Here you will find brief directions for completing the program template (the other tab in this workbook).

This template was created to help units to define their space needs.
It is a template only, and can be customized for each unit, as needed.
It is best printed on legal (8.5 x 14) or tabloid (11 x 17) paper.

If you have questions and need help completing the form, please contact the Director of Capital @ Space Planning, 255-2557; spaceplanning@cornell.edu

Add rows for each space type as needed.

Column A: Number each space; these numbers can be used as a reference if you wish to refer to a space in the notes for another space

Column B: Describe each space; for offices for people, list each position title

Column C: Briefly describe the space, any special requirements and any adjacency requirements

Column D: Enter P if the space should be private (1 occupant), S if the space will be shared by 2-4 occupants, and W if the space has 5 or more occupants or is a reception area*

Column E: If the space is shared or more open, enter the number of people in the space

Column F: Insert the Cornell guideline of space/person* (NSF = net square feet)

Column G: The total number of spaces of this type

Column H: The size of one room of this type

Column I: Product of column G x column H

Column J: The Cornell room type code for this function^

Column K: The Cornell room type description that describes the code in column J^

Column L: Enter any unit-specific notes here

*The Cornell Space Planning Guidelines are available at http://dbp.cornell.edu/home/offices/space-planning/resources/
^The room types and room type description are all described in Cornell Policy 2.7, Reporting the Use of Facilities (available at http://dbp.cornell.edu/home/offices/space-planning/resource

Please note that the Cornell Space Guidelines are just that, guidelines.   They should guide the discussion regarding the quantity and type of space needed.   If the unit feels that other guidelines or peer benchmarks are appropriate, the unit should also reference those numbers and the source.   Deviations from guidelines can occur, as long as they are well-documented and acknowledged through the approvals process.

v. 4/20/20

Space #	Offices/Personnel Category	Notes & Adjacency Requirements	Private / Shared / Workstation	# People per Space if not Private	NSF/Person	# Spaces	NSF of 1 Space	NSF Total	Room Type Code	Room Type Description	Notes
	Unit:										
	Current location, if any:										
	<list titles/positions>										
	Office Support Areas <list>										
	e.g., copy area										
	Community Spaces <list>										
	e.g., kitchenette, break room										
	Meeting Rooms										
	Instructional Labs <list>										
	Research Labs <list>										
	Other Specialty Spaces <list>										

v. 12/20/11