

### Occupancy Guidelines

Classroom occupancy is calculated at 20 square feet per person.

- Fixed tables and chairs

Conference room occupancy is calculated at 15 square feet per person

- Loose tables and chairs

Rooms without furniture are calculated at 7 square feet per person.

- Large Program rooms could be this
- Don't include stage area in-room measurements

Any room or space with only one exit, the maximum occupant load should not exceed 50 people.

- For rooms with more than 50 occupants, doors must swing in the direction of egress (i.e. the doors must swing out of the room).
- Rooms with more than 50 occupants require at least two exits and a minimum set distance from each other ( $\frac{2}{3}$  the maximum diagonal length of the room.)
- For rooms with more than 100 occupants, doors should be equipped with panic hardware (crash bars).

For any room or space with only three exits, the maximum occupant load should not exceed 1000 people.

- For rooms with fixed seating (such as auditoriums), the occupant load should not exceed the number of fixed seats, plus the number of designated wheelchair spaces, if provided.