

## Parnassus Heights Space Allocation Criteria

The combination of the overall growth on the Parnassus Heights campus, ongoing unmet space needs, and the ambitious plans in the CPHP has highlighted space challenges for both Health and Campus leadership. The New Hospital design team has begun investigating the project constraints and connections to the adjacent campus buildings and functions. The impacts of the new design, construction, and planned growth of staff and faculty require coordination of space needs and governance. Additionally, the need to decant 350 Parnassus in the short-term future highlights the need to find adequate space for providers and staff who provide direct care to patients on the Parnassus Campus. Further pressures on space use include upcoming renovations, seismic upgrades, and major repairs. These factors are coalescing together over the next several years and will continue to increase the need for space in both the short and long term on the Parnassus Campus.

In order to proactively and collaboratively plan for space on the Parnassus Campus, we must look at all space on Parnassus Heights holistically. By outlining a common set of criteria for adoption by the current space allocation processes, we hope to eliminate competition and foster collaboration within the Health and Campus space governance processes. Decisions on locations for clinical services and research programs are complex and are not addressed by these simple criteria.

It is intended that these criteria apply to spaces which are not clinical care or research focused.

They may be applied to individuals, portions of departments, job functions, and it is not assumed to apply to entire departments.

Criteria are not intended to restrict the provision of campus amenities such as retail, fitness and recreation, conference space, housing, child care, and other uses that serve the campus and Health communities, patients and visitors, and the external community. These types of uses are considered to be workplace support for the critical uses outlined below.

## Priority 1 – critical presence at Parnassus Heights

Individual workspaces and department units/activities whose presence at Parnassus Heights is essential to the clinical, research and education missions will be first priority for space if they meet one of the following:

1. Provide direct clinical care >24 hours a week (60% FTE equivalent) in person at Parnassus Heights care locations and a 30-minute response time requirement. For example, clinical faculty workspace whose primary clinical care setting is Parnassus Heights emergency department.
2. Provide direct support (that cannot be provided remotely) for patients and families >24 hours a week (60% FTE equivalent) in person at Parnassus Heights care locations. For example, a portion of patient relations department may have workspace but not 1:1 dedicated workspace.
3. Must spend >24 hours a week (60% FTE equivalent) in person at Parnassus Heights in research, education, and other academic responsibilities. For example, surgical skills lab staff or professional schools' dean offices.
4. Direct physical operations, maintenance, construction, renovation, and emergency response responsibilities for critical systems required to keep clinical and research activities operational and a 30-minute response time requirement. For example, facilities engineering and portions of IT Services.

## Priority 2 – critical presence at Parnassus Heights, potential for shared space

Work that can be split between remote and physical presence, or work that is split between two or more campuses, should be highly considered for shared space or dedicated to a purpose rather than an individual person.

1. >60% of work time can be via telework or handled from another UCSF location. For example, clinical call center staff.
2. >60% of work time is in support of departments in other UCSF locations. For example, Finance and HR.

## Another UCSF campus area location is available

When an individual, function, portion of department or whole department has dedicated space assignment outside of Parnassus Heights campus area, additional dedicated space will not be provided at Parnassus Heights.

As a standard, employees should not be assigned more than one dedicated workspace. However, there may be circumstances where the critical nature of an employee's work,

such as a department chair who has administrative responsibilities at one campus site and significant, time-sensitive clinical responsibilities at another requires two assigned workstations. Although this should not be a common situation and all attempts to provide shared space at one of the campus sites should be considered, exceptions may be granted by the Space Committee.