



1

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COURSE DESCRIPTION



403 Space Planning & Administration APPAU201909J
 Space planning and management is one of the most sensitive issues that face facility organizations throughout the country. Changing technologies, new pedagogies, facility priorities, lack of resources, and ever evolving strategic planning issues challenge long accepted space planning practices in higher education. See how space planning can bridge the gap between academia and the physical plant. Understand how practices are moving from primarily a quantitative to a qualitative approach. Explore typical programming processes for capital projects and discuss this stage in the planning process is critical to the success of any project.

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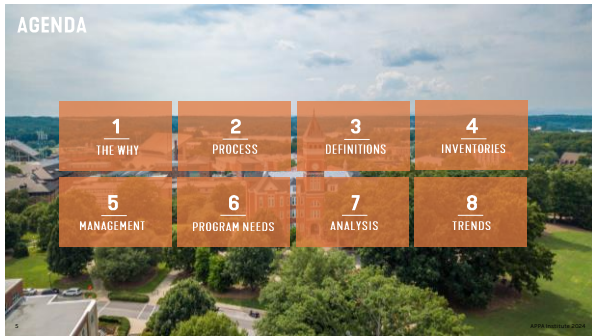
LEARNING OBJECTIVES



- 1. Learn how changing technologies, facility priorities, and lack of resources challenge space planning.
- 2. Learn how to bridge the gap between academia and the physical plant.
- 3. Understand the practices needed to move from primarily a quantitative to a qualitative approach.
- 4. Explore typical programming processes.

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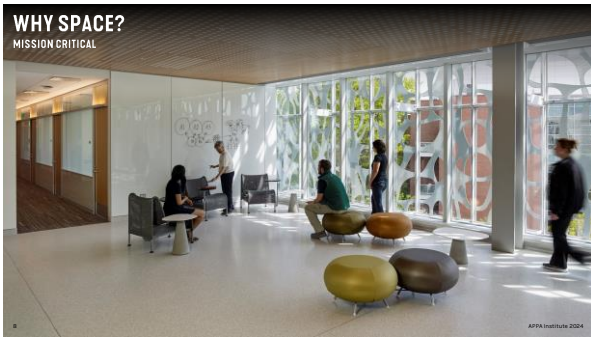
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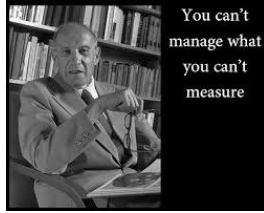


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WHY IS IT IMPORTANT?

A SUMMARY

- Largest Asset
- Provide Physical Environment
 - Program Needs
 - Capital Assessments
 - Research Reporting
- Develop Priorities
 - Capital
 - Maintenance/Conditions
 - Minimum Quality Standards
- Credibility and Accountability
- Statewide Analysis
- GOOD BUSINESS

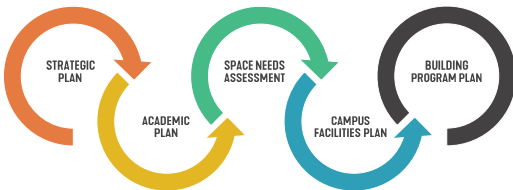


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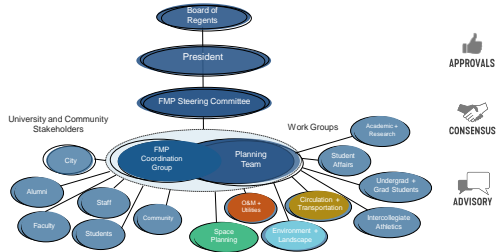
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LEVERAGING THE PLANNING PROCESS



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PLANNING



APPROVALS

CONSENSUS

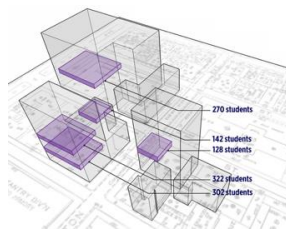
ADVISORY

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SPACE USE NEEDED FOR....

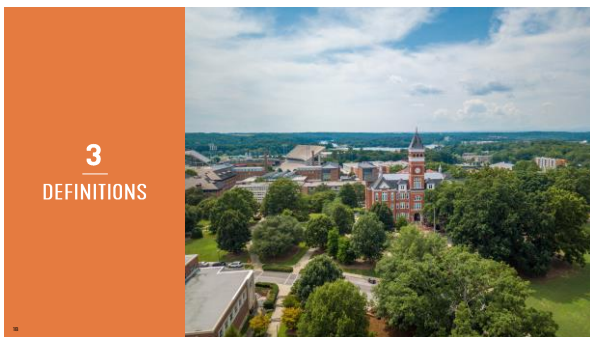
(AND WHY ACCURACY IS IMPORTANT)

- Master Planning
- Long Range Planning
- Building Programming
- Accreditation Issues
- Budget/Funding Requests
- Maintenance/Repair and Replacement Issues
- Space Efficiency Studies
- Appropriate Space Allocations
- Understand Space Adjacencies
- Research Accountability
- Proper Space Use - Program Locations
- Operating Cost Allocations (RCM budget models)



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ASSIGNABLE SF



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CIRCULATION



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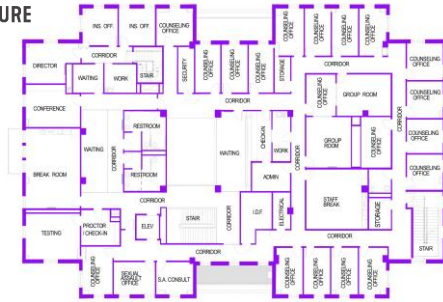
SHAFTS



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STRUCTURE AND WALLS



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SERVICE



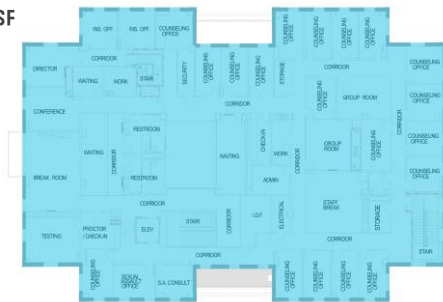
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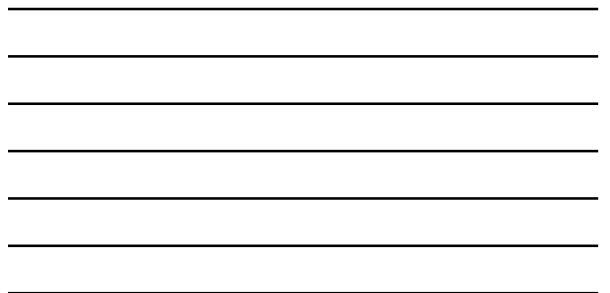
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SOME FUN SPACE FACTS

- Assignable:Gross for Research Building? (i.e., percent of ASF in a building)
- Percent of Office on a campus?
- Classroom?
- Library?
- Research Laboratory?



25



26

WHAT KIND OF SPACE IS IT?

FICM IS THE STANDARD

- The "Red Book": <http://nces.ed.gov/pubs2006/2006160.pdf>
- NCES - US Dept of Education
- Defines all space categories for higher education
- Vast majority of institutions use (with some exceptions)
- Dated 2006

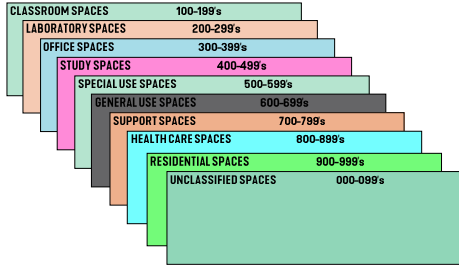


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MAJOR CLASSIFICATIONS



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WHAT KIND OF SPACE IS IT?

- 000 - Unclassified Room Space (assignable and non-assignable)
- 100 - Classrooms (instructional)
- 200 - Laboratory Facilities (instructional & research)
- 300 - Office Facilities
- 400 - Study Facilities
- 500 - Special Use Facilities
- 600 - General Use Facilities
- 700 - Support Facilities
- 800 - Health Care Facilities (student & animal)
- 900 - Residential Facilities



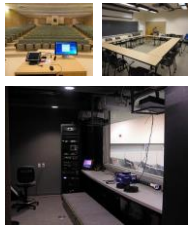
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100s CLASSROOM FACILITIES

110 Classroom
A room used for classes that is not tied to a specific subject or discipline by equipment in the room or configuration of the room. Rooms that do not require specialized equipment. Lecture rooms, seminar rooms, general purpose classrooms.

115 Classroom Service
A room that directly serves one or more classrooms as an extension of the activities in that room. These spaces can have audio equipment, projectors, computers, computer racks with DVD/CD/VHS. Can be at the front, side, or back of a space in closets or rooms.



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210s
CLASS LABORATORIES

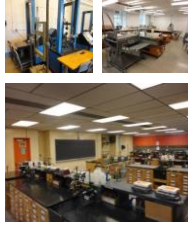
210 Teaching (Instructional) Laboratory

A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. Band or choral rooms, science laboratories, instructional shops, computer labs, instructional health laboratories, discipline specific instructional spaces with specialized equipment.

215 Teaching Laboratory Service

A space that directly serves one or more class laboratories as an extension of the activities in those spaces.

Preparation rooms, coat rooms, material storage, cold rooms, stock rooms, closets if they serve class laboratories.



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220s
OPEN LABORATORIES

220 Open Laboratory

A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open and serves the needs of a particular discipline.

Music practice rooms, writing labs, departmental computer labs, discipline specific labs without scheduled instruction.

225 Open Laboratory Service

A room that directly serves one or more open laboratories as an extension of the activities in those rooms.



32

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250s
RESEARCH LABORATORIES

250 Research Laboratory

A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or a structured creative activity within a specific program

255 Research Laboratory Service

A room that directly serves one or more research/non-class laboratories as an extension of the activities in those rooms.



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300s
OFFICE FACILITIES

310 Office

A room housing faculty, staff, or students working at one or more stations (desks).

315 Office Service

A room/space that directly serves an office or group of offices. May include file rooms, office related storage, kitchen space for an office area, break rooms, copy/printer rooms, office supply rooms, first aid rooms serving office areas, and open and private circulation areas.

350/355 Conference/
Conference Service

A room serving an office complex and used primarily for staff meetings and departmental activities.



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400s
STUDY FACILITIES

410 Reading & Study Room

A room or area used by individuals to study at their convenience, the space not being restricted to a particular discipline. Includes open access computer laboratories and learning labs.

420 Stack

A space used to house arrange collections of educational materials for use as a study resource.

430 Open-stack Reading Room

A combination study space and stack, generally without physical boundaries between stack and study areas.

440 Library Processing

A room or area devoted to processes and operations in support of library functions.

455 Library & Study Service

A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as direct extension of the activities in those spaces.



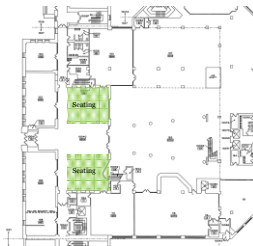
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CAPTURING ASSIGNABLE SPACE FROM CIRCULATION

Seating within circulation spaces is sometimes captured. Discuss as an institution to what degree these seating areas should be recorded as individual spaces.



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500s – 600s

500 Special Use Facilities

- 510/515 Armory/Service
- 520 Athletic or PE
- 523 Athletic Facilities Spectator Seating
- 525 Athletic or PE Service
- 530/535 Media Production/Service
- 540/545 Clinic/Service
- 550/555 Demonstration/Service
- 560 Field Building
- 570/575 Animal Facilities/Service
- 580/585 Greenhouse/Service
- 590 Other (All Purpose)

600 General Use Facilities

- 610/615 Assembly/Service
- 620/625 Exhibition/Service
- 630/635 Food Facility/Service
- 640/645 Day Care/Service
- 650/655 Lounge/Service
- 660/665 Merchandising/Service
- 670/675 Recreation/Service
- 680/685 Meeting Room/Service

37

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700s – 800s

700 Support Facilities

- 710/715 Central Computer or IT/Service
- 720/725 Shop/Service
- 730/735 Central Storage/Service
- 740/745 Vehicle Storage/Service
- 750 Central Service
- 755 Central Service Support
- 760 Hazardous Materials Storage
- 770/775 Hazardous Waste Storage/Service
- 780 Unit Storage

800 Health Care Facilities (Human and Animal)

- 810/815 Patient Bedroom/Service
- 820 Patient Bath
- 830/835 Nurse Station/Service
- 840/845 Surgery/Service
- 850/855 Exam and Treatment Clinic/Service
- 860 Diagnostic Service Laboratory
- 865 Diagnostic Service Laboratory Support
- 870 Central Supplies
- 880 Public Waiting
- 890/895 Staff On-Call Facility/Service

38

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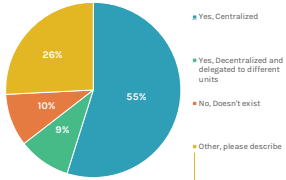
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39

IS SPACE MANAGED, AND IF SO, HOW?

SPACE MANAGEMENT POLICIES & PROCEDURES



OTHER RESPONSES

“Data management and high-level approvals are centralized; how the spaces are used is decentralized.”

“Historically, this work was decentralized, but we are in the process now of working to create a space planner position under the umbrella of our Facilities Planning and Maintenance group.”

“Columbia has a centralized database and inventory for all University space. Individual schools manage their own space assignment.”

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COMPUTER AIDED FACILITIES MANAGEMENT (CAFM)

- Software type less important than having a system and a process
- Understand how you will use the data; different systems have different core strengths
- Understand staffing and operational issues



41

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CLEMSON U SPACE MANAGEMENT SYSTEM

CHOSEN FOR COMPATIBILITY WITH AIM ASSETWORKS AND ABILITY TO CONDUCT SPACE SURVEYS

Ready Space

Space

<p>Explore Buildings</p>	<p>Floor Plans</p>	<p>Search Space Data</p>	<p>Space Survey</p>
<p>Survey Generator</p>	<p>Survey Templates</p>		

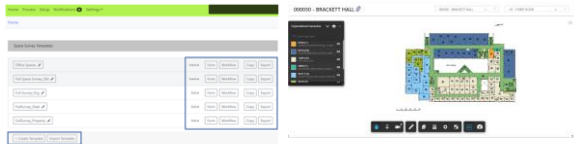
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CLEMSON U SPACE MANAGEMENT SYSTEM

CHOSEN FOR COMPATIBILITY WITH AIM ASSETWORKS AND ABILITY TO CONDUCT SPACE SURVEYS

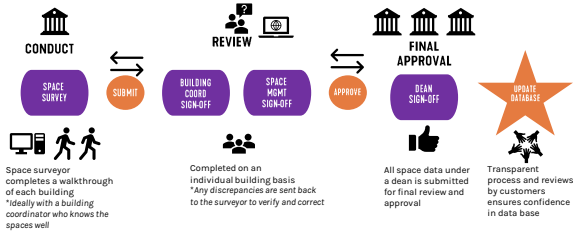


43



CLEMSON U SPACE MANAGEMENT SYSTEM

AUDIT WORKFLOW AND APPROVALS



44



SPACE SURVEYS

EXAMPLE APPROACHES & TOOLS

- Staff
- Students/PT Help
- Departmental Space Reps
- Space Mgt Software
- Consultants



45



SPACE INVENTORY VERIFICATION

ENSURING ACCURACY OF FOUNDATIONAL DATA

- Data Types**
- Photos
 - Pre-populated pull-downs
 - Numeric entry
 - Microphone translation

- Examples**
- Department/unit
 - Adjacencies
 - Use type
 - Seat counts



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ENSURING DATA QUALITY



ALIGNING SPACE USE CODES
Facilities inventory is interpreted in different ways by different institutions.



SPACE INVENTORY VALIDATION
Space inventory will be validated for accuracy and consistency. Two approaches:
- Dedicated FTE
- Delegated to users



"EXCEPTIONS REPORT"
Identifying data anomalies for timely resolution

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SPACE PLANNING COMMITTEES



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SPACE IS MORE THAN SQUARE FOOTAGE MINIMUM QUALITY STANDARDS

Code	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum
49	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR

49

SPACE IS MORE THAN SQUARE FOOTAGE MINIMUM QUALITY STANDARDS

Code	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum
50	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR

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SPACE IS MORE THAN SQUARE FOOTAGE MINIMUM QUALITY STANDARDS

Code	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum
51	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR

51

Code	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum
52	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR

Code	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum
53	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR

Code	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum	APR	Check Item	APR	Minimum
54	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR	APR



52

WHAT ARE THE DRIVERS OF SPACE?

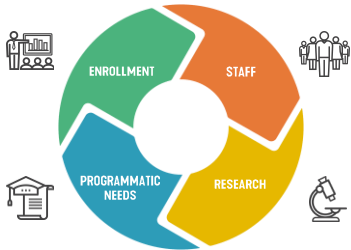


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WHAT ARE THE DRIVERS OF SPACE?



54

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USE OF GUIDELINES

- ❖ University Space Planning Guidelines by Bariether & Schillinger
- ❖ WICHE Higher Education Facilities Planning and Management Manuals
- ❖ CEFPI Space Planning Guidelines for Institutions of Higher Education

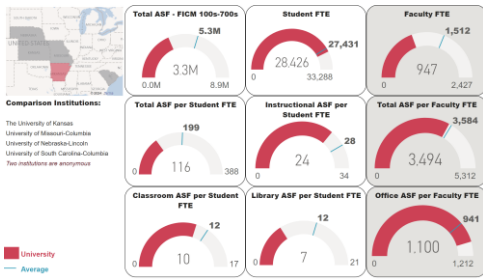
❖ Association of Physical Plant Administrators
 ❖ Mandated Guidelines

❖ CREATE YOUR OWN

55

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SPACE BENCHMARKING



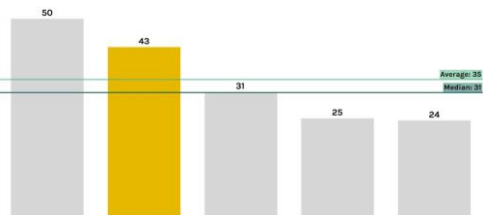
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BENCHMARKING

INSTRUCTIONAL SPACE PER STUDENT FTE
 CLASSROOMS, TEACHING LABS, & OPEN LABS + ASSOCIATED SERVICE SPACE

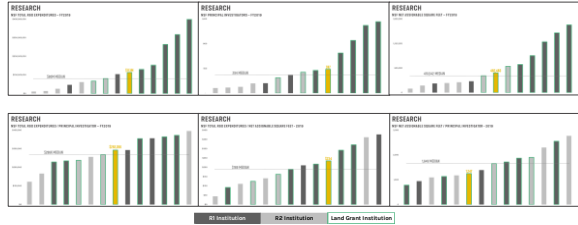


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INSPIRED DISCOVERIES | PATHWAY TO R1 STATUS



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QUANTIFYING CAMPUS SPACE NEEDS & DEVELOPING STRATEGY

EXAMPLE: FOUNDATION FOR IMPROVED SPACE USE

FIGURE 7-1 | SPACE NEEDS PROFILE

Category	Existing ASF	Future ASF	Change
ADDITIONAL			
Instruction	10,000	10,000	0
Teaching Labs	10,000	10,000	0
Open Labs	10,000	10,000	0
Research Labs	10,000	10,000	0
Research Offices	10,000	10,000	0
Library Space	10,000	10,000	0
Other	10,000	10,000	0
EXISTING OFFICE			
Administration Offices	10,000	10,000	0
Department Offices	10,000	10,000	0
Other	10,000	10,000	0
EXISTING STUDENT			
Residence	10,000	10,000	0
Student Center/Student Union	10,000	10,000	0
Multi-Purpose Facilities	10,000	10,000	0
Other	10,000	10,000	0
EXISTING FACILITIES			
Instruction	10,000	10,000	0
Administration & Finance	10,000	10,000	0
Physical Plant	10,000	10,000	0
Multi-Purpose Spaces	10,000	10,000	0
Other	10,000	10,000	0
Grand Total	100,000	100,000	0

SPACE STRATEGY RECOMMENDATIONS

- Establish a space management process
- Revise how research space is allocated to include productivity metrics
- Reallocate non-student facing functions off campus
- Create a student one-stop center
- Reposition Addelestone Library as an academic success center
- Prioritize a new science teaching building
- Set the foundation for an update to the campus master plan

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BUILDING SPACE PROGRAM

Assumptions:

- Assumes 2 new faculty lines and housing 2 Adj., 3 GA's and 1 SA
- Shared break room with one other academic department; can be aggregated

Unit Code	Functional Area	Existing	Existing	Future	No. of Occupants	ASF per Occupant	ASF per Space	No. of Spaces	Total ASF	TOTAL AREA
310	Office		308	36	39					3,236
	Department Chair	224	1	1			175	1	175	
	Administrative Asst	124	1	1			100	1	100	
	Faculty & FT Lecturers		16	18			100	18	1,800	
	Visiting Professors		3	3			100	3	300	
	PT/Adjuncts		1	2			60	2	120	
	Graduate Assist		3	3			60	3	180	
	Student Assist		1	1	1		60	1	60	
	Tutoring Office						60	0	0	
314	Office Support		178							240
	Meeting		not above				80	1.0	80	
	Office Storage		not above				100	1.0	100	
	Mailbox Filing		not above				60	1.0	60	
	Meeting						150	1.0	150	230
	Conference Room						200	0.5	100	
	Shared Break Rm		178							327
	Internal Office Ctrc						10%	1	327	
	Occupation Factor									TOTAL UNIT'S ASF 3,562

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BUILDING SPACE PROGRAM

- The Option 1 includes most all desired spaces
- The Option 2 scenario deletes the large spaces but includes a 2,000 ASF lobby; events could potentially be accommodated
- Option 2 is approx. 2,017 ASF above the target

RICHARDS COLLEGE OF BUSINESS SPACE SUMMARY			
	Option 1	Option 2	TARGET
Dean's Office	3,392.5	3,392.5	
Development Office	276.0	276.0	
SBOC	562.3	562.3	
Advising	1,489.3	1,489.3	
Academic Departments	12,694.0	12,694.0	
Accounting & Finance	3,063.5		
Economics	3,152.5		
Management	3,065.5		
Marketing & Real Estate	2,887.5		
Instructional & Study	18,169.0	18,169.0	
Other			
Lobby/Informal Space	2,000.0	2,000.0	
Cafe Space	1,800.0		
Event Space	2,500.0		
Testing Center	1,800.0		
Vending	300.0	300.0	
Graduate Student Lounge	360.0	360.0	
Student Organizations	650.0	350.0	
JTS Office	300.0	300.0	
JTS Storage	80.0	80.0	
Unfinished Basement Storage	TBD		
Waren Distribution Facility	TBD	200.0	
Support			
Mech, Elec, Housekeeping, etc	Included in Net to Gross Factor		
Unfinished Basement	TBD		
SUBTOTAL ASF	46,482.0	40,052.0	38,035
Net to Gross Factor	0.83		
TOTAL GSF	78,793.1	67,894.7	64,466

61

ADJACENCY DIAGRAM



62

PROGRAM DRIVEN vs MAINTENANCE DRIVEN



63

OUTDOOR SPACE



64

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64

OUTDOOR SPACE

Clemson looking for unmarked graves across properties

Memorial to Enslaved Laborers

By The Associated Press | Sat, February 09, 2023 at 11:08 AM



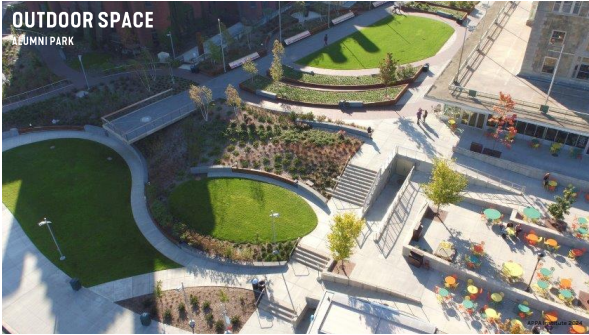
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65

65

OUTDOOR SPACE

UMNI PARK



66



67

DATA COLLECTION

ANALYSIS INPUTS



- STUDENTS
- EMPLOYEES
- COURSES
- SPACE
- RESEARCH

68

INSTRUCTIONAL SPACE

UTILIZATION FACTORS

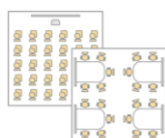
WEEKLY ROOM HOURS (WRH)
Number of hours per week a credit-bearing course is scheduled into a room.

	MON	TUES	WED	THURS	FRI	SAT
8:00-9:00						
9:00-10:00						
10:00-11:00						
11:00-12:00						
12:00-1:00						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						
5:00-6:00						
6:00-7:00						
7:00-8:00						
8:00-9:00						

SEAT FILL RATE (SFR)
The percentage of seats filled when a course is scheduled as compared to the actual number of seats in a room.



ASSIGNABLE SQUARE FEET (ASF) PER SEAT
Space ASF divided by the number of student seats or stations.



69

CLASSROOM ANALYSIS

CONTACT HOURS
Weekly Hours * Room Utilization * Station Efficiency
= Number of Stations
Stations * ASF per Station =
TOTAL ASF

600 stdnts * 2 credits * 1 contacts/day_ or 1200
40 Hours * 75% Utilization * 67% Station Efficiency or 20.1
1200/20.1 = 59.7 or 60 Stations
60 Stations * 30 ASF per Station =
1800 TOTAL ASF

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70

CLASS LABORATORY ANALYSIS

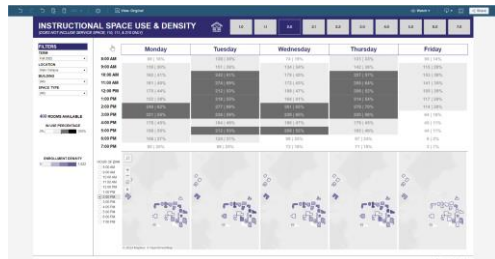
CONTACT HOURS
Weekly Hours * Room Utilization * Station Efficiency
= Number of Stations
Stations * ASF per Station =
TOTAL ASF

600 stdnts * 2 credits * 4 contacts/day_ or 4800
40 Hours * 50% Utilization * 80% Station Efficiency or 16
4800/16 = 300 Stations
300 Stations * 60 ASF per Station =
18,000 TOTAL ASF

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71

CLASSROOM UTILIZATION (VIDEO)

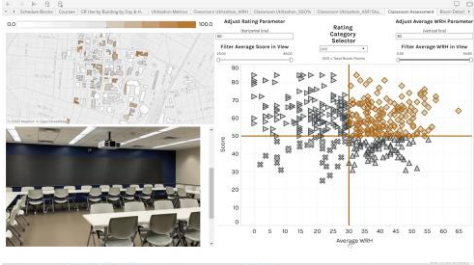


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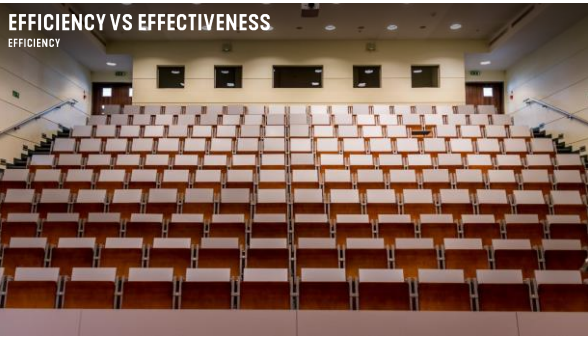
72

CLASSROOM EDUCATIONAL ADEQUACY (VIDEO)

UT AUSTIN



73



74



75

LEARNING LOUNGE

420 ASF / 30 SF PER STU + 14 STU

S 4200	M 4800	L 10800	XL 42000
-----------	-----------	------------	-------------



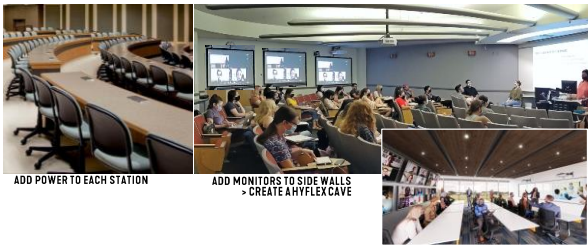
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76



LEARNING CAVE

S 4200	M 4800	L 10800	XL 42000
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ADD POWER TO EACH STATION

ADD MONITORS TO SIDE WALLS
→ CREATE A HYFLEX CAVE

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77



SLOPED ACTIVE LEARNING

HOW MIGHT WE MAKE MORE ACTIVE?

S 4200	M 4800	L 10800	XL 42000
-----------	-----------	------------	-------------

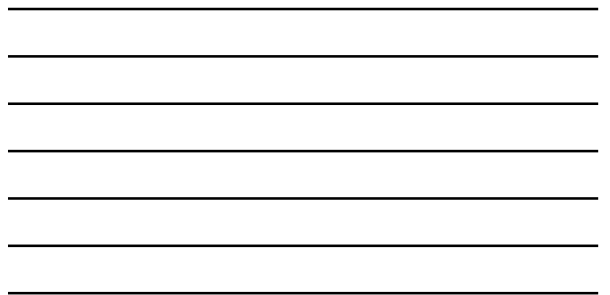


DOUBLE TIER

TEAM BOOTHS

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78



FLAT FLOOR ACTIVE LEARNING
LARGE FORMAT - 189 SEATS

S 1200	M 1800	L 1920	XL 2400
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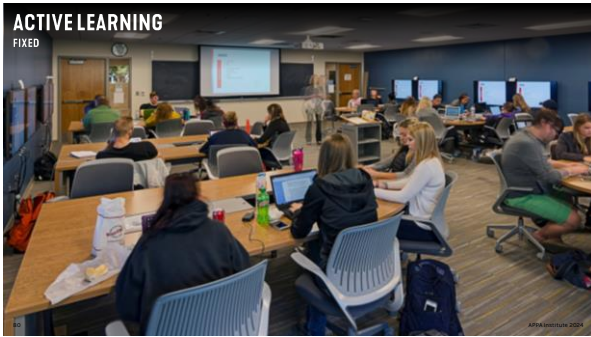


79

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79

ACTIVE LEARNING
FIXED



80

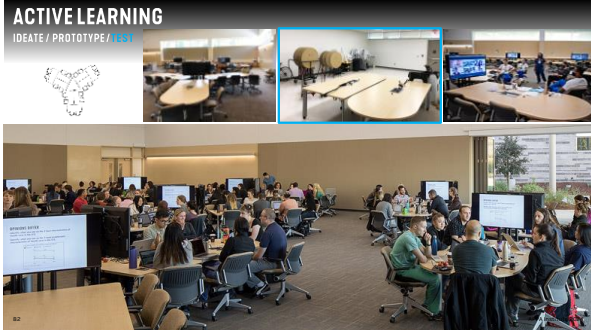
APPA November 2024

ACTIVE LEARNING
FLEXIBLE



81

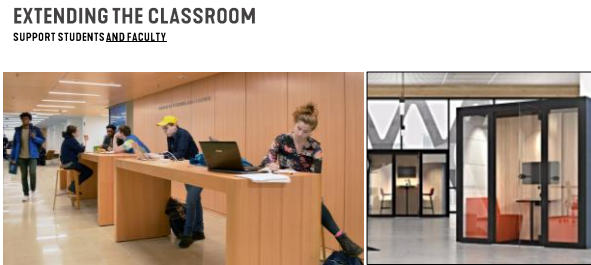
APPA November 2024



82



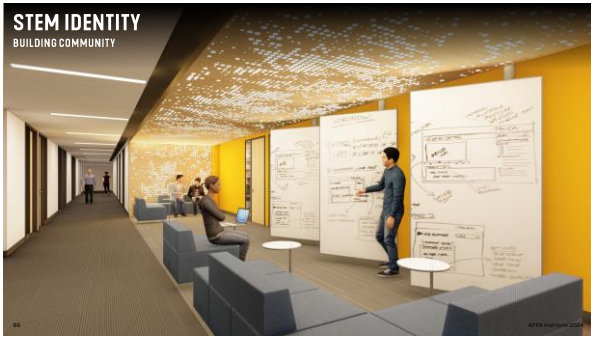
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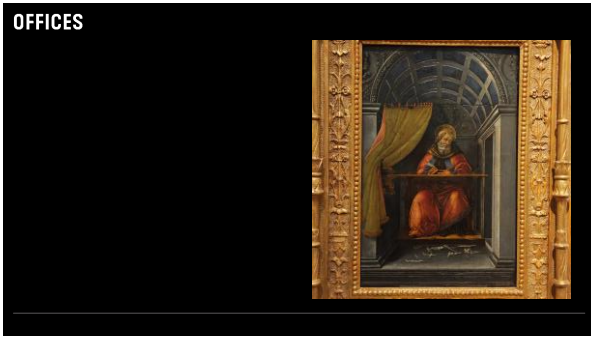
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85



86



87

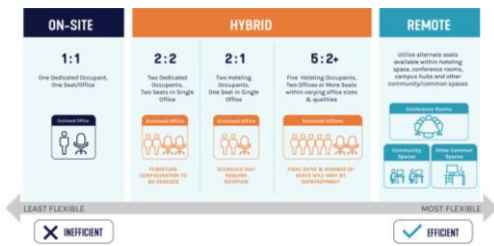


88



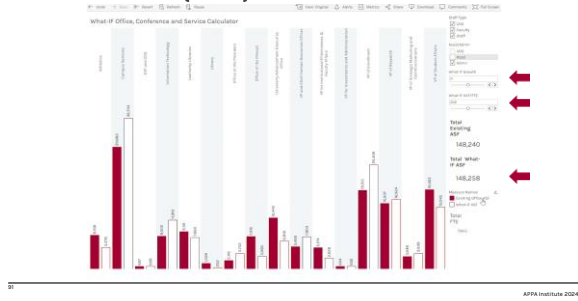
89

THE CHANGING WORKPLACE



90

OFFICE CALCULATOR (VIDEO)



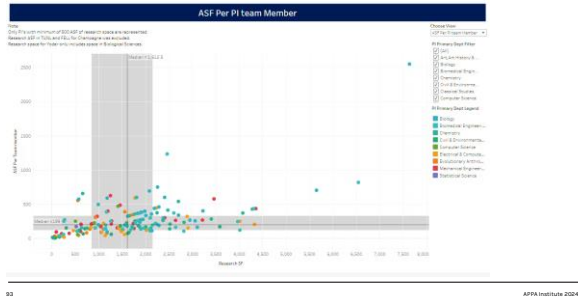
91

LABORATORIES



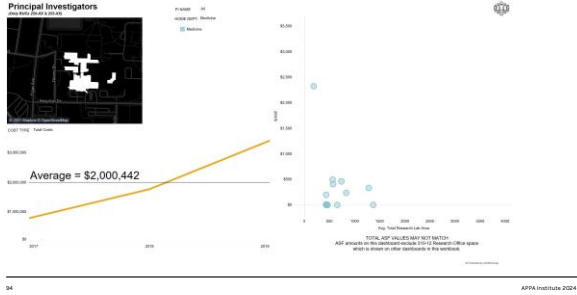
92

RESEARCH PRODUCTIVITY (VIDEO)



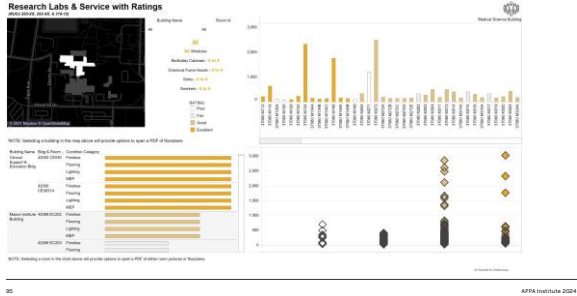
93

RESEARCH PRODUCTIVITY



94

RESEARCH PRODUCTIVITY



95

ALTERNATIVE EXAMPLE: BUILD NEW RESEARCH SPACE

TARGET: \$100M Expenditures

- \$250k/PI → 400 PI's
- \$500k/PI → 200 PI's

- 50% Lab Intensive = 100 PI's
- 30 Engr @ 1500 ASF/PI
- 70 Scientists @ 1200 ASF/PI
- → 139,000 ASF
- → 232,000 GSF

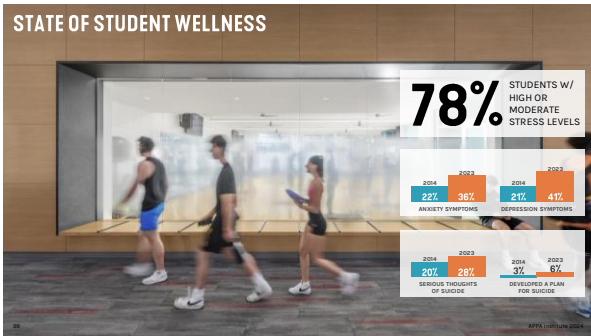
- Construction cost @ \$1,000-\$1,200/GSF =
- \$232,000,000 -
- \$278,400,000



97

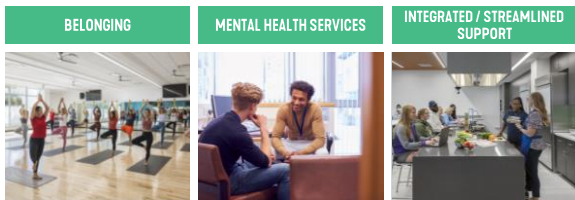


98



99

WELLBEING STRATEGIES



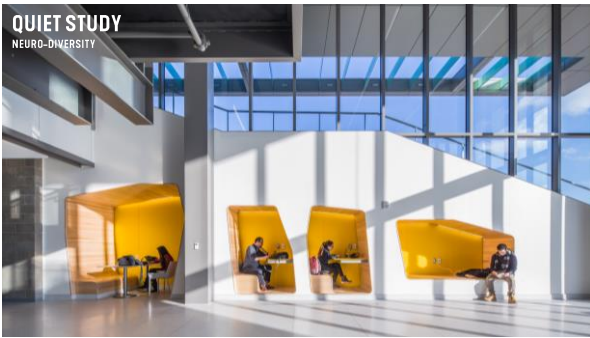
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100



101



102



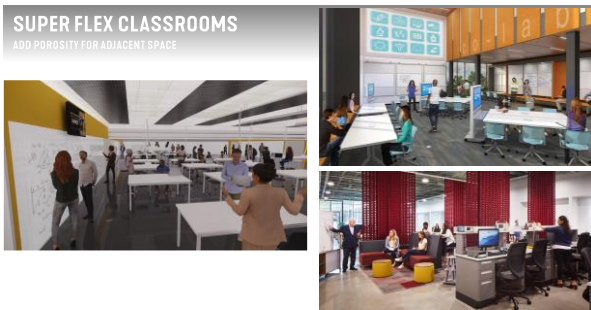
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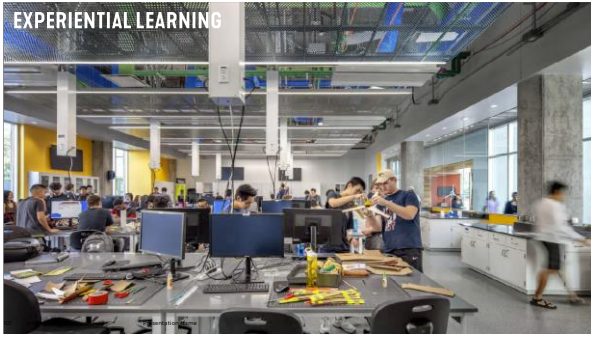
104



105



106



107



108

NO FACULTY OFFICES?!



109

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109

NEW UTILIZATION METRICS

OLD ONES THROWN OUT THE WINDOW

- Increased occupancy targets
- More ASF/Station
- Recognition of multi-purpose uses in utilization
- Smaller or redistributed ASF/FTE for offices
- Greater use of teaching labs due to flexibility
- More central control for increased efficiency



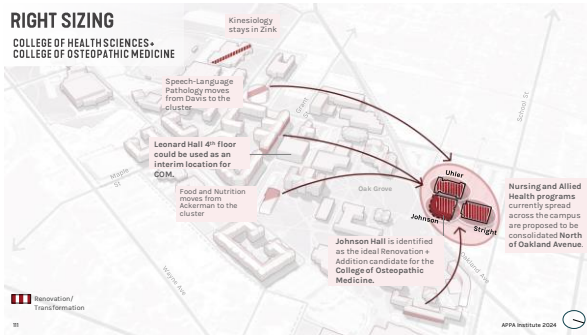
10

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110

RIGHT SIZING

COLLEGE OF HEALTH SCIENCES-
COLLEGE OF OSTEOPATHIC MEDICINE



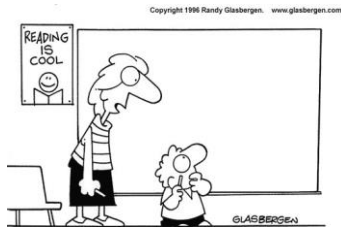
Restoration/
Transformation

11

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111

TECHNOLOGY



"There aren't any icons to click. It's a chalk board."

12

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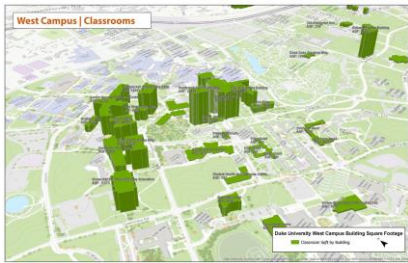
112

OCCUPANCY TRACKING/ DATA



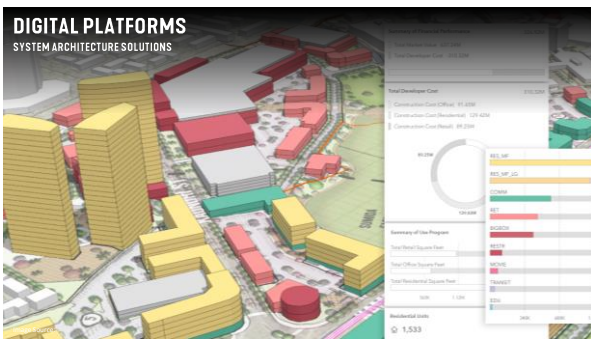
113

GEO-SPATIAL INFORMATION SYSTEMS (GIS)



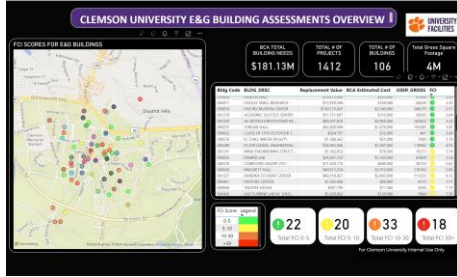
114

DIGITAL PLATFORMS SYSTEM ARCHITECTURE SOLUTIONS



115

FCA

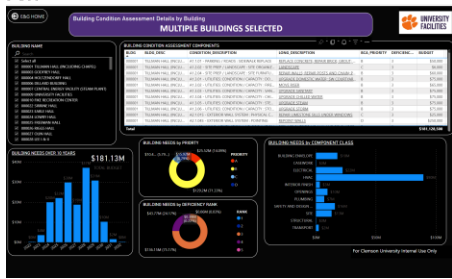


16

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116

FCA



17

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117

TRENDS: DATA

OVERLAYS OF OPERATIONAL DATA: OPERATING COSTS, AGE, FCA, STUDENT ENROLLMENT

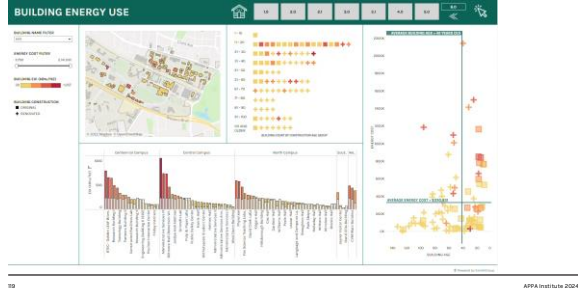


18

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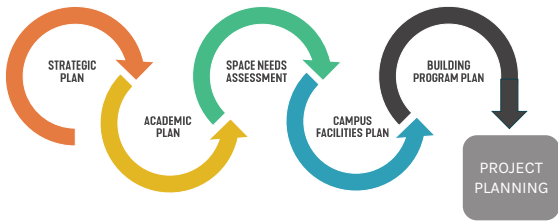
118

TRENDS: DATA [ENERGY AND BUILDING AGE] - VIDEO



119

LEVERAGING THE PLANNING PROCESS



120



121



This concludes the American Institute of Architects Continuing Education Systems Course
