



OFFICE SPACE PLANNING GUIDELINES



26 November 2019

SCOPE AND PURPOSE

The scope and purpose of this document is to be a suggested set of guidelines for use in office space planning that can be applied across both academic and administrative settings within Charlotte-Mecklenburg Schools (CMS). We recognize three basic settings; traditional academic school office spaces, district administration office spaces located in traditional office buildings, and district administration office spaces located in former academic buildings.

We also recognize that office spaces located in former academic buildings will at times present scenarios of atypical square footages and allocations of closed offices based on organizational title and position, such as an office located within a former classroom that is larger than a typical office. Such scenarios should be evaluated individually to determine if subdividing larger spaces is appropriate to meeting the typical office square footage guidelines.

This document is not intended to be used as a rigid set of standards, but rather as a set of guiding principles for office space planning that generally align with industry standards, provide efficient and economical space planning, and provide a consistent frame of reference for space planning across all buildings and departments within Charlotte-Mecklenburg Schools.

CMS OFFICE SPACE PLANNING GUIDELINES

- ACADEMIC - ¹

ELEMENTARY SCHOOLS	QTY	SF	OFFICE TYPE	CONF. ROOM TYPE	CUBICLE TYPE
MEDIA CENTER OFFICE	1	150	3		
MEDIA CENTER CONF. ROOM	1	200		1	
RECEPTION / SECRETARIAL	1	500	5		
PRINCIPAL OFFICE	1	200	4		
ASST. PRINCIPAL OFFICE	2	150	3		
LARGE CONFERENCE	1	350		2	
SMALL CONFERENCE	1	200		1	
COUNSELOR OFFICE	2	150	3		
COUNSELOR CONFERENCE	1	200		1	
ITINERANT STAFF OFFICE (FOR 4)	1	400	1		
FINANCIAL SECR. OFFICE	1	150	3		
STUDENT SVCS. OFFICE	1	250	3		
PARENT CENTER	1	250		3	
SRO OFFICE	1	100	2		
FOOD SERVICE OFFICE	1	125	2		

MIDDLE/K-8 SCHOOLS	QTY	SF	OFFICE TYPE	CONF. ROOM TYPE	CUBICLE TYPE
MEDIA CENTER OFFICE	1	150	3		
MEDIA CENTER CONF. ROOM	1	200		1	
PE TEACHER OFFICE	2	150	3		
RECEPTION / SECRETARIAL	1	500	5		
PRINCIPAL OFFICE	1	200	4		
ASST. PRINCIPAL OFFICE	3	150	3		
LARGE CONFERENCE	1	350		2	
SMALL CONFERENCE	1	200		1	
COUNSELOR OFFICE	3	150	3		
COUNSELOR CONFERENCE	1	250		1	
ITINERANT STAFF OFFICE (FOR 4)	1	400	1		
FINANCIAL SECR. OFFICE	1	150	3		
STUDENT SVCS. OFFICE	1	250	3		
PARENT CENTER	1	250		3	
SRO OFFICE	1	100	2		
FOOD SERVICE OFFICE	1	125	2		

HIGH SCHOOLS	QTY	SF	OFFICE TYPE	CONF. ROOM TYPE	CUBICLE TYPE
MUSIC OFFICE/LIBRARY	1	200	3		
JROTC SR. OFFICER'S OFFICE	1	150	2		
JROTC NCO OFFICE (FOR 2)	1	200	2		
MEDIA CENTER OFFICE/WKRM.	1	250	3		
RECEPTION / SECRETARIAL	1	800	5		
PRINCIPAL OFFICE	1	200	4		
PRINCIPAL'S CONF. ROOM	1	250		1	
PRINCIPAL'S SECR. OFFICE	1	150	3		
ASST. PRINCIPAL OFFICE	3	150	3		
LARGE CONFERENCE	1	400		2	
SMALL CONFERENCE	1	200		1	
COUNSELOR OFFICE	4	150	3		
COUNSELOR CONFERENCE	1	250		1	
ITINERANT STAFF OFFICE (FOR 4)	1	400	1		
FINANCIAL SECR. OFFICE	1	150	3		
STUDENT SVCS. OFFICE	1	250	3		
PARENT CENTER	1	250		3	
SRO OFFICE	2	125	2		
ADMIN. OFFICES	6	125	3		
FOOD SERVICE OFFICE	1	150	2		
SPEECH / ITINERANT OFFICE	1	150	1		
GIRLS' PE COACH OFFICE (FOR 4)	1	400	2		
GIRLS' ATHL. COACH OFF. (FOR 3)	1	300	2		
BOYS' PE COACH OFFICE (FOR 4)	1	400	2		
BOYS' ATHL. COACH OFF. (FOR 3)	1	300	2		
NATATORIUM OFFICE	2	150	2		

¹ QUANTITY AND SF INFO TAKEN FROM ES, MS, K8 AND HS FACILITY PROGRAMS DATED 10/21/19

CMS OFFICE SPACE PLANNING GUIDELINES - NON-ACADEMIC -

ADMINISTRATIVE OFFICES LOCATED IN FORMER ACADEMIC BLDGS	OFFICE TYPE	CUBICLE TYPE
CABINET LEVEL / EXECUTIVE STAFF	4	
EXECUTIVE DIRECTOR LEVEL	4	
DIRECTOR LEVEL	3	
MANAGER LEVEL		4 - 5
NON-MANAGER LEVEL		1 - 3

ADMINISTRATIVE OFFICES LOCATED IN NON-ACADEMIC BLDGS	OFFICE TYPE	CUBICLE TYPE
CABINET LEVEL / EXECUTIVE STAFF	4	
EXECUTIVE DIRECTOR LEVEL	4	
DIRECTOR LEVEL	3	
MANAGER LEVEL		4 - 5
NON-MANAGER LEVEL		1 - 3

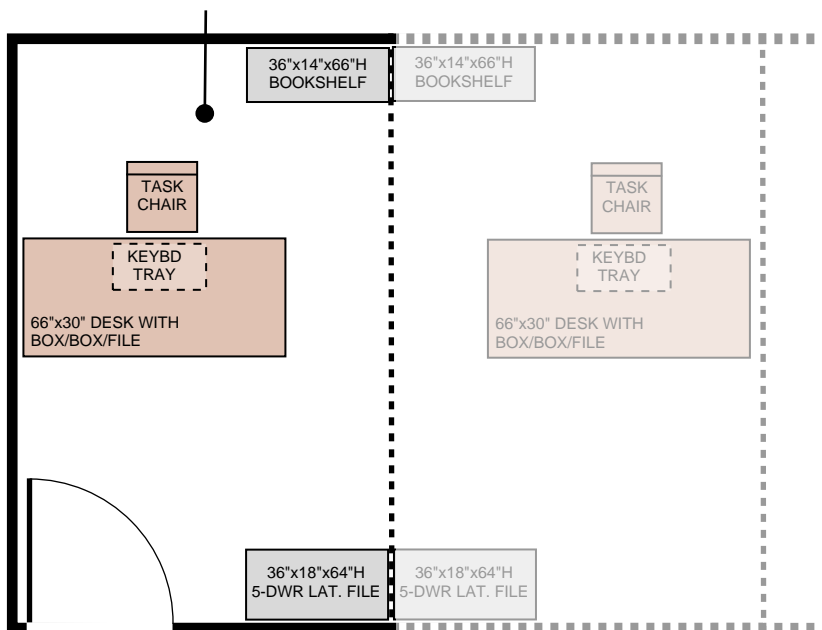
OFFICE 1

To include:

- (1) Desk with box/box/file cabinet per person
- (1) Task chair per person
- (1) 5-Drawer lateral file each
- (1) 4-Shelf bookshelf each



OFFICE 1

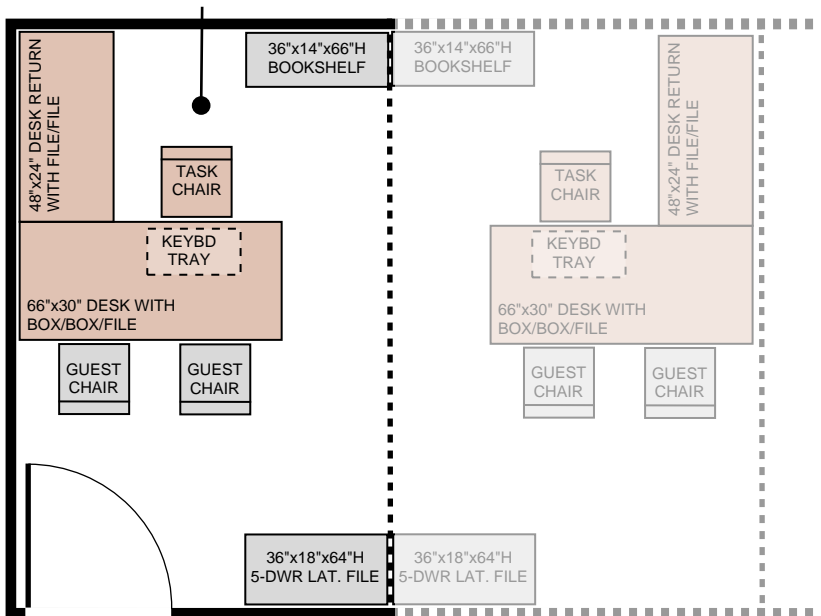


OFFICE 2

To include:

- (1) L-shaped desk with box/box/file and file/file cabinets per person
- (1) Task chair per person
- (2) Guest chairs per person
- (1) 5-Drawer lateral file each
- (1) 4-Shelf bookshelf each

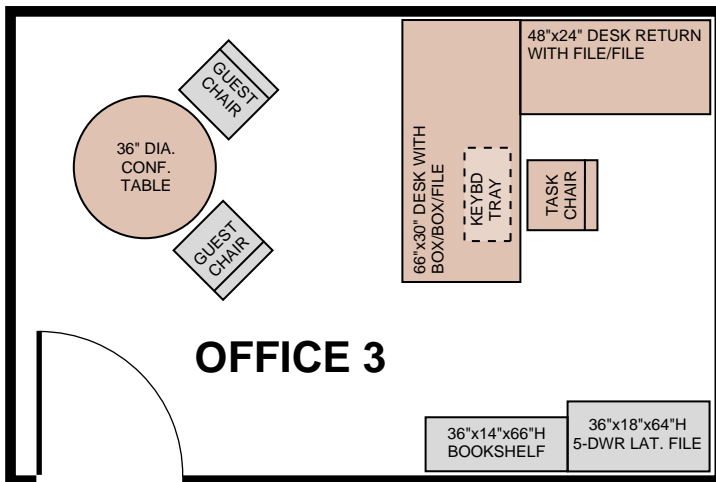
OFFICE 2



OFFICE 3

To include:

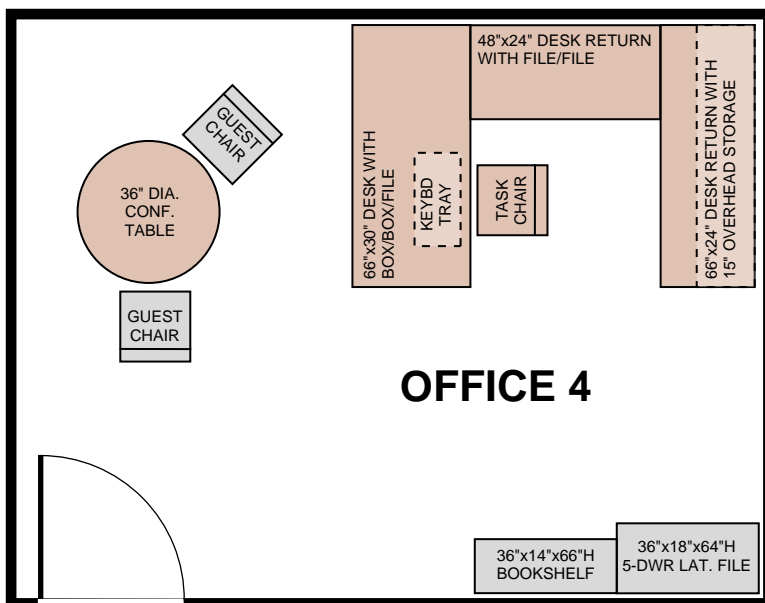
- (1) L-shaped desk with box/box/file and file/file cabinets
- (1) Task chair
- (2) Guest chairs
- (1) 5-Drawer lateral file
- (1) 4-Shelf bookshelf
- (1) 36" dia. Conference table



OFFICE 4

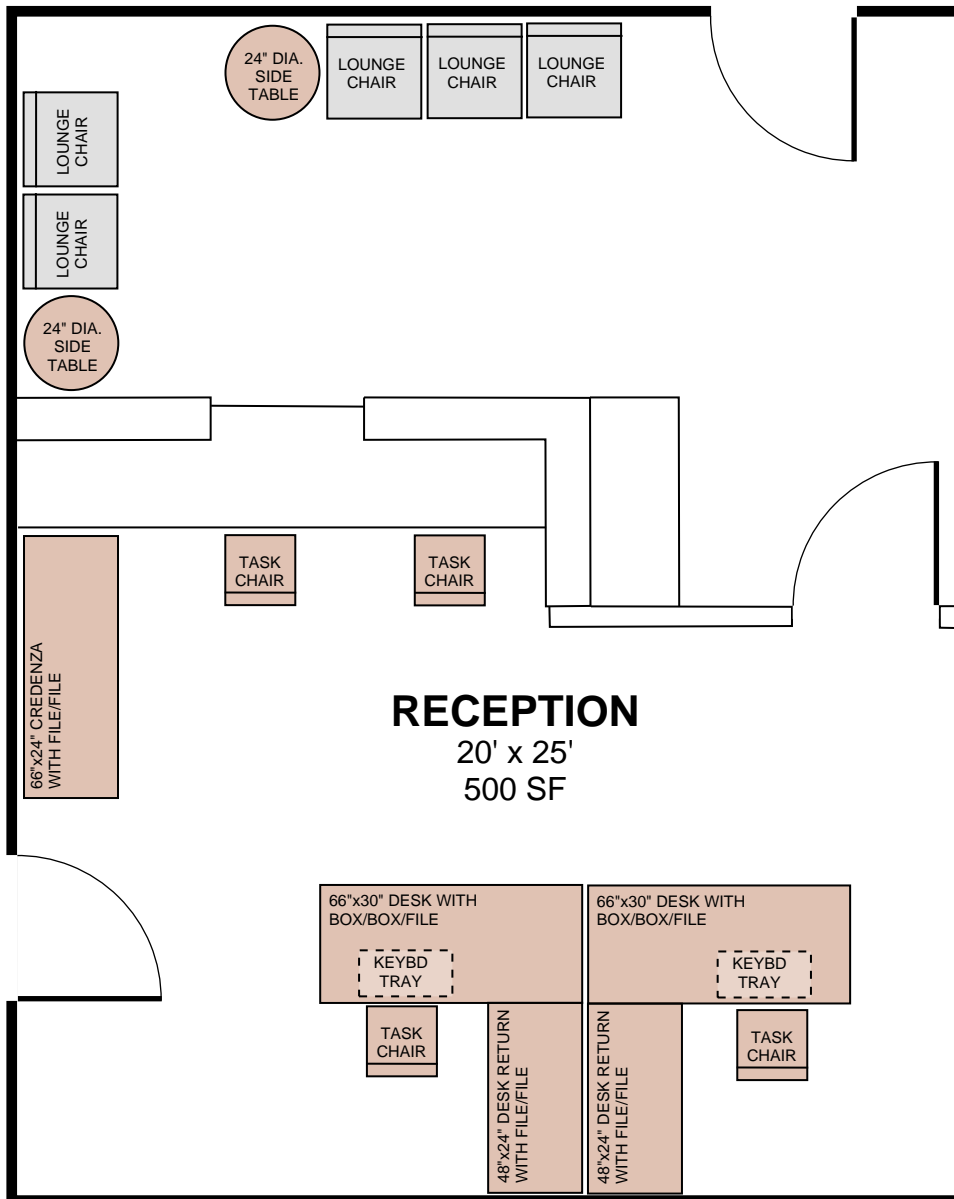
To include:

- (1) U-shaped desk with box/box/file and file/file cabinets, and overhead storage
- (1) Task chair
- (2) Guest chairs
- (1) 5-Drawer lateral file
- (1) 4-Shelf bookshelf
- (1) 36" dia. Conference table



RECEPTION AREA 5 - 500-800 SF

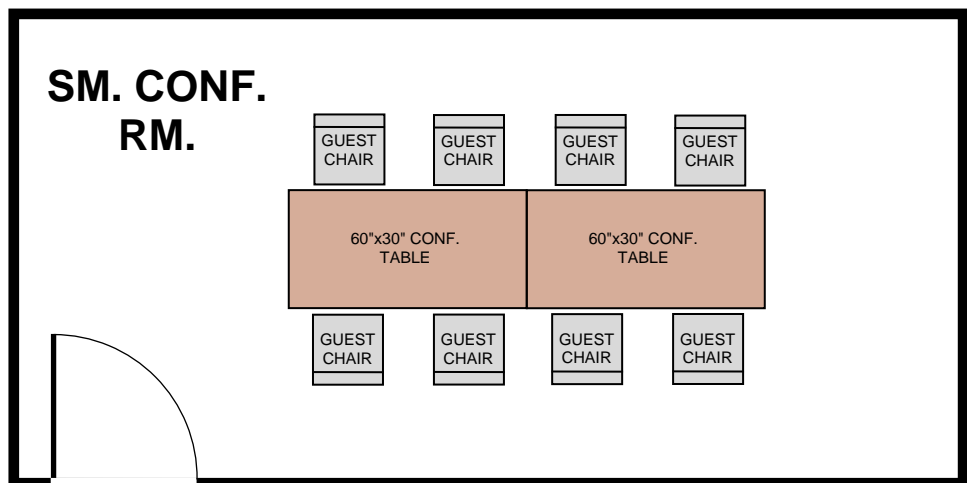
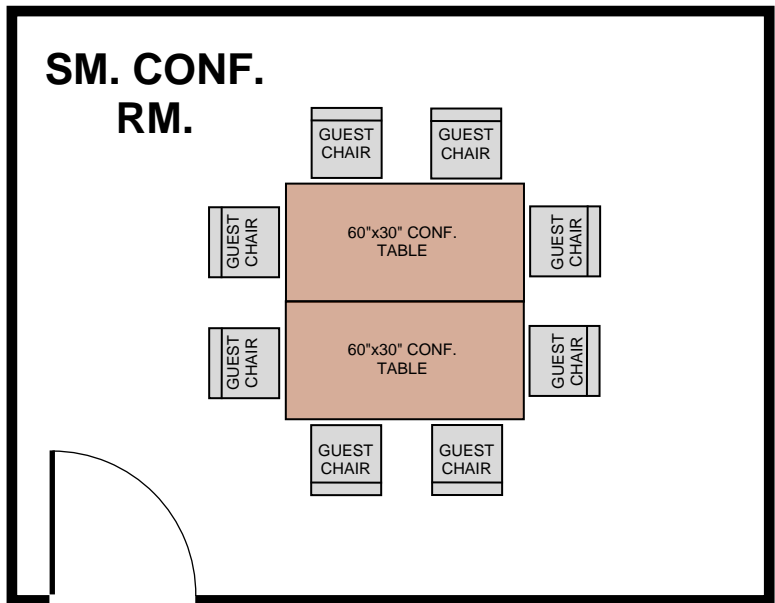
- To include: (2) L-shaped desks with box/box/file and file/file cabinets
(3) Task chairs, (5) Lounge chairs, (2) Round side tables
(1) Two-door credenza with (2) file/file cabinets



All furniture images shown are for representative purposes only.

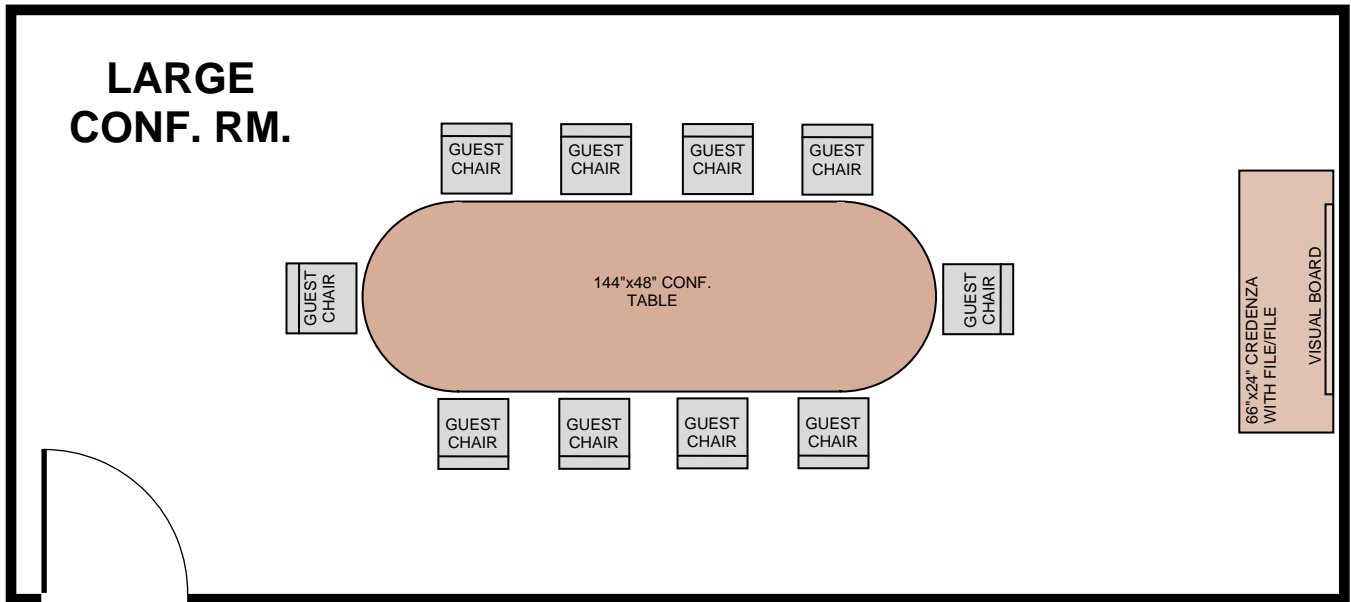
SM. CONFERENCE ROOM 1

To include:
(2) 60" x 30" Conference tables
(8) Guest chairs

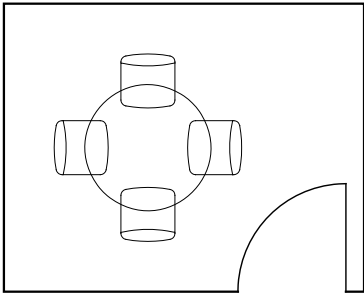


LG. CONFERENCE ROOM 2

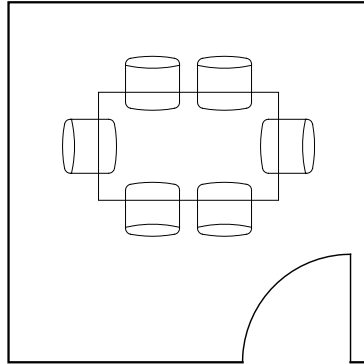
- To include:
- 144" x 48" Conference table
- (10) Guest chairs
- Four door credenza
- Visual board



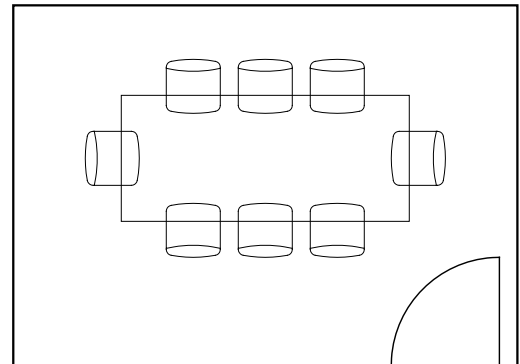
CONF. ROOM VARIATIONS



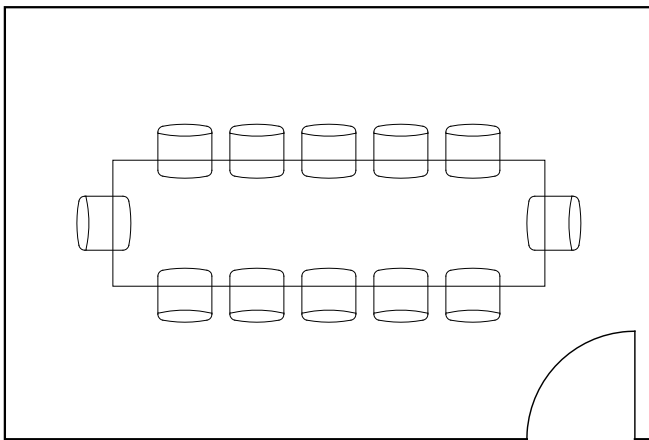
SM. CONF. RM.
10' x 8'
80 SF



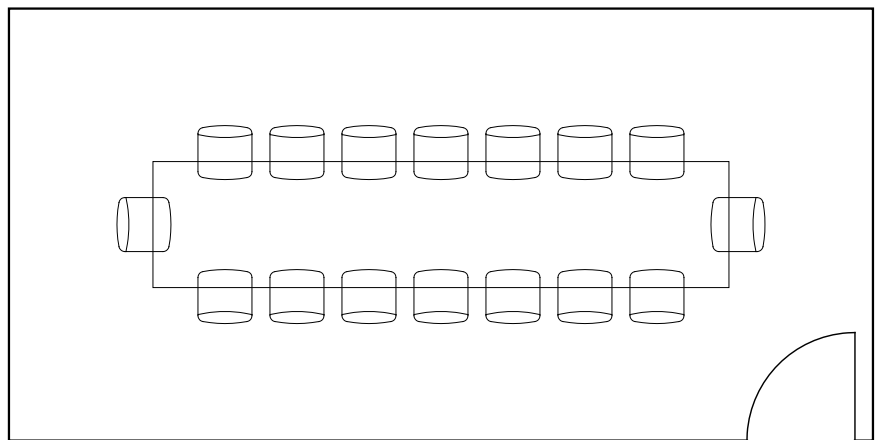
SM. CONF. RM.
10' x 10'
100 SF



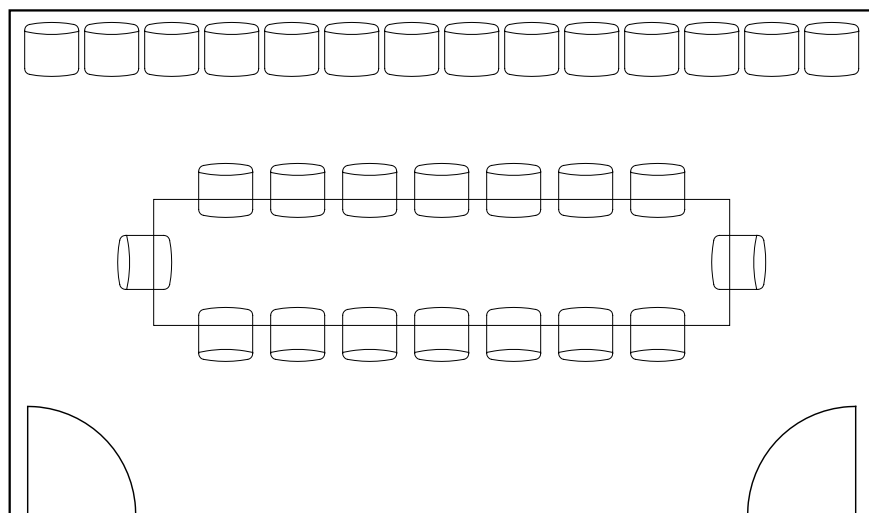
SM. CONF. RM.
14' x 10'
140 SF



MED. CONF. RM.
18' x 12'
220 SF

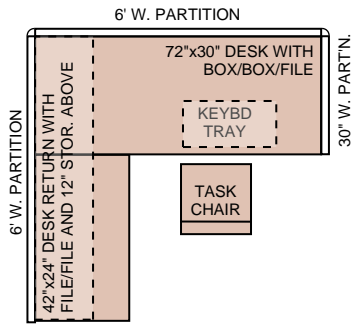


MED. CONF. RM.
24' x 12'
290 SF



LG. CONF. RM.
24' x 14'
340 SF

CUBICLES



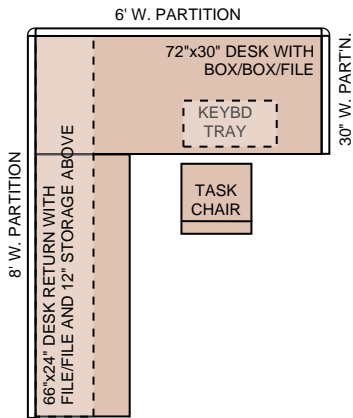
CUBICLE 1

6' x 6'
36 SF



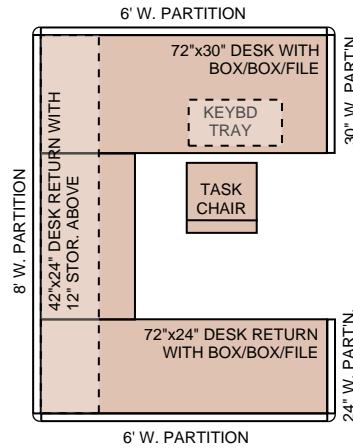
CUBICLE 2

6' x 8'



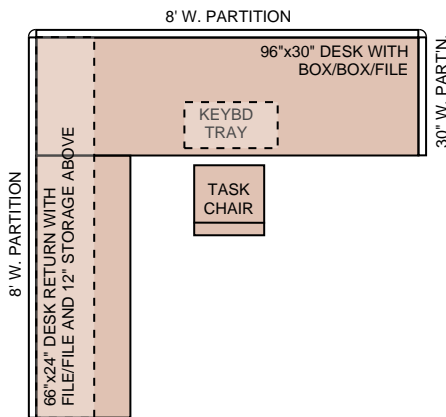
CUBICLE 2

6' x 8'
48 SF



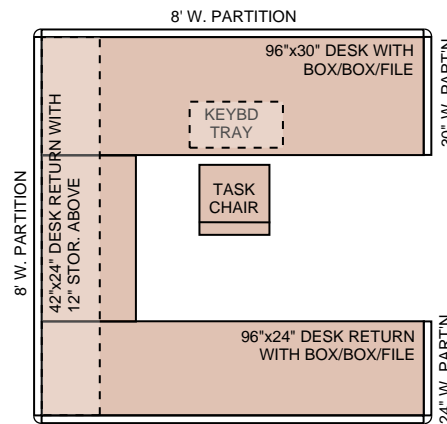
CUBICLE 3

6' x 8'
48 SF



CUBICLE 4

8' x 8'
64 SF



CUBICLE 5

8' x 8'
64 SF