NC STATE UNIVERSITY

Office of the Executive Vice Chancellor and Provost
and
Office of Finance and Administration
and
Office of Research and Innovation

Holladay Hall
Raleigh, NC 27695

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Warwick A. Arden
Executive Vice Chancellor and Provost
Chair, Campus Development Committee

Charles A. Maimone
Executive Vice Chancellor, Finance and Administration

Krista Walton
Vice Chancellor, Research and Innovation

SUBJECT: Revised University Space Standards
Office Space Standards

DATE: October 20, 2025

The Campus Development Committee, responsible for allocating all university space, including leased space, has adopted new Office Space Standards to align with the university's commitment to promoting the most effective and efficient use of campus space resources.

The standard reflects a shift from allocating space solely based on the number of employees to an allocation that factors in flexible work, right-sized spaces and shared campus resources. This methodology acknowledges the variety of work occurring across campus and the flexibility necessary to plan for each unit's unique needs.

The Office Space Standards dated August 2025 can be found in the university's Design and Construction Guidelines.

Please share this information with your college's or unit's Local Space Committee, per the University Space Principles. If you have any questions or need assistance, please contact Sumayya Jones-Humienny with Campus Planning and Strategic Investment (sjoneshu@ncsu.edu).