

SPACE ALLOCATION GUIDELINE
Design Standard

PART 1 GENERAL

1.1 PURPOSE

- A. In a Fact Sheet entitled “The Need to Update Space Planning Policies for the California Community Colleges”, dated September 2005 (FS 05-07), the California Postsecondary Education Commission concluded:
1. The State’s current space and utilization standards are no longer appropriate or realistic for determining the need for physical space in California’s community colleges. Flexible space and utilization guidelines in public postsecondary institutions would provide the most efficient and effective approach for meeting the evolving needs of academic programs, and for best facilitating the progress of students through the State’s colleges and universities. The combination of modern space allocation and utilization policies and contemporary building techniques would increase the efficiency and sustainability of community colleges and actually lessen capital outlay costs over time.
 2. Recent legislative efforts indicate that State policy makers understand the direction that higher education space planning must take in order for California’s public colleges and universities to effectively educate the nearly three million students they serve.
- B. In “Presentation on Higher Education Space Planning to the Assembly Select Committee on Growth and Infrastructure”, dated October 19, 2005 (OP/05-06), the California Postsecondary Education Commission reported the following findings with regard to California’s public higher education space allocation and utilization standards:
1. California’s higher education space standards were researched and developed between 1948 and 1966, first by consultants and researchers dealing with the post World War II enrollment surge, then by planners working towards the State’s eventual adoption of a higher education Master plan, and finally as research done by the Commission’s predecessor, the Coordinating Council for Higher Education.
 2. The California Legislature did not formally adopt the Commission guidelines in 1990, again due to State budget pressures from the severe economic recession in the early 1990s. Thus, the California Community Colleges and the California State University have been required to continue using the old 1955 – 1973 space and usage standards in developing their building proposals.
 3. Federal, state and local regulations guiding the construction of public buildings have changed substantially over the decades since California’s higher education space standards were developed. Environmental considerations, accommodations for persons with disabilities, earthquake-related seismic updates, and basic fire codes all require more space than is generated by the State’s out-dated space and utilization standards. Updated space allocation and utilization policies are needed to address the deficiencies listed above and to facilitate contemporary education.
 4. The overwhelming majority of states use permissive guidelines and general operating parameters instead of mandates or they leave space planning decisions to the higher education institutions and adjudicate them through the state’s budgeting processes. Most states see this as the new national norm

and a more efficient and effective way of managing campuses' ever-evolving space needs, while maintaining state oversight. CPEC supports this approach to higher education facilities planning, which maintains the role of State policymakers as final arbiters in the facilities development and approval process, while allowing campuses to design space in ways that best meet the needs of their students, academic programs, and mission.

- C. In a letter from the California Community Colleges Chancellor's Office on March 17, 2006, Districts were notified that System Office staff developed and filed a package of minor "changes without regulatory effect" which did not require Board action. This package included amendments to a number of Title 5 regulations, including those pertaining to space standards. Those regulation changes were filed with the Secretary of State on March 15, 2006, and became effective on April 14, 2006.
- D. This design standard is intended to serve as a guideline for space allocation throughout San Mateo County Community College District. It should be viewed as a baseline standard for renovations and new construction. The design professional must take into consideration code requirements including Title 24 California Building Code as well as the Americans with Disabilities Act, along with instructional and administrative program requirements, when designing SMCCCD's capital construction projects. Together with this document, the design professional should refer to SMCCCD's Space Design Standards for Instructional Spaces, Administrative Spaces, Circulation and Public Spaces, as well as Utility Rooms, Custodial and Maintenance Closets

PART 2 - DESIGN STANDARDS

2.1 CLASSROOMS AND LABORATORIES

Assignable Square Feet (ASF) Standards		
Subject Grouping	ASF Per Station	WSCH*
Agriculture	115	492
Architecture	60	257
Biological Sciences	55	233
Business and Mgmt.	30	128
Communications	50	214
Computer & Info Science	40	171
Education	75	321
Diesel	200	856
Air Conditioning	130	556
Refrigeration	130	556
Auto-Mechanic	200	856
Auto-Technology	75	321
Small Engine Repair	100	428
Aviation Maint.	175	749
Plastics	130	556
Stationary Eng.	200	856
Engineering	75	321
Fine & Applied Arts	60	257
Foreign Language	35	150
Health Services	50	214
Home Economics	60	257

Letters	35	150
Library Science	35	150
Mathematics	35	150
Physical Sciences	60	257
Psychology	35	150
Public Affairs & Serv.	50	214
Social Sciences	35	150
Commercial Services	50	214
Interdisciplinary	60	257

2.2 Section 57028 of subchapter 1 of chapter 8 of division 6 of Title 5 of the California Code of Regulations reads:

2.3 § 57028. Capacity of Future Laboratory and Service Areas

2.4 In determining the computed capacity of future laboratory and service area facilities, the following space allocations by standard classification of subject matter shall be applied on a campus-wide basis:

2.5 ASSIGNABLE SQUARE FEET PER STATION AND PER 100 WEEKLY STUDENT CONTACT HOURS, CALIFORNIA COMMUNITY COLLEGES

A. Classroom and Seminars (Including Classroom Service) 8 a.m. to 10 p.m.

Campus Weekly Student Contact Hours	ASF/STN.	ASF/100 WSCH*
Less than 140,000	15	47.3
140,000 or more	15	42.9

B. Teaching Laboratories (Including Teaching Laboratory Service) 8 a.m. to 10 p.m.

C. * Based on following utilization components for space standards computation:

D. Classrooms and Seminars

Campus WSCH	Hrs./wks. Stn.	Occ. %	Stn. Use
Less than 140,000	48	.66	31.68
140,000 or more	53	.66	34.98

E. Laboratories

Campus WSCH	Hrs./wks. Stn.	Occ. %	Stn. Use
LD	27.5	.85	23.375

2.6 LIBRARY SPACE

2.7 All library space shall be computed by assignable square feet for library functions as specified in the subdivisions of this section. Square feet are "assignable" only if they are usable for the function described. Areas such as the main lobby (excluding card catalogue area), elevators, stairs, walled corridors, rest rooms and areas accommodating building maintenance services are not deemed usable for any of the described functions.

2.8 Legend: * Day-Graded Enrollment

1. ** Day-Graded Student

- B. Stack Space
1. 1 ASF x Number of Bound Volumes
 2. Number of Volumes
 3. Initial Increment = 16,000 volumes
 4. Additional Increments
 5. (1) Under 3,000 DGE* = +8 volumes per DGS **
 6. (2) 3,000-9,000 DGE = +7 volumes per DGS
 7. (3) Above 9,000 DGE = +6 volumes per DGS
- C. Staff Space
1. (140 ASF x Number of FTE Staff) + 400 ASF
 2. Number of FTE Staff
 3. Initial Increment = 3.0 FTE
 4. Additional Increments
 5. Under 3,000 DGE = +.0020 FTE Staff per DGS
 6. 3,000-9,000 DGE = +.0015 FTE Staff per DGS
 7. Above 9,000 DGE = +.0010 FTE Staff per DGS
- D. Reader Station Space
1. 27.5 ASF x Number of Reader Stations
 2. Number of Reader Stations
 3. Initial Increment = 50 Stations
 4. Additional Increments
 5. (1) Under 3,000 DGE = +.10 Stations per DGS
 6. (2) 3,000-9,000 DGE = +.09 Stations per DGS
 7. (3) Above 9,000 DGE = +.08 Stations per DGS
 - 8.
- E. Total Space
1. Initial Increment = 3,795 ASF
 2. Additional Increments
 3. (1) Under 3,000 DGE = +3.83 ASF per DGS
 4. (2) 3,000-9,000 DGE = +3.39 ASF per DGS
 5. (3) Above 9,000 DGE = +2.94 ASF per DGS

2.9 AUDIO-VISUAL SPACE

2.10 For audio-visual and programmed instruction activities associated with library learning resource functions, additional areas should be sized for individual needs but should not exceed the following totals for the district as a whole.

2.11 Legend: * Day-Graded Enrollment

1. ** Day-Graded Student

B. Total Space

1. Initial Increment = 3,500 ASF
2. Additional Increments
3. (1) Under 3,000 DGE* = 1.50 ASF per DGS**
4. (2) 3,000-9,000 DGE = 0.75 ASF per DGS
5. (3) Above 9,000 DGE = 0.25 ASF per DGS

C. Meeting Rooms

Type	Seated Occupancy	ASF
Huddle	5	100
Small	10	200
Medium	15	300
Large	26	400
Assembly	40	600

D. Indoor Physical Education (P.E.) Facilities Standards

E. The total assignable square feet (ASF) for indoor PE is determined for each campus as follows:

TARGET FTE	ASF/FTE
2,000	12
3,000	11
4,000	10.5
5,000	10.2
6,000	9.7
8,000	9.0
10,000	8.1
15,000	7.4
20,000	6.6
25,000	6.0

F. Outdoor Physical Education (P.E.) Facilities Standards

G. Outdoor physical education facilities are planned for each campus as follows:

Enrollment	Teaching Stations	Acres
2,500	4	18
5,000	8	22
7,500	9	26
10,000	11	29
15,000	14	34
20,000	17	37
25,000	19	39

H. Each campus should have in its outdoor physical education facilities a running track not to exceed nine lanes in width, with one run-out straight away of 140 yards. The surface of the running track may be a synthetic product.

I. Special outdoor facilities such as tennis courts and handball courts are to be provided on the following basis: facilities providing for twenty-four students constitute one teaching station; that is, six tennis courts or six handball courts constitute one teaching station.

2.12 APPROVED MANUFACTURERS

Not Applicable

PART 3 - EXECUTION

3.1 SUBSTITUTES ALLOWED?

Not Applicable

3.2 ASSOCIATED DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS

Space Design Standard – Instructional Spaces

Space Design Standard – Administrative Spaces

Space Design Standard – Circulation and Public Spaces

Space Design Standard – Utility Rooms, Custodial and Maintenance Closets

END OF DOCUMENT