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TO: John Jay College Community
FROM: Oswald E. Fraser, AVP for Administration
DATE: January 24, 2025
SUBJECT: CUNY Space Utilization - Organizational Occupancy Survey

Please be advised that members of the CUNY Office of Facilities, Planning, Construction and Management (FPCM) will be on site at our Campus beginning next week to conduct an organizational occupancy survey and will be accessing all offices in the New building and Harren Hall.

These studies are taking place at all Campuses across the University and is part of CUNY's Master Plan for Space Utilization. Please see the attached presentation prepared by the University for additional information.

If you have any questions, please feel free to contact Anthony Bracco at abracco@jjay.cuny.edu / 212-237-8613 or Barbara Spandorf at bspandorf@jjay.cuny.edu / 212-237-8013.

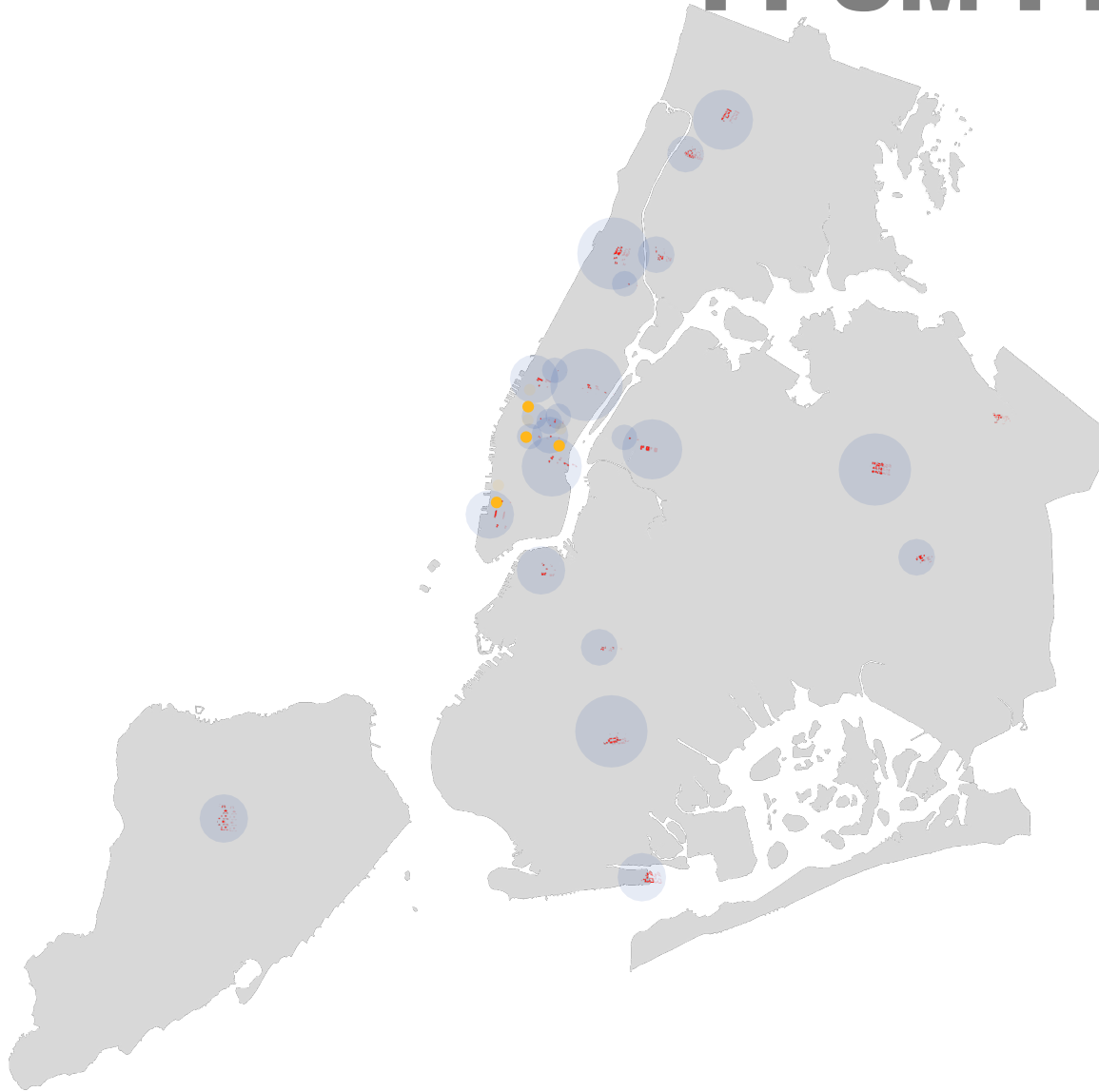
We appreciate your understanding and cooperation during this time.



FPCM PLANNING

CU THE CITY UNIVERSITY NY OF NEW YORK

FPCM PLANNING



MASTERPLAN

A roadmap for long-term successful spaces

statement:

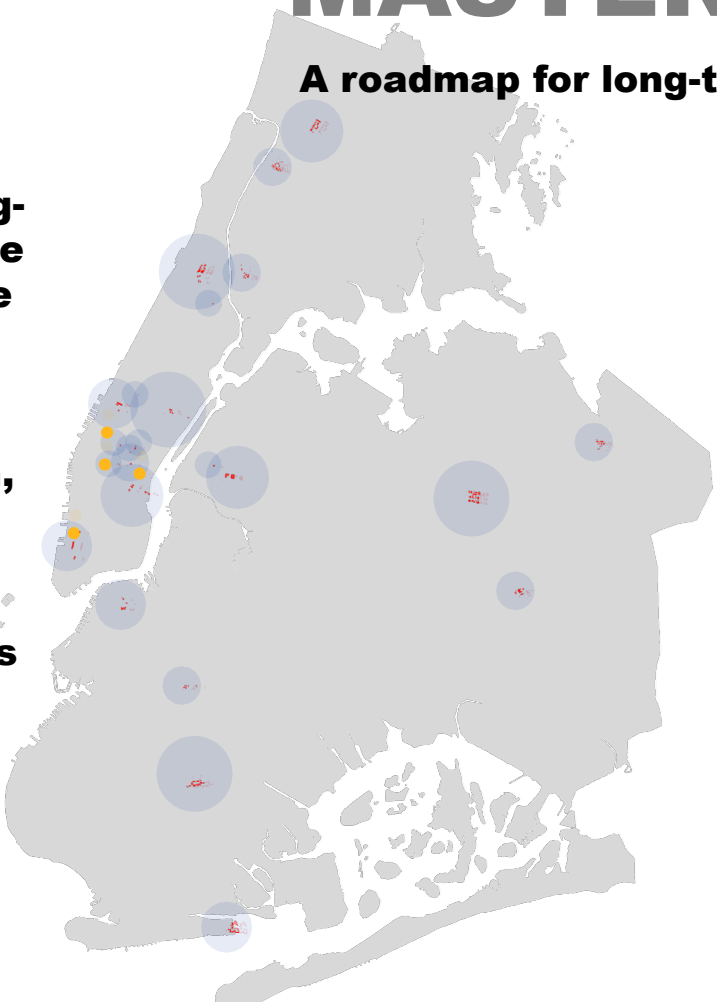
A **MASTERPLAN** proposal is a conceptual, comprehensive, long-term strategy that outlines future space development and effective use of the college's resources.

It involves creating a cohesive framework for the layout, design, and growth of the college's facilities and infrastructure.

An overview of the organization's growth and development which outlines future building updates and interventions.

Taking into consideration:

- 1. **ORGANIZATIONAL OCCUPANCY**
- 2. **PHYSICAL SPACES**



MASTERPLAN goal is to create a cohesive vision for a project that will guide future decision-making.

UTILIZATION STUDIES

definition:

*What is utilization studies
What is occupancy rates?*

UNDERSTANDING SPACE is fundamental to success to INCREASE EFFICIENCIES AND SPACE UTILIZATION AND GENERATE GOOD DATA to make good decisions.

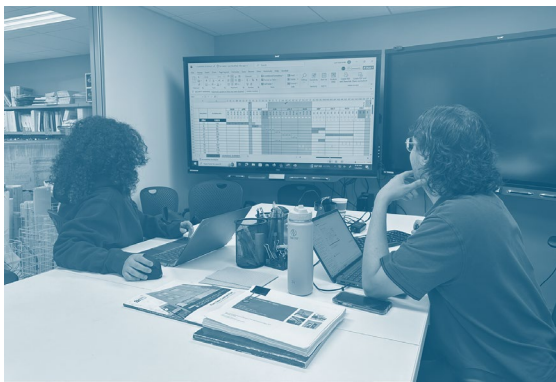
OCCUPANCY RATE

analysis of dedicated office spaces using a DIY in-person counting method

- LEADERSHIP ORGANIZATION
- OFFICE OCCUPANCY RATES
- CLASSROOM & LABS SCHEDULE
- MOBILE POPULATION IN TRANSIENT SPACES

UTILIZATION STUDIES

includes spaces such as classrooms, and laboratories, which usage can be examined virtually (Coursedog/CUNYfirst)



UTILIZATION STUDIES

What can occupancy rates do for an institution?

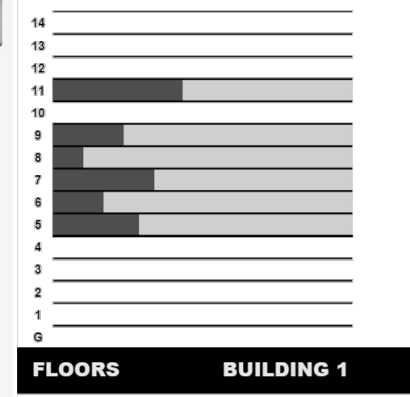
goals:

Measuring **USAGE OF DEDICATED WORKSTATIONS** helps minimize the gap between what we think we know and what is really happening at the workplace. It is a strategic tool for decision-making.

UNOCCUPIED SPACES
 UNDERUTILIZED AREAS
 WASTED INFRASTRUCTURE



POTENTIALIZE SPACES
 OPTIMIZE OCCUPANCY
 REDUCE SPACE COSTS
 ATTRACT AND RETAIN TALENT
 ENCOURAGE COLLABORATION
 FOSTER STUDENTS AND STAFF WELL-BEING



25%
 CALCULATING & ANALYZING
 AVERAGE OCCUPANCY RATE

BUILDING	B1
FLOORPLATES	6
GROSS AREA	111K
CAPACITY: SEATS	798
OCCUPANCY	200
TRANSIENT	50
RATES	25%

UTILIZATION STUDIES

process:

Survey

Base Survey

- Update layouts

Space Typology

- Determine bookable area through ARCHIBUS
- Highlight areas to be surveyed



ARCHIBUS

Photos

- Documentation

Mapping (DOTS)

- Add dots for the total number of people occupying that room



FIELD WORK

Spreadsheet Tallying

- Tally # of people in each room
- Input data into spreadsheets
- Leave cells empty if the room was not occupied or not surveyed

WORKSTATIONS	Capacity	WP	WS workstations			MR	MON		TUE		WED		THU		FRI		
	seats	rooms	total	EPW	ESW	OW	meetings	M	A	M	A	M	A	M	A	M	A
	90	89	87	40	3	44	2	19	25	23	29	34	31	24	24		
			100%	46%	3%	51%		22%	29%	26%	33%	39%	36%	28%	28%	0%	0%

Reception Desk	1	1101	1				1										
Conference Room		1102	2				1										
Office	1	1106	3														
Office	1	1109	4					1	1								
Office	1	1110	5							1	1			1	1		
Office	1	1112	6						1		1	1		1	1		

ANALYSIS

Totals/Rates

- calculate occupancy levels

WEEK 1			WEEK 2			TOTAL		
AM	PM	TOTAL	AM	PM	TOTAL	AM	PM	TOTAL
25.0	27.3	26	28.3	30.3	29	26.6	28.8	28
28%	30%	29%	31%	34%	33%	30%	32%	31%

Final Rates

MASTERPLAN

A roadmap for long-term successful spaces

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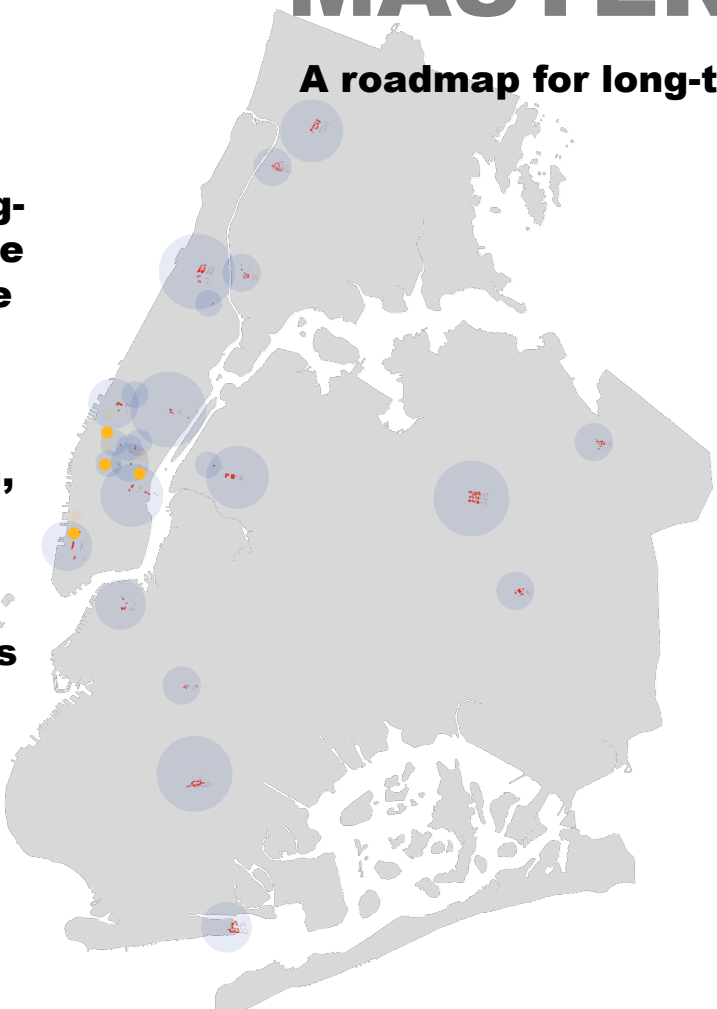
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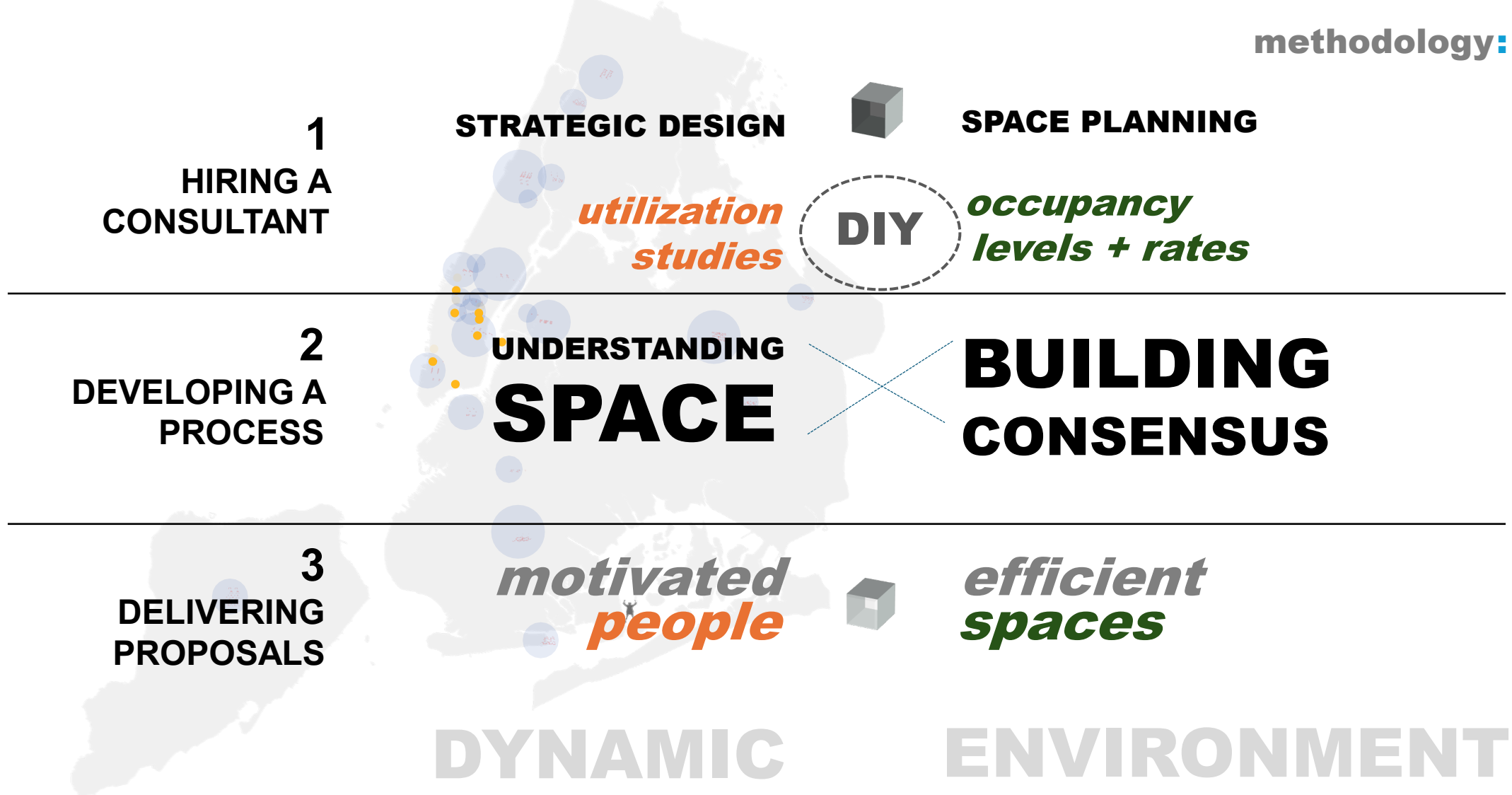
- 1. ORGANIZATIONAL OCCUPANCY**
- 2. PHYSICAL SPACES**



MASTERPLAN goal is to create a cohesive vision for a project that will guide future decision-making.

MASTERPLAN

methodology:



MASTERPLAN

process:

Kickoff

8 to 12 months

Final Report

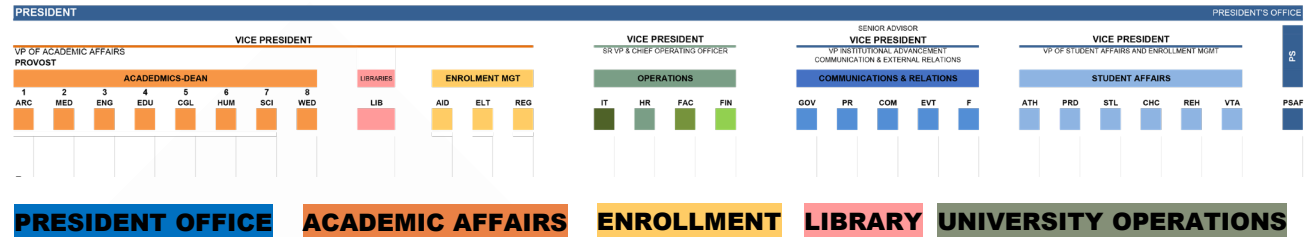
ORGANIZATION

Departments & Divisions

- Compile all academic and facilities groups in campus

Organizational Chart

- Determine leadership roles and hierarchy



BUILDINGS

Floorplans

- Update layouts based on latest survey

Space Use Categorization

- Determine space uses according to FICM standards: capacity, room type, area, etc.



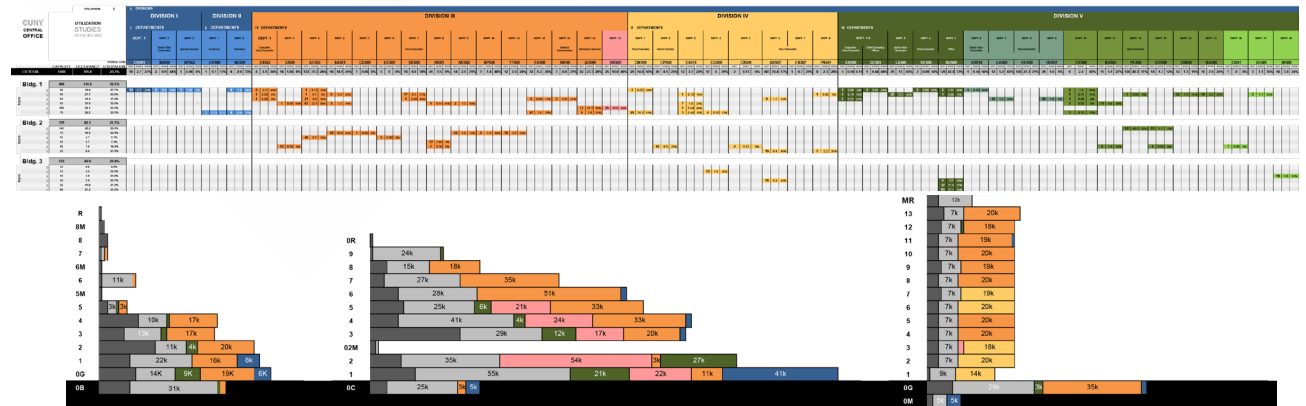
COMPILATION

Considerations

- What trends are identified?
- Receive and review bids
- Sign Contract with consultant

Final Plan

- Prepare Final Plan
- Alternatives may be identified



**FPCM PLANNING
TEAM:**

THANK YOU!

Mohamed Attalla
vice-chancellor

Jared Parylo
assistant director

Lilia Sodre
space planner
strategic designer

Juan Isaza
planning associate
Angelica Morales
planning associate

Kira Vasquez
planning intern
Saida Akbarova
planning intern
Luis Taveras
planning intern

Erin Francois
planner

Aajay Durgaprasad
surveyor
Duane Parker
surveyor
Jeffrey Pemberton
surveyor

