				Section Four: Space Allocation		

This tool will calculate total allocated square footage and total square footage per user. Please use the Telework Schedule Crosswalk tables on the "Reference Tables" Tab. If your agency requires program-specific space beyond the standard allocation, enter the type of space and desired square footage, which will be added to the baseline allocation. Agencies must justify the need for any program-specific spaces. If Allocation is over 20,000 sq ft provide the Life Cycle Cost Model Tool as an addendum to this form.

Baseline User Space Allocation	Count	SQ FT	Percent of SQ FT per user type		Program Specific Spaces	SQ FT
Fully Remote	0	0	0%		client lobby	400
Externally Mobile	57	3,648	44%		interview room x 2	250
Resident	24	4,608	56%		client restroom	340
Total	**81**	**8,256**	**100%**		locked storage	225
					data room	100
Site requirements:					public facing conference room	750
Safe, adequare parking, reserved stalls for customers, easy access and public transit in area.					lab (dosh)	250
					shower - emergency use	120
					staff restroom (one each M/F)	400
					cash room	225
					IT office/Storage (14x14)	196
					Mail Room (14x14)	196
					Evidence Storage	120
					Program Specific Spaces Total SQ FT	**3,572**

Total Allocated Square Footage	**11,828**
Total Rentable Square Footage Per User	**146**

		Section Five: Proposed Space Utilization	

Workspace Types	Total Count		Common Shared Space Types	Total Count
Offices	10		Conference Rooms	2
Cubicles	14		Break Rooms	1
Touchdown Spaces	19		Restrooms	4
			Wellness Rooms	1

The total number of offices and cubicles should not exceed the number of Resident Users
3:1 ratio of touchdown spaces for those who are Externally Mobile Workers
Objective is to have 80% utilization of workspaces