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THE EVERGREEN STATE COLLEGE
OFFICE OF FACILITIES
December 4, 1974

MEMORANDUM

TO: Space Planning DTF

FROM: Kris Robinson

SUBJECT: Mini-report on first week of Utilization Study
made November 18-22, 1974

This is just a quick look at utilization of facilities, based on the above, and should not be considered final. In all, 134 rooms and lounges were checked every hour on the hour. A count was taken as to number of students occupying each room/lounge, and notes were made as to whether it was a class or informal gathering. Following is a breakdown of rooms.

- 40 Lab type rooms, permanently assigned to academic programs.
- 50 Seminar type rooms, permanently assigned to academic programs.
- 13 Scheduled conference rooms.
- 6 Lounges (one not checked each day and not included).
- 13 Labs not assigned to programs.
- 6 Miscellaneous rooms not assigned to programs in the Library *Edy*
- 6 Rooms in Lecture Halls (includes lounge).

While reading the following, it should be noted that the nationally recognized minimum goal for each classroom, lecture auditoria is 30 hours per week, and when in scheduled use, should be filled to 60% of capacity.

The nationally recognized minimum utilization for laboratory use is 20 hours per week at 80% of design capacity, while in scheduled use.

90 permanently assigned lab and seminar rooms were checked during the first week (November 18-22, 1974) of the utilization study. These rooms were checked every hour (8 a.m.-12 noon, 1 p.m.-5 p.m.).

50 rooms were seminar type.

40 rooms were lab type, including language, music and dance labs

Number hours these 90 rooms available for use (90 rms x 8 hrs x 5 days)

3,600 hours

Total hours used both formally and informally

983 hours

Average hours use per room per week

10.92 hours

Average hours use per room per day

2.18 hours

Lab Room Utilization 20 hours/80%

Number hours 40 lab rooms available (40 rms x 8 hrs x 5 days)	1,600 hours
Total hours used both formally and informally	471 hours
Average hours use per room per week	11.77 hours
Average hours use per room per day	2.35 hours

The following lab type rooms were not used during this period:

- Lab 1064 - assigned to H. Tech.
- Lab 2056 - assigned to Foundation for Natural Sciences
- Lab 3060 - assigned to Good Earth
- L 2502 - assigned to Interplay as language lab

Seminar Room Utilization 30 hours/60%

Number hours 50 seminar rooms available (50 rms x 8 hrs x 5 days)	2,000 hours
Total hours used both formally & informally	516 hours <i>273 class hours</i>
Average use per room per week	10.32 hours
Average use per room per day	2.06 hours

The following seminar rooms were not in use during this period:

- L 1508 - Encountering
- L 2509 - N. A. S.

Lounges

The following five lounges were checked during this week, and were used by approximately 1,281 students.

<u>Lounge</u>	<u>Total Hours Used</u>
1500	19
1600	22
2600	24
3500	30
	<u>110 hours</u> - average use per week
	per room 22 hours
	per day 4.40 hours

Of the total 110 hours of use, 49 hours were used by classes.
Average use per lounge per week for classes 9.80 hours
Average use per lounge per day for classes 1.96 hours

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Lecture Halls 30 hours/60%

	<u>Formal Use</u>	<u>Informal Use</u>	<u>Total Hours Use</u>
Lecture Hall 1	16	3	19
Lecture Hall 2	9	2	11
Lecture Hall 3	17	3	20
Lecture Hall 4	14	4	18
Lecture Hall 5	<u>16</u>	<u>1</u>	<u>17</u>
	72	13	85

Average hours use per week per Lecture Hall 17 hours
Average hours use per day per Lecture Hall 3.40 hours

Scheduled Conference Rooms

13 rooms checked
214 total hours used
16.46 average hours use per week per room
3.29 average hours use per day per room.

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