



**Appendix C: Humber College Space Allocation Request Form – Part A**

*Control #  
(assigned by Capital Development & Facilities Management)*

**Date:**

**Project Name:**

**Applicant Name:**

**School / Department:**

**Position:**

**Email:**

**Phone:**

1. Briefly describe the need(s) and reason(s), e.g., new staff, new programs, etc. for the space allocation request, and/or major benefits that will accrue to the program(s) or service(s) from implementation. Provide evidence-based documentation if the need is a result of a space shortfall.

2. Describe the anticipated type(s) and configuration(s) of the spaces required to accommodate the proposed program(s), service(s) or functions (e.g., collaborative space functions).

3. In case of requests for office space, indicate the names and positions of staff to be relocated (if any) and describe their anticipated types of space needs (e.g., private offices, open offices, support amenities).

4. If installed, briefly describe installation requirements for equipment to be relocated.

5. Will this be financed by your School/Department or are you requesting funds from the College Capital Reserve Funds?

6. Other information, as appropriate.



This **Space Allocation Request Form - Part A** must be submitted electronically (in PDF format) to Capital Development & Facilities Management at the following email address:

Angelo Presta  
Senior Director, Capital Development & Facilities Management  
Email: [angelo.presta@humber.ca](mailto:angelo.presta@humber.ca)  
Capital Development & Facilities Management Office - D134, North Campus  
Telephone: 416 675 6622 Ext. 4356

**Approval(s)**

The Vice-President responsible for the school or department submitting a space allocation request must indicate his or her approval in principle by signature below. This approval in principle enables the Department of Capital Development and Facilities Management (CDFM) to advise and assist space allocation requests applicants.

Once received, CDFM will evaluate the request for space allocation in accordance with Section 2.4 of the Space Allocation and Management Procedure. Based on the outcome of its initial assessment, CDFM will advise applicants whether or not they should also complete Part B of the Space Allocation Request Form.

*Approval*

VP Name

Signature \_\_\_\_\_

**FOR CDFM USE ONLY**

Area (NASF):

Location:

Estimated Cost:

Part B Required (Y/N) \_\_\_\_\_



**Appendix C: Humber College Space Allocation Request Form – Part B**

*Control #  
(assigned by Capital Development & Facilities Management)*

**Date:**

**Project Name:**

**Applicant Name:**

**School / Department:**

**Position:**

**Email:**

**Phone:**

1. Provide a detailed description of the project.

2. List or describe spaces that would be vacated (if any) as a result of the space allocation.

3. Describe the space program for the allocated space (i.e. a list of the functions to be accommodated or the rooms to be assigned, and their respective areas).



4. Provide high level estimated or anticipated capital costs (renovation, equipment, other) and recurring operating costs associated with the space allocation. Describe estimated cost savings if applicable.

5. Describe any planned or proposed program and/or enrolment changes to occur as a result of the space allocation.

6. Describe projected weekly utilization of the instructional room(s) allocated or vacated in terms of additional or fewer hours, considering all semesters and all levels of the program(s) or activity to be offered.

7. Describe any planned or proposed services and staffing changes.



This **Space Allocation Request Form - Part B** must be submitted electronically (in PDF format) to Capital Development & Facilities Management at the following email address:

Angelo Presta

Senior Director, Capital Development & Facilities Management

Email: [angelo.presta@humber.ca](mailto:angelo.presta@humber.ca)

Capital Development & Facilities Management Office - D134, North Campus

Telephone: 416 675 6622 Ext. 4356

## **Appendix C: Humber College Space Allocation Request Form – Part C**

### **Space Allocation Assessment**

The assessment will be completed based on the following criteria. Ensure that information related to these criteria is included in the submission (Part A and/or Part B).

#### **Assumptions**

1. That all proposed plans conform to the College's space standards and utilization targets.
2. That all proposed plans conform to the College's Sustainability Plan.

#### **Criteria A: Institutional Alignment**

1. Describe how the space aligns with or supports the College's strategic priorities as outlined in the Strategic Plan.
2. If the purpose of this project is to conform to regulatory requirements, describe the requirements and how the proposed project meets these requirements (e.g., AODA).

#### **Criteria B: Demonstrated Need**

1. Describe the need for this space using utilization and capacity data. For example, describe current classroom, lab or office seat capacity and current utilization. Describe how the proposed space will address the gap between need and capacity.

#### **Criteria C: Costs**

1. Summarize key aspects of the business case including:
  - a. Direct and indirect costs of the project
  - b. Amortization
  - c. Potential deferred costs
  - d. Recurring operating, renewal and maintenance costs (e.g., maintenance)
2. Summarize non-college contributions available to off-set total costs including donations, unencumbered funding or contributions in kind from external sources.

#### **Criteria D: Revenues and Efficiencies**

1. Describe how the space allocation creates:
  - a. New or increased revenue streams
  - b. New or increased cost savings
  - c. Significant operational efficiencies or improved logistics processes.

#### **Criteria E: Risk**

1. What are the risks associated with allocating this space (e.g., costs, timing, interruptions)? Describe the controls that are in place to mitigate these risks.
2. What are the risks associated with NOT allocating this space (e.g., safety, client dissatisfaction, loss of revenue potential, inefficiencies)? Describe the controls that are in place to mitigate these risks.

**Space Allocation Assessment Rubric**

	<b>Category A 5</b>	<b>Category B 2</b>	<b>Category C 0</b>
<b>Institutional Alignment</b>	Clear alignment with institutional priorities and/or the project represents a regulatory requirement (e.g., AODA).		There is no apparent alignment with institutional priorities.
<b>Demonstrated Need</b>	There is clear quantifiable evidence for the need for this space.		There is no identified quantifiable need.
<b>Costs</b>	There is a low net cost of the project (\$200 or less per SF).	There is a moderate net cost of the project (\$201-\$350 per SF).	There is a high net cost of the project (\$350 or more per SF).
<b>Revenues and Efficiencies</b>	There is a high level of revenues or efficiencies associated with this project. The cost of the project will be recovered within 5 years or less through new revenues, efficiencies etc.	There is a moderate level of revenues or efficiencies associated with this project. The cost of the project will be recovered in more than 5 years, but less than 10 years through new revenues, efficiencies etc.	There are no expected revenues or efficiencies associated with the project. The cost of the project will be recovered within 10 years or more through new revenues, efficiencies etc.
<b>Risk</b>	There is a high level of residual risk associated with NOT allocating this space (8 or greater).	Residual risks associated with this initiative are reasonable and manageable (less than 8).	There is a high level of residual risk associated with allocating this space (8 or greater).



## Appendix D: Space Allocation Worksheet to Evaluate the Number of Classrooms Required

***\*To be completed by CDFM***

Campus / School / Pavilion <sup>1</sup> : \_\_\_\_\_

Semester / Week of: \_\_\_\_\_

- Room Layout / Configuration <sup>2</sup>:
- Classroom Layout (Exam / Traditional / Presentation)
  - Discussion / Seminar Space
  - Active Learning Space
  - Collaborative Technology Learning Space
  - Adaptable / Flexible Learning Space
  - General – Any Combination of the Above

	A		B	C.0 = A / B	D = A / B
Size of Section / Number of Occupants Scheduled or to be Scheduled in Room	Number of Periods Scheduled or to Be Scheduled		Weekly Scheduling Target per Room  85% of 55 Daytime Periods = 47 Periods	Number of Rooms Required (Rounded to One Decimal)	Number of Rooms Required (Decimals Carried Over to Next Highest Room Capacity as Appropriate)
1 to 10 Students / Occupants		/	47 Periods a Week		
11 to 20 Students / Occupants		/	47 Periods a Week		
21 to 30 Students / Occupants		/	47 Periods a Week		
31 to 40 Students / Occupants		/	47 Periods a Week		
41 to 50 Students / Occupants		/	47 Periods a Week		
51 to 60 Students / Occupants		/	47 Periods a Week		
61 to 80 Students / Occupants		/	47 Periods a Week		
81 to 100 Students / Occupants		/	47 Periods a Week		
+ 101 Students / Occupants		/	47 Periods a Week		
<b>Total</b>					
			<b>Totals</b>		

Difference between C and D Totals must be less than 1.0

Average seat occupancy of classrooms when scheduled to average 80%.

<sup>1</sup> Pavillion: A group of classrooms assigned to a School and scheduled by that School on a priority basis.

<sup>2</sup> As per Humber's Technology Standards for Learning Spaces

### Space Allocation Guidelines to Evaluate the Size of a Classroom in Relation to Intended Capacity

The table below lists suggested area per station allocations for different types of seating types, room configurations and capacities. The area per station are not prescriptive. They are provided for future planning purposes only.

Type of Furniture	Loose Tables & Chairs	Fixed Tables & Seating	Theater Seat with Tablet Arms	Loose Chairs with Tablet Arms	Active Learning Classroom
Suitability as per Humber Classroom Layout Designations <sup>3</sup>	<ul style="list-style-type: none"> <li>Classroom Layout (Exam / Traditional / Presentation)</li> <li>Discussion / Seminar Space</li> </ul>	<ul style="list-style-type: none"> <li>Classroom Layout (Exam / Traditional / Presentation)</li> </ul>	<ul style="list-style-type: none"> <li>Classroom Layout (Exam / Traditional / Presentation)</li> </ul>	<ul style="list-style-type: none"> <li>Classroom Layout (Exam / Traditional / Presentation)</li> <li>Discussion / Seminar Space</li> </ul>	<ul style="list-style-type: none"> <li>Active Learning Space</li> <li>Collaborative Technology Learning Space</li> <li>Adaptable / Flexible Learning Space</li> </ul>
up to 5 seats	28.0				
6 to 10 seats	27.0				
11 to 15 seats	26.0				
16 to 20 seats	26.0			17.0	35.0
21 to 25 seats	25.0			17.0	35.0
31 to 35 seats	24.0	18.0		17.0	30.0
36 to 40 seats	23.0	17.0		16.0	30.0
41 to 50 seats	21.0	17.0		16.0	30.0
51 to 60 seats	20.0	17.0		16.0	30.0
61 to 70 seats	19.0	17.0		15.0	25.0
71 to 80 seats	18.0	16.0		15.0	25.0
81 to 90 seats		16.0		15.0	
91 to 100 seats		16.0			
100 +		16.0	12.0		

(to be avoided)

<sup>3</sup> As per Humber's Technology Standards for Learning Spaces



## Appendix E: Space Allocation Worksheet to Evaluate the Number of Specialized Scheduling Laboratory Required

***\*To be completed by CDFM***

Campus / School / Pavilion / Unit Name: \_\_\_\_\_

Semester / Week of: \_\_\_\_\_

Laboratory Description / Group \_\_\_\_\_

	A		B	C.0 = A / B	D = A / B
Size of Section / Number of Occupants Scheduled or to be Scheduled in Room	Number of Periods Scheduled or to Be Scheduled		Weekly Scheduling Target per Room  65% of 55 Daytime Periods = 36 Periods	Number of Rooms Required (Rounded to One Decimal)	Number of Rooms Required (Decimals Carried Over to Next Highest Room Capacity as Appropriate)
1 to 10 Students / Occupants		/	36 Periods a Week		
11 to 20 Students / Occupants		/	36 Periods a Week		
21 to 30 Students / Occupants		/	36 Periods a Week		
31 to 40 Students / Occupants		/	36 Periods a Week		
41 to 50 Students / Occupants		/	36 Periods a Week		
<b>Total</b>				<b>Totals</b>	

Difference between C and D Totals must be less than 1.0

## Space Allocation Worksheet to Evaluate the Number of General Scheduling Laboratory

Campus / School / Pavilion / Unit Name: \_\_\_\_\_

Semester / Week of: \_\_\_\_\_

Laboratory Description / Group \_\_\_\_\_

	A		B	C.0 = A / B	D = A / B
Size of Section / Number of Occupants Scheduled or to be Scheduled in Room	Number of Periods Scheduled or to Be Scheduled		Weekly Scheduling Target per Room  85% of 55 Daytime Periods = 47 Periods	Number of Rooms Required (Rounded to One Decimal)	Number of Rooms Required (Decimals Carried Over to Next Highest Room Capacity as Appropriate)
1 to 10 Students / Occupants		/	47 Periods a Week		
11 to 20 Students / Occupants		/	47 Periods a Week		
21 to 30 Students / Occupants		/	47 Periods a Week		
31 to 40 Students / Occupants		/	47 Periods a Week		
41 to 50 Students / Occupants		/	47 Periods a Week		
<b>Total</b>				<b>Totals</b>	

Difference between C and D Totals must be less than 1.0



### Space Allocation Guidelines to Evaluate the Size of a Laboratory in Relation to Intended Capacity

The table below lists the area per station recommended under the COFSI framework (Column C) and the area per station averages calculated in 2015 at Humber College (Column D). The Humber averages consider both the North Campus and Lakeshore Campus.

The area per station figures are not prescriptive. They are provided for future planning purposes only.

In some instances the COFSI-recommended allocations and the actual Humber 2015 allocations are relatively close (50 square feet per station vs. 49 square feet station for Culinary Arts and Kitchen facilities for example). However, in most instances there are noticeable differences in the two sets of figures. These differences warrant caution. Maybe the College is not providing an optimal learning environment when compared to its competitors (as per Column C). Or perhaps Humber College has found ways to be more efficient than other Ontario colleges (as reflected in Column D).

A COFSI Level 2 Code	B Laboratory, Workshop, Studio Description	C Square Feet per Station, Including Support Areas – COFSI 2012 Guidelines	D Square Feet per Station, Humber 2015 Averages
[A2.01]	Computer, General	35.0	30.0
[A2.02]	Computer, Graphic or Specialized	45.0	29.0
[A2.03]	Dry Lab	45.0	42.0
[A2.04]	Electronics & Electrical / Automation / Motors	60.0	40.0
[A2.05]	Wet Lab, Life Sciences	60.0	46.0
[A2.06]	Wet Lab, Physical Sciences	60.0	-
[A2.07]	Media Studio / Performance Arts Studio	60.0	36.0
[A2.08]	Media Post-Prod. / Music Practice Suites	45.0	44.0
[A2.09]	Fine Arts / Graphic Arts / Drafting	45.0	51.0
[A2.10]	Culinary Arts / Kitchen	50.0	49.0
[A2.11]	Dining Room / Retail Lab	35.0	32.0
[A2.12]	Patient Care / Simulation / Therapy / Dental	60.0	27.0
[A2.13]	Daily Living / Counseling / OSCE / Briefing	45.0	27.0
[A2.14]	Personal Care / Salon / Spa / Aesthetics	45.0	60.0
[A2.15]	Fabrication / Welding	120.0	263.0
[A2.16]	Mech. / Machining / Motive Power / Mining	160.0	74.0
[A2.17]	Building Trades / Civil	160.0	97.0
[A2.18]	Wood Trades / Construction / Masonry	160.0	84.0
[A2.19]	Auto Maintenance / Repair Bay / Body Shop	200.0	-
[A2.20]	Heavy Equip / Truck & Coach / Aircraft	200.0	-
[A2.21]	Greenhouse/ Fieldhouse / Farm Building	-	275.0
[B3.02]	Fitness / Exercise / Weight / Combat / Climbing Facility	80.0	50.0



## Appendix F: Space Allocation Worksheet – Academic Offices

**\*To be completed by CDFM**

School / Group Name: \_\_\_\_\_

		A	B		C		D	E = A x B x C x D
Status	Title or Title Equivalent <small>(as Approved by VPA in Charge)</small>	Employee Head Count	Employee Head Count to FTEE Conversion Factor		Ratio of FTEE Employee per Desk or Office		Area per Office or Station (SF)	Area Allocated (SF)
<b>Full-Time</b>	Dean		x 1.00 (C1)		1.00 (R1)	x	180	
	Associate Dean		x 1.00 (C1)		1.00 (R1)	x	120	
	Program Coordinators		x 1.00 (C1)		1.00 (R1)	x	100	
	Full-time Faculty		x 1.00 (C2)		1.00 (R2)	x	56	
	Administrative Employee		x 1.00 (C1)		1.00 (R1)	x	72	
	Support & Technical Emp.		x 1.00 (C1)		1.00 (R1)	x	56	
							Sub-total	<b>F</b>
<b>Part-Time</b>	Sessional Faculty		x 1.00 (C2)		1.00 (R2)	x	56	
	Partial Load Faculty		x 0.80 (C3)	x	0.64 (R3)	x	35	
	Part-time & CE Faculty		x 0.40 (C4)	x	0.32 (R4)	x	35	
	Support & Technical Emp.		x 0.69 (C5)	x	1.00 (R1)	x	35	
	Student Work Placement		x 0.29 (C6)	x	1.00 (R1)	x	25	
							Sub-total	<b>G</b>
<b>Other Status</b>	Off-Site Clinical & Placement Faculty		x 1.00 (C1)	x	0.11 (R4)	x	25	
	Commuting Faculty from Other Campus		x 1.00 (C2)	x	0.11 (R4)	x	25	
	4-Days Work-at-Home or Off-Site		x 1.00 (C1)	x	0.20 (R5)	x	25	
	3-Days Work-at-Home or Off-site		x 1.00 (C1)	x	0.40 (R6)	x	35	
	1 or 2-Days Work-at-Home or Off-Site		x 1.00 (C1)	x	1.00 (R1)	x	35	
	1-Day per Week Contractor or Temp.				0.20 (R5)	x	25	
	2-Days per Week Contractor or Temp.				0.40 (R6)	x	25	
	3-Days on-Campus Contractor or Temp.				0.60 (R7)	x	35	
4 or 5-Days per Week Contractor or Temp.				1.00 (R1)	x	35		
							Sub-total	<b>H</b>
							Sub-total Offices and Workstations Allocated	<b>J = F + G + H</b>
							30% Office Support Areas	<b>K = (J x 1.66) - J</b>
							25% Internal Circulation Areas – Assuming Integrated Suite(s) of Private Offices, Workstation(s) and Support Areas	<b>L = (J x 1.54) - J</b>
							<b>TOTAL ALLOCATION</b>	<b>M = J + K + L</b>

- C1 35 Hours Worked / 35-Hour Workweek = 1.00
- C2 15 Hours Instruction / 15 Hours Instructional Load = 1.00
- C3 12 Hours Instruction / 15 Hours Instructional Load = 0.80
- C4 6 Hours Instruction / 15 Hours Instructional Load = 0.40
- C5 24 Hours Worked / 35-Hour Workweek = 0.69
- C6 10 Hours Worked / 35-Hour Workweek = 0.29

- R1 35 Hours Use per FTEE / 35 Hours a Week Occupancy per Desk = 1.00
- R2 15 Hours Use per FTEE / 15 Hours a Week Occupancy per Desk = 1.00
- R3 16 Hours Use per FTEE / 50 Hours a Week Occupancy per Desk = 0.32
- R4 8 Hours Use per FTEE / 50 Hours a Week Occupancy per Desk = 0.16
- R5 1 day a week working on campus / 5 day week = 0.20
- R6 2 days a week working on campus / 5 day week = 0.40
- R7 3 days a week working on campus / 5 day week = 0.60

FTEE Full-Time Equivalent Employee  
SF Square Feet

## Appendix F: Space Allocation Worksheet – Student Services Units

**\*To be completed by CDFM**

School / Unit / Group Name: \_\_\_\_\_

		A	B		C			D	E = A x B x C x D	
Status	Title or Title Equivalent (as Approved by VP in Charge)	Employee Head Count	Employee Head Count to FTEE Conversion Factor		Ratio of FTEE Employee per Desk or Office		Area per Office or Station (SF)	Area Allocated (SF)		
<b>Full-Time</b>	Dean / Registrar		x 1.00 (C1)	x	1.00 (R1)	x	180			
	Assoc. Dean / Director / Deputy Registrar		x 1.00 (C1)	x	1.00 (R1)	x	120			
	Associate Director/Manager		x 1.00 (C1)	x	1.00 (R1)	x	100			
	Counsellor		x 1.00 (C1)	x	1.00 (R1)	x	100			
	Accessibility Consultant / Officer		x 1.00 (C1)	x	1.00 (R1)	x	150			
	Full-Time Faculty		x 1.00 (C1)	x	1.00 (R1)	x	56			
	Administrative Emp.		x 1.00 (C1)	x	1.00 (R1)	x	72			
	Support & Technical Emp.		x 1.00 (C1)	x	1.00 (R1)	x	56			
							Sub-total		<b>F</b>	
<b>Part-Time</b>	Support & Technical Emp.		x 0.69 (C2)	x	1.00 (R1)	x	35			
	Student Work Placement		x 0.14 (C3)	x	1.00 (R1)	x	25			
							Sub-total		<b>G</b>	
<b>Other Status</b>	4-Days Work-at-Home or Off-Site		x 1.00 (C1)	x	0.20 (R2)	x	25			
	3-Days Work-at-Home or Off-site		x 1.00 (C1)	x	0.40 (R3)	x	35			
	1 or 2-Days Work-at-Home or Off-Site		x 1.00 (C1)	x	1.00 (R1)	x	35			
	1-Day per Week Contractor or Temp.				0.20 (R2)	x	25			
	2-Days per Week Contractor or Temp.				0.40 (R3)	x	25			
	3-Days on-Campus Contractor or Temp.				0.60 (R4)	x	35			
4 or 5-Days per Week Contractor or Temp.				1.00 (R1)	x	35				
							Sub-total		<b>H</b>	
							Sub-total Offices and Workstations Allocated		<b>J = F + G + H</b>	
							30 % Office Support Areas		<b>K = (J x 1.66) - J</b>	
							25 % Internal Circulation Areas – Assuming Integrated Suite(s) of Private Offices, Workstation(s) and Support Areas		<b>L = (J x 1.54) - J</b>	
							<b>TOTAL ALLOCATION</b>		<b>M = J + K + L</b>	

C1 35 Hours Worked / 35-Hour Workweek = 1.00  
 C2 24 Hours Worked / 35-Hour Workweek = 0.69  
 C3 5 Hours Worked / 35-Hour Workweek = 0.14

R1 35 Hours Use per FTEE / 35 Hours a Week Occupancy per Desk = 1.00  
 R2 1 day a week working on campus / 5 day week = 0.20  
 R3 2 days a week working on campus / 5 day week = 0.40  
 R4 3 days a week working on campus / 5 day week = 0.60

FTEE Full-Time Equivalent Employee  
 SF Square Feet

## Appendix F: Space Allocation Worksheet – Administrative Units

**\*To be completed by CDFM**

Department / Group Name: \_\_\_\_\_

		A	B		C			D	E = A x B x C x D
Status	Title or Title Equivalent <small>(as Approved by VP in Charge)</small>	Employee Head Count	Employee Head Count to FTEE Conversion Factor		Ratio of FTEE Employee per Desk or Office		Area per Office or Station (SF)	Area Allocated (SF)	
<b>Full-Time</b>	Senior Director / CIO		x 1.00 (C1)	x	1.00 (R1)	x	180		
	Director		x 1.00 (C1)	x	1.00 (R1)	x	120		
	Associate Director / Manager		x 1.00 (C1)	x	1.00 (R1)	x	100		
	Senior Consultant / Coordinator		x 1.00 (C1)	x	1.00 (R1)	x	72		
	Administrative Emp.		x 1.00 (C1)	x	1.00 (R1)	x	72		
	Support & Technical Emp.		x 1.00 (C1)	x	1.00 (R1)	x	56		
	Support & Tech. (Facilities Maintenance)		x 0.40 (C2)	x	0.40 (R2)	x	56		
							Sub-total	<b>F</b>	
<b>Part-Time</b>	Support & Technical Emp.		x 0.69 (C3)	x	1.00 (R1)	x	35		
	Student Work Placement		x 0.10 (C4)	x	1.00 (R1)	x	25		
							Sub-total	<b>G</b>	
<b>Other Status</b>									
	4-Days Work-at-Home or Off-Site		x 1.00 (C1)	x	0.20 (R5)	x	25		
	3-Days Work-at-Home or Off-site		x 1.00 (C1)	x	0.40 (R6)	x	35		
	1 or 2-Days Work-at-Home or Off-Site		x 1.00 (C1)	x	1.00 (R1)	x	35		
	1-Day per Week Contractor or Temp.				0.20 (R5)	x	25		
	2-Days per Week Contractor or Temp.				0.40 (R6)	x	25		
	3-Days on-Campus Contractor or Temp.				0.60 (R7)	x	35		
	4 or 5-Days per Week Contractor or Temp.				1.00 (R1)	x	35		
							Sub-total	<b>H</b>	
							Sub-total Offices and Workstations Allocated	<b>J = F + G + H</b>	
							30 % Office Support Areas	<b>K = (J x 1.66) - J</b>	
							25 % Internal Circulation Areas – Assuming Integrated Suite(s) of Private Offices, Workstation(s) and Support Areas	<b>L = (J x 1.54) - J</b>	
							<b>TOTAL ALLOCATION</b>	<b>M = J + K + L</b>	

C1 35 Hours Worked / 35-Hour Workweek = 1.00  
 C2 14 Hours at Station / 35 Hours Instructional Load = 0.40  
 C3 24 Hours Worked / 35-Hour Workweek = 0.69  
 C4 3.5 Hours Worked / 35-Hour Workweek = 0.10

R1 35 Hours Use per FTEE / 35 Hours a Week Occupancy per Desk = 1.00  
 R2 14 Hours Use per FTEE / 35 Hours a Week Occupancy per Desk = 0.40  
 R3 24 Hours Use per FTEE / 35 Hours a Week Occupancy per Desk = 0.69  
 R4 10 Hours Use per FTEE / 35 Hours a Week Occupancy per Desk = 0.29  
 R5 1 day a week working on campus / 5 day week = 0.20  
 R6 2 days a week working on campus / 5 day week = 0.40  
 R7 3 days a week working on campus / 5 day week = 0.60  
 R8

FTEE Full-Time Equivalent Employee  
 SF Square Feet