

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	<u>Research Institute Administration</u>
POLICY NUMBER:	<u>RIA-576</u>
REPLACES:	<u>RIA-576 (10/1/07 version)</u>
EFFECTIVE DATE:	<u>Feb 26, 2009</u>
REVISION DATE:	<u>Feb 26, 2009</u>
POSTED FROM:	<u>Dec 31, 2008 – Jan 30, 2009</u>

TITLE: Office Space Allocation & Standards at Building 1

SUMMARY:

Research Facilities has established an office standard for each office type to provide a defined and consistent workspace throughout the building. The objective of the standards is to provide adequate work space with as much uniformity as possible across the different office sizes and needs in the building.

POLICY/PROCEDURE:

- 576-1 Bench Lab Space is assigned in Bench Space Units. See RIA-575 for Bench Space Unit Definition and allocation methodology.
- 576-1.1 Office Space is allocated as an Overhead to Bench Space allocation. A Center will be allocated allocatable office space in proportion to the amount of Bench Space Units allocated to the Center. For example, if a Center is allocated 50% of the available Bench Space Units on a floor, the Center shall be allocated 50% of the allocatable office space on that floor.
- 576-2 The SW corner office suite (generally room numbers n42 through n50) on Levels 5 through 9 shall be reserved for functions, investigators, and staff associated with the Center for Clinical and Translational Research. On Level 10, that corner shall be reserved for Research Institute Administration Functions.
- 576-2.1 Of those offices, generic build out of office types enumerates as follows:
- 576-2.1.1 7 Triple occupancy offices
- 576-2.1.2 1 Double occupancy office
- 576-2.1.3 1 Quadruple occupancy "just in time" office
- 576-2.1.4 1 Unfurnished Office
- 576-2.2 Three offices (generally room numbers n11 through n13) opposite the central coffee/copy area are reserved for Research Institute Administration purposes.

- 576-2.3 Center Allocatable Office Space is the remaining offices lining the west and north side of the building (generally rooms numbers n14 through n36).
- 576-2.4 Of those office generic build out of office types enumerates as follows:
- 576-2.4.1 1 Center Director Office (2, if two centers assigned to a floor)
 - 576-2.4.2 10 Single Occupancy Offices
 - 576-2.4.3 4 Double Occupancy Offices
 - 576-2.4.4 4 Quadruple Occupancy Offices or 4 Triple Occupancy Offices (office size dependent)
 - 576-2.4.5 2 Additional Double Occupancy offices are provided on the 5th and 6th floors.
- 576-3 Furnishing Standards are based on standard layouts for offices of each level of occupancy. Offices may vary in size based on field conditions, every effort will be made to meet these expectations as space limitations allow. Many offices were furnished with existing product and may not match standards.
- 576-3.1 Center Director Offices are furnished with 1 U-shaped credenza desk, 1 2 drawer lateral file, 1 pedestal file, 1 task chair, 1 round meeting table, 4 visitor side chairs, and 1 tall storage unit.
 - 576-3.2 Single occupancy offices are furnished with 1 U-shaped credenza desk, 1 2 drawer lateral file, 1 pedestal file cabinet, 2 30" wall mounted overhead units, 1 wall mounted tack board adjacent to a wall mounted whiteboard, 1 task chair, and two guest chairs. For faculty offices, a round meeting table with two additional chairs will be provided upon request, space permitting.
 - 576-3.3 Double occupancy offices are furnished with 2 L-shaped credenza desks, 2 2-drawer lateral files, and 2 pedestal file cabinets with a function as a guest chair. Each desk comes equipped with 6 lineal feet of filing, 1 task chair, and 1 shared 5-drawer file cabinet.
 - 576-3.4 Triple occupancy offices are furnished with 3 straight desks, 3 pedestal file cabinets, and 3 storage towers within the desk set up. Each desk comes equipped with 1 task chair, 1 monitor arm, 1 keyboard tray, and 1 shared 5 drawer file cabinet where space allows.
 - 576-3.5 Quadruple occupancy offices are furnished with 4 straight desks, and 4 pedestal file cabinets. Each desk comes equipped with 1 36" overhead unit, 1 wall mounted tack board, and 1 task chair.
 - 576-3.6 Just in time spaces designed to seat 4 people will be provided with a desktop, a phone, and a place to plug in a laptop. Each space will have one chair. No storage will be provided as these are designed for drop in space. Personal belongings are not to be left at just-in-time desks.
 - 576-3.7 Each floor is outfitted with one large conference room and one medium sized conference room. Conference rooms ending in -006 will be provided with one conference table, 12 conference chairs on casters, and 12 sled based conference chairs. Conference rooms ending in -039 or -034 will be provided with one conference table, 10 conference chairs on casters, and 6 sled based conference chairs.

- 576-4 During initial programming, Center Director and Research Facilities may jointly determine it is the best interest of the Center and Institute to deviate from the above standards. If Center Director and Research Facilities cannot arrive at a mutually acceptable accommodation, the issue shall be decided by the Institute's President and Chief Academic Officer. Any furniture beyond the above standards will be paid for by center funds. Keyboard trays will be installed, where possible, upon request.
- 576-5 If more than one Center is occupying the floor, the Office Space allocation as an Overhead to Bench Space allocation does not determine the assignment of specific offices to Centers. Once the proportion of Office allocations has been set, the Center Directors shall meet to best accommodate each Center's needs. The meeting shall be facilitated by a Research Facilities representative. If the Directors cannot arrive at a mutually acceptable accommodation, the issue shall be decided by the Institute's President and the Chief Academic Officer.
- 576-6 Center Directors assign offices and seats to individuals. Center Directors must accommodate in the allocated space their Center's faculty and staff, including the Center Business Manager(s) and administrative support.

Questions regarding this policy should be directed to the Sr. Director, Research Facilities, or Vice President, Research Operations and Logistics

Submitting Office: Research Institute Administration

Approved By:

\\s\ Victoria Cleator, Director, Research Facilities, 02/26/2009

\\s\ Erik M. Lausund, VP Research Operations and Logistics, 02/26/2009