

Program Template

Please see the other tab in this workbook for brief directions on completing this form.											
	<b>Unit:</b>										
	<b>Current location, if any:</b>										
Space #	Offices/Personnel Category <list titles/positions>	Notes & Adjacency Requirements	Private or Shared?	# People per Space if Shared	NSF/Person	# Spaces	NSF of 1 Space	NSF Total	Room Type Code	Room Type Description	Notes
	<b>Office Support Areas &lt;list&gt;</b> e.g., copy area										
	<b>Community Spaces &lt;list&gt;</b> e.g., kitchenette, break room										
	<b>Meeting Rooms</b>										
	<b>Instructional Labs</b>										
	<b>Research Labs</b>										

**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, please contact the Space Management Program Manager, 254-3529; [spaceplanning@cornell.edu](mailto: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) and S if the space will be shared by more than one occupant.\*

Column E: If the space is shared, enter the number of people in the space.

Column F: Insert the Cornell guideline of space/person<sup>^</sup>; can be filled out in consultation with the Space Management Program Manager.

Column G: The total number of spaces of this type.

Column H: The size of one room of this type; can be filled out in consultation with the Space Management Program Manager.

Column I: Product of column G x column H

Column J: The Cornell room type code for this function<sup>^</sup>; can be filled out in consultation with the Space Management Program Manager.

Column K: The Cornell room type description that describes the code in column J<sup>^</sup>; can be filled out in consultation with the Space Management Program Manager.

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/>

<sup>^</sup>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/resources/>)

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.