

Louisiana State University Design Standards

DIVISION 12 – FURNISHINGS

1 SPACE PLANNING

- 1.1 The following standards describe the appropriate sizes, functions, and layout expectations for LSU office spaces. These standards support flexibility, efficiency, and long-term adaptability in academic and administrative environments.
- 1.2 Use of Modular Planning - Offices of similar size and function should be grouped to support future program changes and provide flexibility in reallocating space as needs evolve.
- 1.3 Strategic Office Placement - Locating offices along interior building zones, rather than exclusively along exterior window walls, helps maintain planning flexibility, improves air quality, and maximizes natural light for all occupants. Interior glazing and transoms should be used to enhance daylight penetration and overall workspace quality.
- 1.4 Privacy - Utilizing film on interior glazing on doors and/or windows can provide additional privacy. Film should be consistent with adjacent spaces and ideally should cover one-third of the glazing across the middle of the window to maintain daylight penetration throughout the space. Incorporating slider doors on workstations is also an option to provide privacy to workstation spaces. The use and type of film and slider doors should be discussed with and approved by PDC.
- 1.5 Supervisory Offices - Individuals responsible for supervising two or more employees should be assigned a private office when feasible.
- 1.6 Functional Workspace Configurations - Office layouts should promote efficient workflows, enable communication, and support confidentiality where necessary.
- 1.7 Conference and Meeting Needs - Sufficient meeting rooms must be provided to accommodate both small and larger group interactions and adequate circulation.
- 1.8 Storage Requirements - File storage should be included as needed, with compact storage systems considered where appropriate and feasible.
- 1.9 Shared Support Spaces - Common facilities, such as supply rooms, restrooms, kitchenette areas, and centralized print/copy locations, should be incorporated to support daily operations.
- 1.10 Annual Records Review - Units should conduct yearly clean-out or archiving efforts to reduce paper accumulation. Often, workspace concerns result from excess materials rather than inadequate office size. These reviews help identify specialized storage needs or alternative furniture solutions.
- 1.11 Ongoing Utilization Review. Spaces will be periodically evaluated to ensure appropriate assignment, maintain accurate occupancy records, and identify opportunities for reallocation or improvement.
- 1.12 Recommended Space Allocations. Below are the recommended space allocations for office space across the campus. It should be noted that offices in renovated and existing buildings may differ in size due to existing conditions and/or existing space available.

Title	NASF	Occupancy / Visitors
Dean/Director/Admin Office – Option 1	160-180	1 occupant + 1–4 visitors
Dean/Director/Admin Office – Option 2	160-180	1 occupant + 1– visitors
Mid-Level Office – Single Occupancy	120-140	1 occupant + 1–2 visitors
Mid-Level Office – Double Occupancy	120-140	2 occupants
Staff/Clerical Workstation – Option 1	48	1 occupant + 1 visitor
Staff/Clerical Workstation – Option 2	48	1 occupant
Staff/Student Work/Hoteling Workstation	36	1 occupant

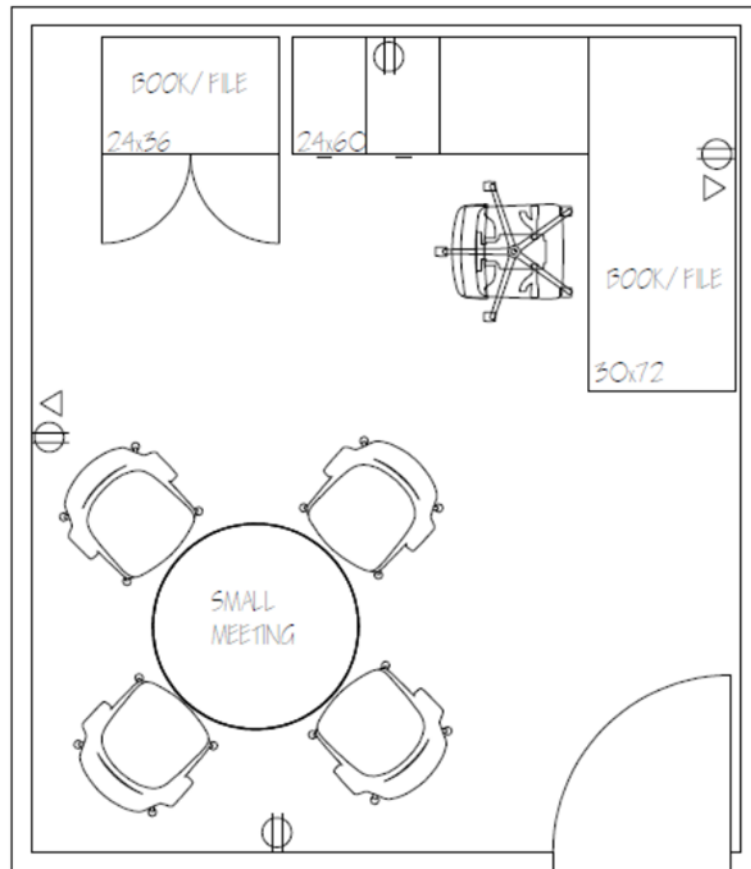
2 OFFICE SPACE

2.1 Dean/Director/Admin Office – Single Occupancy

2.1.1 Option 1 – 160-180 NASF – private office that supports executive functions, daily work requirements and small meetings. The space should accommodate a primary workstation, appropriate storage and a seating area for up to four visitors.

2.1.1.1 Furnishings

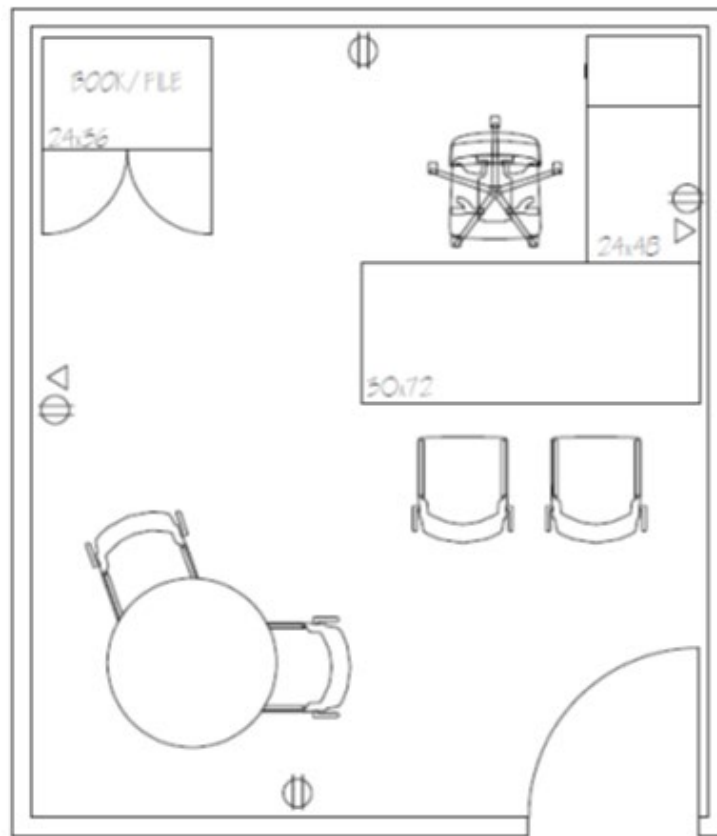
- 2.1.1.1.1 1 Desk (30"x72" regular height or sit stand)
- 2.1.1.1.2 1 Return with 2 pedestals (24" x 60")
- 2.1.1.1.3 1 Storage Cabinet (24" x 36")
- 2.1.1.1.4 1 Task chair (casters, arms)
- 2.1.1.1.5 4 Guest chairs
- 2.1.1.1.6 1 Round meeting table (approx. 42" diameter)
- 2.1.1.1.7 Grommets or cord management



2.1.2 Option 2 – 160-180 NASF - private office that supports executive functions, daily work requirements, and small meetings. The space should accommodate a primary workstation, appropriate storage, and a seating area for up to four visitors.

2.1.2.1 Furnishings

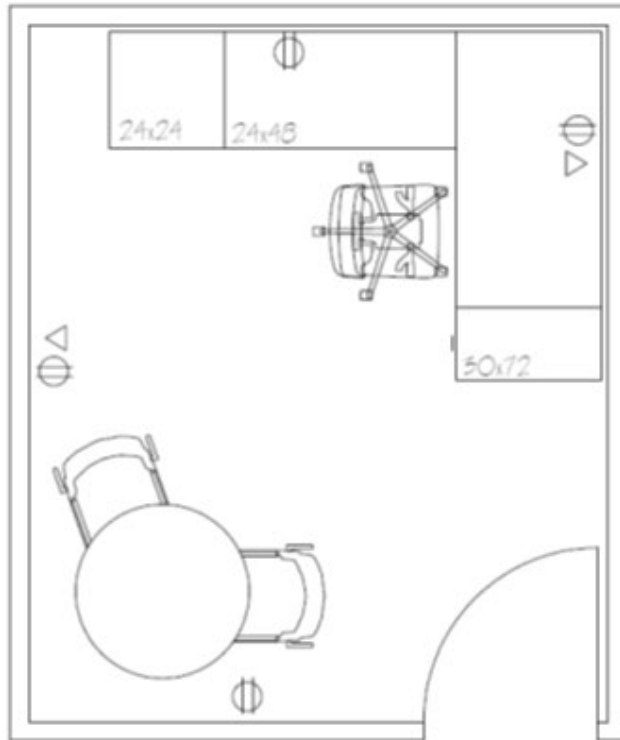
- 2.1.2.1.1 1 Desk (30"x72" regular height or sit stand)
- 2.1.2.1.2 1 Return with pedestal (24" x 48")
- 2.1.2.1.3 1 Storage Cabinet (24" x 36")
- 2.1.2.1.4 1 Task chair (casters, arms)
- 2.1.2.1.5 4 Guest chairs
- 2.1.2.1.6 1 Round meeting table (approx. 36" diameter)
- 2.1.2.1.7 Grommets or cord management



2.2 Mid-Level Office – Single Occupancy – 120-140 NASF – This is a single occupancy assigned private office that supports daily work requirements. The space should accommodate a primary workstation, appropriate storage, and a seating area for up to two visitors.

2.2.1 Furnishings

- 2.2.1.1 1 Desk with pedestal (30" x 72" regular height or sit stand)
- 2.2.1.2 1 Return (24" x 48")
- 2.2.1.3 1 Storage Tower (24" x 24")
- 2.2.1.4 1 Task chair (casters, arms)
- 2.2.1.5 2 Guest chairs
- 2.2.1.6 1 Round meeting table (approx. 36" diameter)
- 2.2.1.7 Grommets or cord management



2.3 Mid-Level Office – Double Occupancy – 120-140 NASF This is a double occupancy assigned private office that supports daily work requirements. The space should accommodate two primary workstations and appropriate storage.

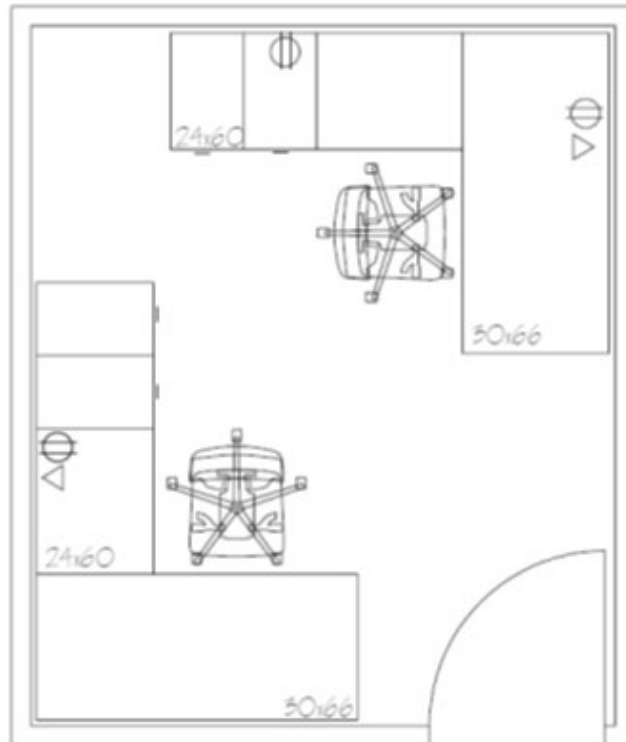
2.3.1 Furnishings – 2 workspaces, each to have

2.3.1.1 1 Desk (30" x 66" regular height or sit stand)

2.3.1.2 1 Return with 2 pedestals (24" x 60")

2.3.1.3 1 Task chair (casters, arms)

2.3.1.4 Grommets or cord management



- 2.4 Staff/Administration
 - 2.4.1 Service Spaces such as file storage areas, unstaffed waiting areas, copier locations, and supply rooms—are calculated as a percentage of the total office space assigned to a department, college, or administrative unit. It should be noted that service spaces in renovated and existing buildings may differ in size due to existing conditions and/or existing space available.
 - 2.4.1.1 Academic departments and standard administrative units: 10% of total office area
 - 2.4.1.2 Large administrative units (e.g., colleges, senior administrative offices): 20% of total office area
 - 2.4.1.3 Other administrative departments: 15% of total office area
 - 2.4.2 Waiting Areas
 - 2.4.2.1 A standard A standard waiting area of 120 NASF is appropriate for most administrative units.
 - 2.4.2.2 Student service operations should allocate 0.02 NASF per Student Full Time Equivalent (FTE), with a minimum of 150 NASF.
 - 2.4.2.3 Units with heavy daily foot traffic—such as senior administrative offices or student support services—may require larger waiting areas.
 - 2.4.3 Processing Rooms
 - 2.4.3.1 Units responsible for assembling, organizing, or distributing materials may require dedicated processing rooms.
 - 2.4.3.2 A planning module of 500 NASF is recommended for these functions.
 - 2.4.4 Departmental Storage
 - 2.4.4.1 Departments managing long-term records or extensive paper files (e.g., HR, Controller's Office) should allocate 15 NASF per departmental FTE for dedicated storage.
 - 2.4.5 Cubicle Spaces
 - 2.4.5.1 Staff may be accommodated in workstations ranging from 36 to 48 NASF per person, depending on job function. It should be noted that service spaces in renovated and existing buildings may differ in size due to existing conditions and/or existing space available.
 - 2.4.5.1.1 Workstations of 36 NASF should be used for student workers, call center type spaces, and telework/shared/drop-in spaces.
 - 2.4.5.1.2 The preferred standard size for staff is 48 NASF.
 - 2.4.5.1.3 Workstations larger than 48 NASF should be used only for roles with specialized operational requirements.
 - 2.4.5.2 Cubicle environments can support a more open and efficient workspace, benefiting team-based organizations and maximizing shared light and circulation. These environments are most effective when paired with adequate conference rooms and small meeting areas for confidential discussions or collaborative tasks. Additional storage may be required for groups with file-intensive responsibilities.

2.5 Staff/Clerical Workstation – Option 1 – 48 NASF Staff and clerical personnel are assigned individual workstations designed to support daily administrative functions. The recommended area provides sufficient space for computer use, task work, and limited visitor seating.

2.5.1 Furnishings – 2 workspaces, each to have

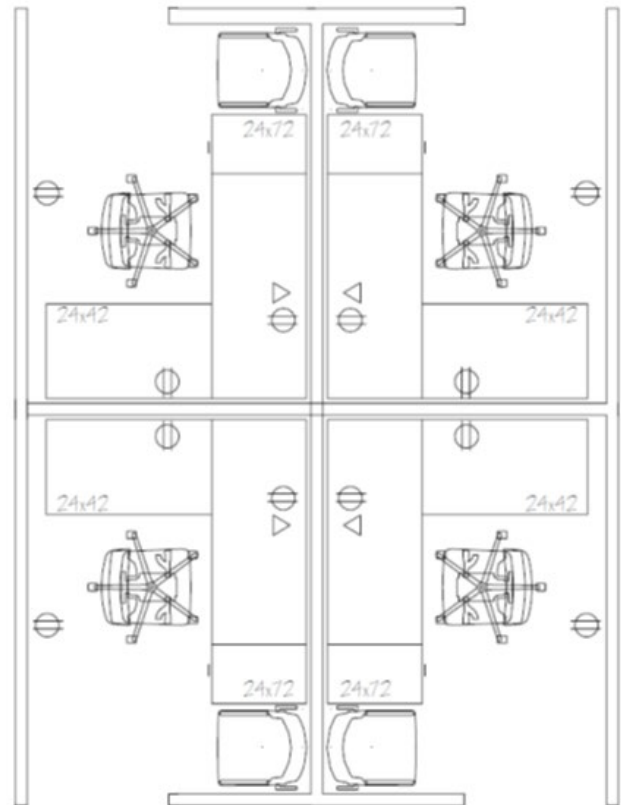
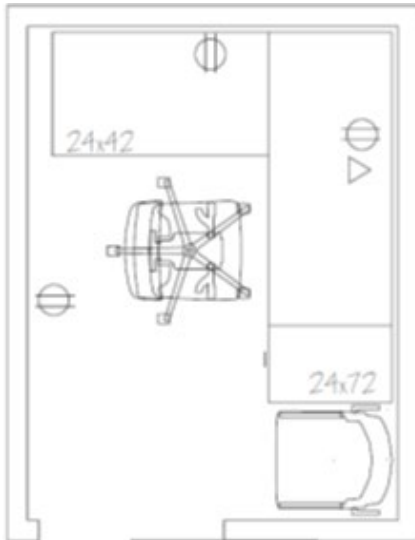
2.5.1.1 1 Desk with locking pedestal (24" x 72")

2.5.1.2 1 Return (24" x 42")

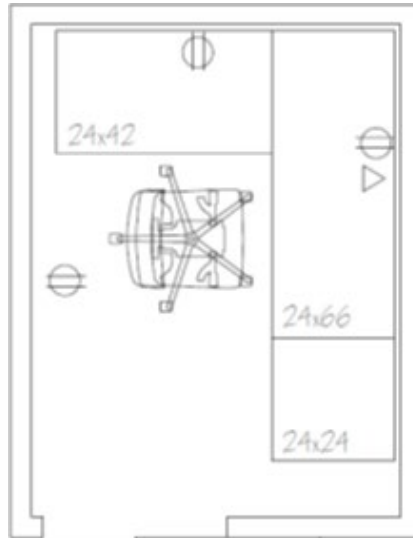
2.5.1.3 1 Task chair (casters, arms)

2.5.1.4 1 Guest chair

2.5.1.5 Use of 1 slider door is optional as it is dependent on the job function and level of privacy needed



- 2.6 Staff/Clerical Workstation – Option 2 – 48 NASF Staff and clerical personnel are assigned individual workstations designed to support daily administrative functions. The recommended area provides sufficient space for computer use and task work.
- 2.6.1 Furnishings - 2 workspaces, each to have
 - 2.6.1.1 1 Desk with locking pedestal (24" x 72")
 - 2.6.1.2 1 Return (24" x 42")
 - 2.6.1.3 1 Task chair (casters, arms)
 - 2.6.1.4 Use of 1 slider door is optional as it is dependent on the job function and level of privacy needed

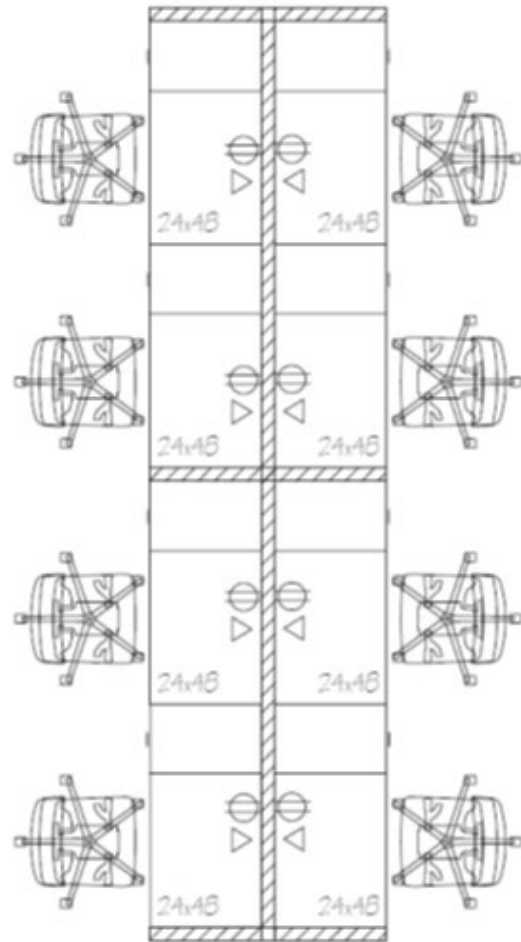
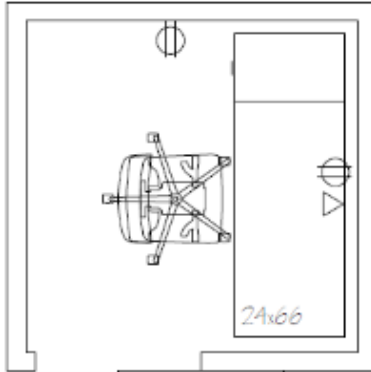


2.7 Staff/Student Work/Hoteling Workstations – 36 NASF Staff, student worker, or hoteling workstation are assigned individual workstations designed to support daily administrative functions. The recommended area provides sufficient space for computer use and task work.

2.7.1 Furnishings - 2 workspaces, each to have

2.7.1.1 1 Desk with locking pedestal (24" x 66")

2.7.1.2 1 Task chair (casters, arms)



3 CONFERENCE/MEETING SPACES

- 3.1 The following standards define the appropriate sizes, functions, and layouts for conference and meeting spaces. These spaces are intended to support a range of departmental, academic, and administrative activities.
- 3.2 Modular Planning - Meeting spaces should utilize modular furniture—such as reconfigurable tables—to support multiple room setups and long-term flexibility
- 3.3 Ongoing Utilization Review - Conference rooms should be periodically assessed to confirm appropriate use, ensure accurate scheduling and occupancy records, and identify any space reallocations needed.

Title	NASF	Occupancy
Huddle Room	80-120	2-4 people
Small Conference Room	150-300	6-10 people
Medium Conference Room	300-450	10-16 people
Large Conference Room	400-600	16-20 people
X-Large Conference Room	600-1,000	20-30 people

3.4 Huddle Room – 80-120 NASF

3.4.1 Capacity: 2-4 people

3.4.2 Purpose: Meeting Space

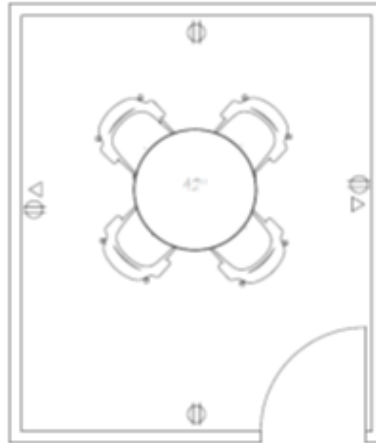
3.4.3 Furnishings

3.4.3.1 2-4 Task chairs on casters with arms or sled base

3.4.3.2 Table Options

3.4.3.2.1 1 (42" diameter) table for 4 people

3.4.3.2.2 1 (36" diameter) table for 2 people



3.5 Small Conference Room – 150-300 NASF

3.5.1 Capacity: 6-10 People

3.5.2 Purpose: Instructional/Meeting Space

3.5.3 Furnishings

3.5.3.1 6-10 Task chairs on casters with arms

3.5.3.2 Extra chairs can be nesting chairs

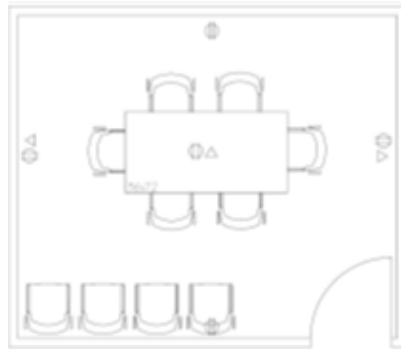
3.5.3.3 Table Options

3.5.3.3.1 1 (36"-48" x 96") table for 6-8 people

3.5.3.3.2 1 (36"-48" x 120") table for 8-10 people

3.5.3.3.3 2-3 Modular tables (24"-30" x 60"-72")

3.5.3.4 Tables should be technology-enabled for power and data wire management and connectivity



3.6 Medium Conference Room – 300-350 NASF

3.6.1 Capacity: 10-16 People

3.6.2 Purposed: Instructional/Meeting Space

3.6.3 Furnishings

3.6.3.1 10-16 Task chairs on casters with arms

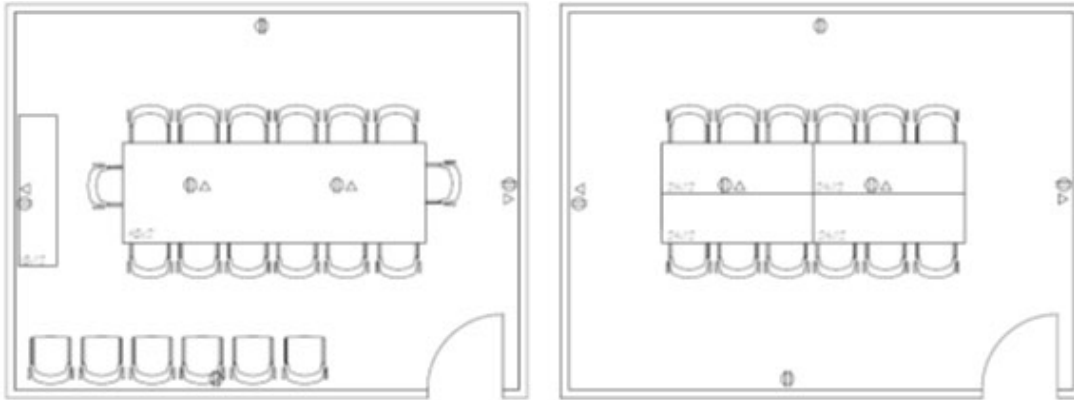
3.6.3.2 Extra chairs can be nesting chairs

3.6.3.3 Table Options

3.6.3.3.1 1 (36"-48" x 120") table

3.6.3.3.2 4-8 Modular tables (24"-30" x 60"-72")

3.6.3.4 Tables should be technology-enabled for power and data wire management and connectivity



3.7 Large Conference Room

3.7.1 Option 1 - 400-600 NASF

3.7.1.1 Capacity: 16-20 People

3.7.1.2 Purpose: Instructional/Meeting Space

3.7.1.3 Furnishings

3.7.1.3.1 16-20 Task chairs on casters with arms

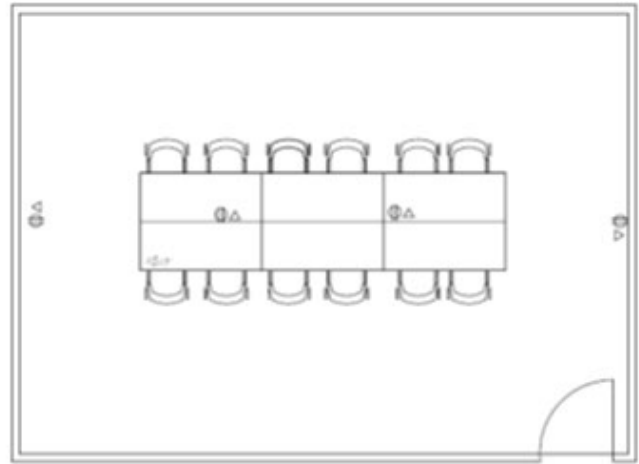
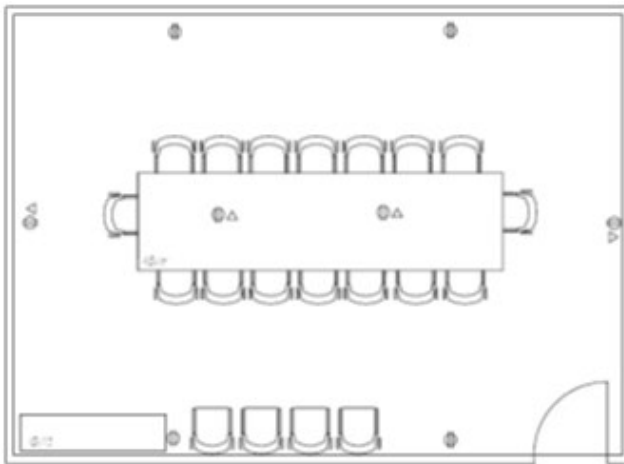
3.7.1.3.2 Extra chairs can be nesting chairs

3.7.1.3.3 Table Options

1 (48"-15') table

6-10 Modular tables (24"-48" × 60"-72")

3.7.1.3.4 Tables should be technology-enabled for power and data wire management and connectivity



3.7.2 Option 2 – 600-1,000 NASF

3.7.2.1 Capacity: 20-30 People

3.7.2.2 Purpose: Instructional/Meeting Space

3.7.2.3 Furnishings

3.7.2.3.1 20-30 Task chairs on casters with arms

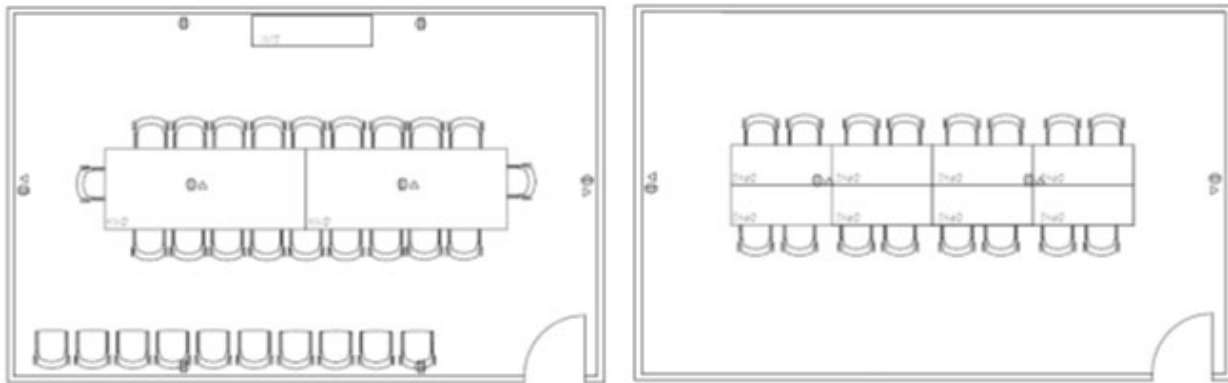
3.7.2.3.2 Extra chairs can be nesting chairs

3.7.2.3.3 Table Options

2 tables (48" x 10')

8-12 Modular tables (24"-30" x 60"-72")

3.7.2.3.4 Tables should be technology-enabled for power and data wire management and connectivity



4 WINDOW TREATMENTS

4.1 Blinds

4.1.1 All blinds shall have a lifetime warranty on working mechanisms.

4.1.2 Slat Requirements

4.1.2.1 No smaller than .006 gauge will be accepted

4.1.2.2 Only 25 millimeter or larger slat width will be accepted. Aluminum slats only - no vinyl slats accepted.

4.1.2.3 Spacing between slats shall be no greater than 21.5 millimeters

4.1.3 Head rail metal thickness must be .025 gauge or greater

4.1.4 Approved manufacturers are: Hunter Douglas-Dacor, Levalor-Riviera or equal (Prior approval by Planning, Design & Construction required for "equal").

4.2 Roller Shades

4.2.1 All shades shall have a lifetime warranty on working mechanisms.

4.2.2 Manually operated sunscreen roller shades with drive chain.

4.2.2.1 Drive Chain: #10 qualified stainless steel chain rated to 90 lb. (41 kg) minimum breaking strength. Nickel plate chain shall not be accepted.

4.2.3 Visually transparent single-fabric vinyl shade cloth.

4.2.3.1 Maximum 5 percent open

4.2.4 Provide shade hardware allowing for the removal of shade roller tube from brackets without removing hardware from opening and without requiring end or center supports to be removed.

4.2.5 Provide shade hardware that allows for removal and re-mounting of the shade bands without having to remove the shade tube, drive or operating support brackets.

4.2.6 Provide for universal, regular and offset drive capacity, allowing drive chain to fall at front, rear or non-offset for all shade drive end brackets. Universal offset shall be adjustable for future change.

4.2.7 Provide hardware capable for installation of a removable fascia, for both regular and/or reverse roll, which shall be installed without exposed fastening devices of any kind.

5 FURNITURE

5.1 Tablet Arm Chairs

5.1.1 Approximately ten percent (10%) of all fixed table arm auditorium or classroom seats in each room shall be left handed.