



State of Washington

MODIFIED PRE-DESIGN (SPACE PLANNING DATA)

As required by RCW 43.82.035

As of October 30, 2009

Instructions: This form should accompany the appropriate **Modified Pre-design** and is to be completed for all agency requests for new leases, purchases, relocations or expansions. This tool is expected to provide an estimated rentable square footage and an understanding of how the requested space will be used. When complete print the entire workbook.

In addition to providing the necessary information to gain preliminary project approval, data supplied in this document will be used to:

- Develop the request for proposal or market search for space,
- Evaluate qualifying proposals ability to meet the program needs,
- Develop a space plan.

The following pages include summary instructions at the top of each page. Prompts are provided through out the document. If you are unclear about how to complete any of the elements or need assistance calculating space, the Department of General Administration's Real Estate Services can assist in developing this document.

Project Summary Information (from the following sheets)

Project Title: _____ **Date:** _____

	5-Year	10-Year
Square Feet for Workspaces: Private Office/Workstation	20,188	22,084
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	6,210	6,210
Square Feet for Equipment, Storage and Workrooms	2,040	2,040
Square Feet for Other Office Support Areas	2,884	2,884
Square Feet for Special Areas	860	860
<i>Total Program Area</i>	<i>32,182</i>	<i>34,078</i>
<i>Internal Circulation (40% of Total Program Area)</i>	<i>12,873</i>	<i>13,631</i>
Usable Square Feet (Total Program Area+Internal Circulation)	45,055	47,709
<i>Non-Assignable Common Areas (10% of Usable Square Feet)</i>	<i>4,505</i>	<i>4,771</i>
Total Rentable Square Feet (Usable + Non-Assignable Common Areas)	49,560	52,480
Total Workspaces	225	248
Square Feet Per Workspace	220	212

Project Title	0	Date:	1/0/1900
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Instructions: Identify the types of conference and training room spaces that are necessary for this facility. See the guides at the bottom of the page to assist in completing the required fields. The square feet per occupant guide is provided as general information and the intended use of the space should be considered when calculating the square feet per occupant need.

LOBBIES, MEETING ROOMS, AND TRAINING ROOMS										
	SPACE CALCULATION							ADDITIONAL SPACE USE INFORMATION		
TYPE OF SPACE	NUMBER OF OCCUPANTS	SQUARE FOOT PER OCCUPANT	SQUARE FEET PER ROOM	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	FREQUENCY OF USE	ADDITIONAL NOTES REGARDING USE OF THE ROOM	
Large,Sectional Assembly	300	7	2100	1	1	2100	2100	Medium	Training meeting rooms with sectional walls to allow use as one large meeting space.	
Large Conference Room	50	15	750	1	1	750	750	High		
Med. Conference Room	30	20	600	3	3	1800	1800	Heavy		
Sm. Conference Room	12	15	180	2	2	360	360	Heavy		
Breakout Rooms	8	15	120	10	10	1200	1200	Heavy		
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MEETING AND TRAINING ROOMS						6210	6210			

SQUARE FEET PER OCCUPANT GUIDE

TYPE OF ROOM	SQ FT PER OCCUPANT	TYPE OF ROOM	SQ FT PER OCCUPANT
Lobbies/Auditorium/ Assembly Space	7-15 sf / person	Hearings Room	20 sf / person
Conference/Breakout Room	15 sf / person	Classroom Training	25 sf / person
Video Conference Room	20 sf / person	Computer Training	36 sf / person

FREQUENCY OF USE GUIDE

Heavy	Used 35-40 hours per week
High	Used 25-35 hours per week
Medium	Used 25-15 hours per week
Low	Used less than 15 hours per week

