

**STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION**

***SPACE
ALLOCATION
STANDARDS***

October 2000

PURPOSE

This document establishes space allocation standards for state leased and owned office space. It also provides instruction on its application and describes how to proceed with requesting GA space planning services.

This document was created with the following goals in mind:

- To provide a decision-making tool for agencies, GA and OFM on facility space planning
- Utilize current concepts such as the universal workstation and the peripheral circulation plan.
- Address the needs of cross-functional and self-directed work teams, telecommuting, and shared space.
- Provide new ideas about "officing".
- An easy to use and understand document.

To these ends, all job category descriptions have been eliminated when determining how much space an agency should plan for. The bottom line is simply 215 BOMA Rentable square feet per person allocated in whatever distribution the agency program requires. It is believed that the universal workstation (open-office), with its various configuration options, meets the needs of most agencies. Examples of workstation configurations can be found in the Appendix. The open-office approach is preferred, because of its inherent efficiency, cost effectiveness and improved heating, ventilating, and air conditioning systems. In addition, peripheral circulation (where private offices are located in the center of the building, leaving the window areas open) allows more people to benefit from natural light.

INTRODUCTION

Space planning is a cooperative effort between the client agency and the Department of General Administration. The client agency would provide GA with space requirement information so that suitable space may be designed or leased in a cost-effective manner. In the event that the space plan requires specialized needs (e.g., special computer or client services areas), the services of a planning consultant may be required. When a planning consultant is not required, the agency would work directly with a GA architect.

DETERMINING SPACE NEEDS

The standard space allocation in leased office space averages 215 BOMA Rentable Square Feet (RSF) per person. (Refer to the GA and BOMA Standard Methods for Measuring Floor Area in Office Buildings). This “average” includes a workstation or private office, support space, internal circulation, and non-assignable common areas. Due to programmatic needs, an agency may choose to use the “space allocation standard” or the “functional programming standard allowance”. Generally, “typical” agencies of smaller and medium size use the “space allocation standard” while larger and/or more specialized agencies use the “functional programming standard allowance”. (Functional programming requires an Exemption request.)

1. Standard Space Allocation:

Table A represents average space allocation per person. Table B represents average space allocations for "special areas".

Table A

Standard SPACE ALLOCATION per person	RSF/person
Average workstation size (64 sf plus) , small office allowance	90
Support Space: reception, conference, meeting, equipment, copy, etc.	55
Internal office circulation	35
Common areas: stairs, elevators, etc.	35
Total Space Allocation per person	215

Additional space also known as “Special Area Allowance” may be required to meet program needs. When requesting additional space, agencies should categorize their needs using the list below. Please keep in mind that each category must be fully justified.

Table B

SPECIAL AREA ALLOWANCE	
Class and Testing Rooms	Actual Space Required
Laboratories	Actual Space Required
Libraries	Actual Space Required
Private Offices	Actual Space Required
Public Auditoriums	Actual Space Required
Oversized Reception Areas	Actual Space Required

Other	Actual Space Required
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Add internal circulation and external common areas: 50% of the sum of table B

The **total** space an agency requires is the **sum** of Table A and Table B **plus** 50% of Table B for internal circulation and non-assignable external common area. That is approximately 215 square feet per person, including the special areas.

2. Functional Programming Standard Allowance For Unique Agency Requirements:

If the Standard Space Allocation computation does not meet the agency's needs due to unique and special circumstances, the client agency may request to use the Functional Programming and itemize each type of space. This type of Space Request requires director approval when it is submitted.

This detailed Functional Programming requires that space be defined by the activities performed by each employee. This includes equipment needs, storage, private meetings and confidentiality requirements. In addition, spaces that house group activities such as large conference rooms and training rooms etc. are also included. If an agency does not have a space planner on staff with this expertise, then GA can provide or contract for this service. This is a re-imbursable expense.

Please see in the Appendix examples of state agency floor plans.

The bottom line is, (whether standard space allocation or functional programming standard method is utilized) the program should ensure that the space is being efficiently utilized.

SPACE PLANNING GUIDELINES

Open Offices

The use of systems furniture in open office plans is strongly encouraged under either planning scenario. Open offices require less floor space, allow simpler, more efficient air distribution and maximize the availability of natural light. When staff functions require intermittent privacy, the agency should consider adding smaller conference rooms. Good design practice utilizes partitions with a maximum height of 5'-4". These higher partitions can support over-counter or upper storage units. These should be positioned perpendicular to the exterior windows. Lower partitions should be used parallel to windows, allowing natural light to reach interior work stations.

Private Offices

For most state programs, a **maximum of 10% of personnel may be housed in private offices**. The need for private offices is based upon the following functional requirements:

1. Responsibility level of at least deputy director at division level, supervising 40 or more staff; or

1. Responsibility for sensitive investigations on a daily basis; or
2. Personnel compensation and performance reviews for a daily minimum of four hours; or
3. At least five hours per day of documented confidential meetings; or
4. Supervision of 10 or more staff; 25% of time spent in confidential counseling; or
5. Five hours per day of confidential conversations.

Alternatives to Private Offices

Some programs require confidential telephone conversations, staff/supervisor meetings or client/staff interviews. In these cases, consider instituting a series of small conference rooms as an alternative to private offices. These small conference rooms will serve as multipurpose space for interview, telephone conversations, work sessions and conferences.

HOW TO REQUEST SPACE

The Space Request form found in the Appendix is used to formally request that GA acquire leased space on a client agency's behalf. This form includes a Space Planning Data Sheet for computing space requirements. The client agency director or designee is required to certify that the requested space is necessary and that all information is current and correct. OFM now requires review and approval of funding before the Space Request is submitted to GA.

Upon receipt of the Space Request, GA will coordinate with the client agency to identify specific design requirements, layout and necessary equipment. Space allocations will be based on the standard 215 RSF per person plus special area requirements, or the approved functional programming standard as described above.

When the Space Request has been verified and approved by GA, then GA will initiate actions to acquire, design, and construct the necessary leased space on behalf of the client agency. The client agency is responsible for installing special equipment and contracting for moving expenses.

DEFINITIONS

1. Assignable Area

Office, storage, special, and internal circulation areas required by the tenant.

2. B.O.M.A.

Building Owners and Managers Association. This organization has developed a nationally accepted standard method of measuring and calculating floor area in leased space.

3. Confidential Conversation

Conversations between employees and clients which may not be disclosed to third parties consisting of matters involving personal or operational security, confidential legal issues, confidential investigations, personnel counseling and medical or financial matters. **Policy development, research and exercising supervisory responsibility over subordinate employees is not considered confidential conversation.**

4. Net Square Feet

The floor area required for each office workstation including space between adjacent desks, but excluding common aisles within a work area used for internal circulation. The space contained within the walls of a private office.

5. Non-assignable Area

The area that is not occupied by agency personnel or furnishings, consisting of mechanical rooms, toilets, custodial rooms, general circulation space, stairs and elevators.

6. Office Support Area

Space assigned to an agency for reception, conference, common equipment and storage.

7. Office/Workstation Area

Private offices and workstations used in performance of normal office activities.

8. Open Landscape

Office planning that integrates function, aesthetics, acoustics, lighting and placements characterized by free-standing panels and systems furniture rather than private offices.

9. Person

Full Time Equivalent

10. Private Office

A workspace fully enclosed by hard walls, with its own doors. Private offices should be located in the interior of a leased space, so as not to obstruct staff access to natural light. Interior windows (relights) increase transparency and enhance the availability of daylight.

11. Special Areas

Agency-unique spaces such as laboratories, auditoriums, training facilities, examination rooms, computer server mainframes/server rooms, libraries, shipping and receiving areas, storage for special equipment, vaults, receiving areas, customer service areas, and public information counters. Such areas may require special electrical, mechanical, security, floor and data cabling systems.

Space allocation for major reception and customer service areas should assume occasional overcrowding of lobbies, waiting rooms and reception areas and should not attempt to satisfy worst-case conditions.

12. Systems Furniture

Modular workstations, components and panel systems used in open office environments.

13. Universal Workstation

A planning module of 80 square feet (nominal 8 ft x 8 ft including half a 3 ft aisle) based on an open office furniture system, with several possible worksurface/storage configurations.