

# UNIVERSITY OF BALTIMORE



## CAMPUS STANDARDS HANDBOOK

NOVEMBER 2016

Office of Facilities Management and Capital Planning



University of Baltimore  
 Department of Facilities Management and Capital Planning

<b>Office Standards</b>	<b>Size (NASF)</b>
Dean	300
Executive Vice President/ Sr. Vice President	250
Vice President	200
Associate Vice President	180
Director	150
Faculty/Assistant Director	140
Staff (Private office) *	120
Staff (Open office)	100
Part Time Faculty/Adjunct (Shared/Open office)	70
Work stations	
Graduate Assistants	40
Students	30

\* Open floor plans provide the most efficient use of space and will be used as a standard for all renovations, however a request for a Private Office will be reviewed and considered at the time of the request.

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## TYPICAL OFFICE STANDARDS

L-shaped desk with three (3) file drawers and two (2) box drawers, adjustable keyboard tray

Desk: 72" W x 30" D  
Return: 48" W x 24" D



Standard desk has pencil drawer, Box/Box/File drawer unit and File/File drawer unit.

Finish: Mahogany  
Desk: 60" W x 30" D x 30" H



Bookcase: 36" W x 12" D x 72" H  
Finish: Mahogany



Five Drawer Lateral File  
36" W x 18" D x 65" H  
Finish: Black or Silver Metallic



Bel Air Jr Chair  
Adjustable height chair with black mesh back and upholstered seat, adjustable arms  
27.5" W x 25" D x 44.25" H



Rockville Guest Chairs  
Upholstered seat and back with arms



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## TYPICAL CLASSROOM STANDARDS

Classroom Desk  
Synthesis Table  
Desk: 60" W x 30" D  
Laminate: Monticello Maple  
Paint: Silver Metallic



Classroom Chair  
New Windsor- poly back, upholstered seat, flip-up seat,  
casters



Computer Classroom Desk  
Datalink Table with ACTiv8 power supply  
24" x 60"  
Laminate: Monticello Maple  
Paint: Silver Metallic



ADA Computer Classroom Desk  
30" x 36" , with crank height adjustment



Crank

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## TYPICAL CLASSROOM STANDARDS

### Stool

Scurry, mesh back, chrome foot ring



### CPU Holder



### Adjustable Keyboard Tray



### Printer Stand

24" W x 21" D x 32" H  
Storage underneath, casters



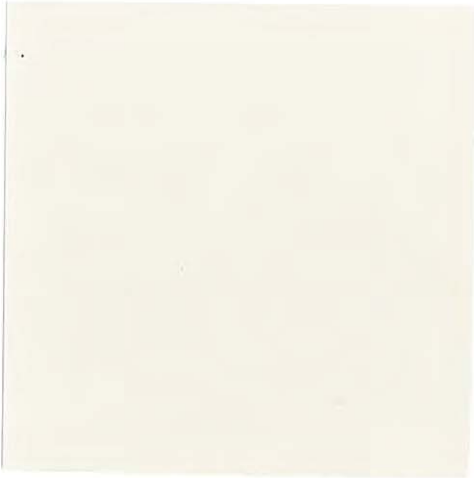
### Storage Cabinet

36" W x 18" D x 78" H  
Four adjustable shelves  
(Extra shelves available)



# PAINT COLOR STANDARDS

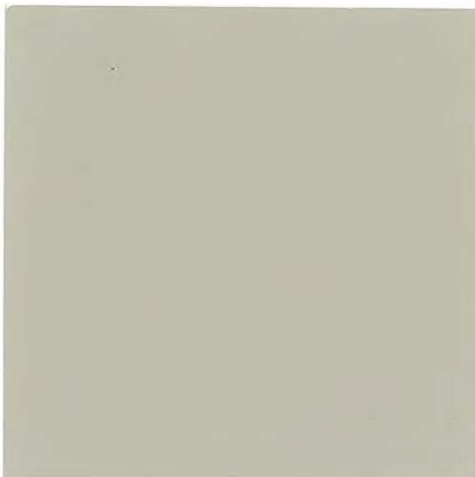
1



SW 7637 OYSTER WHITE  
WALL COLOR



SW 6380 HUMBLE GOLD  
ACCENT COLOR



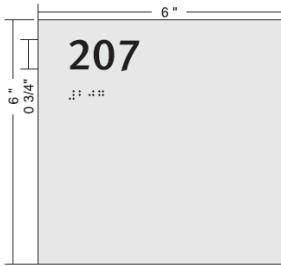
SW 7037 BALANCED BEIGE  
ACCENT COLOR



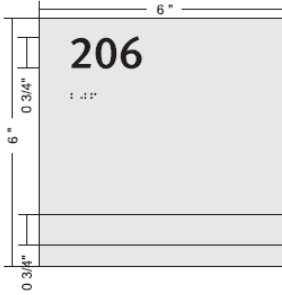
SW 6508 SECURE BLUE (DK BLUE)  
ACCENT COLOR

SIGNAGE STANDARDS

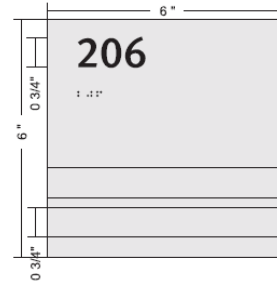
\*These graphics are representational of the more commonly used signs on campus \*



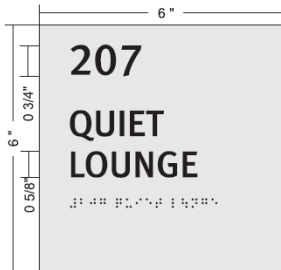
Room Sign - Type 3A



Room Sign w/Slot - Type 3B



Room Sign w/2 Slots - Type 3A-2



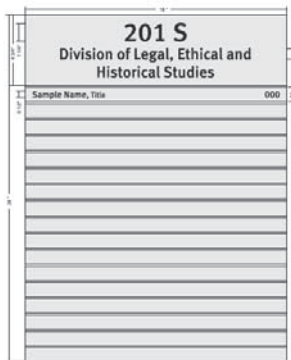
Room Sign - Type 3C



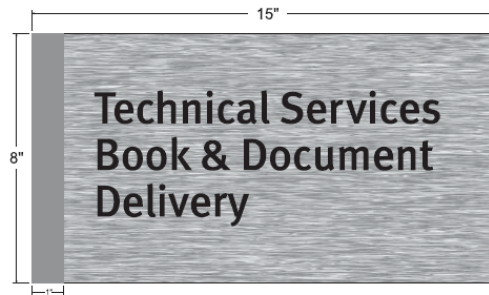
Department Sign w - Type 3DL



Restroom Sign - Type 4



Department Directory Sign – Type G



Flag Mount Sign – Type F