CIT Corporate Service

Space Management Manual

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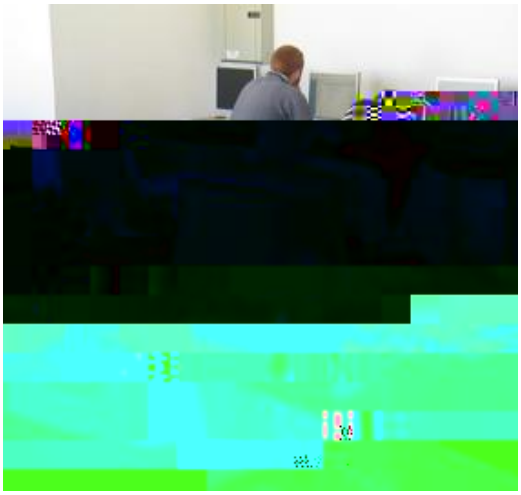

Introduction

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Principles

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Booking of Learning Spaces

Principles

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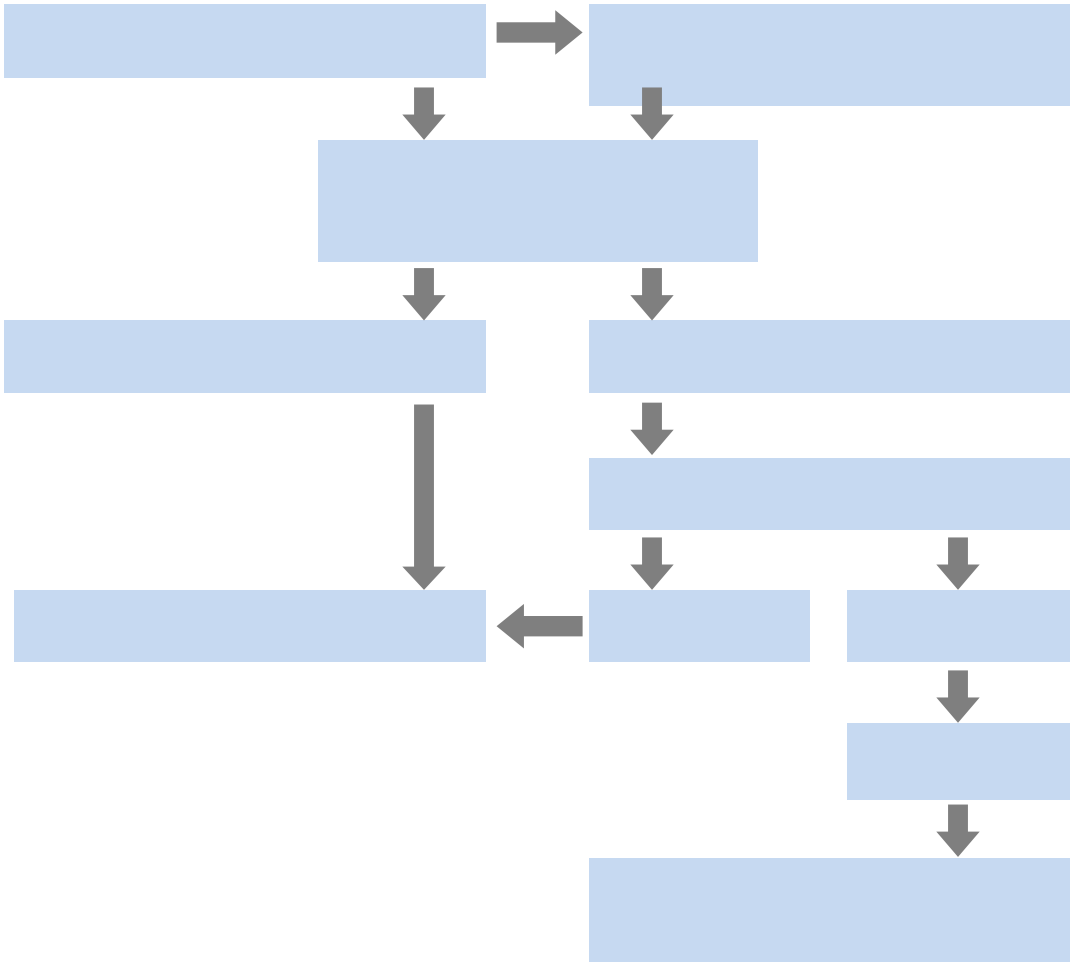
Booking a Learning Space



Ensuring currency of the Space Booking Register

References

Space Utilisation

Space Planning Guidelines Edition 3 ς 2009

Principles

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Responsibilities

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Factors affecting space utilisation rates

Indicative good practice space utilisation rates

Table 2: Learning Space Allocation

Learning Space	UFA (m^2)
Lecture Spaces	
Lecture Space (flat floor, no demonstration bench)	1.5 m^2/student
Lecture Space (flat floor, with demonstration bench)	2 m^2/student
Lecture Space (stepped floor, close seating) 0 30 students	1.4 m^2/student
> 30 students	1.1 m^2/student
Lecture Space (stepped floor, work benches)	2.0 m^2/student
Lecture Space (stepped floor, meeting in the round, max seating of 100 students)	1.5 m^2/student
Learning Spaces	
Classroom (with demonstration bench)	2.8 m^2/student +8.0 m^2
Classroom (no demonstration bench)	2.8 m^2/student
Seminar Room	2.8 m^2/student
Associated breakout rooms (minimum 10 m^2)	2.2 m^2/student
Special Purpose Spaces	
Science Laboratory	5.0 m^2/student

Non learning work space criteria

General

Workstations