Strategic Space Planning Committee:

James Crockett, Executive Director of Facilities Management (Chair)
Patrick Burns, Chief Information Officer
Diana Dowling, Enrollment Management Interim Vice President of Student Affairs
Jason Ebersole, Lead Dean, Workforce Development, Health Sciences and Public Safety
Leslie Sparkman-Winsor, Director of Scheduling

Scope

The Strategic Space Planning Committee is designed to give college wide feedback to the Facilities department regarding issues of how we optimally manage our physical facilities to support the College's Mission, Vision, and Strategic Plan.

Objective

The objective of the Strategic Space Planning Committee is to provide input on the following issues:

1. Space standards for college facilities.
2. requests for additional/ new College space as part of the Budget Process.
3. Requests to reallocate space
4. unbudgeted requests throughout the year for departmental moves or changes that require renovation, furniture moves/reconfigurations, new furniture or additional space. Facilities will use this input to optimize their limited contingency budget in the second half of the fiscal year for these unbudgeted requests.

SPACE STANDARDS

Space Allocation Request

The "Yavapai College – Space Allocation Request" form is available on the Facilities page of the Yavapai College website and is to be completed before any move or allocation occurs. The SAR will be considered based on the College's mission and vision, strategic plan, needs of the program/department/division, availability of space, impact on College Workflow or utilization, and cost.

Assignment of Office Space:

Remote and hybrid work are part of many employees' daily work schedule. Dedicated private Office Spaces are assigned to employees whose position requires them to be at a YC location 24 hours (3 days) or more per week. For faculty/staff positions that do not meet the minimum on site requirements, YC may provide dedicated shared office space for 2 employees to use throughout the week, or "hoteling" workspace that employees may reserve on an as-needed basis.

Exceptions to the 24-hour minimum may be made for certain academic positions that require dedicated private offices to meet accreditation.

Professional Use of College Offices

The following guidelines identify acceptable use for College office spaces.

Every attempt should be made to ensure that College offices contain an ambience of professionalism and are furnished to reflect this image. Acceptable use is defined but not limited to the following:

a. **Décor** – professional appearance in nature limited to tasteful artwork, personal pictures, color scheme that is consistent with the building palette and free from items that are distractive to visitors such as toys, excessive knickknacks, etc.
b. **Finishes** – offices are to be of the color contained in the building's color palette for paint, wall coverings and flooring. Personnel are not permitted to paint their office or alter the finishes.
c. **Appliances** – the use of non-work appliances such as refrigerators, microwaves, hot plates, coffee pots, fish tanks, grow lights, etc. are prohibited. Energy Star compliant refrigerators and microwaves are allowable in buildings that do not have a break room.
d. **Space Heaters** – the use of personal space heaters is prohibited. Please contact Facilities if your space is too cold to see if the HVAC system can be adjusted or a college space heater can be provided.
e. **Candles/ Incense** – are not permitted due to fire hazard associated with open flame and the allergic affect to other occupants from scents.
f. **Fans** – oscillating or box type permitted if U.L. rated and can be supported by existing electrical service.
g. **Furniture** – only College provided furniture consistent with College standards will be used. Personal furniture is not permitted. Furniture must be configured in compliance with all applicable standards such as ADA or fire code.
h. **Window Treatment** – employees may request adjustable blinds for exterior windows, however, to maintain safety, covering internal windows is not permitted.

Types of Space with Size Targets

Please note that the following are intended as guidelines, primarily for use during a major renovation or during new construction.

Break rooms

If space is available, one breakroom will be provided for each building where 10 full-time employees reside. The break room will be equipped with the following:

a. Energy Star rated refrigerator/freezer with ice maker (if water is available)
b. Energy Star rated microwave oven
c. Sink with Garbage disposal
d. Facilities will clean floors, empty counters and empty sinks; employees are responsible for cleaning appliances and dishes

Conference /Meeting Rooms - 30 net square feet per occupant (x) numbers of occupants

Classrooms - 30 net square feet per student (x) 30 students + 50 net square fee per instructor

Lecture Hall - 20 net square feet per person

Labs - 50 net square feet per student

Residence Halls

a. Private Occupancy Bedroom– minimum of 70 net square feet to meet Fire Code
b. Shared Occupancy Bedroom– minimum of 50 net square per person to meet Fire Code

Offices

Role	Target Approximate Net Square Footage
Administrative Support Staff	80 net square feet (cubicle or office as available)
FT Faculty/FT Professional Staff Office	120 net square feet
Chairs/ Director/ Coordinator Office	150 net square feet
Dean/ Associate VP Office	200 net square feet
Vice President's Office	220 net square feet