**Priority:**

Formal classroom instruction is recognized as the heart of the educational mission of the University of Illinois at Urbana-Champaign. It is the primary, intimate, non-research space for teaching and learning, and constitutes the essential fabric of the Illinois experience for students and their instructors. The fundamentals are universal; everyone must be able to get in and out safely and easily, everyone must be able to see and to hear clearly and without undue strain, and everyone must have adequate equipment for their tasks. The quality, functionality, and maintenance of classrooms and lecture halls are a high campus priority.

**General Assignment versus Departmental Classrooms:** When working on classroom projects, it is necessary to know if the space is a General Assignment Classroom or a Departmental Classroom or Lab.

**General Assignment Classrooms:**

There are approximately 400 General Assignment Classrooms on the Urbana campus. These include small classrooms, medium size classrooms, flexible learning classrooms, lecture halls, and theaters. They are located across the campus in almost every major building, especially around the Quad. New construction and renovations often involve combinations of several funding sources such as departmental, gift, and state. It is the campus policy that if there are any state funds in a project, then all classrooms, lecture halls, or theaters as described below are the “property” or assignment of the Provost’s Office and scheduled by the Office of the Registrar (OR).

**Authority to Make Decisions:** The General Assignment spaces are considered the responsibility of the Office of the Provost. The Provost maintains and schedules all of the rooms; maintenance is done by F&S and classroom scheduling is done by OR through their Class Scheduling Office. All decisions are made by representatives of the Provost’s Office. The Campus Classroom Planning Advisors Group speaks for the Provost’s Office; this group is composed of one representative each from: OR, CITES - Academic Technology Services (ATS), Provost’s Office, and Facilities & Services (F&S). The Provost’s Office delegate is the coordinator of this Advisory Group. Any exceptions should be brought to the attention of the Campus Classroom Planning Advisors Group. This group is a sub-committee of the Instructional Space Advisory Committee.

**Funding Source / Division of Responsibility (DOR):** For General Assignment Classrooms, all procurement, installation, operation and maintenance costs are the responsibilities of the Provost’s Office.

**Scheduling:** OR class scheduling unit (phone: (217) 244-4058) schedules the classes in these rooms for all departments from 8:00 AM to 10:00 PM Monday through Friday and Saturday. These rooms are generally not locked so that students can use them for study space during unscheduled periods. OR reservations unit (phone: (217) 333-1231) schedules these rooms for special events for use in the evenings and weekends. Work in these classrooms must be scheduled with OR. Major work should be done at winter semester break or the summer session. Work must be coordinated with an F&S Capital Programs Division, OR, ATS, and the respective departmental space or building manager.

**Classrooms and Conferences Media Engineering Services:** Instructional Media systems and their installations in General Assignment Instructional Spaces may utilize the services of the Classrooms and Conferences Media Engineering Unit (CCME) a unit of ATS. The CCME Unit was created by the Campus to insure that instructional media planning,
equipment, installation, equipment training, and equipment service are standardized and uniform campus wide. This service is the responsibility of CCME, and CCME can provide a complete package installation designed and installed according to the specific academic needs. In classrooms where a media cabinet is installed, the cabinet is provided in a pre-finished condition by CCME.

**Departmental Classrooms and Instructional Labs:**

In addition to the 400 General Assignment Classrooms, there are also distinct Departmental Classrooms and Instructional Labs in almost every academic building.

**Authority to Make Decisions:** These departmental classrooms and instructional labs are assigned to specific college departments, and maintenance and control is the responsibility of the respective department.

**Funding Source / Division of Responsibility (DOR):** For Departmental Instruction Spaces, it is the responsibility of the respective academic department to provide approved FF&E (furniture fixtures, and equipment) procurement and installation, as well as general operating expense and maintenance costs.

**Scheduling:** Scheduling departmental classrooms is the responsibility of the department. Department schedulers should work with OR to list the location of classes in the class schedule when departmental spaces are used. Accounting for the class location in all types of spaces provides safety and security benefits to campus officials and use and utilization metrics to departments.

**Space Usage:** Departmental classrooms and instructional spaces are more involved with labs and specialized curriculum tools. The traditional term of Lab or Laboratory used to imply a “wet lab environment”. This is no longer the case and the meaning is now much broader to include a computer “lab”, “dry lab”, or any instructional space with experimenting, research, testing, or practice that does not require the excessive utility infrastructure that a traditional “wet lab” would demand.

Instructional Lab planning is not as standardized as General Classroom, Lecture Hall, or Theater design. Instructional Labs, like Flexible Learning Classrooms, provide a very specific program where the pedagogy must be functionally integrated in a space.

**Classrooms and Conferences Media Engineering Services:** Instructional Media systems and their installations in General Assignment Instructional Spaces may utilize the services of the Classrooms and Conferences Media Engineering Unit (CCME) a unit of ATS. The CCME Unit was created by the Campus to insure that instructional media planning, equipment, installation, equipment training, and equipment service are standardized and uniform campus wide. This service is the responsibility of CCME, and CCME can provide a complete package installation designed and installed according to the specific academic needs. In classrooms where a media cabinet is installed, the cabinet is provided in a pre-finished condition by CCME.

**Coordination and Execution of Instructional Space Planning:**

Before work is done on any instructional space on campus two things must be determined:

1. who controls the space, and
2. who is financially responsible?

The first question can be determined by contacting OR, and the F&S Facility Information...
Resources (phone: (217) 333-0146) to determine both use and space assignment; it is critical to know the correct answer to both of these space-use questions.

Generally, it is the responsibility of F&S Capital Programs Division to determine the scope of work, the funding sources, the project budget, and those persons on the project planning team. For all work in General Assignment Classrooms the scope of work is determined by input from the Campus Classroom Advisors Group (see above). For Departmental work the point of contact is typically the Departmental Space Manager, along with the appropriate faculty, staff, and F&S Capital Programs Division.

**Programming Guidelines by Classroom Type:**

**Small Classrooms:**

These classrooms have less than 49 movable tablet arm chairs (MTAC) or tables and chairs, and require one exit/entrance. The minimum seating allowance is 16 sq. ft. /chair, which includes aisle space beside the chair, but not the instructional area. Instructional area is a square foot allowance based upon teaching requirements. Standard equipment/features in these rooms shall include, but not be limited to the following:

1. Writing Surfaces with switched lighting across the entire top of the surface.
2. A projection screen.
3. The campus standard MTAC is the Kruger International (KI) Perry Chair with an oversized tablet arm, or similar approved by IPHEC for State of Illinois purchases.
4. Any table should be a KI design. Tables costing less than $500 are preferred since these items are not subject to the biannual Campus Equipment Inventory.
5. Moveable chairs shall have appropriate casters or glides for the flooring material.
6. Room lighting should be fluorescent strips or LEDs in rows parallel to the instructional end of the room. The rows should be switched in banks. Use dimmable fluorescent or LED lighting. For additional lighting standard information see section entitled *Lighting, Interior and Emergency.*
7. Floor covering is VCT or linoleum.
8. Partition types and wall finishes should be selected based on durability and maintenance, as well as appearance. Utilize materials that minimize wear from the impact of high volumes of traffic in and out of the classroom and lecture spaces.
9. Room should have air conditioning, heat, and room thermostat(s).
10. Windows should have darkening shades.
11. Americans with Disabilities Act (ADA) accessible accommodations may be made by moving the MTAC when required. If an adjustable ADA accessible table is required, then the student shall contact http://courseweb.lis.illinois.edu/~calehm an/LIS592MBT/default.html to have a special table provided for that semester. If audio amplification is provided, there must also be an Assisted Listing System (ALS) output.
12. A program dependent option for a small classroom is an Instructional Media system. Provide a visual display device (video/graphics projector or large flat panel display), minimal sound playback with an ALS system, accommodations for user supplied equipment connections (both digital and analog for laptop and video/audio playback), small pushbutton control system, cabinetry, and network connections for the instructor's laptop and AV control equipment, along with security.
13. Not all small classrooms may have an Instructional Media system, but whether Instructional Media is planned for the immediate project or not, minimal infrastructure shall be installed for future implementation.

**Medium Size Classrooms:**
This type of classroom has all of the features of a small classroom above, except the seating capacity is 50 to 120 students. Standard equipment/features in these rooms shall include, but not be limited to the following:

1. Provide two entrance/exits.
2. Possible seating risers to maintain sightlines to the instructional area.
3. A mix of MTAC and fixed theater type seats, or tables and chairs. The campus standard for fixed theater type seating is a seat, minimum width of 22 inches, padded seat and back (fire and smoke resistant certification required), and a minimum foot print of 10 sq. ft. / seat, including circulation, but not including the square feet of the instructional area. Refer to Section 12 61 00 – Fixed Audience Seating within these Standards. There is a preference that seating shall be riser mounted for housekeeping.
4. An Instructional Media system to include: video/graphics projector; sound system for playback; voice reinforcement through the use of a wired microphone; ALS system; DVD or equivalent player; accommodation for user supplied equipment connections (both digital and analog for laptop and video/audio playback); appropriately sized control system; and cabinetry with network connections for the instructor's laptop and AV control equipment, along with security.
5. Because of electrical requirements the location of the cabinetry must be integrated within the planning process.
6. Additional power outlets beyond code requirements.
7. Motorized projection screens are determined by program and should be concealed in a lighting soffit above the writing surface.
8. Accessible seating dispersed throughout classrooms, providing students a choice of seat locations. Consult ADA design guidelines and compliance regulations with respect to required access, designated seating areas, permanent tables or writing surfaces, and ALS.

Flexible Learning Classrooms:

Planning each Flexible Learning Classroom is an exercise in space programming where the functionality must be integrated with the space, much like an Instructional Lab. Therefore, nothing except code requirements in the Classroom and Lecture Hall standards shall preclude the design and function of a flexible learning classroom. These classrooms may contain a variety of work surfaces and seating; multiple visual display devices (video/graphics projector or large flat panel display; multiple writing surfaces; excess power and data capabilities; and minimally-sized cabinetry. The design should maximize flexibility and space efficiency.

Lecture Halls and Theaters:

Any General Assignment Classroom with a seating capacity above 120 seats is considered a lecture hall or theater. Life Safety Codes must be followed in the design of these large public assembly areas, but the classroom features will be the same as the small and medium sized classrooms. If a theatrical stage is part of the design requirement (theater, not lecture hall), then integrating the classroom function and stage or theatrical function will require special design coordination.

This classroom will always have an Instructional Media system to include: video/graphics projector; sound system for playback; voice reinforcement through the use of both a wireless and wired microphone and an ALS system; visual presenter; DVD player; resident computer with monitor; appropriately sized control system; accommodations for user supplied equipment connections (both digital and analog for laptop and video/audio playback); and cabinetry with network connections for the instructor’s laptop and AV control equipment, along with security. There is the possibility of: cameras and production equipment; conferencing equipment (video and audio); terminal equipment for distribution (in-building or global network); support work area; cabinetry and
equipment racks; and network connections at all work locations and equipment racks, along with security.

**Screens:**

All projection screens are provided and maintained as a classroom cost and not as CCME responsibility. However, CCME does provide the specification for all projection screens to ensure compatibility with projectors.

**Clocks in General Assignment Classrooms:**

Clocks are provided in classrooms provided that they are:

1. Building equipment quality, line voltage; NOT battery operated;
2. Self-correcting, meaning they are connected to a central time management system (if a limited renovation, this requirement may be waived), such as the campus signal system, or a building time system; and
3. Located out of reach and only accessible by ladder.

**Additional Compliance Considerations:**

In addition to the above “programmatic” design and planning guidelines, there are construction requirements in the many other Sections of the University of Illinois at Urbana-Champaign Facilities Standards. The most notable, but not all, are:

**Codes:**

All work in General Assignment and Departmental Instructional spaces must follow the related Codes, Life Safety Requirements, and various Sections of the University of Illinois at Urbana-Champaign Facilities Standards.

**Electrical and Conduit:**

Electrical and conduit planning must follow the University of Illinois at Urbana-Champaign Facilities Standards. However, there is a special consideration for Instructional Media systems. The CCME designer will provide F&S Capital Programs Division a schematic electrical circuit diagram for the entire media system. This wiring schematic will indicate conduit sizes and pathways, back boxes and sizes, and power points with required line voltage. The entire media systems conduit layout (line voltage and low voltage), and specific line voltage locations, shall be provided in the Contract Documents for installation by the Electrical Contractor. All low voltage wiring will be “pulled” and equipment connections provided during the construction phase by the CCME employees.

**Instructional Space and Media Design Guidelines:**

Whether for General Assignment Classrooms or Departmental Classrooms, specific architectural and electronic media planning assistance required for items generally mentioned above can be found in the Instructional Space and Media Design Guidelines on the CCME web site at: [http://www.cites.illinois.edu/ccme/mediaguidelines.html](http://www.cites.illinois.edu/ccme/mediaguidelines.html).

**Media DoR:**

For all General Assignment Classrooms, regardless of size, maintaining those items listed above, classroom interior finishes and equipment is the responsibility of CCME.

**Lighting:**

Electrical lighting in classrooms, lecture halls, and theaters is not only planned using the University of Illinois at Urbana-Champaign
Facilities Standards, but there are special lighting/darkening requirements for note-taking and media projection. Determination of lighting controls is part of the architectural planning process. In cases where the classroom seating capacity requires several lighting control options, these controls can be part of the Media Cabinet in the form of programmable “presets.” In smaller size rooms the controls can be provided by standard wall light switches. All rooms should be provided with motion-detecting light switches.

Acoustics:

When acoustic wall panels are used, it is recommended that they be applied to the higher zones of the walls to avoid the dirt and damage. In addition to controlling echo and reverberation of the desirable sounds within the classroom, attention must be paid to eliminating the unwanted or interfering sounds from adjacent classrooms, corridors, or MEP systems. Panel mounting location requires careful consideration first to acoustics and then to points vulnerable to chipping or other wear, especially from furniture pushed against the wall.

Security:

General Assignment Classrooms are generally not locked to encourage maximum student utilization. However, the door hardware should be the standard “Classroom Function,” the door can be locked by key from the outside, but exiting from the room is always possible. The most valuable items in the classroom will be the media equipment and cabinet. Security for this equipment is the responsibility of CCME. CCME provides this security by connecting all equipment to a continuity circuit which is alarm monitored by a Monitoring Service.

HVAC:

Heating and air conditioning shall be provided in all instructional spaces and shall be individually controlled by temperature sensors. Specifications for these requirements are in the Codes and University of Illinois at Urbana-Champaign Facilities Standards. In buildings which do not have central mechanical systems, window air conditioning and radiators (with control valves) are acceptable for small classrooms. Renovation of medium and larger size classrooms may require the installation of “stand alone” ducted mechanical systems to fulfill standard requirements.

Communications:

Voice and data outlets shall be provided for all classrooms. Power outlets shall also be provided at each communication outlet. The location of the communication outlets shall be coordinated with the casework and furniture plans. A permanent wire management system shall be incorporated within the furniture. Consideration shall be given to installing wireless access connections.