

## UNIVERSITY OF CAMBRIDGE

### SPACE GUIDELINES – approved by the Resource Management Committee on 12 October 2016

All projects will be subject to the following space guidelines, which have been developed in line with benchmarking other Russell Group universities and best practice to aid delivery of the University's estates strategy.

Space guidelines will assist the process of space allocation and the assessment of space utilisation. The guidelines are to be implemented for new build projects; however, it is recognised that the guidelines may not be achievable in some older buildings where structural or other constraints may influence the refurbishment.

The aim of the guidelines is to employ challenging space targets to increase utilisation and to help control the size of the estate.

The guidelines will be subject to regular review.

#### OFFICE SPACE GUIDELINES

The sharing of office space is to be promoted and open plan accommodation is to be encouraged. Open plan offices result in more effective use of resources. Cellular offices should be designed on the basis of space need, not seniority, and in any newly created space justification needs to be made that cellular offices are required.

The generic space guidelines for office space listed below are intended to be fair, transparent and consistent across all disciplines. The space allocation should be viewed as a maximum rather than an entitlement. In order for open plan spaces to function appropriately, breakout spaces and small work rooms may be required nearby for staff to use to work in private when required. The work rooms may also double for small meetings. The space allocation for shared/open plan office space includes circulation space.

<b>OFFICE SPACE GUIDELINES</b>	<b>AREA PER WORKSPACE (m<sup>2</sup>)</b>
Single Occupancy Cellular Office	10-12
Shared Cellular Office <sup>1</sup>	4.5-7.5
Open Plan Office <sup>1</sup>	4.5-7.5
Post Grad Research Space <sup>1</sup>	4-4.5

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<sup>1</sup> The Approved Code of Practice (ACOP) to the Workplace (Health, Safety and Welfare) Regulations 1992 published by the HSE states a minimum allowance of 11m<sup>3</sup> per person; heights above 3m are not counted towards the calculation of this volume. The volume should be regarded as a minimum allowance and may be insufficient if, for example, much of the space is taken up by furniture, etc.

## GENERIC LABORATORY SPACE GUIDELINES

The following wet laboratory space guidelines only address the space inside an actual wet research laboratory. It does not address other kinds of laboratory space, nor does it account for specialist laboratory, support, office, equipment and storage space that accompany research laboratory space to make it functional.

The space guidelines are based on the modular plans for generic flexible laboratory space within the Capella building.

<b>WET LABORATORY SPACE</b>	<b>AREA PER WORKSPACE (m<sup>2</sup>)</b>
Generic Wet Laboratory <sup>2</sup>	
Approx. 20 – 50 research spaces	6
Approx. 50 – 70 research spaces	5.5
Write-up Space <sup>3</sup>	4-4.5

Due to the varying and sometimes specialist requirements of laboratory space in terms of discipline, equipment, layout, activity and delivery, the space guidelines may not be appropriate. These laboratories will be assessed or planned on a case by case basis in order to establish the space need.

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<sup>2</sup> Workspace allowance (m<sup>2</sup>) based on providing a zone of laboratory benching equating to 1.5m per wet-lab user as approved by the Project Board for the Capella building

<sup>3</sup> Workspace allowance (m<sup>2</sup>) based on providing at least 1.1m desk width per person as approved by the Project Board for the Capella building