



Space Optimization

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Space Optimization at OHSU

OHSU has a projected 3% annual employee growth however we are unable to grow space at a 1:1 ratio to match employee growth. We must, therefore, look at space optimization measures such as increased teleworking and desk sharing to accommodate OHSU's planned growth.

Tactics for Optimizing Office Space
Telework Space Guidelines
Healthcare District guidelines
Flexible Use Space Program
Lease Space Guidelines

<https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-3-human-resources/ohsu-policy-03-30-140.cfm>

<https://o2.ohsu.edu/telework/getting-started/flex-work-guidelines.cfm>

<https://o2.ohsu.edu/telework/teaming-remotely/meet-remotely.cfm>

<https://o2.ohsu.edu/telework/getting-started/visit-campus/use-a-flexible-workspace.cfm>

Tactics for Optimizing Office Space

1. Every effort will be made to limit operational impacts with the goal of maintaining unit adjacencies if possible.
2. It is the intent to minimize renovation and construction to the greatest extent possible, using the space as currently configured.
3. The availability of space is extremely limited. We will do our best to accommodate units' needs, but cannot guarantee equivalent space in size, amenities, or proximity to their current location.
4. Teleworking is encouraged for those that can perform their job duties off site.
5. Employees that utilize private offices today, regardless of tenure and rank, may be allocated an open workstation in the future depending on the ratio of private offices and open workstations available within existing space. Faculty will be prioritized for offices.
6. To ensure that all space is fully utilized, dedicated administrative space, including single person offices, is reserved for employees that must spend more than 80% of their time on site, such as 5 days per week. For employees on site 4 days per week or less, shared offices and desks will be provided.
7. Privacy and confidentiality are important at OHSU, however, providing all employees with dedicated enclosed space is not feasible. When open workstations are provided, managers should reserve shared meeting space as necessary to hold private conversations.
8. Multiple units may be co-located into a suite of space, where they may be expected to share desks and/or amenities.
9. Units should opt into the OHSU Flex Office Program for employees that telework and aren't provided assigned space within the unit's overall footprint. The Flex Office Program provides access to a growing network of conference rooms and workspaces on Marquam Hill, South Waterfront, and Downtown that can be reserved for flex work.
10. In an effort to maximize OHSU-owned space, external leased space will not be considered.

Telework Space Guidelines

OHSU-wide Approach

1. Units are encouraged to utilize teleworking to improve space efficiency across the organization by consolidating and relinquishing unused desks or spaces when possible;
2. For employees adopting flexible schedules, working from home part of the week on a regular basis, units that relinquish the space will have access to institution-wide hotel office space;
3. An exception can be made if a unit anticipates future growth and wishes to manage shared desks internally. A unit can utilize the hotel office software platform to share desks among department staff.

Healthcare Approach

1. Teleworking is encouraged for those that can perform their job duties off site.
2. Dedicated administrative space, including single person offices, is reserved for employees who work four or more days on campus.
3. As an outcome of the teleworking policy, space must be relinquished to support clinical growth.

Healthcare Space Guiding Principles

1. Faculty offices shall be provided by the respective Academic department.
2. The Hospital shall provide work areas for healthcare employees and healthcare functions.
3. All healthcare offices and work areas shall be shared to the reasonable extent possible.
4. An individual may not have more than one office or assigned workstation.
5. Employees with direct patient contact roles will be given priority for work space within the healthcare district.
6. As a general rule, employees who worked primarily from home during modified operations may not have priority for space on, adjacent to, or proximal to patient care units.

Flexible Use Space Program

The Flexible Use Space Program is currently available to all units. As more space is relinquished the Flexible Use Space Program will grow and provide more reservable office space.

Currently there are three locations: 3030 Moody, Sam Jackson Hall and Mac Hall.

<https://o2.ohsu.edu/telework/getting-started/visit-campus/use-a-flexible-workspace.cfm>

The goal of the program is to increase space utilization but also to expand the program and add more Flex Use Space to our overall inventory as interest in the program grows. The only way we can expand the program is to have more units relinquish space.

Lease Space Guidelines

1. OHSU's lease accounting standards have changed with the adoption of the Governmental Accounting Standards Board (GASB) leasing standards on July 1, 2021. All leases are now treated like a capital purchase and impact OHSU's debt-to-net ratio and debt capacity. As all leases have moved to the balance sheet, we are actively working to reduce the amount of OHSU's leased space.
2. OHSU-owned space will be prioritized over leased space.
3. Every effort will be made to limit the amount of leased space that OHSU occupies regardless of Mission, location, occupants, or quantity of space.
4. Units are encouraged to relinquish leased space by teleworking and participating in the Flexible Use Office space reservation program.
5. Space should be allocated within leased facilities if the need is strategic due to location, infrastructure, or other stated purposes. Business objectives and a proforma must be approved through the capital allocation process.
6. OHSU's space policies apply to leased space. If the unit doesn't meet the business objectives that were defined in the lease request, the leased space can be reassigned.