



**Date:** September 19, 2013

**Re:** Office and Conference Room Guidelines

Office size and conference room guidelines are as follows:

Title	Office Size	Occupancy	Comments
Director/Chair	210 sq ft	Single	
Faculty	130 sq ft	Single	
Postdoc	65 sq ft	Shared	
Graduate Student	50 sq ft	Shared	Number of individuals in an office depends upon office size
Visitors		“Hoteling”	“Hoteling” refers to having individuals share the same office and even the desk, depending upon use.

Conference rooms are to be shared to optimize use