Strategies to Improve Office Space Utilization

1. Financial Strategies

- Create an opt-in incentive program for faculty/staff to share workstations
- Implement a campus-wide space scheduling and booking system (and use to track utilization)
- Invest in automated data collecting technology (e.g., people counters, CO_2 sensors, wi-fi trackers) to monitor office space utilization
- Adjust university budget model to incentivize units to forfeit space that they do not need
- Create a financial penalty for units not using space efficiently
- Offer to fund relocation costs for units that are willing to give up their current space and move to an alternative work location (e.g., off campus space)
- End off campus leases and replace with access to drop-in co-working space (e.g., WeWork)

2. Policy Changes

- Use centralized space management for some/all spaces (e.g., classrooms, meeting rooms)
- Update space policy to emphasize university ownership of all campus space (i.e., units do *not* own certain offices or spaces)
- Adjust space policy to state that hybrid staff/faculty will be assigned a shared workstation (i.e., they are *not* guaranteed a private office space)
- Update space policy to include stipulations for office space utilization and review process
- Standardize the review process for unit requests for additional office/meeting space to require evidence of need and history of unit space utilization
- Establish an in-office rotation schedule for hybrid units to ensure consistent space sharing and use

3. Design Changes

- Renovate/build more shared workstations (e.g., hoteling, hot-desking spaces)
- Reduce the number of private offices on campus (e.g., repurpose as bookable huddle rooms)
- Use flexible design features (e.g., modular partitions, universal grid floorplan) in administrative office spaces to maximize versatility
- Prioritize investments in multi-purpose spaces (e.g., collaborative workspaces, meeting rooms) that could be used by multiple stakeholder groups (e.g., faculty, staff, students, community members, industry partners)
- Swap out office furnishings to increase density and compatibility with hybrid work