



UNIVERSITY OF ALBERTA
FACULTY OF MEDICINE & DENTISTRY

Space Policy

November, 2011

Approved by FoMD:

Dean's Executive Committee – February 16, 2011

Faculty Administrative Council – March 3, 2011

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Overview:

The Faculty of Medicine & Dentistry (FoMD) at the University of Alberta (UA) is one of Canada's premier health sciences institutes and known internationally for its innovative medical education programs and for advancing medical knowledge through scientific research.

The size and complexity of FoMD is emphasized by the following current numbers: 20 Departments, seven Faculty Divisions, 31 Research Centres and Institutes, nine Research Groups, undergraduate programs in four areas (MD, DDS, DH, and MLS), 55 residency programs, 20 graduate programs, 703 tenure-track full-time faculty, 1,319 clinical faculty, 306 support staff funded from the operating budget, 780 trust-funded support staff, 1,271 undergraduate students (including an intake in 2009 of 189 medical students, 35 dental students, 48 dental hygienist students and 18 medical laboratory science students), 545 graduate students, 732 residents and 101 fellows.

FoMD currently occupies space within 17 buildings on the University of Alberta north campus/University of Alberta Hospital site as well as in several buildings at other hospital sites. The buildings are owned and operated by either UA or by Alberta Health Services (AHS).

Policy:

Space is a valuable resource that must be effectively and efficiently managed. Working together with our partners, FoMD will maximize and efficiently utilize all resources to achieve our mission. Space is allocated to the Dean of the Faculty of Medicine & Dentistry and assigned on the basis of programmatic need as well as academic, research, clinical and administrative priorities. Guidelines and principles outlined in this document will be used to assign space. Space will be reassigned as needs and priorities change.

Reference Documents:

The University of Alberta follows these policies, procedures and strategic documents regarding space planning and management:

[Facilities and Operations Management Policy](#)

[Long Range Development Plan Compliance Policy](#)

[Space Management Policy](#)

University of Alberta Space Management Manual

Faculty of Medicine & Dentistry General Space Programme

Note: AHS province wide space policies and/or reference documents are in development.

Academic Offices and Administrative Space:

Principles:

1. Allocation guidelines and principles will be used to assign FoMD space, regardless of building owner and building location.
2. Principles of appropriateness, equitability, consistency, efficiency, flexibility and optimum utilization will be consistently applied.
3. Contiguous space is important for programmatic requirements. The planning principle of providing functional adjacencies will be applied wherever possible.
4. Functional workspaces are provided based on job duties.
5. Human Resource job codes are to be used to assign workspace. This is because “working titles” vary and are often not a reliable indicator of job duties/function.
6. Where privacy and confidentiality is of concern, staff may be allocated an office. Faculty and staff must be respectful of confidentiality standards and conversations and interactions regarding patients should be held in a confidential space. Provision of space to have a confidential/sensitive conversation will be provided via private offices, meeting rooms, etc.

Offices:

7. Closed offices may be provided for APO/FSO/Managers when the functions of an individual job cannot be effectively or efficiently met by an open workspace.
8. An individual that requires an office will be assigned one office only. Should a job function require an individual to work in more than one location (i.e. Faculty member with significant clinical and research roles) an office will be provided in the primary location and shared space in the secondary location, depending on availability.
9. Closed offices are provided to full-time faculty but office size (9m² to 12m²) may be determined by how much time the faculty member spends elsewhere during work day.
10. Senior administration roles (i.e. Department Chair, Faculty Divisional Director, Vice Dean, Associate Dean, Institute Director, and Clinical Program Director) require that an office be assigned to that role. Individuals with these responsibilities may require an additional office due to nature of responsibilities and frequency of interaction with staff in the administrative unit. Efforts should be made to make their faculty office available for temporary reassignment, as needed.
11. Where possible, offices for senior administration will be limited to 12m² and the meeting function normally required of this type of role would be located in an adjacent meeting room. This is to enable others to share meeting space.

Workstations:

12. Professor emeriti active in teaching and/or research may be assigned shared hotelling space.
13. Unpaid Clinical Colleagues will be provided access to shared hotelling space, if administrative time is required.

Administrative Space Allocation Guidelines:

These guidelines shall serve as a reference for space planning and space management and be applied to all space that FoMD occupies, both new and existing, in UA and AHS buildings.

Note: Guidelines are not meant to imply entitlement or to act as rigid standards for space allocation. It is expected that the guidelines will evolve and be refined over time and must also respond to practical issues and special circumstances (i.e. building configurations, limitations of existing infrastructure, space availability).

Space Type	Sq. M.	Comments
Student Study Space & Informal Collaboration/Gathering Space	1.5 - 2.5 sqm/person	Minimum size of collaboration/gathering spaces should be for 6 to 8 persons;
Open Workstations, e.g. Graduate Student (within office or laboratory), Emeritus, Hotelling/Touch Down	2.0 - 4.0	Based on a shared space concept for use by staff/student/faculty/ researcher requiring a temporary workstation; assumes workstations generally are grouped together. Workstation may be within laboratory.
Open Workstation, e.g. Post Doctoral Fellow (PDF), Research Associate, Lab Technologist, Research & Clinical Coordinators, Clinical Academic Colleagues	4.0 - 6.0	Assumes workstations are grouped together and/or shared; space allocation to be based on functional requirements e.g. office equipment, file cabinet, etc. Workstation may be within laboratory. Workstation may be within shared office.
Open Workstation, e.g. Clerical, Admin & Tech & IT Support (H.R. grade 05-10)	5.0 - 6.0	Workstation configuration is based on functional requirements and includes file cabinet within workstation. Shared/general filing & office equipment is programmed separately.
Office / Workstation, e.g. Manager, APO, FSO, Accountant, Coordinator (H.R. grade 11-15)	9.0 - 12.0	Smallest recommended size for an enclosed office is 9.0 sqm and is dependent on the building constraints e.g. layout of ceiling grid and window modules. Can also be an open workstation based on the functional requirements.
Office - Faculty, e.g. Full-time Faculty, Senior Manager, Associate Director, Full-time Special Continuing	9.0 - 12.0	Recommended option of 9.0 sqm office for faculty/staff where a significant amount of their time is spent in other facilities such as clinics, research areas or other related touchdown spaces.
Office, e.g. Department Chair, Director, Division Head	12.0 - 16.0 or Office + Mtg Area	A 16 sqm office would accommodate an integrated meeting area however recommend the option of a 12.0 sqm office with adjacent shared meeting room for 5-6 persons.
Office, e.g. Dean, Associate Dean, Senior Executive	14.0 - 20.0 or Office + Mtg Area	A 20.0 sqm office would accommodate an integrated meeting area for 6 persons however recommend the option of a 14.0-16.0 sqm office with adjacent shared meeting room for 5-6 persons.
Reception Station - Single Staff	6.0 - 9.0	Includes space for visitor at counter; add 6.0-9.0 sqm for each additional staff based on functional requirements.

Administrative Space Allocation Guidelines (cont.):

Space Type	Sq. M.	Comments
File Cabinet	1.0/cabinet	Area allocation per lateral file cabinet; large holdings of files should consider using high density compact shelving system
Locker – Student or Staff	0.6/locker	Based on full height locker, no bench; bench adds 0.2 sqm
IT server room – Program specific	6.0 – 12.0	May be larger if required due to functional needs
Conference / Seminar Space	1.5 - 2.5 sqm/occupant minimum	Can range from 1.5 to 2.5 sqm per seat depending upon size, furnishings, layout, degree of flexibility; sizes should be multiples of a base planning module such as 6 sqm, e.g. 12.0 sqm, 18.0 sqm, 24.0 sqm, 30.0 sqm, 36 sqm, etc.
Waiting Space	1.5 - 1.8 sqm/occupant	Recommend enlarging to 1.8 sqm/occupant if some visitors are in wheelchairs or for children, e.g. some clinic facilities.
Lounge Space	1.5 - 2.0 sqm/occupant	Can range from 1.5 to 2.0 sqm per seat depending upon furnishings, layout, desired density, and degree of flexibility.
Refreshment Nook / Alcove	3.0 - 6.0	Can include a counter w/ sink, fridge, and dishwasher; if located within a lounge; add this space to the lounge.

Decision Factors for Allocating Space:

- Office size/space/layout
- Human Resource designation of individual(s) that space is allocated to
- FTE of individual(s) that space is allocated to
- Job function(s)
- Location of current space assigned to individual(s) or unit(s)
- Privacy/confidentiality requirements and considerations
- Availability of suitable space
- Demand for space

Research Space:

Standard utilization measures are very difficult to apply to research space. Historically, the primary measure has been the ratio of research space to the number of full-time faculty, PDFs, graduate students and laboratory technologists. Space required for laboratory equipment is also considered.

Increasingly, research space productivity is measured and Schools of Medicine use these metrics to allocate space. Recommendations and the final “Report of the Task Force on Research Space Resources and Allocation” has been submitted for review by the FoMD Faculty Management Committee.

Laboratory Space for Instruction:

Category includes space that is used for teaching and learning in a laboratory setting and also includes specialty teaching clinics (e.g. dentistry clinic). These spaces usually require directly related support/service spaces such as preparation rooms, equipment rooms, cold rooms, dark rooms, sterilization areas, etc.

The principle of shareable resource and maximum utilization will be applied. These teaching laboratories tend to be discipline specific and additional storage and other support rooms will be required in order to facilitate shared use.

Clinical Space:

This category generally encompasses space owned or operated by UA that is a function of academic programming. It includes clinical space used for teaching and research.

Generally accepted measures that optimize utilization, similar to those used in planning health care facilities will be applied i.e. Clinic visits and exam room utilization rates.