



UNIVERSITY OF CHICAGO

University of Chicago Medicine / Biological Sciences Division / Pritzker School of Medicine

OFFICE & SUPPORT SPACE GUIDELINES

APPROVED 02.14.2012

Revision 07.20.2022

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This revision contains the following changes	27

Note: For project application, all vendors must refer to the version of this document that was supplied to them for their project at the time of the project's initiation.

OFFICE & SUPPORT SPACE GUIDELINES OVERVIEW

We intend to optimize our current and future office space to ensure that, as an institution, we use these important physical resources effectively to align with the institution’s mission and priorities. The office & support space guidelines were developed to help the University of Chicago Medicine (UCM), Biological Sciences Division (BSD), and Pritzker School of Medicine (PSOM) achieve the following goals:

1. Provide guidelines for square footage of private, shared, and workstation offices.
2. Standardize layouts and configurations of each office/workstation type, according to established size increments.
3. Standardize the chassis and components of private office and workstation furniture.
4. Standardize laminate, fabric, and color options available to users.
5. Establish and maintain vendor inventory of “quick-ship” furniture stock.
6. Reduce costs of typical furniture.
7. Reduce overall delivery time for furniture orders.
8. Reduce staff time in dealing with furniture requests.
9. Provide additional on-site participation from vendor/s (force multiplier).
10. Establish and maintain a web-based user interface for quick selection and cost estimation of standard furniture configurations and options.

The Office & Support Space Guidelines apply to all ‘back-of-house’ offices within UCM, BSD, & PSOM, with the following exceptions having their own guidelines for laminates, fabrics, and colors (see Appendix 2):

- Knapp Center for Biomedical Discovery (KCBD)
- Comer Children’s Hospital
- Center for Care and Discovery (CCD)
- Duchossois Center (DCAM)
- Mitchell Hospital

When planning new construction or renovations, all units should refer to the guidelines herein to ensure greater consistency across departmental units and alignment with generally accepted industry standards. UCM, BSD, PSOM, and Facilities Design and Construction (FD&C) will refer to this document when working with units and architects during the design phase of all new construction or renovations. It is against policy for units to contract with vendors directly for office space and furniture services. All units must submit a project request at this link:

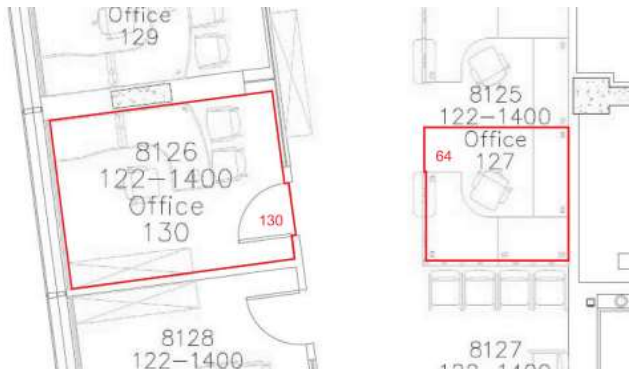
Intake Form

Exceptions to the guidelines require the approval of the Office of the Dean and should be directed to sdeblaze@bsd.uchicago.edu.

The office & support space guidelines meet or exceed current applicable state and federal standards for accessible design as well as the University of Chicago’s Office Guidelines (see Appendix 1).

SPACE-PER-PERSON RECOMMENDATIONS

The following tables show the recommended assignable square feet for a person by position type. These guidelines are not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square feet, but rather defines the maximum net assignable square feet (NASF) a person in a specific role should occupy. Net assignable square feet is defined as the area of a building suitable for occupancy measured from the interior walls, including closets and secondary corridors within assignable space. This excludes main corridors, bathrooms, and other non-assignable space. The NASF for a typical private office is outlined in the example below.



NASF Outlines for Typical Private Office and Workstation

SQUARE FOOTAGE RANGES

The square footage ranges are provided to accommodate the varying programmatic needs of these positions across the University. For example, a unit may assign an office on the smaller end of the square footage range to a person who is more likely to spend time working in a research lab than in an office. Conversely, a person may be assigned an office on the upper end of the range to accommodate frequent meetings with multiple individuals.

APPLYING THE GUIDELINES IN SHARED SPACES

The recommended square footages of shared spaces specify the total amount of office space that should be dedicated to any one person. They do not necessarily indicate the actual size of the office or workspace. For example, a department should designate a cumulative 120-240 square feet for (4) temporary employees (30-60 square feet per person); this space may or may not accommodate all (4) persons simultaneously.

The following space-per-person recommendations are based on recent construction projects at the University of Chicago, space guidelines at peer institutions, space guidelines from non-peer higher education institutions, and the private sector. They were developed in collaboration with UCM Facilities Design and Construction, and various administrative and academic units. The guidelines include furniture layout references which relate to recommended NSF guidelines.

Types of Room Occupants		Guideline NASF per Person	BIG TEN Comparison Range	Space Type	Layout ID
EXECUTIVES					
1	Dean / President	400	200-400	Private Office	P Custom
2	C-Suite / Vice President	240	200-400	Private Office	P P240
3	Department Chair	230	190-350	Private Office	P ~P240
4	Associate & Assistant Dean / Section Chief	135-160	150-350	Private Office	P P160, P135
BASIC / CLINICAL / ACADEMIC					
5	Faculty, Tenure Track	100-135	110-150	Private Office	P P135, P125, P100
6	Faculty, Non-Tenure Track (e.g. Lecturer)	80-100	72-150	Private Office	P P100, P80
				Shared Office	S S200/2, S160/2
				Workstation	W W80
7	Faculty, Emeritus (Active)	60-100	30-140	Private Office	P P100, P80
				Shared Office	S S200/2, S160/2, S135/2, S125/2
				Workstation	W W100, W80, W60

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8	Faculty, Emeritus (In-Active)	30-60	30-140	Shared Office	S	S120/2
				Workstation	W	W60, W30
9	Visiting Faculty / Fellow, Lecturer I & II / Research Assoc. / Visiting Scholar	80	72-150	Shared Office	S	S160/2
				Workstation	W	W80
10	Executive Administrator / Section Chief	80-100	100-220	Private Office	P	P100, P80
11	Staff, Professional (Full-Time)	60-100	72-140	Private Office	P	P100, P80
				Shared Office	S	S200/2, S160/2, S135/2, S125/2
12	Staff, Professional (Part-Time)	80	60-80	Shared Office	S	S160/2
				Workstation	W	W80
13	Clinical Associate / Advance Practice Nurse (APN)	60	60-80	Shared Office	S	S135/2, S125/2
				Workstation	W	W60, W30
14	Graduate Education Administrator	40-60	60-100	Shared Office	S	S125/2
				Workstation	W	W60, W30
15	Staff, Administrative Support (Full-Time)	60-100	60-140	Shared Office	S	S200/2, S160/2, S135/2, S125/2
				Workstation	W	W100, W80, W60
16	Staff, Administrative Support (Part-Time)	60-80	60-80	Shared Office	S	S160/2, S120/2
				Workstation	W	W80, W60
17	Graduate Student Instructor	25-60	25-90	Shared Office	S	S135/2, S135/4, S125/2, S125/4
				Workstation	W	W60, W30, W25
18	Graduate Student Research Assistant	25-60	25-60	Shared Office	S	S135/2, S135/4, S125/2, S125/4
				Workstation	W	W60, W30, W25

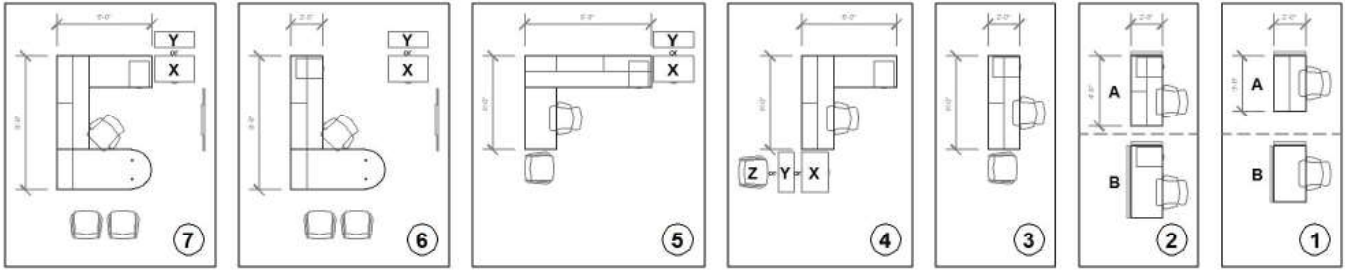
MANAGEMENT / PROFESSIONAL / SUPPORT

19	Director	100-160	100-200	Private Office	P	P160, P135, P125, P100
20	Associate / Assistant Director	60-135	65-165	Private Office	P	P135, P125, P100, P80, P60
21	Manager	80-135	50-150	Private Office	P	P135, P125, P100, P80
				Shared Office	S	S200/2, S160/2, S135/2, S125/2
				Workstation	W	W100, W80, W60
22	Staff, Professional (Full-Time)	60-100	50-150	Private Office	P	P100, P80
				Shared Office	S	S200/2, S160/2, S135/2, S125/2
23	Staff, Professional (Part-Time)	80		Shared Office	S	S160/2
				Workstation	W	W80
24	Staff, Administrative Support (Full-Time)	60-100	50-150	Shared Office	S	S200/2, S160/2, S135/2, S125/2
				Workstation	W	W100, W80, W60
25	Staff, Administrative Support (Part-Time)	60	20-90	Workstation	W	W60
26	Temporary or Student Staff	25-60	20-90	Workstation	W	W60, W30, W25

Notes:

- 1) The types of room occupants listed do not reflect official UC job titles or classifications. They are listed strictly for the purpose of showing the relationship between role, space type, and net assignable square feet (NASF). The information is only to be used when making office space related decisions.
- 2) Part-time denotes the room occupant is 50% FT.
- 3) P = Private, S = Shared, W = Workstation (Example: S200/2 is a shared office that is 200 SF with two occupants)
- 4) See table below for estimated costs of furniture packages.

Standard Furniture Packages



Layout Reference	NASF per Person	Furniture Package	Est. Cost of Furn. Pkg.
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PRIVATE OFFICES

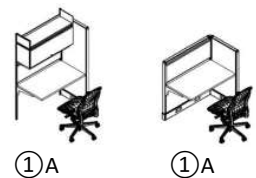
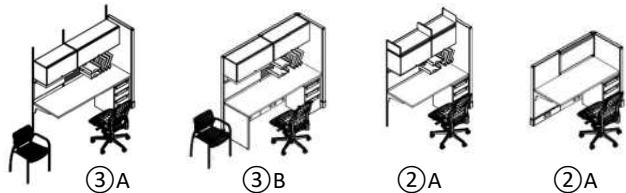
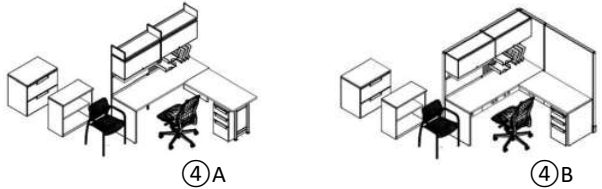
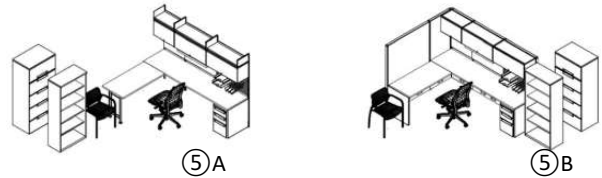
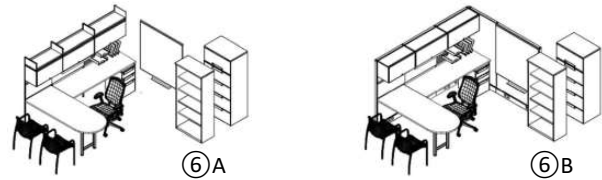
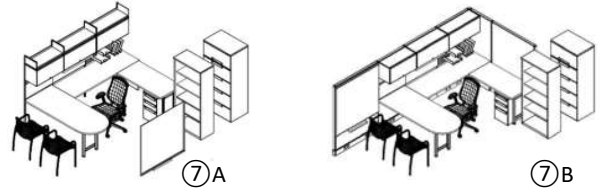
P240	240.0		
P160	160.0		
P135	135.0	⑦A	\$5,896.45
		⑥A	\$5,572.17
P125	125.0	⑦A	\$5,896.45
		⑥A	\$5,572.17
P100	100.0	⑤A	\$4,924.82
P80	80.0	⑤A	\$4,924.82

SHARED OFFICES

S200/2	100.0	2 x ⑤A	\$9,849.64
S160/2	80.0	2 x ④A	\$7,153.76
S135/2	67.5	2 x ③A	\$6,681.86
S125/2	62.5	2 x ③A	\$6,681.86
S135/4	33.8	4 x ①A	\$8,547.92
S125/4	31.3	4 x ①A	\$8,547.92

WORKPLACES

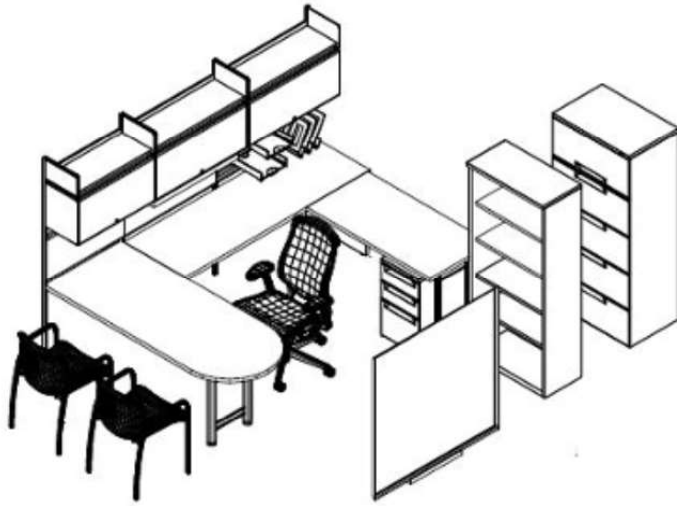
W120	120.0	⑦B	\$7,946.19
		⑥B	\$7,402.90
W100	100.0	⑤B	\$6,534.12
W80	80.0	⑤B	\$6,534.12
W60	60.0	④B	\$4,956.28
		③B	\$4,168.57
W30	30.0	②B	\$2,630.66
W25	25.0	①B	\$2,150.29



Notes:

- 1) Estimated cost reflects GPO contract pricing for BSD, dated July 2022.
- 2) Costs include task chair, wall strips, installation, and est. design fee. Costs exclude power, data, equipment, additional partition panels, moving costs, removal costs, and overtime installation. For a BSD budget calculator, see website at <https://custom.interiorinvestments.com/uofc-bsd/>.
- 3) Layouts are provided below to give a general sense to the designer and occupant. They are subject to change and require skilled interpretation under remodel conditions. Additional or alternative layouts may be developed in the future.
- 4) The current standard office furniture is based upon the HermanMiller Action Office system.

FURNITURE PACKAGES -- DETAILED DESCRIPTION



Package 7A

(Wall Hung)

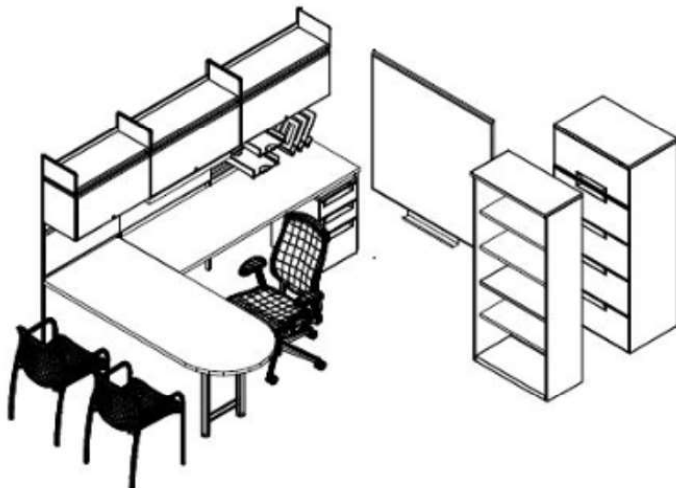
- 24x48 Worksurface
 - 24x72 Worksurface
 - 30x72 Peninsula Worksurface with H-Leg
 - Corner Wedge Worksurface
 - FEP Worksurface Support Panel
 - H-Leg
 - (1) 30"W Half-Height Shelf
 - (2) 36"W Half-Height Shelves
 - (1) 30"W Flipper Door Unit
 - (2) 36"W Flipper Door Units
 - 36"W Task Light
 - 36"W Tool Rail with Paper Management
 - 30"W Tack Board
 - 36"W Tack Board
 - BBF Pedestal
 - 48"x48" Wall-Hung Markerboard
 - Mirra 2 Task Chair
 - (2) Aside Guest Chairs
- Choice of (1) of the following:
- 5H/30W Bookcase
 - 5H/30W Lateral File



Package 7B

(Panel Hung)

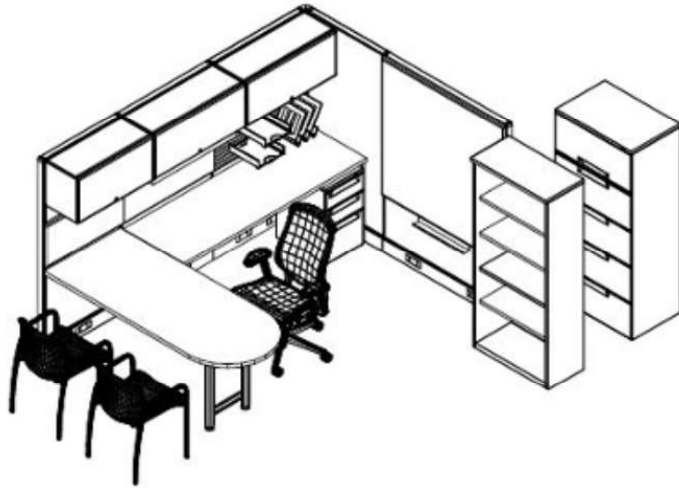
- 24x48 Worksurface
 - 24x72 Worksurface
 - 30x72 Peninsula Worksurface with H-Leg
 - Corner Wedge Worksurface
 - H-Leg
 - (1) 30"W Flipper Door Unit
 - (2) 36"W Flipper Door Units
 - 36"W Task Light
 - 36"W Tool Rail with Paper Management
 - 30"W Tack Board
 - 36"W Tack Board
 - BBF Pedestal
 - 48"x48" Panel-Hung Markerboard
 - 67"H Panels
 - Mirra 2 Task Chair
 - (2) Aside Guest Chairs
- Choice of (1) of the following:
- 5H/30W Bookcase
 - 5H/30W Lateral File



Package 6A

(Wall Hung)

- 24x72 Worksurface
 - 30x72 Peninsula Worksurface with H-Leg
 - Corner Wedge Worksurface
 - FEP Worksurface Support Panel
 - (1) 30"W Half-Height Shelf
 - (2) 36"W Half-Height Shelves
 - (1) 30"W Flipper Door Unit
 - (2) 36"W Flipper Door Units
 - 36"W Task Light
 - 36"W Tool Rail with Paper Management
 - 30"W Tack Board
 - 36"W Tack Board
 - BBF Pedestal
 - 48"x48" Wall-Hung Markerboard
 - Mirra 2 Task Chair
 - (2) Aside Guest Chairs
- Choice of (1) of the following:
- 5H/30W Bookcase
 - 5H/30W Lateral File



Package 6B

(Panel Hung)

- 24x72 Worksurface
 - 30x72 Peninsula Worksurface with H-Leg
 - Corner Wedge Worksurface
 - (1) 30"W Flipper Door Unit
 - (2) 36"W Flipper Door Units
 - 36"W Task Light
 - 36"W Tool Rail with Paper Management
 - 30"W Tack Board
 - 36"W Tack Board
 - BBF Pedestal
 - 48"x48" Panel-Hung Mark-erboard
 - 67"H Panels
 - Mirra 2 Task Chair
 - (2) Aside Guest Chairs
- Choice of (1) of the following:
- 5H/30W Bookcase
 - 5H/30W Lateral File



Package 5A

(Wall Hung)

- 24x96 Worksurface
 - 24x48 Worksurface
 - (2) FEP Worksurface Support Panels
 - (1) H-Leg
 - (1) 24"W Half-Height Shelf
 - (2) 36"W Half-Height Shelves
 - (1) 24"W Flipper Door Unit
 - (2) 36"W Flipper Door Units
 - 36"W Task Light
 - 36"W Tool Rail with Paper Management
 - 24"W Tack Board
 - 36"W Tack Board
 - BBF Pedestal
 - Mirra 2 Task Chair
 - Aside Guest Chair
- Choice of (1) of the following:
- 5H/30W Bookcase
 - 5H/30W Lateral File



Package 5B

(Panel Hung)

- 24x96 Worksurface
 - 24x48 Worksurface
 - (2) FEP Worksurface Support Panels
 - (1) 24"W Flipper Door Unit
 - (2) 36"W Flipper Door Units
 - 36"W Task Light
 - 36"W Tool Rail with Paper Management
 - 24"W Tack Board
 - 36"W Tack Board
 - BBF Pedestal
 - 67"H Panels
 - Mirra 2 Task Chair
 - Aside Guest Chair
- Choice of (1) of the following:
- 5H/30W Bookcase
 - 5H/30W Lateral File



Package 4A

(Wall Hung)

- 24x72 Worksurface
 - 24x48 Worksurface
 - (2) FEP Worksurface Support Panels
 - (1) H-Leg
 - (2) 36" W Half-Height Shelves
 - (2) 36" W Flipper Door Units
 - 36" W Task Light
 - 36" W Tool Rail with Paper Management
 - 6" W Tack Board
 - BBF Pedestal
 - Mirra 2 Task Chair
- Choice of (1) of the following:
- Aside Guest Chair
 - 2H/30W Bookcase
 - 2H/30W Lateral File



Package 4B

(Panel Hung)

- 24x72 Worksurface
 - 24x48 Worksurface
 - (2) FEP Worksurface Support Panels
 - (2) 36" W Flipper Door Units
 - 36" W Task Light
 - 36" W Tool Rail with Paper Management
 - 36" W Tack Board
 - 67" H Panels
 - Mirra 2 Task Chair
- Choice of (1) of the following:
- Aside Guest Chair
 - 2H/30W Bookcase
 - 2H/30W Lateral File



Package 3A

(Wall Hung)

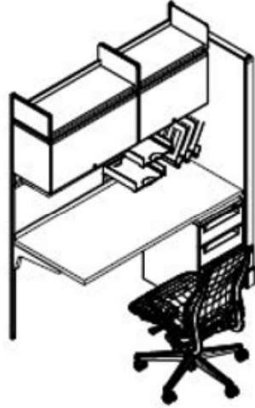
- 24x72 Worksurface
- FEP Worksurface Support Panel
- (2) 36" W Flipper Door Units
- 36" W Task Light
- 36" W Tool Rail with Paper Management
- 36" W Tack Board
- BBF Pedestal
- 67" H Panels
- Mirra 2 Task Chair
- Aside Guest Chair



Package 3B

(Panel Hung)

- 24x72 Worksurface
- FEP Worksurface Support Panel
- (2) 36" W Flipper Door Units
- 36" W Task Light
- 36" W Tool Rail with Paper Management
- 36" W Tack Board
- BBF Pedestal
- 67" H Panels
- Mirra 2 Task Chair
- Aside Guest Chair



Package 2A

(Wall Hung)

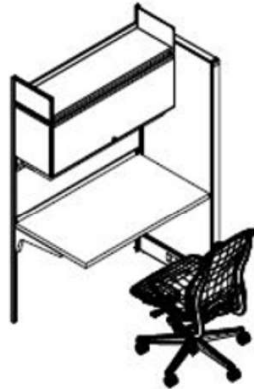
- 24x54 Worksurface
- 24"W Half-Height Shelf
- 30"W Half-Height Shelf
- 24"W Flipper Door Unit
- 30"W Flipper Door Unit
- 30"W Task Light
- 24"W Tool Rail with Paper Management
- 30"W Tack Board
- BBF Pedestal
- 67"Hx24"W Divider Panel (Attached to Wall)
- Mirra 2 Task Chair



Package 2B

(Panel Hung)

- 24x54 Worksurface
- 30"W Tack Board
- BBF Pedestal
- 47"H Panels
- Mirra 2 Task Chair



Package 1A

(Wall Hung)

- 24x42 Worksurface
- 42"W Half-Height Shelf
- 42"W Flipper Door Unit
- 42"W Task Light
- 42"W Tack Board
- 67"Hx24"W Divider Panel (Attached to Wall)
- Mirra 2 Task Chair



Package 1B

(Panel Hung)

- 4x42 Worksurface
- 42"W Tack Board
- 47"H Panels
- Mirra 2 Task Chair

PRIVATE OFFICES

Private offices are necessary for many positions at the University. The size of the office varies depending on the type of work and the need to meet with individuals or groups frequently and in a private setting. These spaces should be able to accommodate a desk, files, bookshelf, and space to meet with an additional one to four people.

The following positions would, in most cases, require private offices:

Executive	Academic	Administrative
Dean / President	Faculty, Tenure Track	Director
C-Suite / Vice President	Faculty, Non-Tenure Track	Assoc./Assist. Director
Department Chair	Faculty, Emeritus (Active)	Manager
Assoc./Assist. Dean	Executive Admin. / Section Chief	Staff, Professional (Full-Time)
Section Chief	Staff, Professional (Full-Time)	

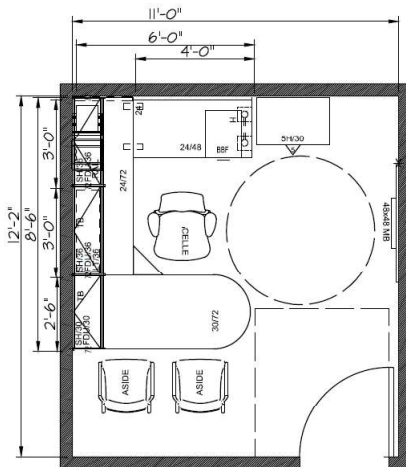
Some positions in a unit or department may require private office space, while a person with similar duties in another unit or department may not. The following positions should be allocated private office space on a case-by-case basis:

Academic	Administrative
Faculty, Non-Tenure Track	Manager
Faculty, Emeritus (Active)	Staff, Professional (Full-Time)
Staff, Professional (Full-Time)	

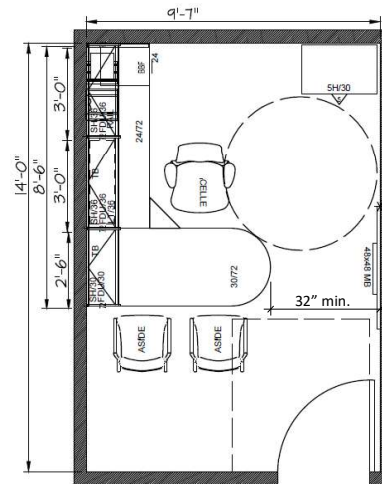
Private Office - 135 SF (1 Occupant)

• with walls & door.

Furniture Packages: ⑥ A, ⑦ A



P135 Typical Layout

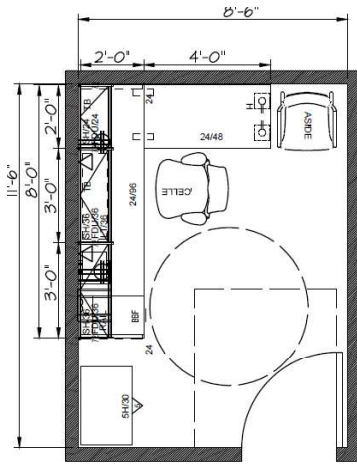


P135 Typical Layout

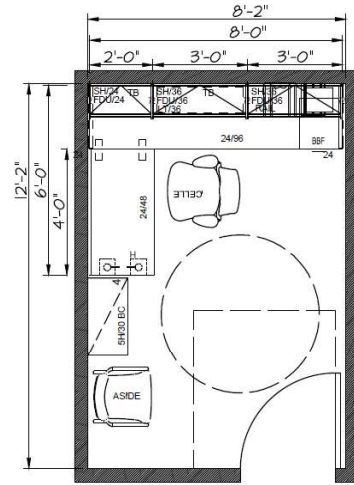
Private Office - 100 SF (1 Occupant)

• with walls & door.

Furniture Packages: ⑤ A



P100 Typical Layout

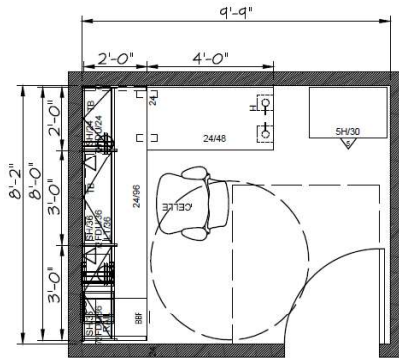


P100 Typical Layout

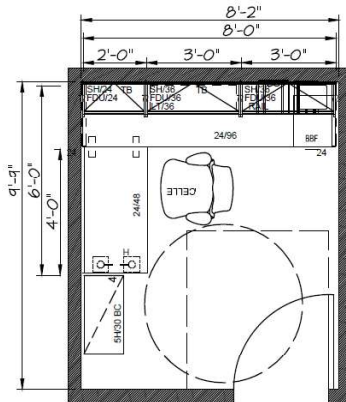
Private Office - 80 SF (1 Occupant)

• with walls & door.

Furniture Packages: ⑤ A



P100 Typical Layout



P100 Typical Layout

SHARED OFFICES AND WORKSTATIONS

Shared offices, workstations, and open workspaces are an efficient use of office space. Shared offices should be assigned to individuals who require a certain amount of privacy or reduced noise levels. Workstations and open workspaces are particularly space-efficient, flexible, and can accommodate additional guests as needed.

The following positions would, in most cases, be assigned a shared office, workstation or open workspace:

Academic

- Faculty, Emeritus (In-Active)
- Faculty, Visiting & Consulting
- Fellow
- Lecturer I & II
- Research Associate
- Visiting Scholar
- Staff, Admin. Support (Full- & Part-Time)
- Graduate Student Instructor
- Graduate Student Research Assistant

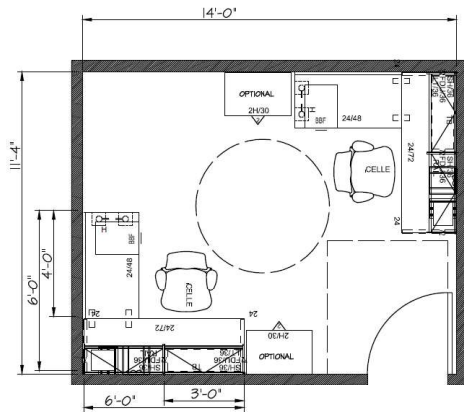
Administrative

- Staff, Professional (Full- & Part-Time)
- Staff, Admin. Support (Full- & Part-Time)
- Temporary or Student Staff

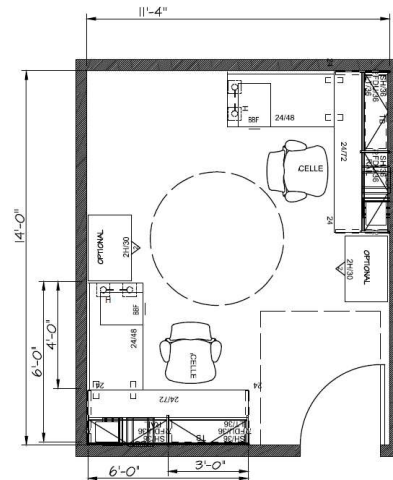
Shared Office - 160 SF (2 Occupants)

• with walls & door.

Furniture Packages: ④ A



S160/2 Typical Layout

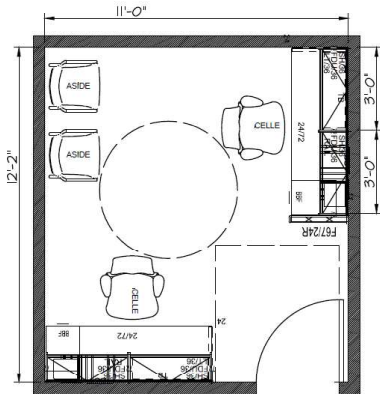


S160/2 Typical Layout

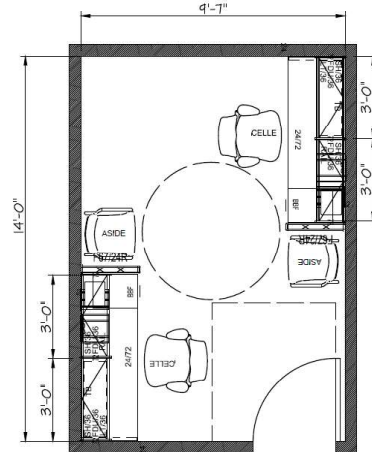
Shared Office - 135 SF (2 Occupants)

• with walls & door.

Furniture Packages: ③ A



S135/2 Typical Layout

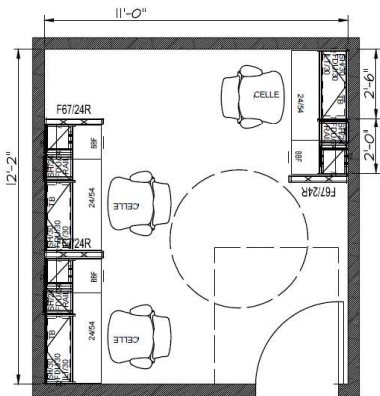


S135/2 Typical Layout

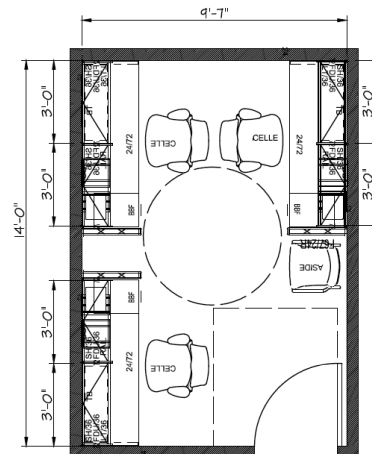
Shared Office - 135 SF (3 Occupants)

• with walls & door.

Furniture Packages: ② A



S135/3 Typical Layout

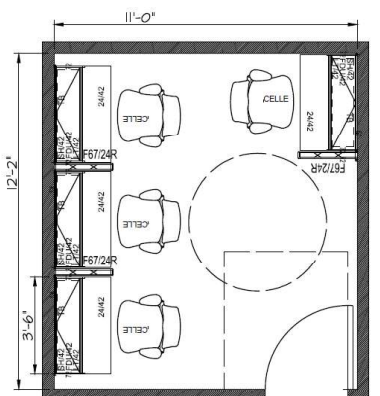


S135/3 Typical Layout

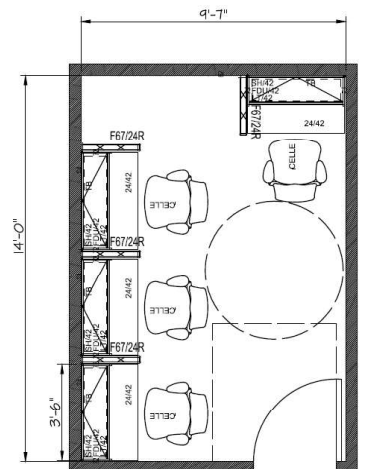
Shared Office - 135 SF (4 Occupants)

• with walls & door.

Furniture Packages: ① A



S135/4 Typical Layout

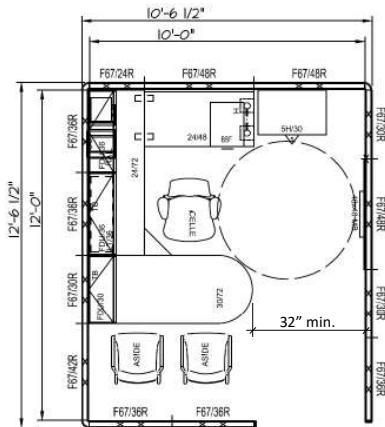


S135/4 Typical Layout

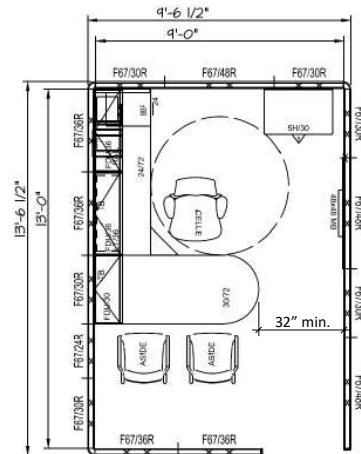
Workstation - 120 SF (1 Occupant)

• with panels, no door.

Furniture Packages: ⑥ B, ⑦ B



W120 Typical Layout

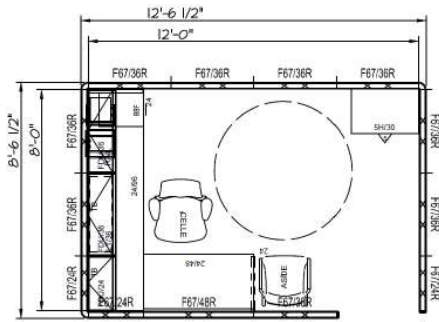


W120 Typical Layout

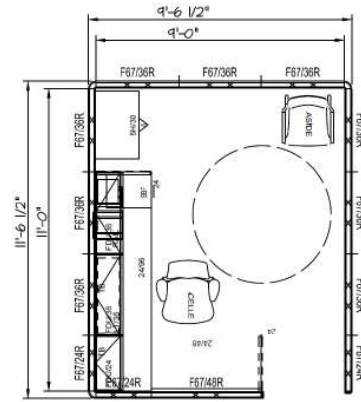
Workstation - 100 SF (1 Occupant)

• with panels, no door.

Furniture Packages: ⑤ B



W100 Typical Layout

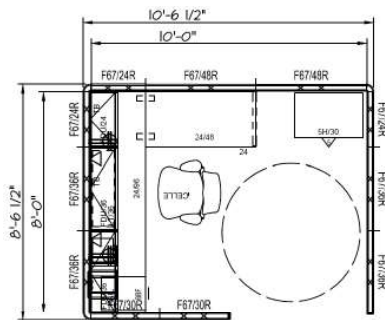


W100 Typical Layout

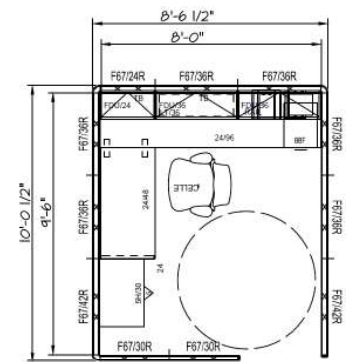
Workstation - 80 SF (1 Occupants)

• with panels, no door.

Furniture Packages: ⑤ B



W100 Typical Layout

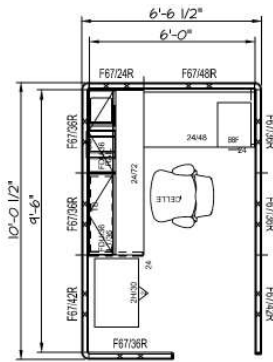


W100 Typical Layout

Workstation - 60 SF (1 Occupant)

• with panels, no door.

Furniture Packages: ④ B

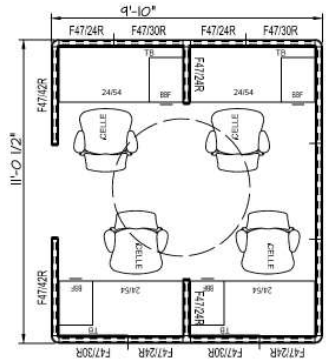


W60 Typical Layout

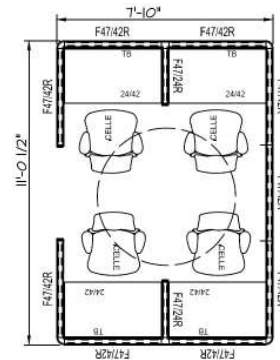
Workstation - 30 SF & 25 SF (Multi-Occupant Clusters)

• with panels, no door.

Furniture Packages: ② & ①



W30 Typical Layout



W25 Typical Layout

SPECIAL CIRCUMSTANCES

Multiple Offices

Assignment of multiple offices for faculty and staff is strongly discouraged, unless there is a true and demonstrated need. Faculty with joint appointments or a chair who has retained his/her faculty office might be an exception provided they are not located within the same building as the primary office. A secondary office can be shared or private; however, it should be smaller than the primary office. A size of 80 to <120 square feet is recommended. All decisions related to multiple offices should be made on a case-by-case basis.

Use of Unoccupied Offices

One significant way to reduce the shortage of office space is to ensure that all offices are occupied throughout the year. When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, units and departments should use these spaces to alleviate any pressing space needs.

Emeritus Faculty Offices

Emeritus faculty may be provided shared offices if space is available within a unit, as long as they remain engaged in unit activities. The shared offices are intended to allow an individual to maintain contact with their unit, discipline, and colleagues. An emeritus faculty member actively engaged in teaching or research may retain a private office at the discretion of the unit, if space is available.

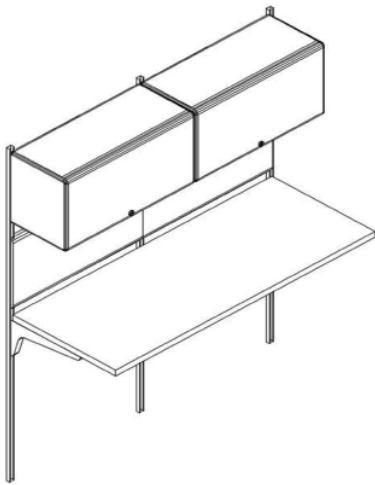
SUPPORT SPACE

Because of basic occupant density issues concerning the creation of multiple offices within the same region of a building, certain amenities may be afforded within office projects that create office groupings or suite environments. Such support spaces may include kitchenettes and printer stations and will be determined and approved on a case-by-case basis while taking into account the quantity of grouped offices and the nearest existing shared amenities within the building. For this purpose there is a standard module for each support space as outlined below. Adjustments to these modules may occur based on site-specific conditions.

See link to folder of applicable BSD office standards: **Standards**

Printer Station - ~30 SF (Multiple Office Spaces)

- with upper storage & floor copier space.



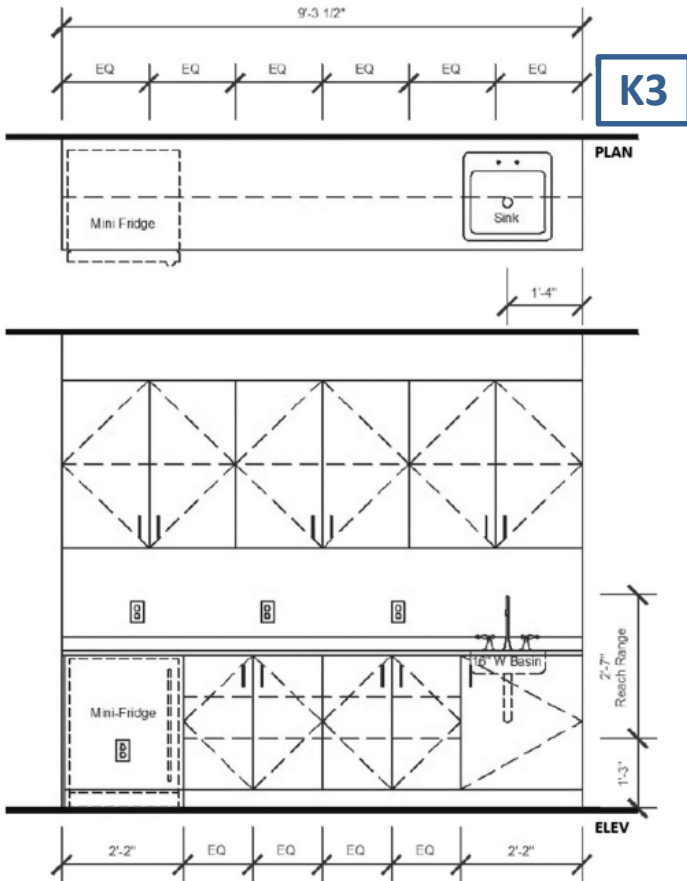
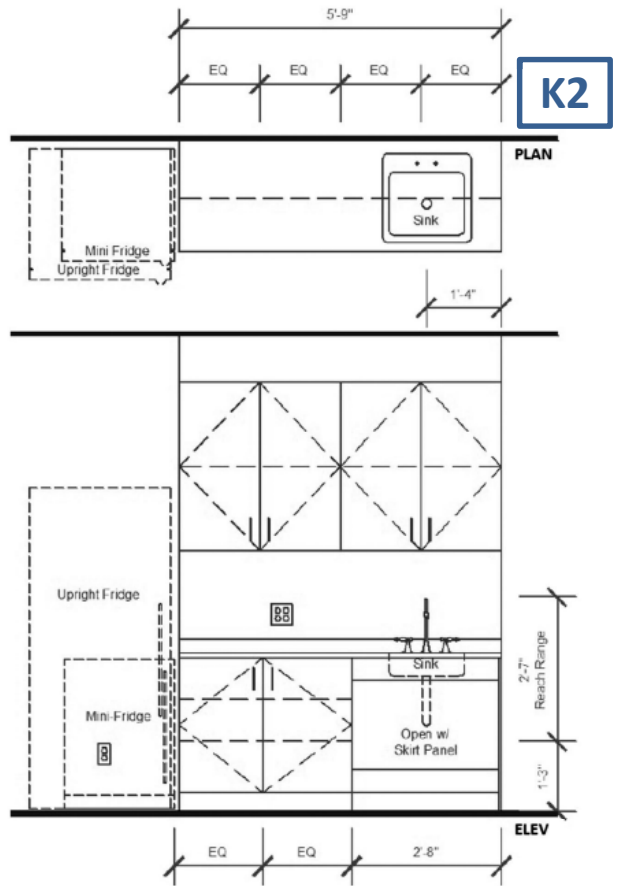
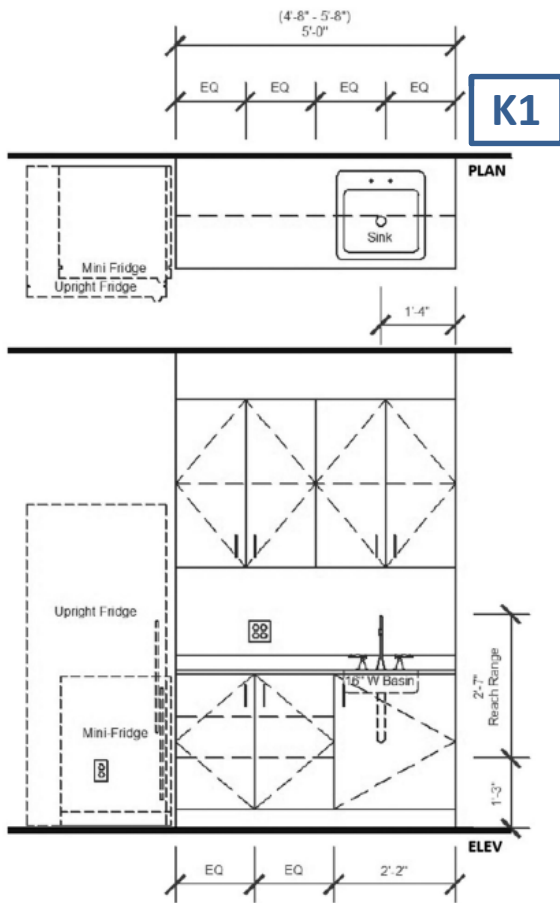
- Printer stations can accommodate a desktop printer by utilizing a worksurface, as shown.
- A floor printer may be accommodated by having no worksurface. However, a floor printer may be furnished with an adjacent worksurface, if space allows.
- Printer stations will have the same laminates, fabrics, and colors as the BSD standard office workstation.

Kitchenette - ~40-80 SF (Multiple Office Spaces)

- with accessible sink & storage.



- There are (4) standard kitchenette types for BSD projects. They are predominantly driven by accessibility requirements for sink approach, reach range, and shelf space.
 - K1 -- Width = 4'-8" to 5'-8" (range)
 - K2 -- Width = 5'-9" (min.)
 - K3 -- Width = 9'-3.5" (min.)
 - K4 -- Width = 10'-5" (min.)
 - K4D -- Width = 10'-5" (min.)
- Kitchenette types may be mirrored in plan/elevation to accommodate existing conditions.
- For large kitchenettes serving a high volume of occupants, a grease trap may be located below the accessible reach range within the lower cabinet adjacent to the sink.
- Appliances are not included in the project budget.
- For component specifications see link to folder: **Standards**



Summary of Kitchenette Types

K1

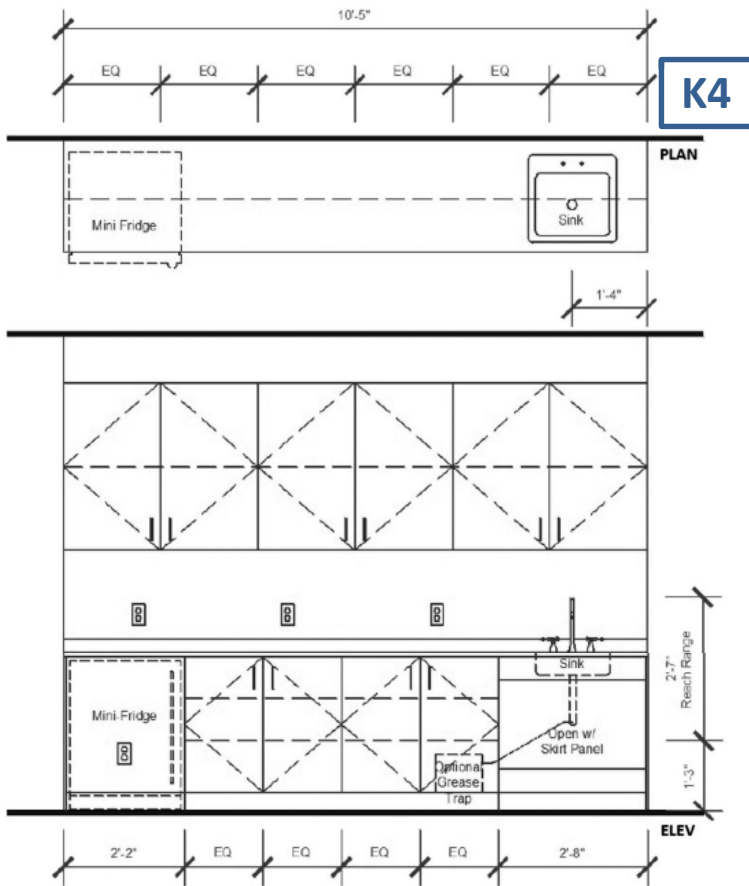
- Side-approach sink.
- Fridge to side.
- Width = 4'-8" to 5'-8" (range).
- Upper storage = 9.3 SF (12")
- Lower storage = 9.3 SF (22.5")

K2

- Front-approach sink.
- Fridge to side.
- Width = 5'-9" (min.).
- Upper storage = 11.4 SF (12")
- Lower storage = 11.4 SF (22.5")

K3

- Side-approach sink.
- Under-counter fridge.
- Width = 9'-3.5" (min.).
- Upper storage = 18.6 SF (12")
- Lower storage = 18.6 SF (22.5")



K4

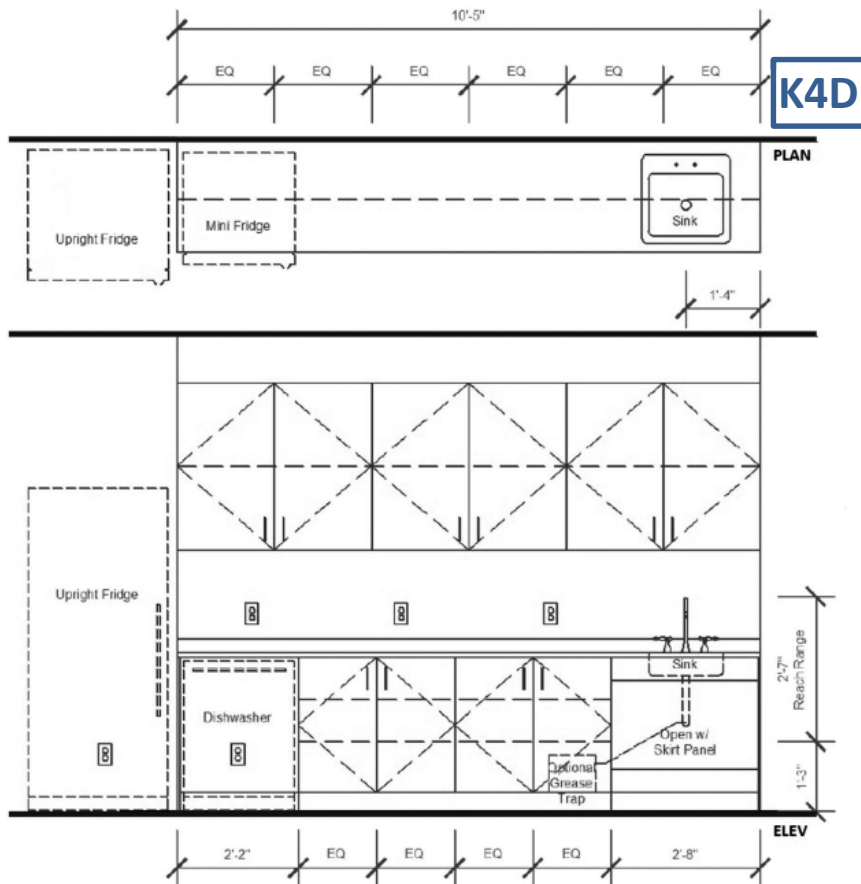
Summary of Kitchenette Types

K4

- Front-approach sink.
- Under-counter fridge.
- Width = 10'-5" (min.).
- Upper storage = 20.7 SF (12")
- Lower storage = 20.7 SF (22.5")

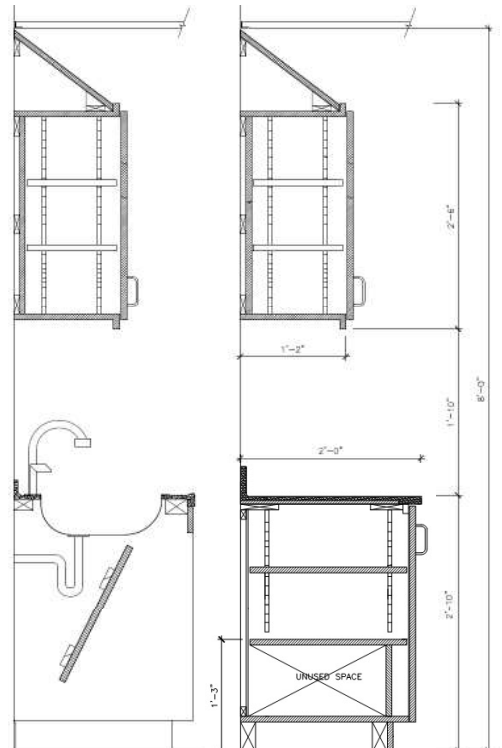
K4D

- Front-approach sink.
- Under-counter dishwasher.
- Fridge to side.
- Width = 10'-5" (min.).
- Upper storage = 20.7 SF (12")
- Lower storage = 20.7 SF (22.5")



K4D

Typical Sections



LAMINATES, FABRICS & COLORS

Because office environments are considered to be ‘back-of-house’, they do not require the variation in color and material that public environments employ to enliven, integrate, and brand the ‘front-of-house’ spaces. With the exception of those buildings having their own guidelines for laminates, fabrics, and colors (see Appendix 2), the following standards apply to all private offices, office workstations, and printer stations.

See link to folder of applicable BSD Office Standards: [Standards](#)



Laminate: Honey Maple (LM)



Structure: Medium Tone (MT)



Panel Fabric: Grasscloth Pampas



Tack Board: Grasscloth Taro (2108)



Typical Private Office ⑦A



Typical Workstation ④A

SEATING, FILING, STORAGE, BOOKCASES, TABLES & ACCESSORIES

Other furniture items within the office environment are standardized to match the workstation packages. With the exception of those buildings having their own guidelines (see Appendix 2), the following standards apply to all private offices and office workstations.



Task Chair: HM Mirra 2



Seat: Latitude Graphite



Frame: Graphite



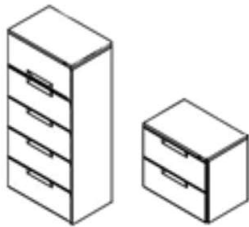
Side Chair (Stack): HM Aside



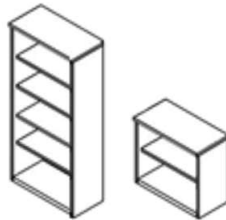
Seat & Back: Twist Sepia



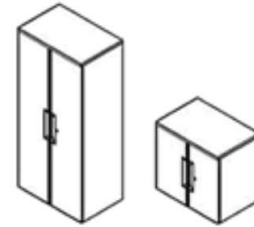
Frame: Metallic Silver



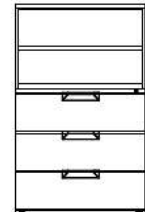
Standard File Cabinets



Standard Bookcases



Standard Storage Cabinets



3H FILE WITH BOOKCASE

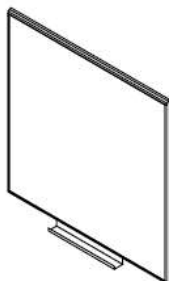
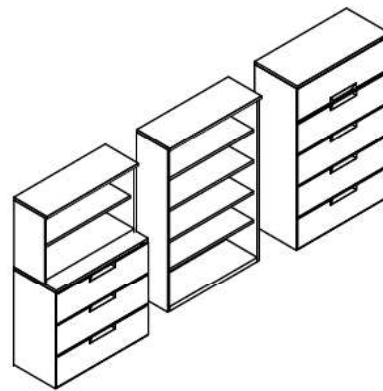


5-SHELF BOOKCASE

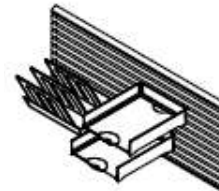
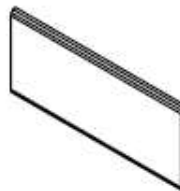


5-HIGH FILE

Choice of 5H Storage



Choice of Including a Wall-Hung Markerboard



Choice of Workstation Tack Board or Tool Rail



5-Drawer File Cabinet



2-Drawer File Cabinets with Top



Everywhere Tables



Everywhere Round Table



Honey Maple Top

POWER, DATA, THERMOSTATS & PHONES

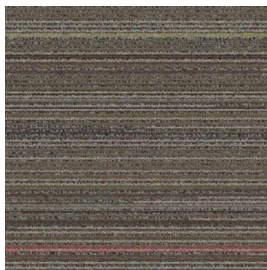
In new construction projects one (1) quadruplex power outlet will be provided on each wall, with additional per code requirement, and one (1) duplex data outlet will be provided for each office workstation. In construction projects which encompass more than two (2) adjacent offices, one (1) thermostat will be provided per every three (3) offices. Office support spaces such as conference rooms and break rooms will have individually controlled thermostats. Thermostats are controlled remotely by Plant and are not visible in the room. Office phones are included in the users' phone service agreement. Conference phones are to be user-provided either directly through IT Services or through an A/V package with Muti-Media Services.

PAINT, CARPET & OTHER ROOM FINISHES

As with furniture, the room and fixture finishes of 'back-of-house' environments have been standardized to meet the institution's mission and priorities. The standards for all private offices and office workstations may be found within the following schedule.

Carpet Tile

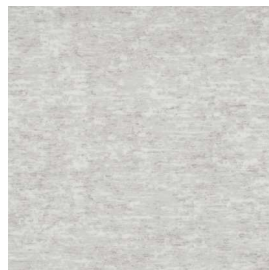
Interface
Primary Stitch 102415
Satin Accent
20"x20"



Use in offices and suites.

Luxury Vinyl Tile (LVT)

Shaw
Mindset 4124V
Collaborate 24111
12"x24"



Use in labs, heavy equipment areas, and heavy-use corridors.

Luxury Vinyl Tile (LVT)

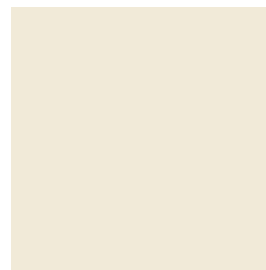
Novalis
AVA-MRGE
Haze SN010
9.84" x 39.37" Plank



Use in classrooms, low-impact areas, low-use corridors, and areas requiring match to existing BBT.

Interior Paint

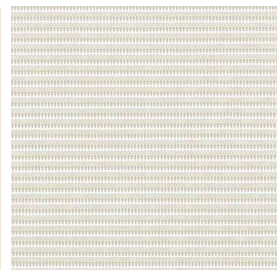
Sherwin Williams
Eggshell
SW 7558
Medici Ivory



Use for all walls. Limited accent colors available.

Window Shade

MechoSystems
ThermoVeil 0900
0911
Porcelain



Use in all areas. Blackout shades available.

UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

University of Chicago Biological Sciences Division
Master Finish/ Material Standards 7/19/2022

Item	Type	Manufacturer	Description	Color	Finish	Size	Locations	Other
PT-1a PT-1b	Paint	Sherwin Williams	7568 853-1150	Medici Ivory Medici Ivory	Eggshell Satin (alt. Eg-Shell)		Walls. Mtl. Doors, Frames.	Waterbased Alkyd Urethane Enamel. Pertains to all metal materials UON.
PT-2	Paint	Sherwin Williams	7007	Bright White	Flat		Ceilings.	Pertains to soffits UON
PT-3	Paint	Sherwin Williams	7599	Brick Paver	Eggshell		Accent Wall.	
PT-4	Paint	Sherwin Williams	7019	Gauntlet Gray	Eggshell		Accent Wall.	
PT-5	Paint	Sherwin Williams	9122	Dried Edamame	Eggshell		Accent Wall.	
PT-6	Paint	Wolf Gordon	GOH 12213847		Roll Appl.		Elev. Drs., Frms.	
CPT-1 CPT-2	Carpet	Interface	Primary Stitch 102415 Sew Straight 102403	Satin Accent Satin	Brick Install Brick Install	50cm x 50cm tiles 50cm x 50cm tiles	Offices, Suites, Offices, Suites.	19.685". Run lengthwise with length of room/suite. Alternate (no accent colors), 19.685". Run lengthwise with length of room/suite.
CPT-3 CPT-X	Carpet	Interface	Shiver Me Timbers 103941 Primary Stitch 102444	Dogwood Crewel Accent	Ashlar Install Ashlar Install	9.845' x 39.38' 20" x 20" Tiles	KCBD-Offices, Suites Offices, Suites.	KCBD only. Previous standard, Only for replacement patches or matching adjacent. Planner approval.
CPT-XX	Carpet	Interface	Sew Straight 102399	Crewel	Ashlar Install	20" x 20" Tiles	Offices, Suites.	Previous standard, Only for replacement patches or matching adjacent. Planner approval.
VCT-1	Vinyl Composition Tile	Mannington Essentials	431	Oyster White		12" x 12"		Low VOC adhesive, Previous standard. Only for replacement patches or matching adjacent. Planner approval.
VCT-2	Vinyl Composition Tile	Mannington Essentials	426	Putty		12" x 12"		Low VOC adhesive, Previous standard. Only for replacement patches or matching adjacent. Planner approval.
VCT-3	Vinyl Composition Tile	Mannington Essentials	437	Sandrift		12" x 12"		Low VOC adhesive, Previous standard. Only for replacement patches or matching adjacent. Planner approval.
BBT-1 (2-3)	Bio-Based Tile	Armstrong	Striations T3610	Haze (Malted Milk, Java)	In-house polish.	12" x 24" x 1/8"	All hard flooring locations (inst-2)	Grain to run the direction of corridor. See template for corridor-intersections (8x6), 2,000 psi static load.
LVT-1	Vinyl Plank - LVT	Mannington	Nature's Paths 12104-4"	Heritage Cherry Cordovan		4" x 36" x 2.5 mm	Corridors, Suites.	Non-standard, Planner approval required, 2,000 psi static load.
LVT-2	Vinyl Plank - LVT	Mannington	Nature's Paths 12124-4"	American Walnut Natural		4" x 36" x 2.5 mm	Corridors, Suites.	Non-standard, Planner approval required, 2,000 psi static load.
LVT-3	Vinyl Tile - LVT	Shaw	Mindset 4124V	Collaborate 24111		12" x 24" x 2.5 mm	Labs, heavy equip. areas, heavy-use corridors.	Locations determined by Planner, 2,000 psi static load.
LVT-4	Vinyl Plank - LVT	Novalis	AVA MRGE	Haze SN010		9.84" x 39.37" x 2.5 mm	Classrooms, low-impact areas, low-use corridors, & areas req. match to BBT.	Locations determined by Planner, 1,200 psi static load.
CT-1 CT-2 CT-3	Porcelain Tile	Crossville Crossville Virginia Tile	Color Box A1101 Color Box Mosaics A1101 Anatolia Tile-Zera Annex	Sandbox Sandbox Oyster	UPS UPS	12" x 12" 3" x 3" 12" x 24"	Restrooms, Restrooms, Restrooms.	Floors, base. Shower floors. Wall - Horizontal grain.
BASE - 1	Wall Base - Vinyl	Johnsonite	63	Burnt Umber		4" Cove.		
ACT-1	Ceiling Tiles	Armstrong	Ultima 1011 (Beveled Tegular)	White	Fiber	24" x 24"	Corridors, Labs.	15/16 grid.
	Ceiling Tiles	Armstrong	Ultima 1004 (Beveled Tegular)			24" x 48"	General area.	
	Ceiling Tiles	USG	131			24" x 24"	Clean rooms, OR's.	15/16 grid.
	Ceiling Tiles	USG	562			24" x 48"	Kitchens.	
ACT-2	Ceiling Tiles	Armstrong	868 - Clean Room VL	White	Vinyl	24" x 24"		
	Ceiling Tiles	Armstrong	870 - Clean Room VL			24" x 48"	Clean rooms, OR's.	
	Ceiling Tiles	USG	56099			24" x 24"	Kitchens.	
	Ceiling Tiles	USG	56091			24" x 48"		
ACT-3	Ceiling Tiles	Armstrong	583 - Cirrus High NCR	White	Fiber	24" x 24"		
	Ceiling Tiles	Armstrong	565 - Cirrus High NCR			24" x 48"	Offices, Patient Rooms, General.	
	Ceiling Tiles	USG	5693			24" x 24"		
	Ceiling Tiles	USG	5684			24" x 48"		
WT-1	Window Treatment	MechoSystems	ThermoVeil Shadecloth	0911 Porcelain		Varies	Offices.	Facia color: white.
WT-2	Window Treatment	Draper	SW2500 1% Open	Oyster / Beige	Vert. Priv. Ww.	Varies	Offices.	Alternate. Facia color: white.
CH-1	Coat Hooks	Bobrick	B-76727		Satin			Double robe hook.
PL-1 PL-2 PL-3 M-1	Plastic Laminale Plastic Laminale Plastic Laminale Melamine Pulls Hinges Glides	Wilsonart Pionite Nevamar Haffel Accuride	WX041 S-6-14T Wire pulls	Pepperdust Anigre Black Pearl White/Grey Stainless		Brushed 4"	DCAM Only, Comer Only, Kitchenettes, Interiors Only.	(replaced Congo Spruce) Cabinets. Concealed.
SS-1	Solid Surface	Dupont	Corian/ Savannah				Kitchenettes, Restrooms.	
SS-2	Solid Surface	Dupont	Corian/ Cirrus White				Window sills.	(used in comer)
SS-3	Solid Surface	Zodiaq	Black Forest				Restrooms.	Sinks.
F-1A F-1B F-2A F-2B F-3A	Lighting- Recessed Troffer Lighting- Recessed Troffer Lighting- Recessed Troffer Lighting- Recessed Troffer Lighting- Downlight	Focal Point	Equation 2 (2x2) Equation 2 (2x2) Equation 2 (2x4) Equation 2 (2x4) ID=3.5"	White White White White		2Wx2Lx4"H (+) 2Wx2Lx4"H (+) 2Wx2Lx4"H (+) 2Wx2Lx4"H (+) 3.5"Dx2.75"H (+)	Admin., Offices. Laboratories, Admin., Offices. Laboratories, Admin., Offices.	FEQ2-22-AC-3000L-35K-1C-UNV-X-G-WH FEQ2-22-AC-3000L-40K-1C-UNV-X-G-WH FEQ2-24-AC-3000L-35K-1C-UNV-X-G-WH FEQ2-24-AC-3000L-40K-1C-UNV-X-G-WH FLC3D-RO-XXX-120-XXX-1C (Housing)
F-3B	Lighting- Downlight	Focal Point	ID=3.5"	White		3.5"Dx2.75"H (+)	Laboratories.	LC3-RO-XXX-35K-DNT-FL-CD4WHNP- (Trim & Module) FLC3D-RO-XXX-120-XXX-1C (Housing)
F-4A F-4B	Lighting- Linear Pendant Lighting- Linear Pendant	Focal Point	Verve IV Verve IV	White White		9"Wx2.5"H 9"Wx2.5"H	Admin., Offices. Laboratories.	* FV4LS-FL40-X-35K-1C-UNV-X-DC-X-WH-X * FV4LS-FL40-X-40K-1C-UNV-X-DC-X-WH-X
F-5A F-5B	Lighting- Linear Wall Wash Lighting- Linear Wall Wash	Focal Point	Seem 4 Seem 4	White White		5Wx5"H (+) 5Wx5"H (+)	Admin., Offices. Laboratories.	** FSMAL-FL-X-35K-1C-UNV-X-T1-X-WH-X ** FSMAL-FL-X-40K-1C-UNV-X-T1-X-WH-X
F-6A F-6B	Lighting- Recessed Troffer Lighting- Recessed Troffer	Columbia	LZPT22 LZPT22	White White		2Wx2Lx1.5"H (+) 2Wx2Lx1.5"H (+)	Admin., Offices. Laboratories.	LZPT22-35MWG-L-SRS-XU-X LZPT22-40MLG-L-SRS-XU-X
F-7A F-7B	Lighting- Recessed Troffer Lighting- Recessed Troffer	Columbia	LZPT24 LZPT24	White White		2Wx2Lx1.5"H (+) 2Wx2Lx1.5"H (+)	Admin., Offices. Laboratories.	LZPT24-35MWG-L-SRS-XU-X LZPT24-40MLG-L-SRS-XU-X
F-8 F-9	Lighting- Recessed Troffer Lighting- Recessed Specialty Elect. - Switches/Outlets Elect. - Occupancy Sensor	Focal Point Leviton Acuity Controls	Zephyr (2x2) Skydome IP110-1LZ CM-10	White White White		2Wx2Lx5.5"H (+) X"Dx8.75"H (+)	Admin., Offices. Admin., Offices.	FZR-22-FL-X-35K-1C-UNV-X-G-X-WH FSDL-X-FLXP-X-35K-1C-UNV-X-J-X-WH
	Elect. - Occupancy Sensor Elect. - Cover Plates	Acuity Controls	CM-9	Stainless	Brushed		All. Corridors, Open Offices. Private Offices.	All.

Lighting Notes:
* Dimensions vary, Architect or Project Manager to specify size and/or suspension height (if applicable).
** Linear Wall Wash - The product code varies depending on ceiling configuration: (T1) 15/16 Tegular, (TF) Drywall.
Consideration: Emergency power selection as needed, determined by code, Architect, and/or Project Manager.

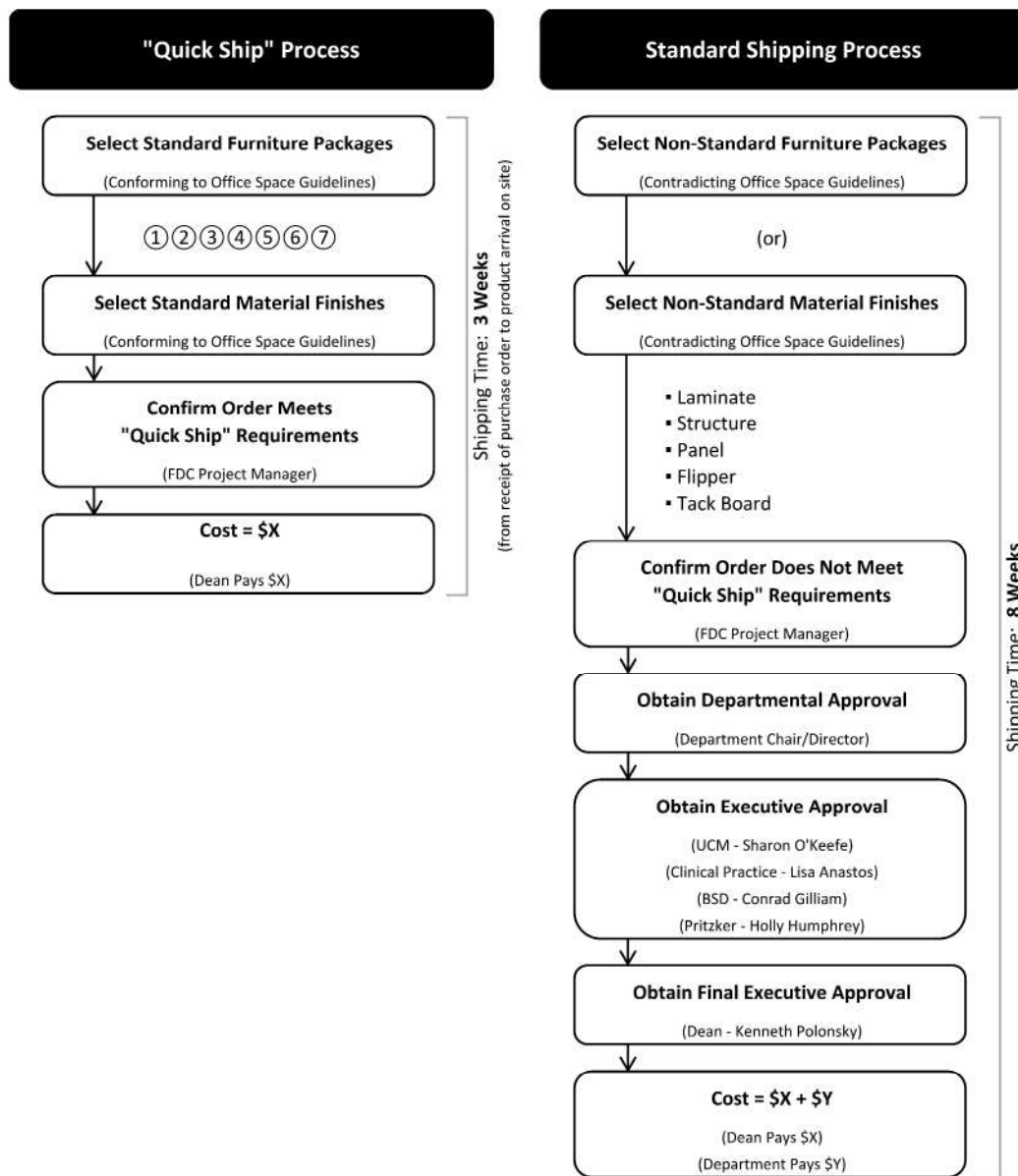
Plumbing	Chicago Faucets Guardian Equipment	201-AGN8AE3-317XKCP G1179 or G1178	Chrome Chrome	8" Swing Down	Fixtures Eyewash	Labs/Kitchenettes, Determine R/L mounting.
Appliances	ABT					
Specialties - Toilet Partition	ASI	Accurate Partitions	Metallic Silver #971	Powder Coat		
WD-1	Wood Door	Masonite	Aspro Series / Quarter Sliced / Red Oak	Toast		Med. Center.
WD-2	Wood Door	Eggers Industries	N1727-17GM / Plain Sliced Cherry	Gardall		BSLC,
WD-3	Wood Door	Marshfield Door Systems	Rift Cut Oak	Clear		KCBD,

WEB-BASED USER INTERFACE

Occupants of offices and workstations that are approved and scheduled for installation of furniture may view the detailed configurations and options available to them by going to the vendor website: **Office Furniture Website**

“QUICK SHIP” PROCESS

The guidelines herein have been tailored to meet vendor “quick ship” requirements which substantially decrease the time and cost of furniture procurement for the institution. All offices and workstations must adhere to the specified furniture packages and the established options for laminate, fabric, and color. Any deviation from the guidelines will trigger cost increases, scheduling delays, and coordination disparities, and must gain departmental and executive approval. Under such circumstances, consult your project manager for guidance. The diagram below delineates the additional commitment required for the selection of non-standard furniture configurations and/or material finishes in comparison to the recommended “quick ship” process.



Questions regarding the current guidelines should be directed to sdeblaze@bsd.uchicago.edu.

APPENDIX 1

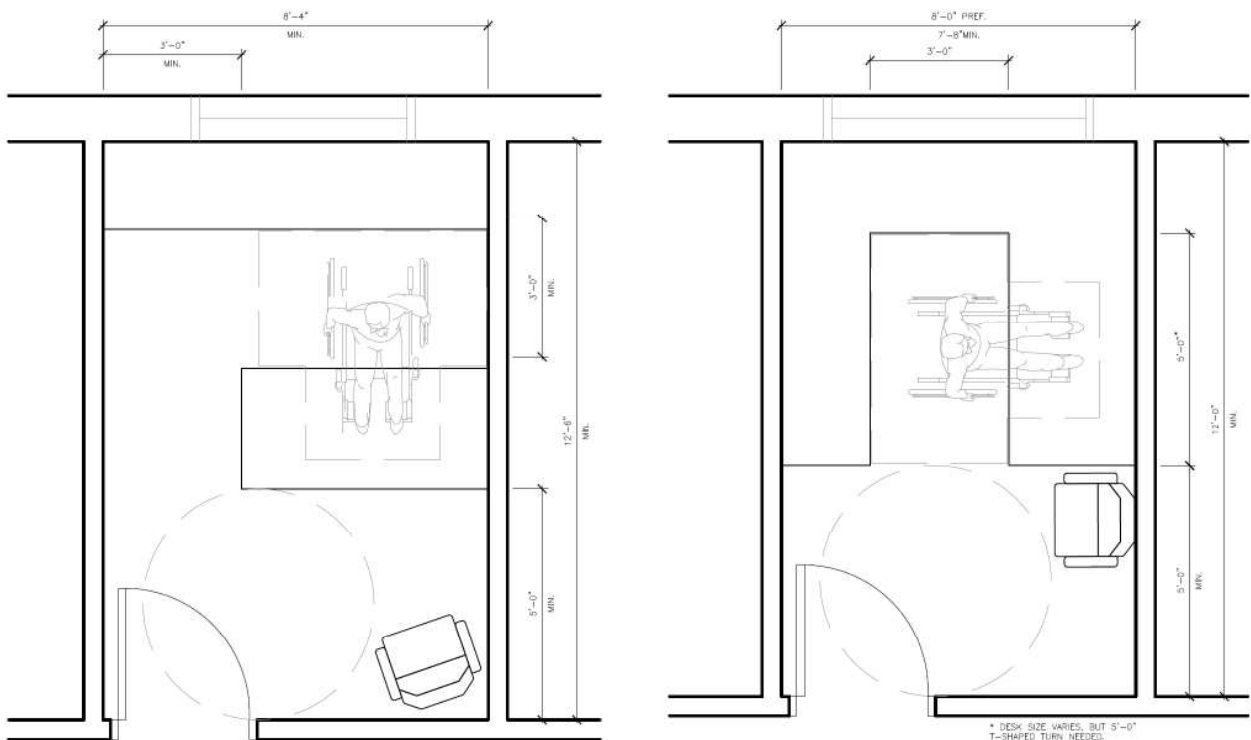
University Office Guidelines

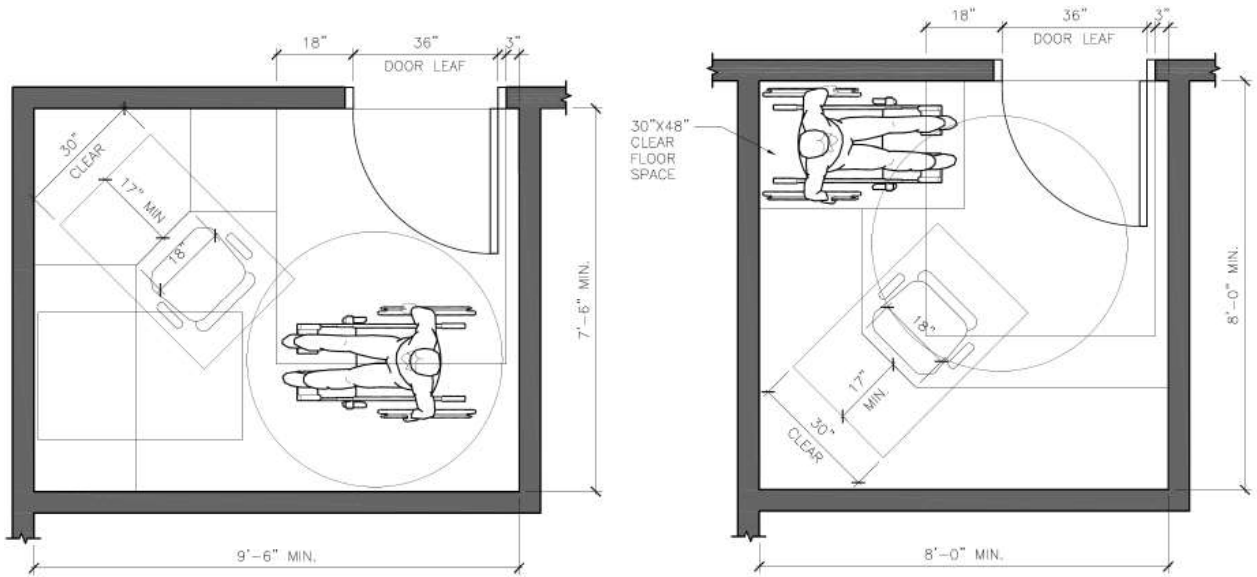
2. Minimum Office Size Guidelines (http://d3qi0qp55mx5f5.cloudfront.net/facilities/pdfs/fs2/FS2_4D1_Minimum_Office_Size_Guidelines_07-01-2016.pdf) If inconsistencies exist between this section and the URL, the guidelines in the URL prevail.

2.1 Principles for office planning & design in new construction & alterations

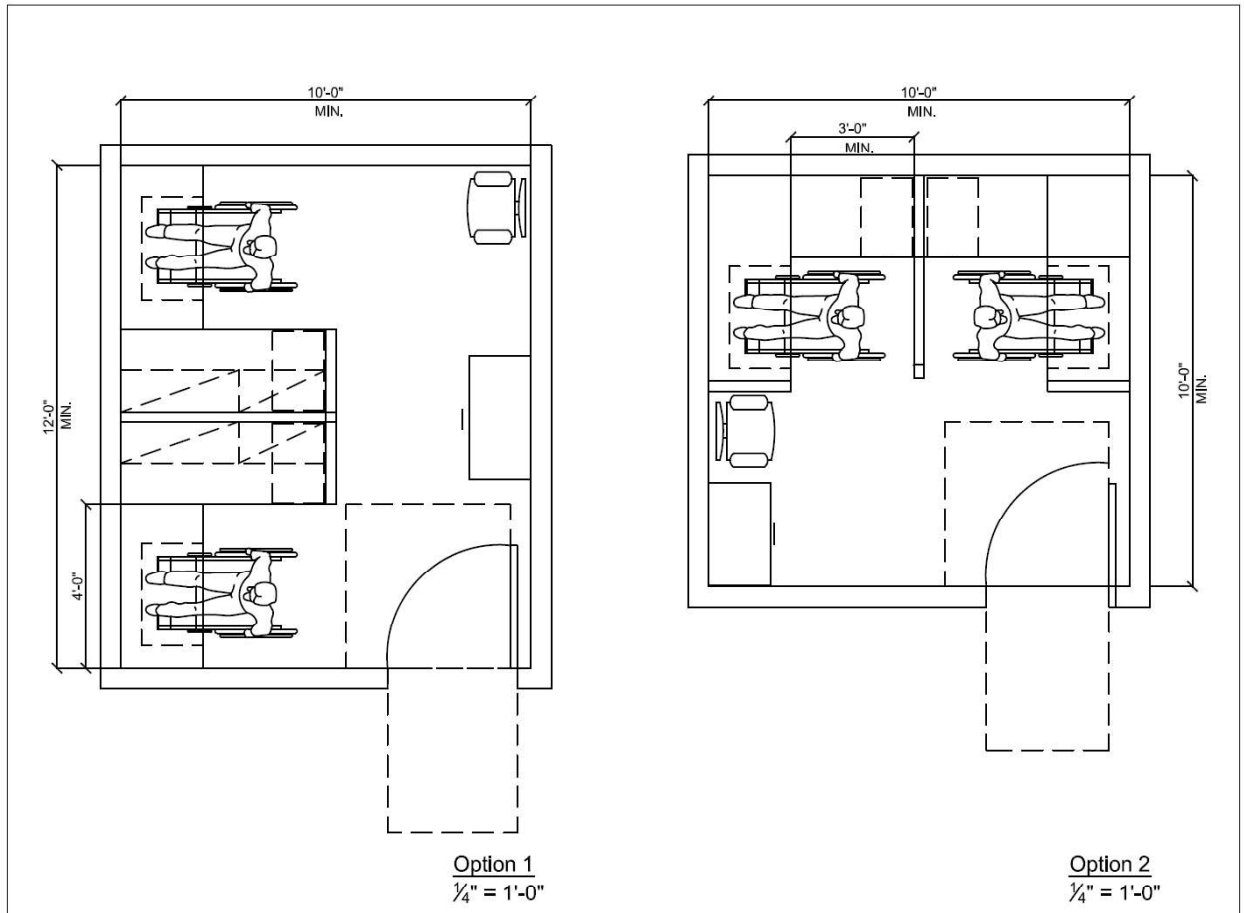
The University of Chicago seeks to provide an environment conducive to learning, teaching, working, and conducting research that values the diversity of its community. As such, the fundamental principles for office renovation and construction are guided by Universal Design, which supports the creation of spaces that are inherently accessible to people both with and without disabilities.

1. Each enclosed office space shall be designed to accommodate an occupant and one guest who use standard wheelchairs.
2. Required maneuvering clearances shall be provided at all room entrances and exits.
3. Minimum unobstructed 60" diameter turning circle or 60" x 60" t-turn space is required. The turning space may extend under furniture if required knee clearances are provided or if the furniture is movable.
4. Minimum 36" wide unobstructed accessible paths shall be provided within the space for occupants and visitors. *
5. Minimum 80" ceiling height and headroom clearance shall be provided.
6. Fixed furniture and equipment shall be provided in compliance with reach ranges and knee clearances.
7. Minimum clearances shall be provided for an arrangement of furniture appropriate to the assigned space use.
8. All minimum clearances and dimensions shall be clear and unobstructed, and shall allow for conventional tolerances and variances in construction and manufacturing.
9. Examples of layouts for single occupant offices, double occupant offices, and open offices that conform to these principles are provided. Examples assume a standard work surface depth of 17"-25".



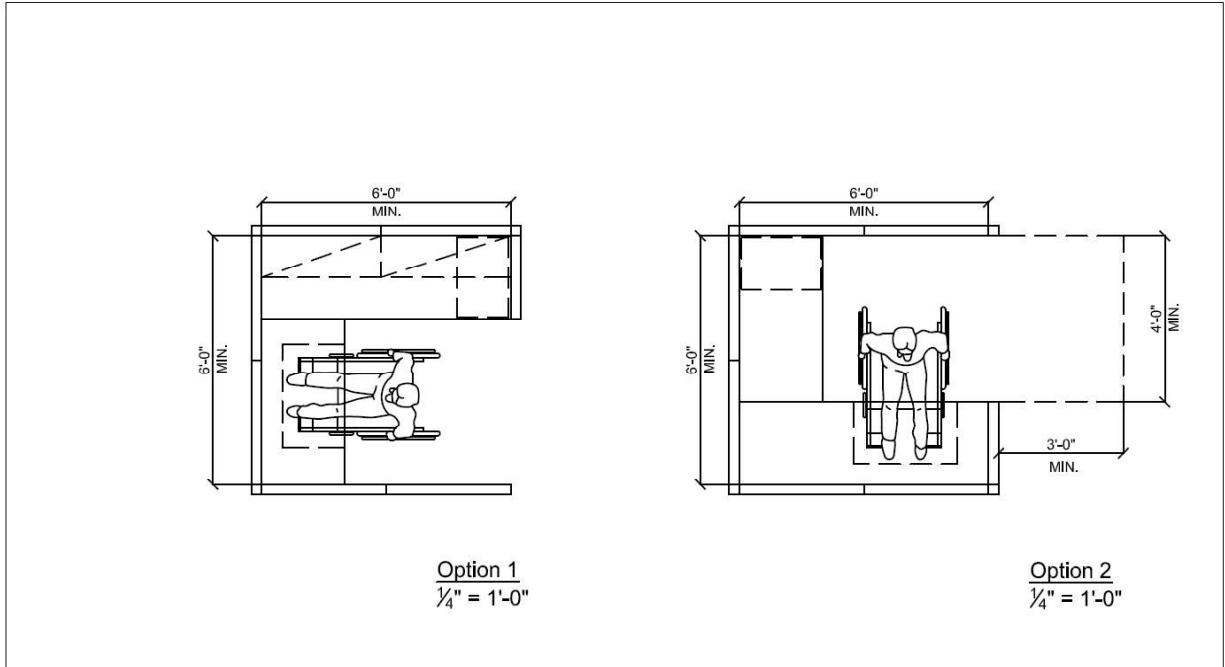


Minimum Office Guideline for Accessible Offices for Two Occupants



- Examples of conforming two-person office layouts are shown.

Minimum Office Guideline for Accessible Open-Office Layouts



- Examples of two conforming open-office layouts are shown.

* In practice the UCM/BSD standards permit the reduction of path width to 32 inches min. along a 2 ft. max. distance, as specified in the Department of Justice’s 2010 ADA Standards for Accessible Design §403.5.1.

APPENDIX 2

Buildings and areas having their own guidelines for laminates, fabrics, and colors:

Comer Children’s Hospital (A87) -- Please consult FD&C planning group.

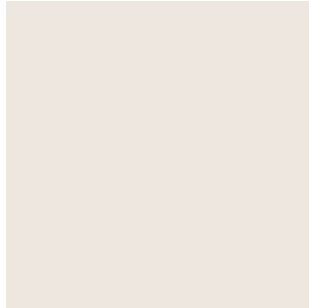
Center for Care and Discovery (A95) -- Please consult FD&C planning group.

Duchossois Center for Advanced Medicine (DCAM) (A75) -- Please consult FD&C planning group.

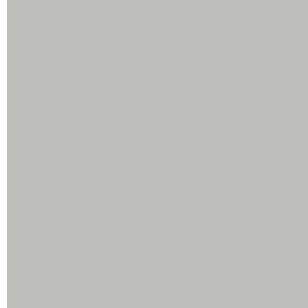
Mitchell Hospital (A71) -- Please consult FD&C planning group.

Supply Chain -- Please consult FD&C planning group.

Knapp Center for Biomedical Discovery (KCBD) (A98)



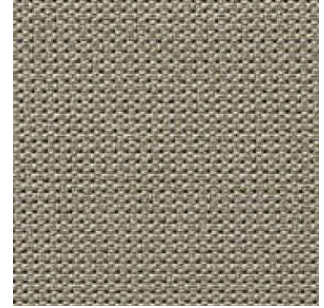
Plastic Laminate (for work surface & flipper door)
HermanMiller
Action Office System
White (91)



Furniture Paint
HermanMiller
Action Office System
Folkstone Grey (8Q)



Tackboard Fabric
HermanMiller
Action Office System
Silkworm Jasmine



Panel Fabric
HermanMiller
Action Office System
Cord Bamboo (5104)

This revision contains the following changes from the previous revision:

UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

Standard Furniture Packages

Layout Reference	NAST per Person	Furniture Package	Est. Cost of Furn. Pkg.
PRIVATE OFFICES			
F240	240.0		
F160	160.0		
F135	135.0		
F125	125.0		
F100	100.0		
F80	80.0		
SHARED OFFICES			
S2K/2	200.0	2 x (2)A	\$9,849.64
S6B/2	80.0	2 x (2)A	\$7,153.74
S16/2	67.5	2 x (2)A	\$6,688.86
S25/4	42.5	2 x (2)A	\$6,688.86
S25/6	33.8	4 x (2)A	\$8,547.92
S25/8	31.3	4 x (2)A	\$8,547.92
WORKPLACES			
W120	120.0	(2)B	\$7,946.19
		(2)B	\$7,400.90
W180	180.0	(2)B	\$6,534.12
W80	80.0	(2)B	\$6,534.12
W60	60.0	(2)B	\$8,956.28
W30	30.0	(2)B	\$4,146.57
W25	25.0	(2)B	\$2,150.29

Notes:
 1) Estimated cost reflects GPO contract pricing for BSD, dated July 2022.
 2) Costs include task chair, wall strips, installation, and est. design fee. Costs exclude power, data, equipment, additional partition panels, moving costs, removal costs, and overtime installation. For a BSD budget calculator, see website at: <http://icc.com interiorworkstations.com/ldr-led/>
 3) Layouts are provided below to give a general sense to the designer and occupant. They are subject to change and require skilled interpretation under revised conditions. Additional or alternative layouts may be developed in the future.
 4) The current standard office furniture is based upon the HermanMiller Action Office system.

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UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

FURNITURE PACKAGES – DETAILED DESCRIPTION

Package 7A (Mail Room)
 • 24x48 Worksurface
 • 24x42 Worksurface
 • 36x12 Perforated Worksurface with H-LEG
 • Corner Workage Worksurface
 • FFP Worksurface Support Panel
 • H-LEG
 • (1) 30" W Half-Height Shelf
 • (2) 30" W Half-Height Shelves
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

Package 7B (Panel Hang)
 • 24x48 Worksurface
 • 24x42 Worksurface
 • 36x12 Perforated Worksurface with H-LEG
 • Corner Workage Worksurface
 • H-LEG
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 30" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 88" Pedestal
 • 48" x 48" Panel/Hung Markers
 • 30" W Task Chair

Package 6A (Mail Room)
 • 24x42 Worksurface
 • 24x48 Worksurface
 • 36x12 Perforated Worksurface with H-LEG
 • Corner Workage Worksurface
 • FFP Worksurface Support Panel
 • H-LEG
 • (1) 30" W Half-Height Shelf
 • (2) 30" W Half-Height Shelves
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 30" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

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Package 6B (Panel Hang)
 • 24x42 Worksurface
 • 24x48 Worksurface
 • 36x12 Perforated Worksurface with H-LEG
 • Corner Workage Worksurface
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 88" Pedestal
 • 48" x 48" Panel/Hung Markers
 • 30" W Task Chair

Package 5A (Mail Room)
 • 24x48 Worksurface
 • 24x42 Worksurface
 • 36x12 Perforated Worksurface Support Panel
 • H-LEG
 • (1) 30" W Half-Height Shelf
 • (2) 30" W Half-Height Shelves
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

Package 5B (Panel Hang)
 • 24x48 Worksurface
 • 24x42 Worksurface
 • 36x12 Perforated Worksurface Support Panel
 • H-LEG
 • (1) 30" W Half-Height Shelf
 • (2) 30" W Half-Height Shelves
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

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Package 4A (Mail Room)
 • 24x42 Worksurface
 • 24x48 Worksurface
 • 36x12 Perforated Worksurface Support Panel
 • H-LEG
 • (1) 30" W Half-Height Shelf
 • (2) 30" W Half-Height Shelves
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

Package 4B (Panel Hang)
 • 24x42 Worksurface
 • 24x48 Worksurface
 • 36x12 Perforated Worksurface Support Panel
 • H-LEG
 • (1) 30" W Half-Height Shelf
 • (2) 30" W Half-Height Shelves
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

Package 3A (Mail Room)
 • 24x42 Worksurface
 • FFP Worksurface Support Panel
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

Package 3B (Panel Hang)
 • 24x42 Worksurface
 • FFP Worksurface Support Panel
 • (1) 30" W Flipper Door Unit
 • (2) 30" W Flipper Door Units
 • 30" W Task Light
 • 36" W Tool Rail with Paper Management
 • 30" W Task Board
 • 30" W Task Board
 • 48" x 48" Panel/Hung Markers
 • 88" Pedestal
 • 48" x 48" Wall-Hung Marker
 • 30" W Task Chair

Revision 07.20.2021

This revision contains the following changes from the previous revision:

UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

Package 2A
(Open Plan)

- 24x60 Worksurface
- 30"W Half Height Shelf
- 30"W Half Height Shelf
- 30"W Flipper Door Unit
- 30"W Flipper Door Unit
- 30"W Task Light
- 30"W Task Light with Inper Management
- 30"W Task Board
- 30"W Task Board
- 30" Prefabricated Level (Attached to Wall)

• **Altra 2 Tall Chair**

Package 2B
(Open Plan)

- 24x60 Worksurface
- 30"W Task Board
- 30" Prefabricated Level (Attached to Wall)

• **Altra 2 Tall Chair**

Package 1A
(Open Plan)

- 30x60 Worksurface
- 42"W Half Height Shelf
- 42"W Flipper Door Unit
- 42"W Task Light
- 42"W Task Board
- 30" Prefabricated Level (Attached to Wall)

• **Altra 2 Tall Chair**

Package 1B
(Open Plan)

- 30x60 Worksurface
- 42"W Task Board
- 30" Prefabricated Level (Attached to Wall)

• **Altra 2 Tall Chair**

Revision 07.20.2021

UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

LAMINATES, FABRICS & COLORS

Because office environments are considered to be 'back-of-house', they do not require the variation in color and material that public environments employ to enliven, integrate, and brand the 'front-of-house' spaces. With the exception of those buildings having their own guidelines for laminates, fabrics, and colors (see Appendix 2), the following standards apply to all private offices, office workstations, and printer stations.

See link to folder of applicable BSD Office Standards: [Standards](#)

Laminates: Honey Maple (LM) | Laminates: Medium Tone (MT)

Fabric: Grandcloth Pergas | Laminates: Grandcloth Iron (GAI)

Typical Private Office (A) | Typical Workstation (A)

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UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

5-Drawer File Cabinet | 2-Drawer File Cabinets with Top | Everywhere Table | Everywhere Board Table

Honey Maple Top

POWER, DATA, THERMOSTATS & PHONES

In new construction projects one (1) quadruplex power outlet will be provided on each wall, with additional per code requirement, and one (1) duplex data outlet will be provided for each office workstation. In construction projects which encompass more than two (2) adjacent offices, one (1) thermostat will be provided per every three (3) offices. Office support spaces such as conference rooms and break rooms will have individually controlled thermostats. Thermostats are controlled remotely by Plant and are not visible in the room. Office phones are included in the users' phone service agreement. Conference phones are to be user-provided either directly through IT Services or through an AV package with Multi-Media Services.

PAINT, CARPET & OTHER ROOM FINISHES

As with furniture, the room and fixture finishes of 'back-of-house' environments have been standardized to meet the institution's mission and priorities. The standards for all private offices and office workstations may be found within the following schedule.

Carpet Tile	Luxury Vinyl Tile (LVT)	Luxury Vinyl Tile (LVT)	Water Paint	Window Shades
Interface Pinnacle 32415 Soft Acoust 20'x20'	Luxury Vinyl Tile (LVT) Natura Mikurel 1229 Cafeluzer 2411 12'x12'	Luxury Vinyl Tile (LVT) Natura Auk-MAGE Hue 19033 3.64' x 36.37' Flank	Water Paint Mikurel Auk-MAGE Hue 19033 Military	Mikurel Thermolon-1000 0911 Natura

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UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

UNIVERSITY OF CHICAGO (UCM, BSD, PSOM) – OFFICE & SUPPORT SPACE GUIDELINES

Room	Room No.	Room Name	Area	Level	Notes
Office	1001	Private Office	100	1st	Standard Office
Office	1002	Private Office	100	1st	Standard Office
Office	1003	Private Office	100	1st	Standard Office
Office	1004	Private Office	100	1st	Standard Office
Office	1005	Private Office	100	1st	Standard Office
Office	1006	Private Office	100	1st	Standard Office
Office	1007	Private Office	100	1st	Standard Office
Office	1008	Private Office	100	1st	Standard Office
Office	1009	Private Office	100	1st	Standard Office
Office	1010	Private Office	100	1st	Standard Office
Office	1011	Private Office	100	1st	Standard Office
Office	1012	Private Office	100	1st	Standard Office
Office	1013	Private Office	100	1st	Standard Office
Office	1014	Private Office	100	1st	Standard Office
Office	1015	Private Office	100	1st	Standard Office
Office	1016	Private Office	100	1st	Standard Office
Office	1017	Private Office	100	1st	Standard Office
Office	1018	Private Office	100	1st	Standard Office
Office	1019	Private Office	100	1st	Standard Office
Office	1020	Private Office	100	1st	Standard Office
Office	1021	Private Office	100	1st	Standard Office
Office	1022	Private Office	100	1st	Standard Office
Office	1023	Private Office	100	1st	Standard Office
Office	1024	Private Office	100	1st	Standard Office
Office	1025	Private Office	100	1st	Standard Office
Office	1026	Private Office	100	1st	Standard Office
Office	1027	Private Office	100	1st	Standard Office
Office	1028	Private Office	100	1st	Standard Office
Office	1029	Private Office	100	1st	Standard Office
Office	1030	Private Office	100	1st	Standard Office
Office	1031	Private Office	100	1st	Standard Office
Office	1032	Private Office	100	1st	Standard Office
Office	1033	Private Office	100	1st	Standard Office
Office	1034	Private Office	100	1st	Standard Office
Office	1035	Private Office	100	1st	Standard Office
Office	1036	Private Office	100	1st	Standard Office
Office	1037	Private Office	100	1st	Standard Office
Office	1038	Private Office	100	1st	Standard Office
Office	1039	Private Office	100	1st	Standard Office
Office	1040	Private Office	100	1st	Standard Office
Office	1041	Private Office	100	1st	Standard Office
Office	1042	Private Office	100	1st	Standard Office
Office	1043	Private Office	100	1st	Standard Office
Office	1044	Private Office	100	1st	Standard Office
Office	1045	Private Office	100	1st	Standard Office
Office	1046	Private Office	100	1st	Standard Office
Office	1047	Private Office	100	1st	Standard Office
Office	1048	Private Office	100	1st	Standard Office
Office	1049	Private Office	100	1st	Standard Office
Office	1050	Private Office	100	1st	Standard Office
Office	1051	Private Office	100	1st	Standard Office
Office	1052	Private Office	100	1st	Standard Office
Office	1053	Private Office	100	1st	Standard Office
Office	1054	Private Office	100	1st	Standard Office
Office	1055	Private Office	100	1st	Standard Office
Office	1056	Private Office	100	1st	Standard Office
Office	1057	Private Office	100	1st	Standard Office
Office	1058	Private Office	100	1st	Standard Office
Office	1059	Private Office	100	1st	Standard Office
Office	1060	Private Office	100	1st	Standard Office
Office	1061	Private Office	100	1st	Standard Office
Office	1062	Private Office	100	1st	Standard Office
Office	1063	Private Office	100	1st	Standard Office
Office	1064	Private Office	100	1st	Standard Office
Office	1065	Private Office	100	1st	Standard Office
Office	1066	Private Office	100	1st	Standard Office
Office	1067	Private Office	100	1st	Standard Office
Office	1068	Private Office	100	1st	Standard Office
Office	1069	Private Office	100	1st	Standard Office
Office	1070	Private Office	100	1st	Standard Office
Office	1071	Private Office	100	1st	Standard Office
Office	1072	Private Office	100	1st	Standard Office
Office	1073	Private Office	100	1st	Standard Office
Office	1074	Private Office	100	1st	Standard Office
Office	1075	Private Office	100	1st	Standard Office
Office	1076	Private Office	100	1st	Standard Office
Office	1077	Private Office	100	1st	Standard Office
Office	1078	Private Office	100	1st	Standard Office
Office	1079	Private Office	100	1st	Standard Office
Office	1080	Private Office	100	1st	Standard Office
Office	1081	Private Office	100	1st	Standard Office
Office	1082	Private Office	100	1st	Standard Office
Office	1083	Private Office	100	1st	Standard Office
Office	1084	Private Office	100	1st	Standard Office
Office	1085	Private Office	100	1st	Standard Office
Office	1086	Private Office	100	1st	Standard Office
Office	1087	Private Office	100	1st	Standard Office
Office	1088	Private Office	100	1st	Standard Office
Office	1089	Private Office	100	1st	Standard Office
Office	1090	Private Office	100	1st	Standard Office
Office	1091	Private Office	100	1st	Standard Office
Office	1092	Private Office	100	1st	Standard Office
Office	1093	Private Office	100	1st	Standard Office
Office	1094	Private Office	100	1st	Standard Office
Office	1095	Private Office	100	1st	Standard Office
Office	1096	Private Office	100	1st	Standard Office
Office	1097	Private Office	100	1st	Standard Office
Office	1098	Private Office	100	1st	Standard Office
Office	1099	Private Office	100	1st	Standard Office
Office	1100	Private Office	100	1st	Standard Office

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