

UNIVERSITY OF FLORIDA HEALTH SCIENCE CENTER

REQUEST FOR ALTERATION, RENOVATION, OR REFURBISHING OF EXISTING SPACE

College: _____ Department: _____ Date: _____

Department Contact Person for this Project: _____

Phone: _____ Completion Date Requested: _____

Account No. _____ Account Name: _____
 (MG&G or Expense Account, No AEF)

Description of Work and Justification: *(Identify building, room number(s), existing and proposed room functions, and the number and position title of occupants to be located in the project area. [Room sizes must conform with the Space and Occupant Design Criteria listed on the reverse side of this form.] Attach a sketch if it better describes the work to be done.*

Signature of Chairperson _____
Date

Signature of Dean or Director _____
Date

<p>Physical Plant Department Comments</p> <p>_____ <i>Signature, Health Center Physical Plant Department Representative</i></p> <p>Approved: <input type="checkbox"/></p> <p>Disapproved: <input type="checkbox"/></p> <p>Project No. _____</p>	<p>UF Facilities Planning & Construction</p> <p>_____ <i>Signature, UF Facilities Planning & Construction Representative</i></p> <p>_____ <i>Signature, Director of UF Facilities Planning & Construction</i></p>
<p>_____</p> <p><i>Date</i></p>	<p>_____</p> <p><i>Date</i></p>

Submit original to: UF Facilities Planning & Construction, Health Science Center Office
 Box 100003 or Dental Science Building Room DG-023
 Phone: 392-2683 Fax: 392-5247

DEPARTMENT OF EDUCATION
SPACE AND OCCUPANT DESIGN CRITERIA

The following is a partial listing of room net square footage space standards as established by the Department of Education for State University facilities. These standards are to be complied with when renovating an existing building or when reassigning space. The Health Center Facilities Design & Construction Management Office is the responsible office for assuring that all State University System, University of Florida and Health Science Center policies are followed. Projects that do not comply with the room use and space standards, as established, will not be approved.

1. Administrative Office Facilities	<u>Min. / Max. Net Square Feet</u>
Vice President Office	200 - 250
Academic Deans Office	200 - 250
Chairman	175 - 225
Administrator Office	125 - 175
Secretary/Clerk Office - Single	110 - 130
Secretary/Clerical Office - Multiple	115 for first person + 55 NSF each additional person.
Reception	15 - 25 per number to be seated.
Conference Room	20 - 30 per person
Workroom	125 for first person + 35 NSF each additional person.
Files	120 - 150
Supplies	100 - 150
Storage	125 - 175
2. Office Spaces	
Director's Office	150 - 200
Other Administrator	125 - 145
Faculty Office - Single	110 - 130
Faculty Office - Multiple	115 for first person + 55 NSF each additional person.
Staff Office - Single	110 - 130
Staff Office - Multiple	115 for first person + 55 NSF each additional person.
Secretary/Clerk Office - Single	100 - 120
Secretary/Clerical Office - Multiple	105 for first person + 50 NSF each additional person.
Reception	15 - 25 per number to be seated.
Conference Room	15 - 25 per person
Workroom	100 for first person + 35 NSF each additional person.
Files	110 - 130
Supplies	100 - 150
Storage	125 - 175
3. Research (Health Science Center Standard)	
Research Wet Laboratories	160 sq. ft. per person (utilize a modular width)
Lab Support	Size according to need (50% of lab space average).
4. Classrooms	
Material Storage Room	20 - 24 per person 65 - 85 per classroom
5. Teaching Laboratories	
Health Professions & Related Sciences	
Small	40 - 60 per student
Large	65 - 85 per student
Clinical Specialty	65 - 85 per student
Physical Therapy	65 - 85 per student
Scientific Specialty	40 - 60 per student

For spaces/functions not list above, contact the office of UF Facilities Planning & Construction.