Appendix 1 English
President's decision
D/555/01.03.03.01/2016
19.9.2016

Aalto University’s guidelines regarding spaces

The following principles will guide the planning of the interiors of our buildings at Aalto University during the coming years as part of the implementation of campus development strategy. According to the University's strategy, our campus is known for its high-quality research and learning environments as well as experimental space solutions that support the creation of new knowledge and innovations. Furthermore, in accordance with the strategy, our campus supports multidisciplinary, thematic cooperation, new ways of working, space solutions suited to various user groups, mobility, flexibility, well-being and working together. Our campus utilises integrated digital solutions in order to create high-quality and attractive premises. The goal is to provide users with an inspiring and productive user experience.

Below, we have listed the new concepts, development projects, norms, teams and management practises that will help us achieve the aforementioned strategic goals in our premises with the help of a new culture of spaces.

General guidelines

1. As dictated by its values and brand, Aalto University acts as a pioneer in creating new, daring and human-centered spaces.

2. Sharing, diversity and encounters are the principles that guide the spatial design.

3. The principles of sustainable development and accessibility are followed in the design and use of the premises.

4. Aalto University’s culture of spaces is renewed through the methods of participatory design and co-design.

5. The University will optimise its space use by 100,000 m2 (30%) by 2020. While the floor area is being reduced and the space efficiency increased, the usability and the quality of the premises will simultaneously be improved and the way the spaces are used will be renewed.

6. Aalto University will open its spaces for partners and external operators by leasing and sharing the premises with startup companies and operators supporting the University's strategy. Additionally, the volume of facilities' sales will be multiplied. Handling of confidential information in the workspaces is ensured with the help of lockable cabinets, quiet zones and sound-proofed rooms.

7. The University activities are presented through exhibitions and events curated in the premises as well as with digital tools.

8. The University will establish a workplace management team to support the introduction of new ways of working. Representatives from HR services, IT Services and Aalto CRE will be invited to join the team. The team will collect feedback on the projects and best practices of the different schools and develop tools for co-design. The team will conceptualise models to support flexible working, implementation of new technologies and change management, and they will begin formulating workplace management indicators.

Guidelines for the different types of spaces

9. The office spaces are designed in accordance with principles of activity-based office. The office is comprised of different types of spaces that support the different patterns of work, such as concentration and interaction in all their different forms. The space efficiency of the offices will be a net floor area of 14–16 m2 per full time equivalent (net usable area of 9–11 m2 per FTE).

   The design and allocation of office spaces is based on work profiling, on the basis of which the users are divided into “dedicated”, “campus mobile” and “mobile” users. Based on these work profiles, either shared or assigned desks are distributed to the employees. The desks will mainly be located in team areas. Only professors on the tenure track will have the option to have a private office.

10. The learning environments will be designed to support a large variety of different learning activities. The booking rate target for teaching facilities is 40% by 2020 between Monday and Friday from 8 am to 8 pm.

    Developing the learning environments will be linked to developing the teaching. Teaching will be distributed more evenly across all weekdays, and booking of teaching facilities will be managed in a centralised manner. Navigation at the campus will be supported by a mobile application.

11. Specialised spaces, such as workshops, laboratories and mega-infrastructures will be made accessible to the whole community. Specialised spaces will be formed into thematic entities for shared use, and a new kind of service model will be developed to manage them.

12. All the University's public spaces, lobbies and hallways are seen as learning and working environments, and their furnishings and technology will be designed to support both individual and team work.

13. Restaurants will be made attractive meeting spaces that are important for creating a communal spirit. The objective is that by 2020 all restaurateurs will pay the market-level rent, excluding student catering that receives KELA support.

Background of the decision

Table 1. Aalto University's goals regarding use of space 2020
Table 2. Work profiles and desk allocation
Table 3. Space allocation, activity based offices: net floor area of 14–16 m2 per full time equivalent (net usable area of 9–11 m2 per FTE).

These guidelines have been presented and demonstrated in more detail in the document "Spaces for Sharing, Diversity and Encounters. Aalto University’s guidelines regarding spaces for knowledge work, learning and research".

Table 1. Aalto University's goals regarding use of space 2020 (Decision by the Board of Aalto University Foundation on 8 December 2015)

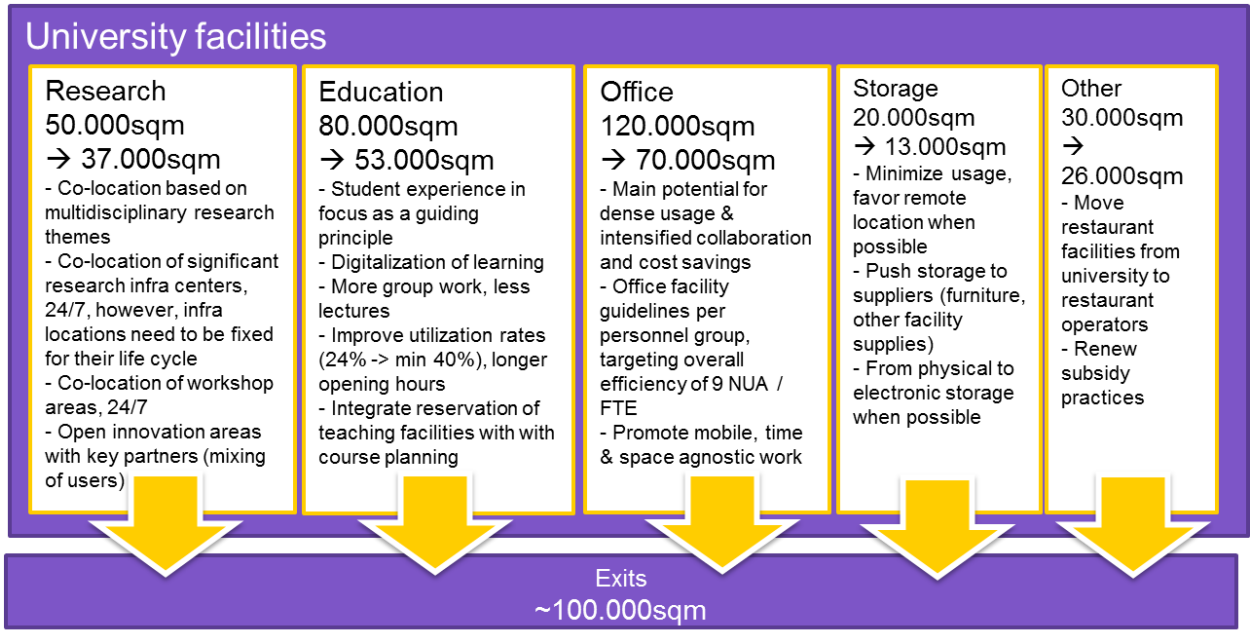

Table 2. Work profiles and desk allocation

Note! User profiles and qualities of a workstation are determined based on the work profiling carried out during the design project.

Employee group	**New construction** **Net floor area 14 m2/FTE** **(9 NUA/FTE)**	**Current facilities** **Net floor area 16 m2/FTE** **(11 NUA/FTE)**
1. Professors on tenure track	Option to have a private office (9–12 m2) or a desk in team area	Option to have a private office min. 9 m2 or a desk in team area
2. Full-time faculty and service staff		
- *Dedicated*	Assigned desk in team area (desk allocation 100%)	
- *Campus-mobile*	Shared desk in team area: three desks for five people (desk allocation 60%)	
- *Mobile*	Shared desk in team area: one desk for two people (desk allocation 50%)	
3. Part-time faculty and service staff	Less than 20 hours a week: shared desk in team area (desk allocation 20–50%) Over 20 hours a week: shared desk in team area (desk allocation 50–80%)	

Table 3. Space allocation, activity based offices: net floor area of 14–16 m2/FTE (net usable area of 9–11 m2/FTE).

Spatial programme for offices	
Faculty	
• Professor's office	9–12 m2
• Assigned desk	1,600 × 800 mm
• Shared desk	1,400 × 800 mm
• Support spaces 1:20 (ad hoc meetings, project work, virtual meetings, deep concentration)	6–12 m2
Service staff	
• Assigned desk	1,600 × 800 mm
• Shared desk	1,400 × 800 mm
• Support spaces 1:10 (ad hoc meetings, project work, virtual meetings, deep concentration)	6–12 m2
Shared spaces	
• Breakout area / work café (0.5–1 m2 per FTE)	approx. 50–100 m2
• Bookable meeting rooms, medium (8–12 people) 1:40	approx. 20–30 m2
• Bookable meeting rooms, large (15–20 people) 1:80	approx. 50 m2
Supportive spaces	
• Printing/recycling/office equipment	approx. 10 m2
• Cloakroom	Centralised
• Storage facilities	"Dedicated": 4.8 shelf metres "Mobile": 0–2.4 shelf metres, dedicated locker
• Toilets, corridors, technical facilities	in accordance with the RT card
Note! Storage and archiving needs of projects are always analysed case-specifically.	