

	DEPARTMENT OF ADMINISTRATIVE SERVICES <b>POLICY MANUAL</b> ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-100
	APPROVAL: Laurie A. Warner, DAS Facilities Administrator	EFFECTIVE DATE July 23, 2003
SUBJECT: SPACE STANDARDS		PAGE 1 OF 8

**AUTHORITY:** ORS 276.004 and other related provisions of Chapter 276.

**PURPOSE:** To establish size standards to be used in assigning space to state agencies in buildings owned or leased by the state, and to provide planning standards which promote employee productivity and the functional, efficient, and flexible use of space, as required under ORS 276.410.

**DEFINITIONS:**

**Building Common Area:** Common area in a building includes corridors, building lobbies, custodial rooms, mechanical and electrical rooms, restrooms, building conference rooms, break rooms, and food service areas shared by the entire building.

**Building Rentable Area:** Gross Interior Area minus Vertical Penetrations. (This calculation should be fixed for the life of the building unless a vertical penetration is added or removed from the building or area is added or removed from the building.)

**Circulation Space:** Space for passage from one work area to another. The Circulation Space Allowance is calculated by multiplying the Workstation Space and Support Space by the standard factors (see Office Space Standards Table).

**Construction Area:** The gross area of a building measured from the exterior face of exterior walls on all floors including basement(s) and mechanical penthouse(s). Construction Area is not used for determining rent.

**Conventional Furniture:** Free standing furniture not supported by modular partitions.

**Floor Common Areas:** Corridors, lobbies, custodial rooms, mechanical and electrical rooms, restrooms, conference rooms, and food service areas used only by the tenants of that floor.

**Gross Interior Area:** The total area measured to the inside face of the exterior walls at the floor plane.

**Growth Space:** Space for workstations or support functions of full time equivalent positions (FTE), which are not included in the current budget. Growth space may be added only with authorization from Budget and Management.

**Special Program Space:** Functional areas used by tenant agencies to support their programs in addition to

the standard office space allowances for workstations and support space.

Support Space:	Areas for functions to support the agency's programs but not generally used for office personnel. Examples include computer rooms, centralized filing areas, waiting areas and conference rooms.
Systems Furniture:	Interconnected modular partitions that support work surfaces and storage components. Systems Furniture often incorporate internal raceways for power, data, and telephone service to the workstation.
Tenant Rentable Area:	The Tenant Useable Area plus a prorated share of the Floor Common and Building Common Areas. This figure is used to calculate rent.
Tenant Useable Area:	The area of a building assigned to a tenant agency. Usable Area is the actual area of the floor occupied used for WorkStations, Support Space, Special Program Space, and the Circulation for those spaces. This area is computed by measuring to the finished surface of the tenant side of corridors and to the center of partitions that separate the office from adjoining tenants. This calculation is of importance only to the tenant agency.
Vertical Penetrations:	The area for stairs, elevators, mechanical and electrical chases or shafts measured from the outside of enclosing walls.
Workstation:	The individual workspace containing furniture and equipment. A workstation may be open space, with or without modular partitions, or an enclosed office.

## **POLICY:**

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### **I. APPLICATION OF THE STATE SPACE AND PLANNING STANDARDS**

- A. The Space and Planning Standards shall apply to all state agencies subject to the jurisdiction of the Department according to ORS 276.410 and other referenced Statutes, and shall apply to all owned or leased facilities.
- B. In cases where agencies exempted from ORS 276.410 request the Department's assistance for space assignment or leasing service, then that party shall be subject to the Space Standards.
- C. Any request for space, which does not follow the Space or Planning Standards, or those spaces or layouts specifically requiring justification under this policy, shall include a written justification. The justification must be approved by both the requesting agency head, or designee, and meet at least one of the following tests:
  - (1) The building shape, size, or configuration make it difficult to achieve efficient layouts and proper relationships between work units without varying from the standards; or
  - (2) Existing walls, features, or other elements mean that cost savings are achieved by leaving some non-compliant spaces or layouts in place; or

- (3) Unique and special duties of certain staff or functions cannot fit into the standard amount of space.

Before the space request or layout is authorized, the justification must also be approved by the DAS Facilities Division.

- D. Space Requests shall be reviewed by the DAS Leasing Section or the Space Allocation Committee. The Division will confirm compliance with the Office Space Standards. Allocation of space will be made in the best interest of the state.
- E. Application of these standards to any existing facility, where no major alterations are planned, will be limited to the extent feasible and economically practical.
- F. Space Requests for non-office space or a combination of office and non-office space shall be developed using the applicable portions of this policy.
- G. For reconfiguration of space in DAS owned buildings, a Project Authorization Request form shall also be completed and submitted to DAS Planning and Construction Management Section.

## II. OFFICE SPACE REQUESTS

- A. **Space Currently Budgeted Staff:** Space Request and approvals shall be made using the [Office Space Request Form](#) (DAS Form 125601). Office space calculations shall be made using the Office Space Worksheet (reverse side of the Office Space Request Form).
- B. **Growth Space:** With authorization from the Budget and Management Division of DAS, Growth Space for future FTE increases or program needs may be added to the space requested. Requests for Growth Space shall be made on a separate [Office Space Request Form](#). Calculations shall be made using the Office Space Worksheet. Due to the cost of unused space, it is recommended that alternatives, such as an option for increased space, short-term co-housing, satellite offices, conversion to systems furniture be considered before committing to Growth Space.

## III. OFFICE PLANNING STANDARDS

- A. These standards describe how owned or leased office space should be planned for new or re-configuring existing facilities. "Open Landscape" office design is the standard approach for state owned and leased facilities. The Department's objective is to reduce initial costs, increase sustainability, reduce the expense for future remodeling, increase flexibility, and contribute to employee productivity. Minimizing floor to ceiling walls contributes to efficient and effective environmental control and promotes the use of natural lighting.
  - (1) Generally, enclosed offices and other enclosed spaces shall be located in the interior areas (core) of office space rather than on windowed exterior walls. The Department's objective is to provide natural light for the greatest number of staff, and better dissipate heat and cold from exterior walls and windows. A limited number of enclosed spaces

may be approved on the building perimeter where it is feasible, cost-effective, and still allows natural light to most of the floor area. Perimeter enclosed spaces should not exceed 10% of the total perimeter.

- (2) Enclosed offices for staff below the Manager level on the Office Space Standards Table require written justification based on the duties and responsibilities of the position occupying the office and approval by the agency head and the Division.
- (3) Freestanding or modular components, which are easily moved, should be used rather than built-in casework or cabinets.
- (4) Agencies are encouraged to use Systems Furniture to reduce the amount of space needed, increase flexibility, and provide greater adjustability.

B. The following planning goals describe how Systems Furniture layouts should be designed and installed in owned or leased office space:

- (1) Reduce the usable area by approximately 20% compared to conventional furniture space layouts;
- (2) Minimize reconfiguration expense and disruption by moving people, not furniture to adapt to personnel turnover and changing technology;
- (3) Minimizing single runs of workstations and establish a flexible grid with a central spine that carries electrical power and voice/data cabling;
- (4) Place spines perpendicular to window walls to allow greater penetration of light into building core areas;
- (5) Locate workstation clusters away from exterior window walls to allow better dissipation of temperature extremes off the glass;
- (6) Increase flexibility by using 2' and 4' wide panels not exceeding 5'-9" in height (per Uniform Building Code requirements);
- (7) Design the layout to reduce sight and sound distractions;
- (8) Provide each workstation with task lighting; and
- (9) Adhere to applicable federal, state and city laws, regulations, codes and standards.

#### **IV. NON-OFFICE SPACE PLANNING STANDARDS**

A. Mixed Office and Non-office Facilities: Where space requests are for a mixture of office and non-office functions, the Office Space Standards and Space Request Form shall apply to the extent

possible. Other non-office areas should be treated as special program space.

- B. Non-Office Facilities: Facilities developed for non-office purposes need to be handled on a case-by-case basis. Planning for the facility should create flexible, functional, and efficient space. Rationale and justification for the required spaces and sizes needs to be attached to the Space Request.
- C. The Non-Office Planning Standards describe how space owned or leased by the state should be planned when designing new buildings or reconfiguring existing facilities.
- (1) Unless programmatic needs do not allow its use, "Open Landscape" design should be used as the design approach. Minimizing floor to ceiling walls promotes flexibility, contributes to efficient and effective interior environmental control, and promotes greater use of natural lighting.
  - (2) Generally, enclosed spaces shall be located in the interior areas (core) rather than on windowed exterior walls. The Department's objective is to provide natural light for the maximum number of employees, and to better dissipate heat and cold from exterior walls and windows.
  - (3) Circulation space for non-office functions should not exceed 30% of the functional areas.

## V. OFFICE SPACE STANDARDS TABLE

The Office Space Standards Table lists space allowances and the method to calculate space in accordance with the standards as described below.

- (1) The Office Space Standards Table lists the area allowed for various staff categories (Workstation Space). The areas listed are not entitlements, but are the maximums allowed without written justification.
- (2) Workstation, Support, and Special Program Spaces shall be measured from the centerline of interior walls, and the inside face of exterior walls and corridors.
- (3) Space allowances may be adjusted for the inefficiency of particular spaces. Considerations may include window placement, existing plumbing locations, built-in obstructions (e.g. structural columns), and building, fire and safety code requirements.
- (4) With written justification, space for caseworkers may be increased to accommodate desk-side interviews if the caseworker will be interviewing customers 50% or more of the time.
- (5) While facilities with fewer than eight FTE may require more space than allowed by the standards, the Office Space Standards shall be applied to the extent feasible.

A. WORKSTATION SPACE

<u>CATEGORY OF POSITION</u>	<u>MAXIMUM SYSTEMS FURNITURE SQ. FT. PER EMPLOYEE</u>	<u>MAXIMUM CONVENTIONAL FURNITURE SQ. FT. PER EMPLOYEE</u>
Director	160	* 280
Deputy Director	144	* 210
Administrator	120	*180
Manager	96	*150
Staff Attorney	96	*120
Supervisor/Professional/Technical	64	100
Caseworker	64	100
Support Staff	48 or 64	80
Field Worker/Data Entry	36 or 48	50

Add 45% to the system furniture total and 30% to the conventional furniture total for circulation space.

\*May be an enclosed office

B. SUPPORT SPACE

Examples of Support Space include, but are not limited to the areas listed below. Add 30% for Circulation Space.

- Conference Room 50 square feet plus 15 square feet per person
- Waiting Area 50 square feet plus 10 square feet per person
- Mail/Work Room Depends on equipment size & FTE
- Copier 50 sq. ft.
- Printer or Fax 25 sq. ft.
- Centralized Filing Systems 9 sq. ft. per file cabinet or as needed for other filing syst
- Storage Area As needed for immediate-need supplies
- Interview Room 50 sq. ft. plus 15 sq. ft. per occupant
- Coffee Station 10 sq. ft.
- Recycle Area 2 barrels per fl., minimum, 4 sq. ft. per barrel
- Library Depends on materials stored
- Computer Room Depends on equipment size
- Break room/lunch room Staff FTE divided by 6 times 15 square feet

C. SPECIAL PROGRAM SPACE

This is space in addition to Workstation and Support Space that is required by the agency to fulfill its mission/program. Add 30% to the total Special Program Space requested for Circulation Space. Examples of Special Program Space include, but are not limited to the following:

- Training Room Requires justification
- Hearing Room Requires justification
- Client Interview Room 50 sq. ft. plus 15 sq. ft. per occupant
- Computer Room Depends on equipment size
- Bulk Storage Area Depends on materials stored. Describe.
- Other Special Program Area Attach justification to the Office Space Worksheet

## VI. OFFICE SPACE WORKSHEET INSTRUCTIONS

Agency Usable Area square footage needs must be documented on the Office Space Worksheet on the reverse side of the Space Request Form. Calculate the Workstation, Support and Special Program space (usable area) as follows:

### A. WORKSTATION AREA CALCULATION (Section A, Office Space Worksheet)

**Step 1.** On the Office Space Worksheet, multiply the number of FTE in each position category, director, caseworker, etc., by the standard square footage for either Systems Furniture or Conventional Furniture. Enter the total for each category in the unshaded areas in the column headed Square Feet Requested.

**Step 2.** Total square footage for all categories and enter in shaded area A8.

**Step 3.** Multiply the total in A8 by 45% for Systems Furniture or 30% for Conventional Furniture. Enter the results in the shaded area A9. This is the Workstation Circulation Space Allowance.

### B. SUPPORT SPACE AREA CALCULATION (Section B, Office Space Worksheet)

**Step 1.** Determine the square footage allocations for each Support Space category per calculation methods listed on the Worksheet.

**Step 2.** Enter the total for each category from Step 1 in the unshaded areas on the Worksheet under the column headed Square Feet Requested.

**Step 3.** Enter the total square footage for all Support Space categories in the shaded area B12.

**Step 4.** Multiply the total square footage in B12 by 30%. This is the Circulation Space Allowance for Support Space. Enter the results in the shaded area B13.

### C. SPECIAL PROGRAM SPACE (Section C, Office Space Worksheet)

**Step 1.** Determine the square footage allocations for each Special Program Space category per calculation methods listed on the Worksheet.

**Step 2.** Enter the total for each category, determined in Step 1, in the unshaded areas on the Worksheet under the column headed Square Feet Requested.

**Step 3.** Enter the total square footage for all Special Program Space categories in the shaded area C11.

**Step 4.** Multiply the total square footage in C11 by 30%. This is the Circulation Space Allowance for Special Program Space. Enter the results in the shaded area C12.

#### D. TOTAL USABLE AREA

Add the totals in shaded areas. Enter the total in the shaded area D1. This is the total Usable area requested.

No Space allocation shall exceed an average of 250 square feet per FTE, without written justification.

#### E. TOTAL RENTABLE AREA

It is important to remember that a pro rata share (up to 100% for single tenant facilities) of floor and building common areas will be added to the Usable Area total. The Usable plus Common Areas make up the Rentable Area that is used to arrive at the rent cost.

### VII. DAS BUILDING AREA CALCULATION METHOD

Areas from the Space Request and Office Space Worksheet are estimates of what tenant agencies will occupy. Once planning for the space is completed, the actual building area is the basis for rent payments. The Facilities Division has developed the following method for calculating Rentable Area based on industry standards.

#### A. MEASUREMENT STEPS:

**Step 1.** Establish the Gross Interior Area of each floor by measuring from the interior face of exterior walls at the floor plane. Structural elements such as columns and pilasters are not deducted.

**Step 2.** Deduct all Vertical Penetrations (measured to the exterior faces of the penetrations) from the Gross Interior Area.

**Step 3.** Establish Building Rentable Area for the entire building. (This calculation should be fixed for the life of the building unless a vertical penetration is added or removed from the building or area is added or removed.)

**Step 4.** Establish Building and Floor Common Areas for each floor.

**Step 5.** Subtract the common areas from each floor to establish the Tenant Useable Areas.

**Step 6.** Establish the Tenant Rentable Area by floor by adding the pro-rated common areas to the Tenant Usable Areas.

**Step 7.** Establish the total Tenant Rentable Area in the building for each tenant agency. (The sum of these totals should equal the Building Rentable Area.)

<b>OFFICE SPACE REQUEST</b> (DAS Form 125601)	<b>DATE:</b> _____	<b>THIS REQUEST IS FOR:</b> <input type="checkbox"/> Current Budgeted Space <input type="checkbox"/> Growth Space <input type="checkbox"/> Office Space _____ Sq. Ft. <input type="checkbox"/> Other Space _____ Sq. Ft.												
<b>TO:</b> Department of Administrative Services Real Property Services 1225 Ferry Street SE U100 Salem, Oregon 97301-4281		<b>FROM:</b> (Requesting Agency/Division and Address)												
<b>LOCATION REQUIRED:</b> (Closest City) _____		<b>TENANT:</b> (Agency, Branch, etc.) _____												
<b>CURRENT SPACE OCCUPIED BY TENANT:</b> (Address) _____														
<b>TYPE OF SPACE REQUESTED:</b> <input type="checkbox"/> State-owned <input type="checkbox"/> COB <input type="checkbox"/> Leased <input type="checkbox"/> Build-to-suit <input type="checkbox"/> Purchase		<b>REQUESTING AGENCY CONTACT PERSON:</b> Name: _____ Phone: _____												
<b>TERM REQUESTED:</b> (years/months) _____		<b>PARKING SPACE REQUIRED:</b> State Vehicles Client Parking _____ Staff Parking _____												
<b>ESTIMATED COSTS:</b> <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Monthly Base Rent</td> <td style="width:33%;">\$ _____</td> <td style="width:33%;">Remodeling Cost (if not in Rent)</td> <td style="width:33%;">\$ _____</td> </tr> <tr> <td>Other Monthly Costs</td> <td>\$ _____</td> <td>Moving Cost / Telephones, Other Costs</td> <td>\$ _____</td> </tr> <tr> <td><b>TOTAL COST / MONTH</b></td> <td><b>\$ _____</b></td> <td><b>TOTAL UNAMORTIZED COSTS</b></td> <td><b>\$ _____</b></td> </tr> </table>			Monthly Base Rent	\$ _____	Remodeling Cost (if not in Rent)	\$ _____	Other Monthly Costs	\$ _____	Moving Cost / Telephones, Other Costs	\$ _____	<b>TOTAL COST / MONTH</b>	<b>\$ _____</b>	<b>TOTAL UNAMORTIZED COSTS</b>	<b>\$ _____</b>
Monthly Base Rent	\$ _____	Remodeling Cost (if not in Rent)	\$ _____											
Other Monthly Costs	\$ _____	Moving Cost / Telephones, Other Costs	\$ _____											
<b>TOTAL COST / MONTH</b>	<b>\$ _____</b>	<b>TOTAL UNAMORTIZED COSTS</b>	<b>\$ _____</b>											
<b>REQUESTING AGENCY CERTIFICATION:</b> Funds are available to cover the estimated costs of the proposed office facility, as listed above, for the current biennium. Future funding will be sought to continue the lease and rental agreement for the proposed term.														
<b>Signature:</b> (Agency Head) _____		<b>Date:</b> _____												
<b>Typed/Printed Name and Title of Agency Head:</b> _____														
<b>DATE REQUEST RECEIVED AT DAS:</b> _____		<b>DAS CONTROL NUMBER:</b> _____												
<b>DAS ACTION RECOMMENDED:</b> <input type="checkbox"/> Assign State-Owned Space <input type="checkbox"/> Assign DAS-Leased Space <input type="checkbox"/> Commence leasing action <input type="checkbox"/> Other as follows: _____														
<b>DAS Property Manager Assigned:</b> _____		<b>Property Manager Review of Agency Request--</b> <b>Initials &amp; Date:</b> _____												
<b>Authorized by DAS:</b> (Signature) _____		<b>Date:</b> _____												

<b>OFFICE SPACE WORKSHEET</b> (See DAS Policy Manual 125-6-100) Office Location:		<b>SQUARE FOOTAGE ALLOWANCES</b> (* may be enclosed office)			<b>SQUARE FEET REQUESTED</b>	<b>FOR DAS USE</b>
<b>SECTION A: WORKSTATION SPACE</b>		SYSTEM	CONVENTIONAL	# (FTE)		
A1	Director	160	280 *			
A2	Deputy Director	144	210 *			
A3	Administrator	120	180*			
A4	Manager	96	150*			
A5	Staff Attorney	96	120*			
A6	Supervisor/Technical/Professional	64	100			
A7	Caseworker	64	100			
A8	Clerical Support Staff	64 or 48	80			
A9	Field Worker	48	50			
A10	Budgeted Future FTE Workstations	Describe and attach justification				
<b>A11</b>	<b>TOTAL WORKSTATION AREA ( Add requested sq. ft. A1 through A9)</b>					
<b>A12</b>	<b>CIRCULATION SPACE</b>	A10 X 45%	A10 X 30%			
<b>SECTION B: SUPPORT SPACE</b>						
B1	Conference Room(s)	(50 sq. ft. +15 sq. ft. per person)				
B2	Waiting Room	(50 sq. ft. +10 sq. ft. per person)				
B3	Client Interview Room	As needed for equipment				
B4	Confidential Staff Meeting Room	(10 sq. ft)				
B5	Mail/Work Room	(50 sq. ft.),				
B6	Copy	(9 sq. Ft. per file cabinet)				
B7	Centralized filing	As Needed for Immed. Need Supplies				
B8	Storage Area	(4 sq. ft. per barrel)				
B9	Recycling, 2 barrels per fl., minimum	(100 sq. ft.)				
B11	Coffee Station	(25 sq. ft. total)				
B12	Printer and FAX Area					
B13	Other					
<b>B14</b>	<b>TOTAL SUPPORT SPACE (Add requested sq. ft B1 through B13)</b>					
<b>B15</b>	<b>CIRCULATION SPACE</b>	B14 X 30%				
<b>SECTION C: SPECIAL PROGRAM SPACE</b>						
C2	Training Room	Requires justification				
C3	Hearing Room	(100 sq. ft. each)				
C5	Computer Room	As needed for on site storage, describe.				
C6	Bulk Storage	Describe and attach justification				
C8	Other:	Describe and attach justification				
C9	Other:	Describe and attach justification				
C10	Other:	Describe and attach justification				
<b>C11</b>	<b>TOTAL SPECIAL PROGRAM SPACE ( Add requested sq. ft. C1 through C10)</b>					
<b>C12</b>	<b>CIRCULATION SPACE</b>	C11 X 30%				
<b>SECTION D: SQUARE FOOT REQUESTED</b>						
<b>D1</b>	<b>TOTAL USABLE SQ. FT.</b>	<b>A10+A11+B14+B15+C11+C12</b>				
<b>D2</b>	<b>TOTAL USABLE SQ. FT. PER FTE</b>	<b>( Divide Total Useable Sq. Ft. by #FTE )</b>				