# ADDRESSING SPACE NEEDS FOR IN PERSON WORK

*As employees return to campus, managers play a crucial role in ensuring that workspaces are functional, efficient, and supportive of both individual and team needs. This guidance outlines strategies for modifying and repurposing existing space to accommodate evolving work dynamics. By thoughtfully implementing these strategies, managers can create an environment that fosters collaboration and support as employees transition back to fully on-campus work.*

### Optimization and Opportunities

- Consider factors such as collaborative space and access to shared resources. Establish scheduling systems for shared spaces such as conference rooms to ensure availability and efficiency.
- Identify spaces that can be multipurpose. For example, student employees can work in a shared workroom. Underutilized breakroom cabinets can be used for departmental storage needs for items such as office supplies.
- Storage needs should be scrutinized and minimized. Storage of items in a space large enough and adequately equipped to serve as an office space is discouraged.

### Workspace

- Having multiple assigned offices for a single employee (whether on each campus or due to dual appointments) is not considered a good use of campus resources.
- Part-time faculty, staff, and students should utilize a shared hoteling location rather than an individual assigned office.
- Offices 130 square feet or larger are good candidates for double occupancy.
- Repurpose underutilized conference spaces, work rooms, storage spaces, or common areas for assigned workspaces.
- Hoteling space is sometimes a necessity because we serve two campus locations. Consider consolidated hoteling approaches by College or Business Unit so that this resource is available when needed but is well-utilized. Reserving hoteling space for employees that work in another building but on the same campus is discouraged. Shared common area seating in building lobbies and corridors can support the need for touchdown space for transient employees. Libraries and Student Centers are also good locations to support short-term needs.

**Space Modifications and Management**

- Identify any technological needs that impact workspace arrangements. Virtual meetings can be held in shared office environments if occupants maintain a respectful volume and mute their microphones when not speaking. Headphone and calling technologies can minimize ambient noise transmission. White noise machines can make a significant impact on occupant comfort in open office environments.
- Include the team in developing and agreeing upon office best practices in a shared work environment. Encourage ongoing dialogue about space utilization and necessary adjustments. Adapt policies as needed based on feedback and evolving team dynamics.
- Work with your existing operations teams or building management to implement planned solutions.
- The KSU Central Receiving and Distribution warehouse is a good resource for obtaining additional office furniture.
- If you are not able to accommodate all of your team members on campus using the techniques listed above, please submit a Space and Project Request Form.
- If you need to purchase additional furniture items for your team, please submit a Space and Project Request Form.