



# Office of Space Utilization & Analysis

## Policy & Procedure #13

**TITLE:** OCCUPANCY CHANGES TO CLASSROOMS/CLASS LABS

**OBJECTIVE AND PURPOSE:** To establish guidelines for changing the designated number of student stations for Classrooms and Class Labs

**RESPONSIBILITY** **ACTION**

**USER** Submit written request through the Office of Space Utilization to change the capacity in a Classroom or Class Lab.

- OSUA DIRECTOR /COORDINATOR**
- ◆ Verify minimum occupant/per square foot does not fall below a minimum of 15 square feet.
  - ◆ Verify requested occupancy does not exceed 49 unless there are 2 existing exits.
  - ◆ Send request with space information (e.g. room number, net square footage, tablet chairs, tables, etc) to Fire Safety Coordinator and Building Code Administrator for review if request increases the number of stations.
  - ◆ Submit request to the University Facilities Committee for final approval if request reduces capacity for Classrooms or Class Labs.

- FIRE SAFETY COORDINATOR**
- ◆ Review requests following some or all of the following steps to determine appropriateness of occupancy load changes and sends notification of approval or denial to OSUA Director/Coordinator:
    - a) Determine proper occupant load factor to be used
    - b) Determine "net" or "gross" floor area
    - c) Calculate expected occupant load
    - d) Determine egress capacity needed for the occupant load
    - e) Determine minimum width required for aisles and aisle access ways within seating arrangements
    - f) Determine minimum number of means of egress based on occupant load
    - g) Determine main entrance/exit requirements

- BUILDING CODE ADMINISTRATOR**
- ◆ Review area to confirm compliance with all Building Codes.
  - ◆ Send notification of approval or denial to OSUA.

- OSUA DIRECTOR /COORDINATOR**
- ◆ Notify requestor of approval or denial.
  - ◆ Notify Registrar's office of any changes.
  - ◆ Notify Physical Plant regarding need for additional chairs for classrooms only. Chairs will be added to classrooms if inventory is available.
  - ◆ Make any necessary changes to the Physical Facilities Space File.

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<b>APPROVED:</b>	Vice President	Associate V.P.	Director