

Administration and Finance – November 2022

# **FACILITIES PLANNING, DESIGN AND CONSTRUCTION ASSESSMENT**



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# FPDC Assessment

- 2021 Assessment Goal:

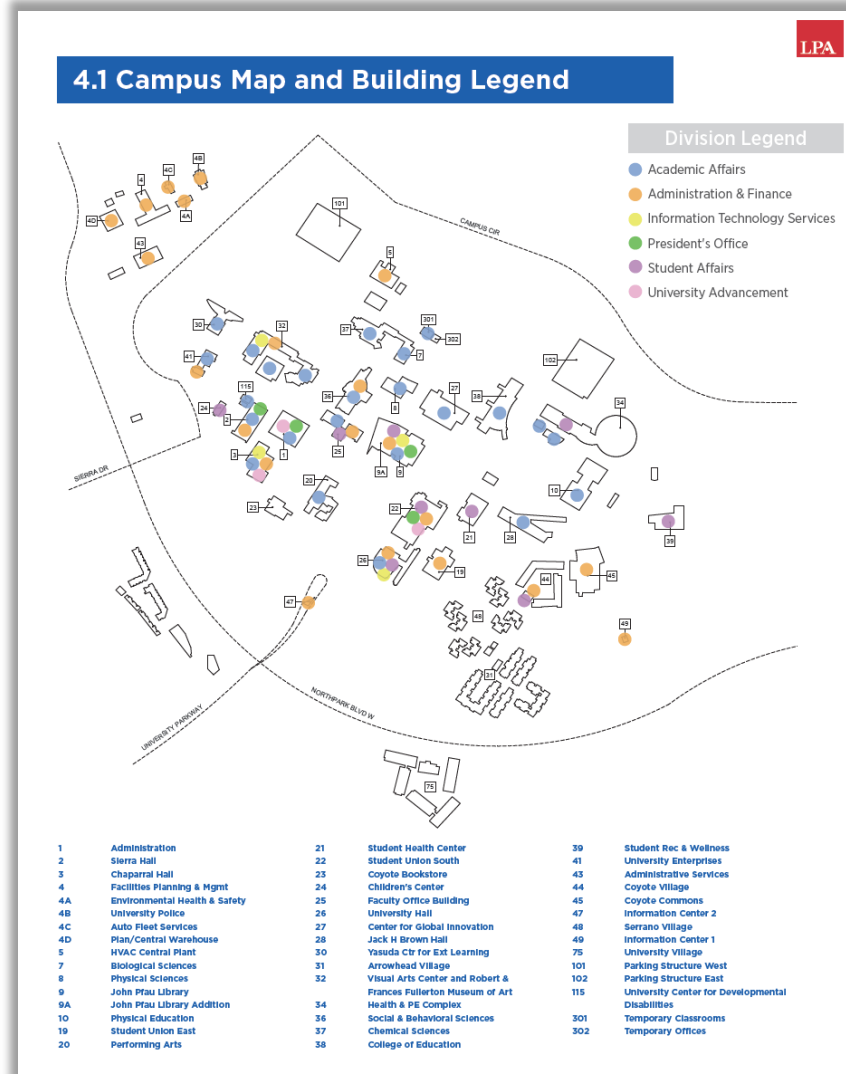
**How do we better position CSUSB for funding of future buildings?**

- Strategies to Achieve Outcomes

- **Annual re-evaluation of University space needs/priorities**
- Strategic Plan Administrative Space Assessment
  - Develop tool for Divisions to assess spaces for program efficiencies
  - Ensure space assignment by Division are in alignment with SUAM



# STRATEGIC PLAN ADMIN SPACE STUDY



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# STRATEGIC PLAN ADMIN SPACE STUDY

LPA

## 4.3 Administration & Finance

### Campus Plan

The colored circles graphically identifies occupied space representing the Division on campus. The campus site plan is approximate based on assessed plans, documentation, and minimal on-site assessments. For current conditions, please coordinate on-site and with Facilities Planning & Management.



2	Sierra Hall	9	John Ptau Library	44	Coyote Village
3	Chaparral Hall	9A	John Ptau Library Addition	45	Coyote Commons
4	Facilities Planning & Mgmt	19	Student Union East	47	Information Center 2
4A	Environmental Health & Safety	22	Student Union South	49	Information Center 1
4B	University Police	26	University Hall		
4C	Auto Fleet Services	36	Social & Behavioral Sciences		
4D	Plan/Central Warehouse	41	University Enterprises		
5	HVAC Central Plant	43	Administrative Services		

LPA

## 4.3 Administration & Finance

### Composite Floor Plans

Floor plans illustrate where office spaces are located within each respective building for this Division only. For the purpose of this administrative assessment, spaces classified as either faculty offices or conference rooms will be shown for reference with a lighter shade of the color coding. The following plans are approximate based on assessed plans, documentation, and minimal on-site assessments. For current conditions, please coordinate on-site assessment with Facilities Planning & Management.



SIERRA HALL



CHAPARRAL HALL



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# STRATEGIC PLAN ADMIN SPACE STUDY

ADMINISTRATION AND FINANCE										
BUILDING	ADMIN PROFESSIONAL		ADMIN SUPPORT		ADMIN SERVICE		CONFERENCE ROOM		OTHER / MISC	
	SPACES	SQ. FT	SPACES	SQ. FT	SPACES	SQ. FT	SPACES	SQ. FT	SPACES	SQ. FT
ADMINISTRATIVE SERVICES	*	*	8	1052	7	10594	*	*	*	*
AUTO FLEET SERVICES	*	*	3	560	*	*	*	*	*	*
COYOTE BOOKSTORE	1	132	4	970	5	1304	*	*	1	827
COYOTE COMMONS	6	664	5	615	*	*	*	*	1	85
ENVIRONMENTAL HEALTH & SAFETY	1	123	3	367	5	1311	1	247	*	*
FACILITIES MANAGEMENT	6	933	14	8950	5	2606	2	634	*	*
FACULTY OFFICE BUILDING	1	107	*	*	*	*	*	*	*	*
HEALTH & PHYSICAL EDUCATION COMPLEX	*	*	*	*	*	*	*	*	3	1015
HEALTH SCIENCES	*	*	1	807	*	*	*	*	*	*
HVAC CENTRAL PLANT	3	350	1	663	1	120	*	*	*	*
INFORMATION SERVICES BUILDING NO. 1	*	*	*	*	*	*	*	*	1	219
INFORMATION SERVICES BUILDING NO. 2	*	*	*	*	*	*	*	*	3	411
JACK BROWN HALL	*	*	*	*	*	*	*	*	2	457
JOHN M. PFAU LIBRARY	*	*	*	*	*	*	*	*	3	1657
PFAU LIBRARY ADDITION	2	290	*	*	1	1550	1	325	*	*
PLANT/CENTRAL WAREHOUSE	*	*	5	1924	2	228	*	*	*	*
SANTOS MANUEL STUDENT UNION SOUTH	*	*	*	*	*	*	*	*	2	1160
SIERRA HALL	25	4493	26	7694	10	986	3	868	*	*
SOCIAL & BEHAVIORAL SCIENCES	*	*	*	*	*	*	*	*	7	2275
UNIVERSITY ENTERPRISES	4	683	7	2942	2	489	1	1156	*	*
UNIVERSITY HALL	2	274	6	2385	12	2573	*	*	2	249
UNIVERSITY PUBLIC SAFETY	4	595	7	1523	12	2573	*	*	1	114
VISUAL ARTS CENTER	*	*	1	102	*	*	*	*	*	*
<b>TOTAL</b>	<b>55</b>	<b>8644</b>	<b>91</b>	<b>30554</b>	<b>62</b>	<b>24334</b>	<b>8</b>	<b>3230</b>	<b>26</b>	<b>8469</b>



# STRATEGIC PLAN ADMIN SPACE STUDY

## Administration & Finance

FINANCE							
BUILDING	SPACE #	SPACE TYPE	ACTUAL SF	SUAM SF	CURRENT OCCUPANT	CONSIDERATIONS (EXISTING SF)	COMMENTS / RECOMMENDATIONS
ADMINISTRATIVE SERVICES	0102	Administration - Service	233	230		(E) ACCOMMODATES 3 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0103	Administration - Support	150	160		(E) ACCOMMODATES 2 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0104	Administration - Support	98				CONFIRM USE, SMALL SF
ADMINISTRATIVE SERVICES	0105	Administration - Service	1899	1875		(E) ACCOMMODATES 25 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0106	Administration - Service	4212	4200		(E) ACCOMMODATES 52 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0107	Administration - Service	432	375		(E) ACCOMMODATES 5 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0108	Administration - Service	267	230		(E) ACCOMMODATES 3 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0109	Administration - Service	3493	3450		(E) ACCOMMODATES 46 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0110	Administration - Support	113	110		(E) ACCOMMODATES 1 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0112	Administration - Support	113	110		(E) ACCOMMODATES 1 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0112	Administration - Service	58				CONFIRM USE, SMALL SF
ADMINISTRATIVE SERVICES	0113	Administration - Support	113	110		(E) ACCOMMODATES 1 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0120	Administration - Support	174	160		(E) ACCOMMODATES 2 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0121	Administration - Support	117	110		(E) ACCOMMODATES 1 OCCUPANTS	CONFIRM USE
ADMINISTRATIVE SERVICES	0122	Administration - Support	174	160		(E) ACCOMMODATES 2 OCCUPANTS	CONFIRM USE
SIERRA HALL	0103	Administration - Service	113		File Room		
SIERRA HALL	0104	Administration - Support	231	230	2 Support Staff	(E) ACCOMMODATES 3 OCCUPANTS	
SIERRA HALL	0104	Administration - Support	97	110	1 Support Staff		
SIERRA HALL	0104	Administration - Support	78	110	1 Support Staff		
SIERRA HALL	0104	Administration - Professional	219	230	Department Head	(E) ACCOMMODATES 3 OCCUPANTS	DEPARTMENT HEAD TO OCCUPY 150 SF
SIERRA HALL	0105	Administration - Support	1022	975	7 Support Staff and 1 Student	(E) ACCOMMODATES 13 OCCUPANTS	
SIERRA HALL	0105	Administration - Service	93		File Room		
SIERRA HALL	0105	Administration - Professional	153	150	Department Head		
SIERRA HALL	0110	Administration - Professional	742	750	4 Support Staff	(E) ACCOMMODATES 10 OCCUPANTS	
SIERRA HALL	0121	Conference Room	326		Conference Room		
SIERRA HALL	0125	Administration - Support	608	600	2 Support Staff	(E) ACCOMMODATES 8 OCCUPANTS	
SIERRA HALL	0125	Administration - Professional	172	160	1 Professional Staff	(E) ACCOMMODATES 2 OCCUPANTS	
SIERRA HALL	0125	Administration - Professional	145	110	1 Professional Staff		
SIERRA HALL	0125	Administration - Support	163	160	1 Support Staff	(E) ACCOMMODATES 2 OCCUPANTS	
SIERRA HALL	0125	Administration - Support	107	110	1 Support Staff		
SIERRA HALL	0125	Administration - Professional	115	110	1 Professional Staff		
SIERRA HALL	0125	Administration - Professional	102	110	1 Professional Staff		
SIERRA HALL	0125	Administration - Service	89		1 Student		
SIERRA HALL	0129	Administration - Professional	203	200	Associate Vice President		
SIERRA HALL	0129	Administration - Service	128		Storage		
SIERRA HALL	0134	Administration - Support	1371	1350	9 Support Staff and 3 Students	(E) ACCOMMODATES 18 OCCUPANTS	
SIERRA HALL	0134	Administration - Support	97	110	1 Support Staff		
SIERRA HALL	0134	Administration - Service	141	110		(E) ACCOMMODATES 1 OCCUPANTS	CONFIRM USE
SIERRA HALL	0134	Administration - Professional	135	110	1 Professional Staff		
SIERRA HALL	0134	Administration - Support	93	110	1 Professional Staff		
SIERRA HALL	0134	Administration - Support	584	525	4 Support Staff and 1 Student	(E) ACCOMMODATES 7 OCCUPANTS	
SIERRA HALL	0134	Administration - Service	149		Storage		

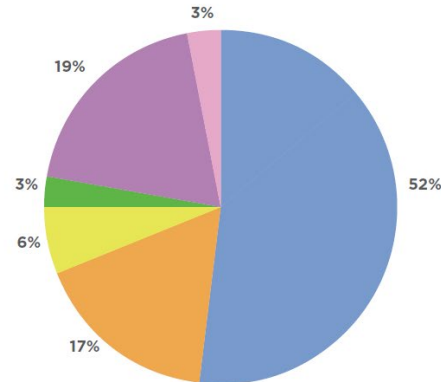


# STRATEGIC PLAN ADMIN SPACE STUDY

## Division Observations and Findings - San Bernardino

Total Campus GSF= 3,011,289  
Total Campus ASF= 1,316,801  
Total Campus Admin ASF= 395,300  
Total Percentage of Admin ASF= 30%

Square Footage Distribution



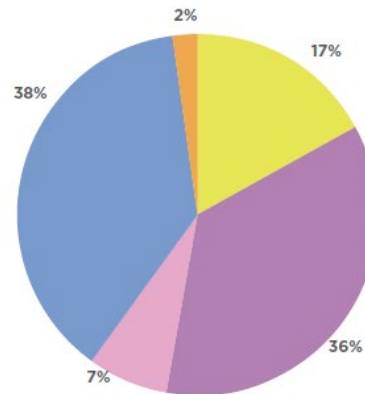
Division Legend

- Academic Affairs
- Administration & Finance
- Information Technology Services
- President's Office
- Student Affairs
- University Advancement

## Division Observations and Findings - Palm Desert

Total Campus GSF= 99,209  
Total Campus ASF= 51,365  
Total Campus Admin ASF= 8,971  
Total Percentage of Admin ASF= 17.5%

Square Footage Distribution



Division Legend

- Academic Affairs
- Administration & Finance
- Information Technology Services
- Student Affairs
- University Advancement



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# FPDC Admin Space Assessment

## ■ Measurable Outcomes

- Allows Divisions to efficiently manage admin spaces that aligns with staffing needs
- Reduction in Project and Space Requests
- Assists with Divisional space updates in real time and annually

## ■ Strategies to Achieve Outcome

- Division space committees use this tool and report annually on space changes

