



**Penn**  
UNIVERSITY *of* PENNSYLVANIA

# Administrative Space Guidelines

January 2025

## Background and Context

- Previous Administrative Space Guidelines were created in 2014.
- This 2025 update reflects evolving workplace trends such as hybrid working, unassigned and/or shared seat assignments.
- This presentation provides an overview of the recommended utilization of space guidelines and should be used to identify administrative spatial departmental needs for all Schools and Centers.
- The tools provided in this document include a visual description of the palette of spaces and a space calculator to help define approximate square footage needs and offer visual suggestions for furnishings and configurations.
- Considerations are provided for individual workspaces, as well as group and communal spaces.



## Best Practices & Emerging Trends

- Reduce the size and number of individual assigned spaces.
- Provide more personal quiet space options including unassigned touchdown areas, phone rooms and small huddle rooms.
- Enhance shared community, café and amenity spaces.
- Limit assigned workspaces for those in-person 3+ days/week.
- Be aware of acoustical privacy needs and virtual meeting distraction.
- Provide tech, power and AV amenities to enable multiple seating options.
- Consider flexibility of use for a same-sized assigned office, shared office and huddle rooms (100 - 120 SF).
- Support wellness design- natural light, biophilia, recovery spaces.
- Provide lockers for unassigned hybrid/touchdown users.
- Utilize data tracking technology for space utilization through room reservation systems, sensors, etc.



## Design Considerations

The Office of University Architect recommends the following design considerations are evaluated during the design process for University work environments.

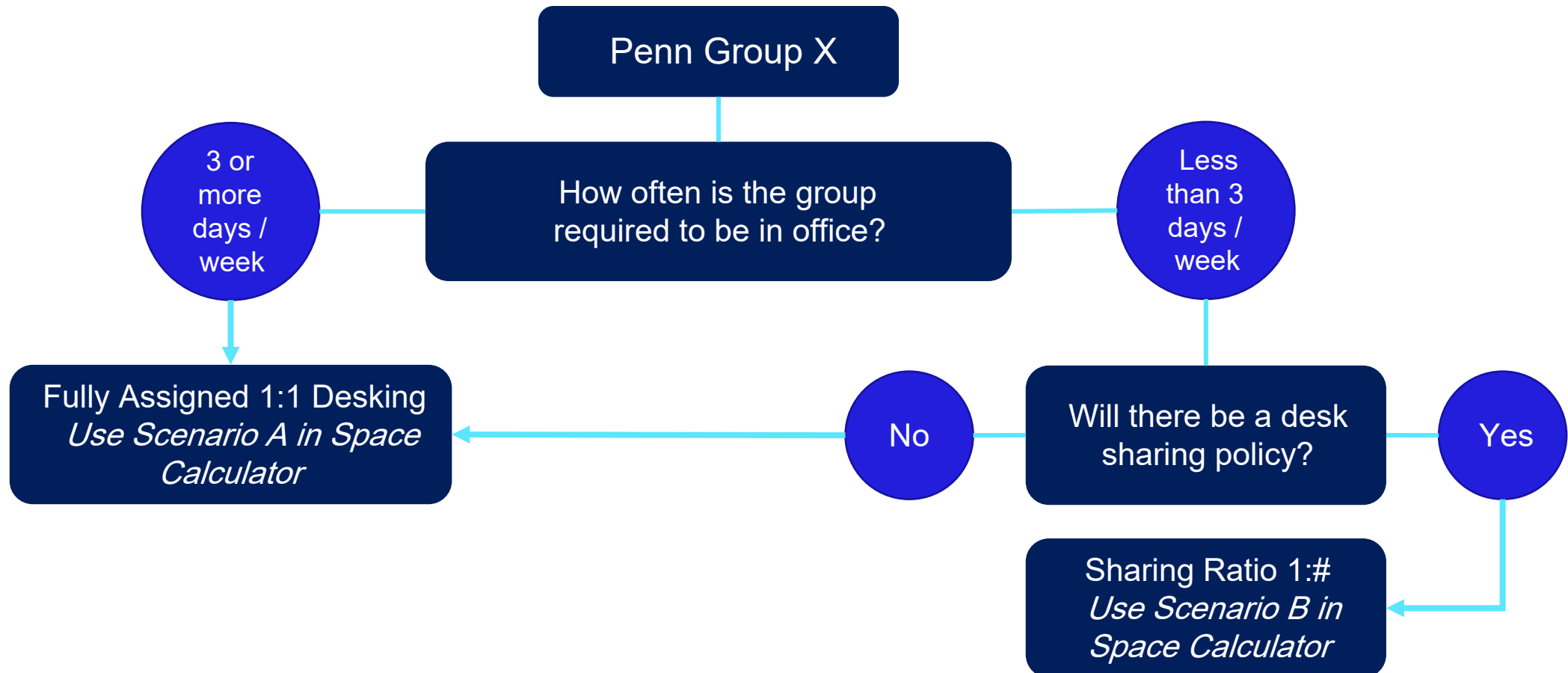
These considerations may vary depending on the real estate model such as leased vs Penn-owned space or what spaces are provided by the base building vs required by the tenant.

Work environments should be inclusive and respond to the health and wellness of our employees.

- ADA accessibility
- All-gender restrooms
- Personal and cultural amenity spaces (lactation, prayer, ablution etc.)
- Focused, quiet zones balanced with collaborative and active spaces
- Acoustic awareness
- Food and wellness amenities
- Neighborhood design
- Modularity & Flexibility
- Safety & Security
- Data tracking / Reservations

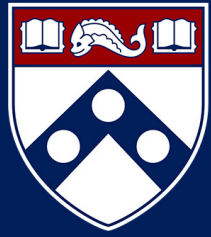
## Workplace Considerations: Hybrid Work Models/Assigned and Unassigned

*The hybrid work environment considers how people work, the number of days they are in person, the tools they need, and mobility options. A hybrid work approach considers an appropriate balance of assigned and unassigned seat sharing which impacts the types and quantities of space types provided.*



## Guideline Metrics: Comparison

	Previous Guidelines	Updated Guidelines
Executive Office	280 sf	200-240 sf
Typical Office	120 sf	100-120 sf
Shared Office	n/a	100-120 sf
Workstation	64 sf	48 sf
Touchdown	n/a	30 sf – 1:7 / 1:12
Focus Space	n/a	40-60 sf – 1:25
Huddle Space	n/a	100-120 sf – 1:25 / 1:20
Open Collaboration	n/a	100+ sf – 1:25
Meeting Room	1:2	Varies – 1:1.25 / 1:1.5
Resource Area for copy/supplies (primary and satellite)	200 sf – 1:75	100-120 sf – 1:100 30 sf – 1:50
Break Room	300 sf – 1:75	300-600 sf – 1:100
Pantry Station	n/a	50 sf – 1:50
Storage (departmental / coats / lockers)	20 sf / pp	100 sf – 1:50 30 sf – 1:25 3 sf – 1:10
Wellness Room	n/a	80 sf – 1:50



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# Palette of Spaces

# Palette of Spaces: Executive Office

*Private office for concentrated / confidential work.*

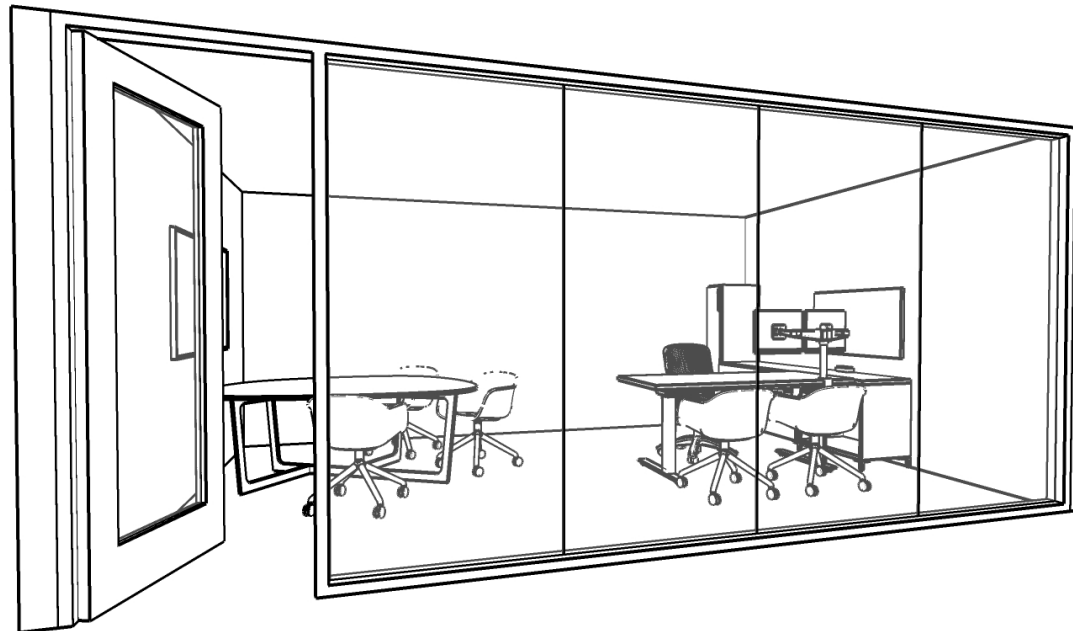
*Multipurpose space with the ability to hold a small meeting.*

- Enclosed office space
- Visual & auditory privacy
- Work wall for heads-down work
- Personal storage
- Flexible furniture for 3p-5p meetings
- Sit-to-stand worksurface with dual-monitor capabilities
- Technology enabled for video conferencing

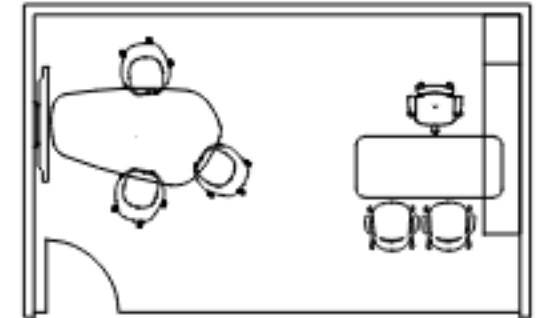
Staff Levels:

- Vice President

3D DIAGRAM



2D FLOOR PLAN



SIZE

200 -  
240  
SF

QTY

Per  
program

*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*



## Palette of Spaces: Typical Office

*Private office for concentrated / confidential work.*

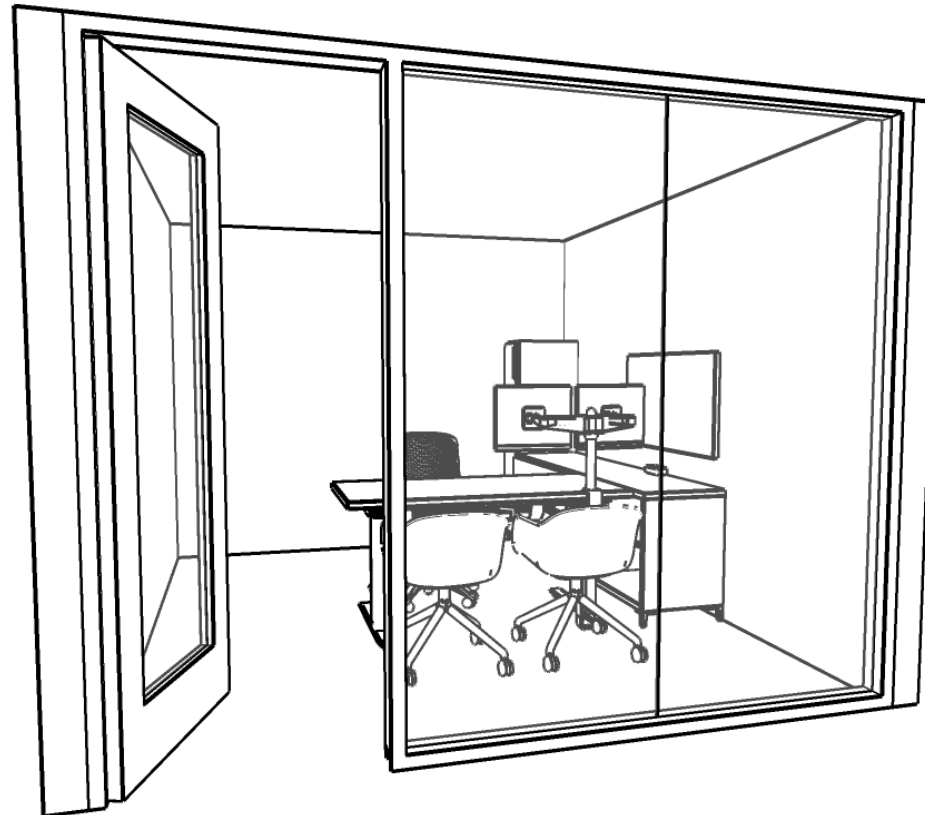
*Ability to hold a 1 on 1 conversation.*

- Enclosed space
- Visual & auditory privacy
- Work wall for heads-down work
- Personal storage
- Flexible furniture for 2p-3p meetings
- Sit-to-stand worksurface with dual-monitor capabilities

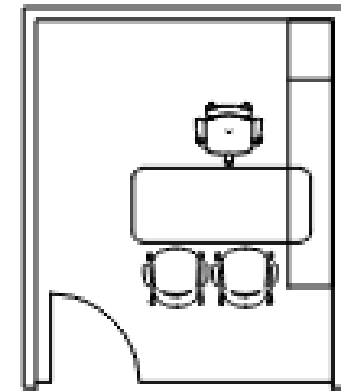
Staff Levels:

- Assoc VP
- Exec Director
- Director

3D DIAGRAM



2D FLOOR PLAN



SIZE

100 -  
120  
SF

QTY

Per  
program

*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

## Palette of Spaces: Shared Office

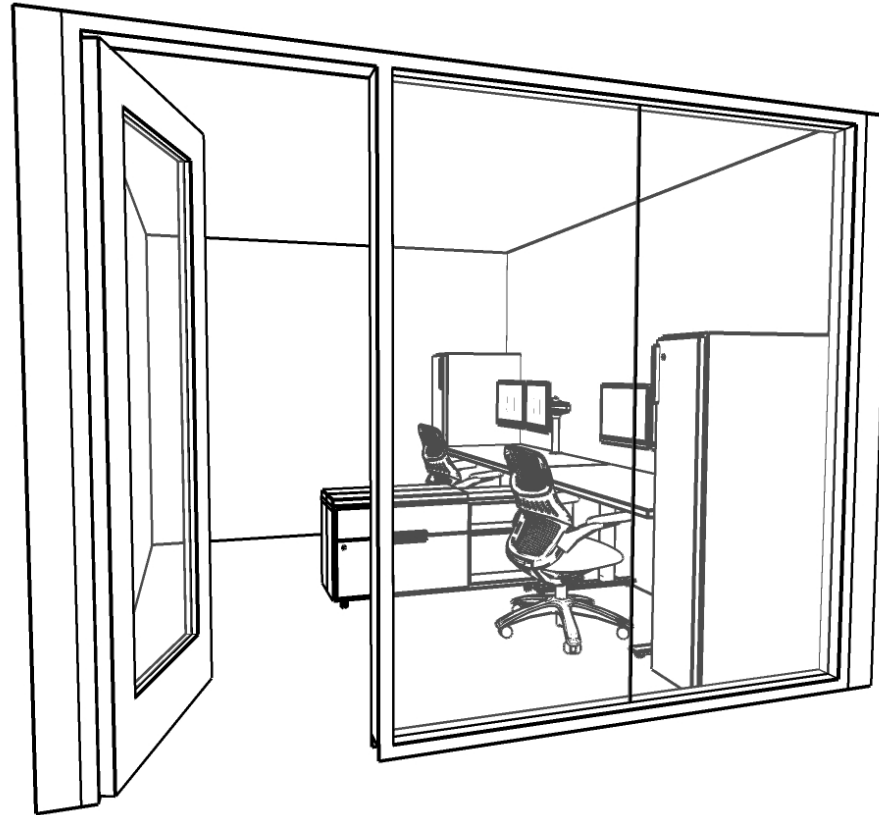
*Semi-private office for concentrated work.*

- Enclosed space
- Visual & auditory semi-privacy
- Work wall for heads-down work
- Personal storage
- Sit-to-stand worksurfaces with dual-monitor capabilities
- Same size as Typical Office for future modification

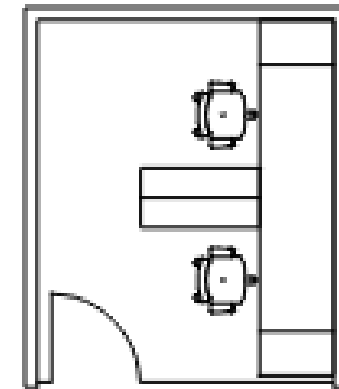
### Staff Levels:

- Semi-private office sharing/ touchdown

### 3D DIAGRAM



### 2D FLOOR PLAN



SIZE

100 -  
120  
SF

QTY

Per  
program

*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

# Palette of Spaces: Workstation

*Open workstation for concentrated work.*

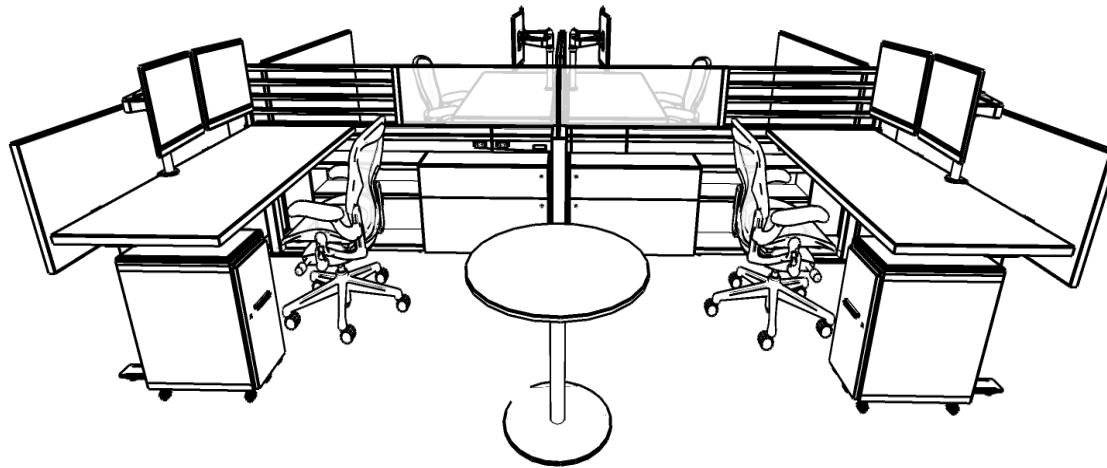
*Multiple arrangements depending on workstyle and departmental needs.*

- Furniture-based workstation
- Can be assigned or unassigned
- Add-on visual and auditory privacy
- Flexible arrangements
- Personal storage
- Sit-to-stand worksurfaces with dual-monitor capabilities

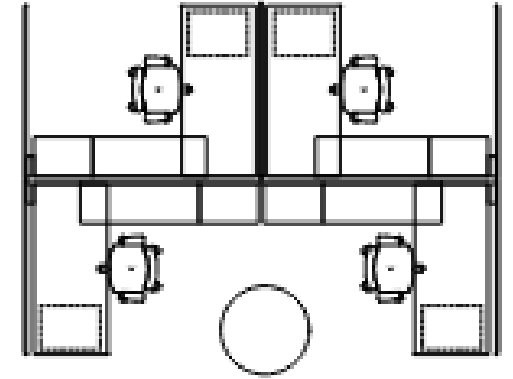
Staff Levels:

- Professional Staff
- Clerical/ Admin

3D DIAGRAM



2D FLOOR PLAN



SIZE

48  
SF

QTY

Per  
program

*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

## Palette of Spaces: Touchdown

*Open workstation for multi-task work, typically for part-time staff.*

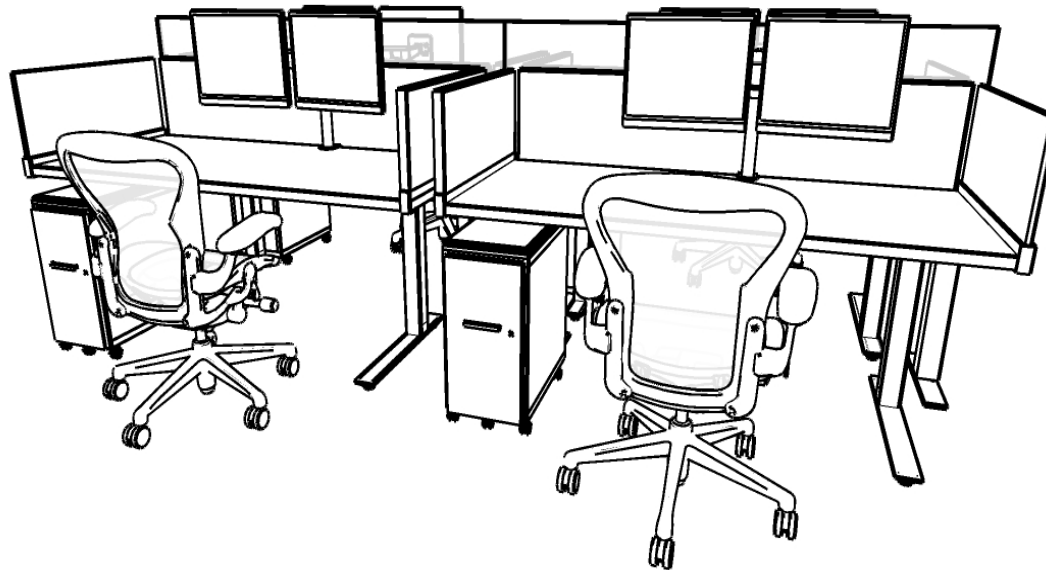
*Adjacent to variety of spaces for collaboration & meetings.*

- Furniture-based workstation
- Typical unassigned
- Add-on visual and acoustical privacy
- Flexible arrangements
- Personal storage

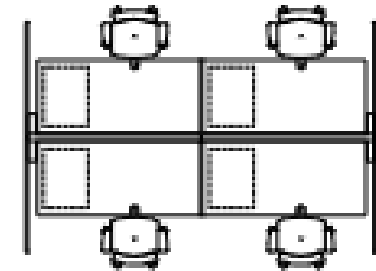
Staff Levels:

- Desk-sharing/touchdown
- Intern

### 3D DIAGRAM



### 2D FLOOR PLAN



#### SIZE

30  
SF

#### QTY

1:7 -  
1:12

(1 space type :  
# work seats)

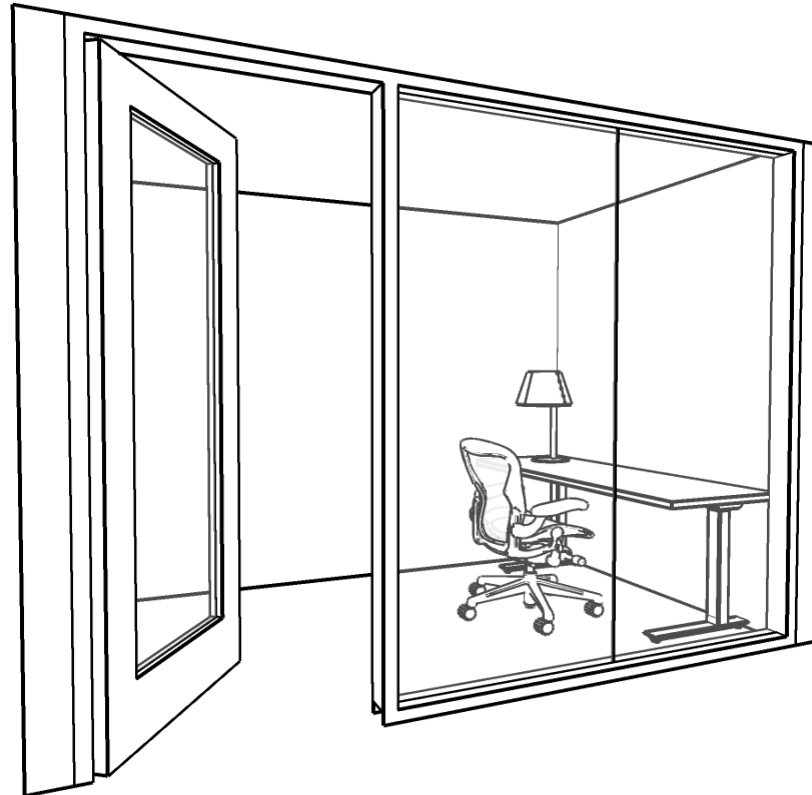
*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

# Palette of Spaces: Focus Space

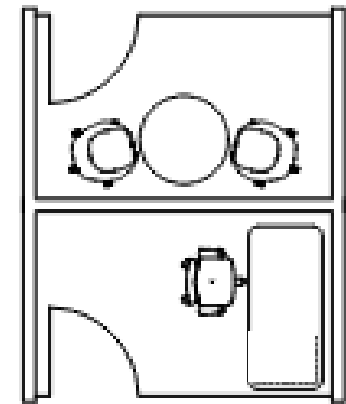
*A reservable space to pop in for quick phone calls, 1:1 meetings, focus work or decompression.*

- Enclosed space
- 1-2p work/collab space
- Variety of seating
- Visual & auditory privacy
- Built or furniture solution
- Half-size of a Typical Office for future modification

## 3D DIAGRAM



## 2D FLOOR PLAN



### SIZE

40-60 SF

### QTY

1:25

*NOTE: 3D diagram and 2D floor plan provided for reference only. Exact requirements to be determined during programming.*

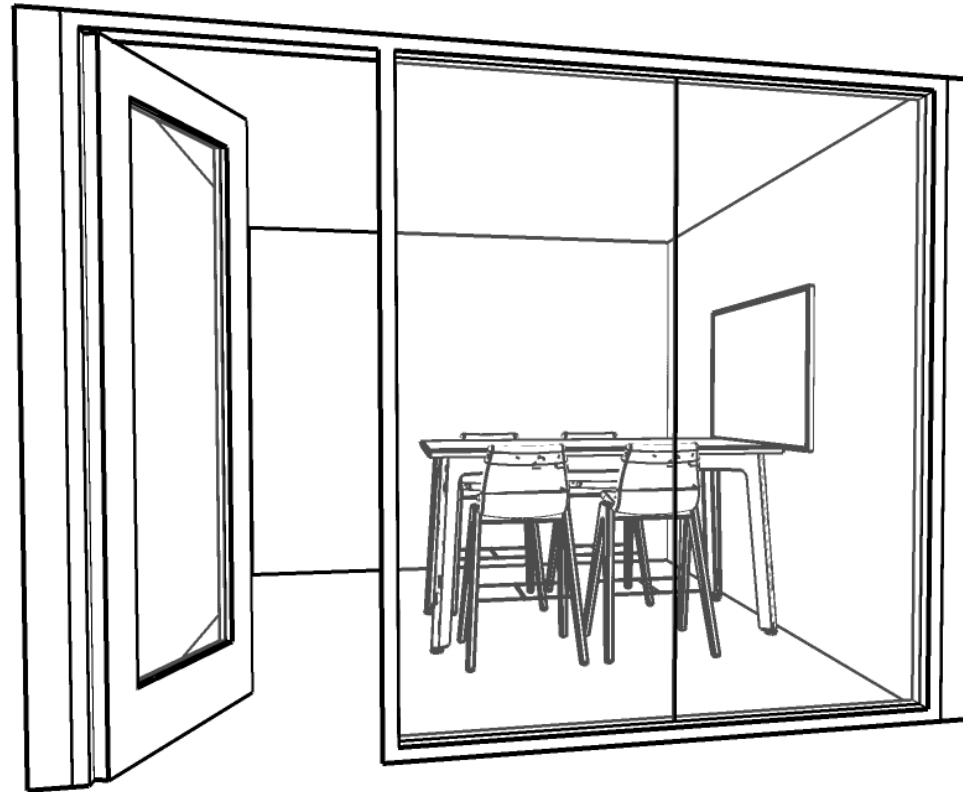
(1 space type : # work seats)

## Palette of Spaces: Huddle Space

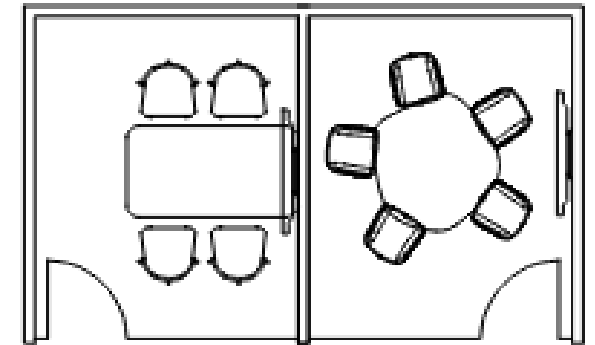
*A reservable space with technology to drop-in for quick meetings and collaboration.*

- Enclosed space
- 4-5p collaborative space
- Variety of seating options
- Built or furniture solution
- Visual & auditory privacy
- Technology enabled for video conferencing
- Same size as Typical Office for future modification

### 3D DIAGRAM



### 2D FLOOR PLAN



### SIZE

100-  
120  
SF

### QTY

1:20 -  
1:25

(1 space type :  
# work seats)

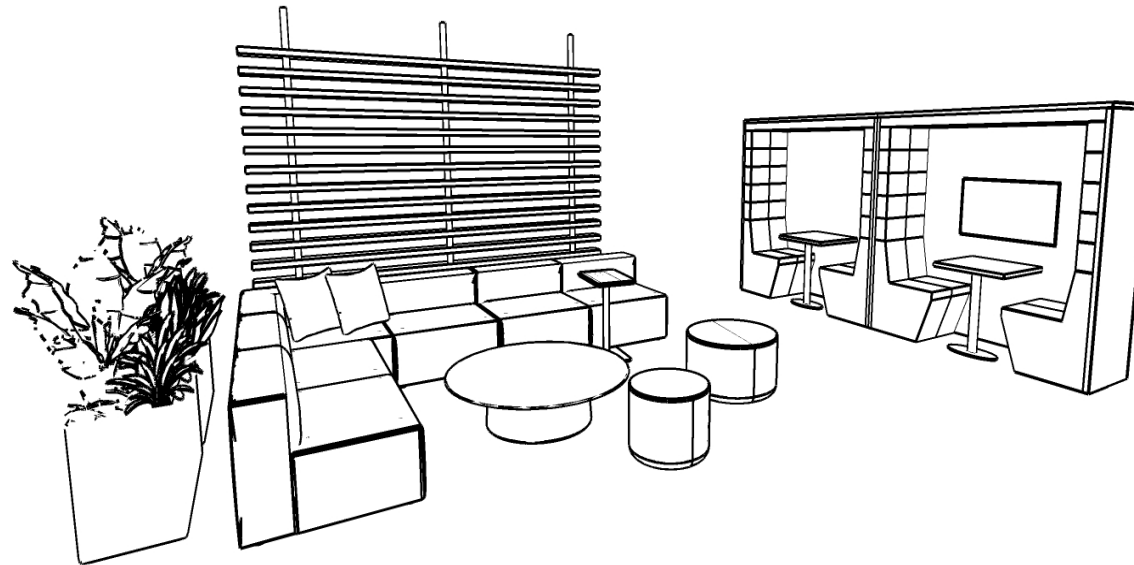
*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

# Palette of Spaces: Open Collaboration

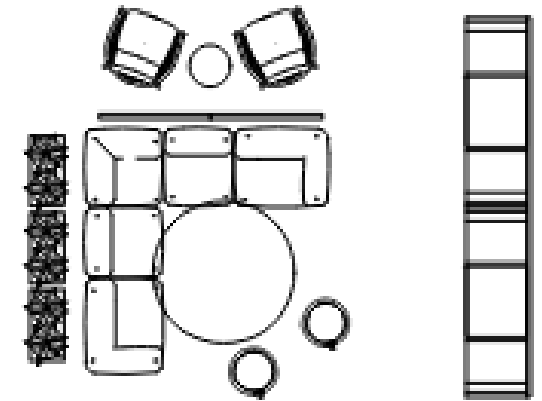
*A non-reservable space with technology to foster collaboration.*

- Open or semi-enclosed
- 2-8p collaboration spaces
- Variety of seating
- Technology enabled for video conferencing
- Provide visual/sound absorbing barriers for privacy and acoustics
- Consider zoning/placement to foster collaboration while balancing workstation disruption
- Options to brand & provide biophilia

## 3D DIAGRAM



## 2D FLOOR PLAN



SIZE

100+  
SF

QTY

1:25

*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

(1 space type :  
# work seats)

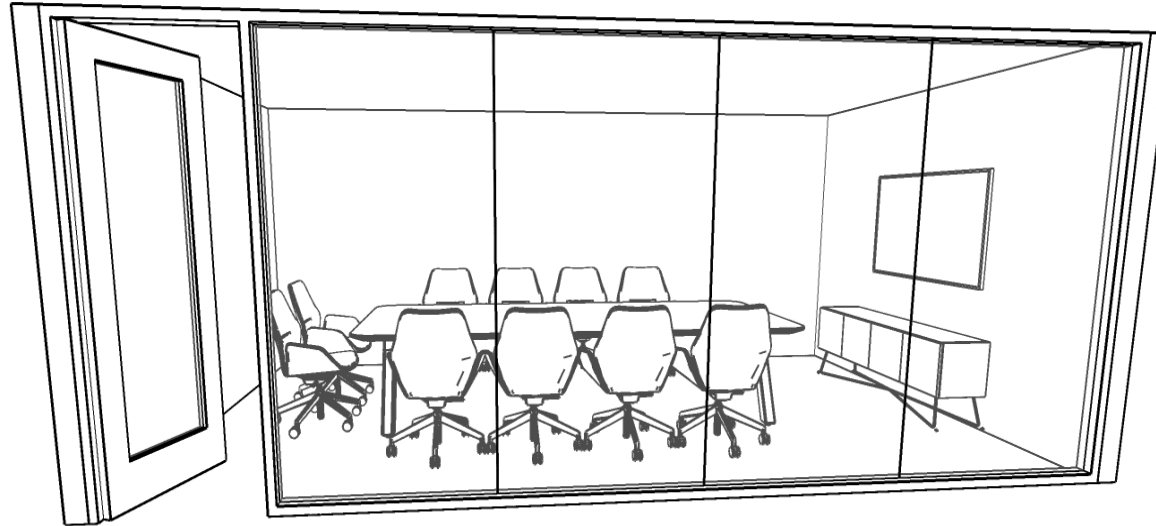
# Palette of Spaces: Meeting Room

*Reservable meeting rooms that can range from 10 to 20 persons.*

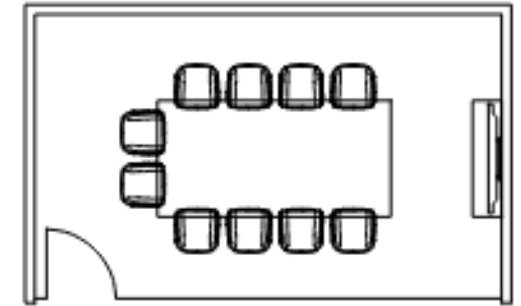
*Technology enabled for both in-person and virtual meetings.*

- Enclosed space
- Visual & auditory privacy
- Variety of technology; reservable, screen share, virtual meetings
- Variety of seating

## 3D DIAGRAM



## 2D FLOOR PLAN



### SIZE

Varies

### QTY

1:1.25  
- 1:1.5

(1 meeting seat : # work seat)

*NOTE: 3D diagram and 2D floor plan provided for reference only. Exact requirements to be determined during programming.*

Programming Note:

Space tool calculator provides distribution of meeting room seats based on best practices. Verify sizes and quantities during programming.



# Palette of Spaces: Resource Area

*Support areas for copy, print, mail, departmental supply storage, etc.*

## Primary Resource Support Area

- Semi-enclosed space
- Larger multifunction copy/print devices
- Layout/collating space
- Supply storage
- Mail distribution

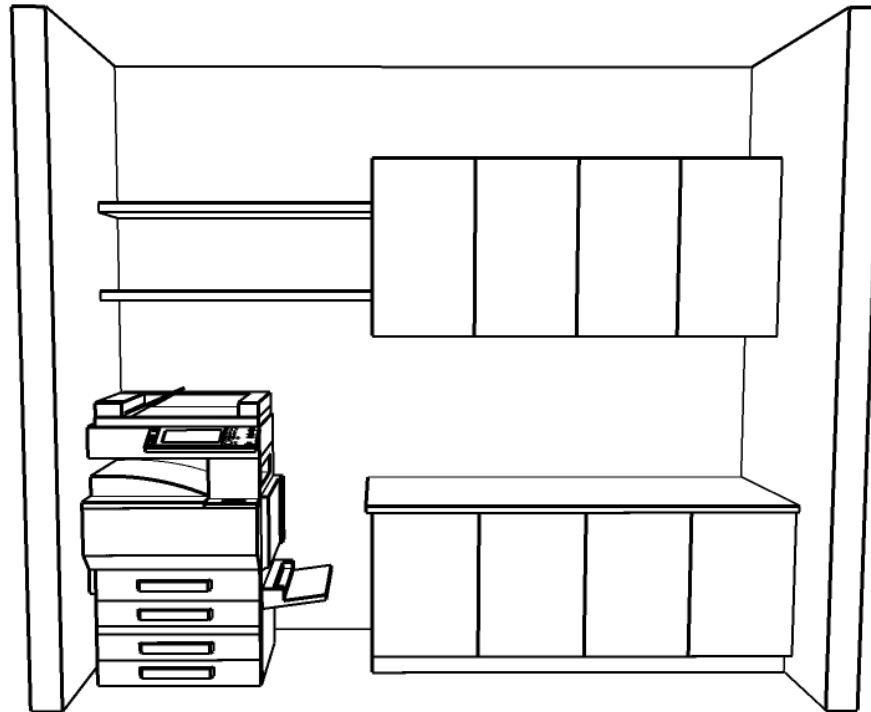
## Satellite Resource Support Area

- Semi-enclosed or open space
- Smaller printers
- Light office storage

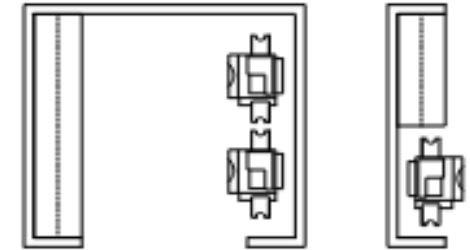
### Programming Note:

Consider central location for Primary Resource Areas and distribute Satellite Areas.

### 3D DIAGRAM



### 2D FLOOR PLAN



#### PRIMARY

SIZE	QTY
------	-----

100 -  
120  
SF

1:100

#### SATELLITE

SIZE	QTY
------	-----

30  
SF

1:50

*NOTE: 3D diagram and 2D floor plan provided for reference only. Exact requirements to be determined during programming.*

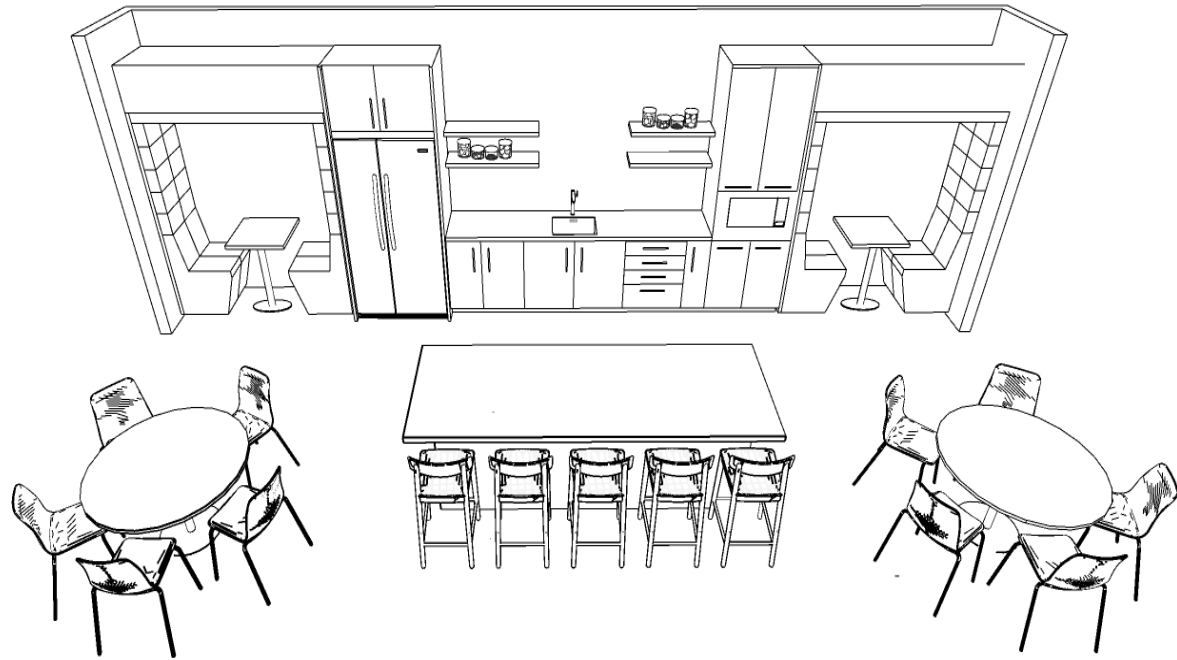
(1 space type : # work seats)

# Palette of Spaces: Break Room

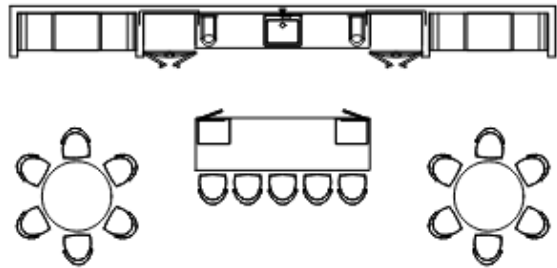
*Centrally located community space with flexibility to support occasional all-hands meetings. Colocate with largest meeting room.*

- Multiple seating arrangements
- Refrigerator(s)/ Freezer
- Microwave ovens(s)
- Sink
- Coffee Maker/ Water Filler
- Technology enabled for video conferencing

## 3D DIAGRAM



## 2D FLOOR PLAN



### SIZE

300  
-600  
SF

### QTY

1:100

(1 space type :  
# work seats)

Programming Note:

Size of Break Room can vary based on number work seats. Determine required size during programming.

*NOTE: 3D diagram and 2D floor plan provided for reference only. Exact requirements to be determined during programming.*

# Palette of Places: Pantry

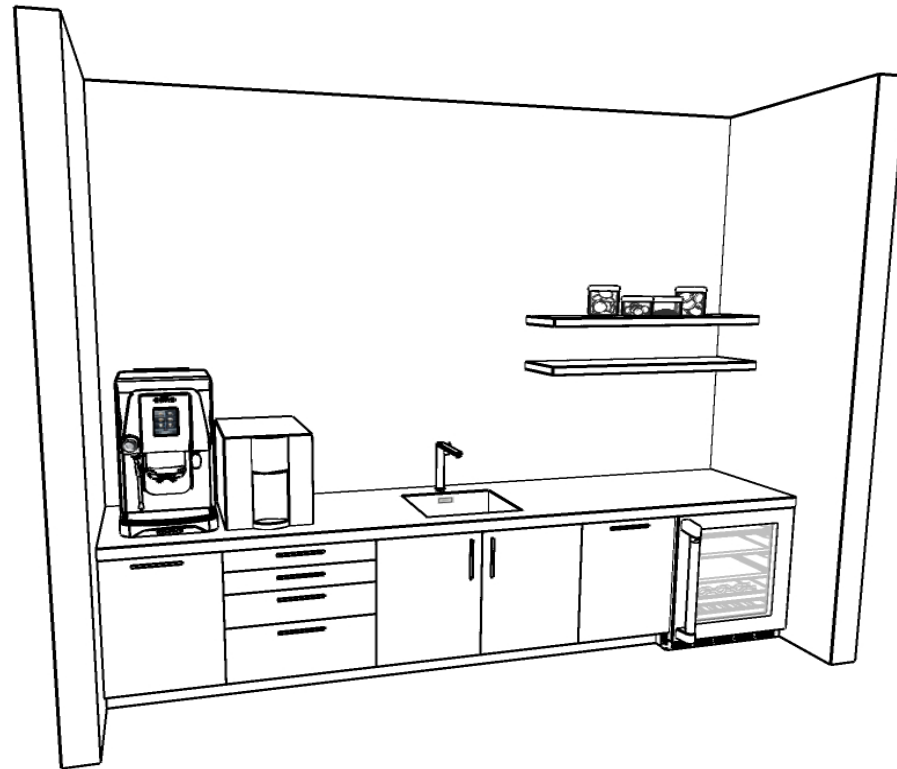
*Provide appropriately distributed Pantry station throughout office space in addition to primary Break Room / Community space.*

- Coffee station
- Water filler
- Sink
- Undercounter refrigerator

Programming Note:

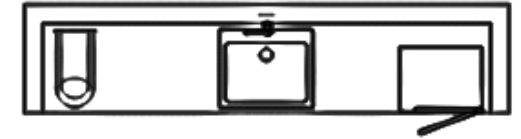
Need for supplemental Pantry station to be determined during programming. For groups less than 50, space type may not be required.

**3D DIAGRAM**



*NOTE: 3D diagram and 2D floor plan provided for reference only. Exact requirements to be determined during programming.*

**2D FLOOR PLAN**



**SIZE**

50  
SF

**QTY**

1:50

(1 space type :  
# work seats)

# Palette of Spaces: Storage

*Various storage needs, both departmental and personal.*

## 3D DIAGRAM

## METRICS

### Departmental Storage

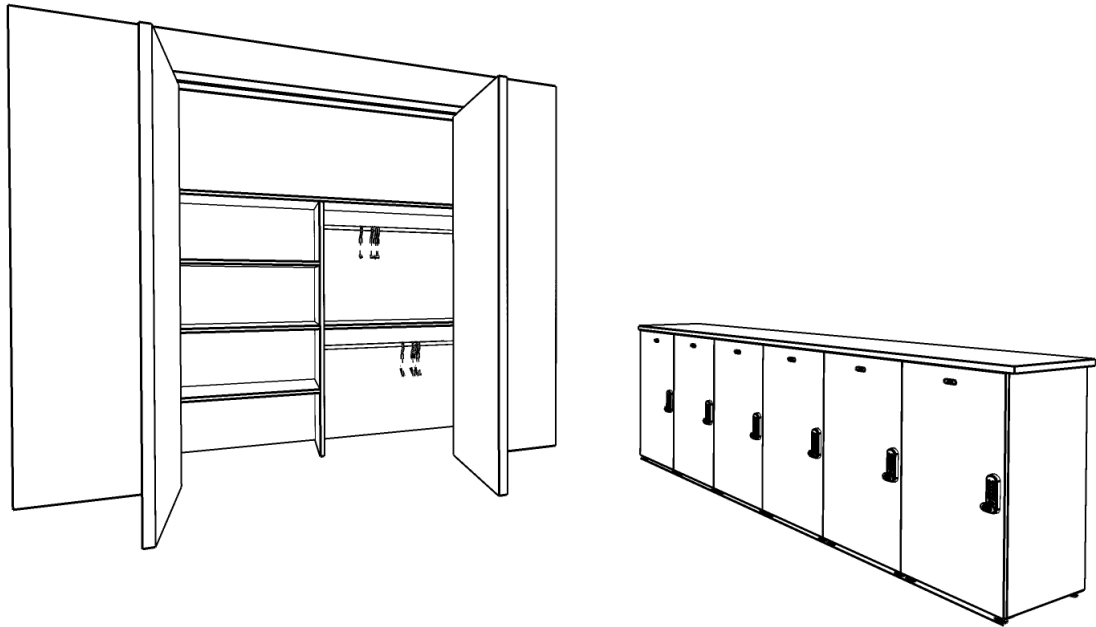
- General storage rooms
- Files, etc.

### Personal Storage

- Coats

### Lockers

- Flex Staff
- Visitors



### DEPARTMENTAL

#### SIZE

100  
SF

#### QTY

1:50

### COATS

#### SIZE

30  
SF

#### QTY

1:25

### LOCKERS

#### SIZE

3  
SF

#### QTY

1:10

### Programming Note:

Consider central location for Departmental Storage and distribute Personal Storage & Lockers for easy access.

*NOTE: 3D diagram and 2D floor plan provided for reference only.  
Exact requirements to be determined during programming.*

(1 space type : # work seats)

# Palette of Spaces: Wellness Room

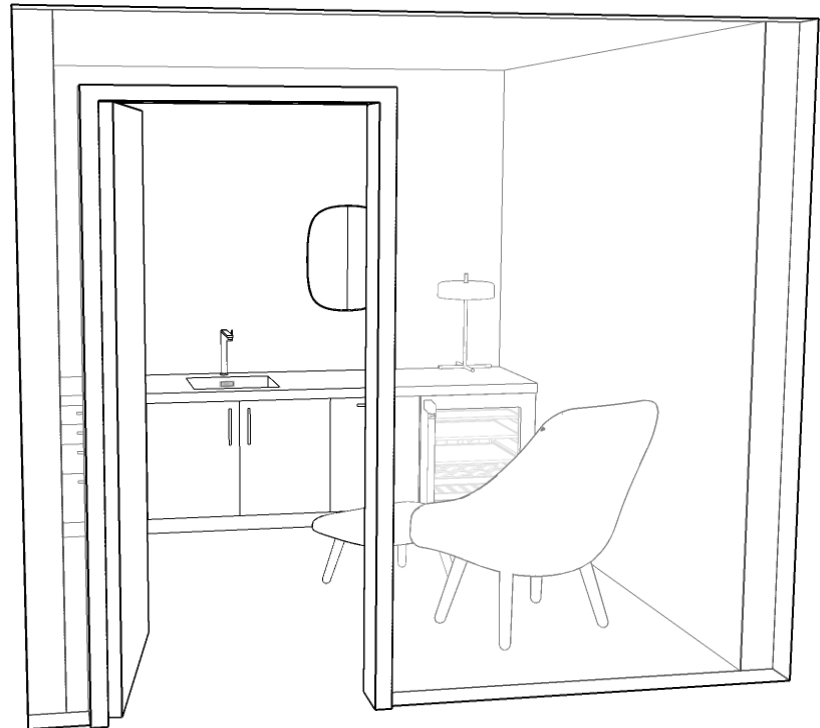
*A quiet multi-purpose space used for respite; nursing, religious needs, general wellness, etc.*

- Enclosed space
- Visual & auditory privacy
- Adjustable light levels
- Undercounter refrigerator & sink
- Personal temporary storage
- Mirror

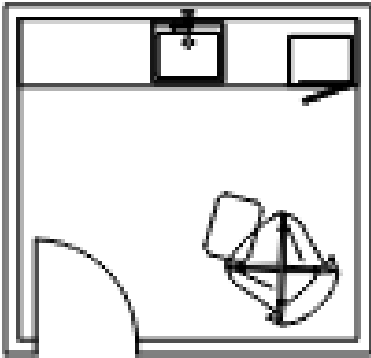
Programming Note:

Needs for additional Wellness Room to be determined during programming.

**3D DIAGRAM**



**2D FLOOR PLAN**



**SIZE**

80 SF

**QTY**

1:50


(1 space type : # work seats)

*NOTE: 3D diagram and 2D floor plan provided for reference only. Exact requirements to be determined during programming.*

## Space Calculator Tool

- The Space Calculator requires the user to input projected workspace headcount data, (i.e., how many people will occupy the space and what type of individual workspace does each occupant require, either a private office or a workstation based upon grade level.) The calculator then creates an approximate net square footage assumption for the total assigned and unassigned commensurate community space recommended.
- The design consultant will then utilize this data to further develop a detailed floor plan for the physical space.
- The space calculator is available as a separate link.

[Space Guidelines Calculator Jan 2025.xlsx](#)

 <b>Penn</b> <small>UNIVERSITY of PENNSYLVANIA</small>	
<b>Space Calculator Tool</b>	
<b>INPUT KNOWN DATA</b>	
<b>On Behalf of</b> (School/Center/CNAC):	
<b>Organization Name</b> for the COA Org Segment in your funding code (as defined in BEN)	
<b>Program Name</b> for the COA Org Segment in your funding code (as defined in BEN)	
<b>REQUIRED INDIVIDUAL WORKSPACES:</b>	
# of individuals requiring an Executive Office	
# of individuals requiring a Typical Office	
# of individuals requiring a Shared Office	
# of individuals requiring a Workstation	
# of individuals requiring a Touchdown	
<b>Total Headcount Required:</b>	0
<b>OUTPUT SCENARIO A</b>	
<i>Fully Assigned: in office 3+ days per week</i>	
TOTAL USF REQUIRED	0
USF / WORKSEAT	#DIV/0!
RENTABLE SF REQUIRED	0
<b>OUTPUT SCENARIO B</b>	
<i>Hybrid: in office less than 3 days per week</i>	
TOTAL USF REQUIRED	0
USF / WORKSEAT	#DIV/0!
RENTABLE SF REQUIRED	0