV) with isolated ground and 200% neutral shall be provided at each desk location. An additional outlet shall be provided at each desk location. In conference rooms each wall shall be provided with an electrical outlet adjacent to the lectern.
- Provide a ceiling mounted outlet for projectors and projection screens in large conference rooms.

3.2.4.8.5 Communications

3.2.4.8.5.1 All Office Facilities

- Provide a telephone/data outlet in each office at the desk area. Also provide a telephone/data/AV outlet at the blackboard/lectern area.
- Provide a floor outlet with elec/tel/data/AV capabilities at the center of the table in conference rooms.
- Refer to Chapter 3.3 for wireless requirements

3.2.4.9 Acoustics

Interior-source background noise from mechanical systems shall be calculated using the sound from all relevant HVAC sources and paths. Wherever possible, the mechanical system design shall comply with all requirements in Chapter 48 “Sound and Vibration Control” from the ASHRAE Applications Handbook and shall be designed to achieve the following Noise Criterion (NC) ratings in the spaces. The lower values listed below are intended as the system design goal and the higher values specify the performance of the total system installed and operating under actual field conditions. The higher values shall not be exceeded anywhere in the space.

	Maximum Design NC Rating	Maximum Field NC Measurement
Private Office	30	35
Shared Office	35	40
Open Plan Offices	35	40
Conference Rooms	30	35

3.2.4.10 Security

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