



### Space Utilization Study

Wake Forest University  
Winston-Salem, North Carolina



#### Project Completion:

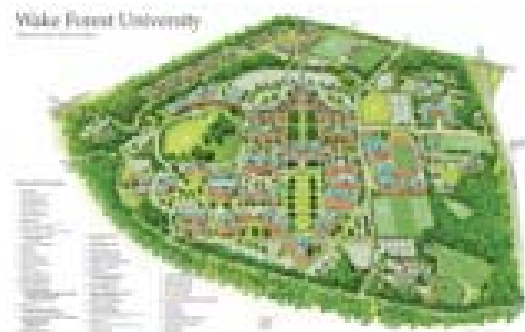
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Comprehensive Facilities Planning, Inc. (CFP) was retained by Wake Forest University (WFU) to conduct a comprehensive analysis of its Reynolda campus facilities. The project involved the collection and analysis of data on a departmental level for all of the academic schools and colleges, as well as administrative and other support units. The tasks and process involved included the following:

- Create a space inventory database.
- Provide base data to inform short and long term decision making, to be specifically used as part of a new campus master plan.
- Collect peer data and evaluate the University's current space and space needs to comparable universities.
- Prepare space needs calculations.
- Model future space needs based on three projected across-the-board undergraduate enrollment scenarios.
- Recommend policies, procedures and guidelines for improving the University's space management practices.

Space needs for three potential undergraduate enrollment growth scenarios were developed. These scenarios uniformly increased the undergraduate enrollments for the College and Calloway School of Business and Accountancy by the following increments: 7%, 12.5% and 25%. Based on these increments, an estimation of relative growth in staffing needs was developed and factored into the calculations. This process produced projected increases in staffing ranging from 2.5% to 9%, with the 25% growth scenario identifying a potential total increase of over 188 positions.

Part of this study also included the development of recommendations and documents for establishing a more formal space management process. Besides the creation of a space inventory database to assist with the tracking of the University's space resources, a range of policies and procedures as well as space planning guidelines were developed to provide a recommended structure for ongoing space management that may be implemented over time.

Results from this study will be used to assist the physical planners with the development of the campus master plan.