



SUBJECT: SPACE ALLOCATION AND FURNITURE GUIDELINES

2025.04.18_V2

Space in Nationwide Children's Hospital (NCH) buildings owned and/or leased will be allocated according to programmatic needs and goals by Planning and Engineering. The following are the current guidelines for Project Managers to share with design professionals and vendors.

GUIDELINES:

Senior Vice President / Vice President Chief	<ul style="list-style-type: none"> - 180 sq. ft. private office - Wood offices with choice of conference style
MD	<ul style="list-style-type: none"> - 90 sq. ft. private office (if roster indicated full-time and >40% admin time) - 90 sq. ft. shared office, (2) per office (if listed as <40% admin time) - Metal furniture
Director	<ul style="list-style-type: none"> - 90 sq. ft. private office - Metal furniture
Post-Doctoral Fellow	<ul style="list-style-type: none"> - 90 sq. ft. shared office, (2) staff per office - Metal furniture
Residents / Fellow	<ul style="list-style-type: none"> - 90 sq. ft. shared office, (2) staff per office - or 36 sq. ft. cubicle - Metal furniture
Supervisors / Manager	<ul style="list-style-type: none"> - 90 sq. ft. private office - Shared office for two - Metal furniture
Nurse Practitioners / Coordinators Administrative / Clerical Staff	<ul style="list-style-type: none"> - 36 sq. ft. 6x6 private cubicle - Metal systems furniture - Receptionist cubicles include transaction counters
RN / SW / Other Leads	<ul style="list-style-type: none"> - 36 sq. ft. 6x6 private cubicle - > 40% admin time (approximately) - Metal systems furniture
RN/SW / Other Clinical Staff HYBRID TOUCH DOWNS	<ul style="list-style-type: none"> - Hoteling Touchdown space <40% admin time (Assignments need to be made with an understanding of how that time is spent: hours per day vs days of the week)

	<ul style="list-style-type: none"> - 48" wide work surface either cubicle or benching depending on the application - Metal systems furniture - Provide personal storage / locker in adjacent location
--	--

Assignments of space are centrally, not departmentally administered. Consideration will be given to space availability, program needs, and licensing requirements.

No Faculty member or Administrator shall have two (2) offices.

The master space inventory will be maintained by the Engineering department. When changes in space utilization are requested, the Department Manager/Section Chief will complete the Furniture/Facility/Space (FFS) request form, found on ANCHOR, describing the current and proposed use of space and have the responsible administrator (VP or above) review and endorse the request.

The FFS request form will then be sent to the Space Management Committee, who will verify the space request on the master space inventory, and evaluate the proposed space use for building code compliance and feasibility.

Following approval, the Space Management Committee will notify the requesting department/section of the space decision.

If changes are approved, the master space inventory will be updated by Engineering.