



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: Spokane North relocation **Date:** 8/6/2013

	5-Year	10-Year
Square Feet for Workspaces: Private Office/Workstation	1,777	1,777
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	1,725	1,725
Square Feet for Equipment, Storage and Workrooms	660	660
Square Feet for Other Office Support Areas	600	600
Square Feet for Special Areas	640	640
Total Program Area	5,402	5,402
<i>Internal Circulation (40% of Total Program Area)</i>	<i>2,161</i>	<i>2,161</i>
Usable Square Feet (Total Program Area+Internal Circulation)	7,563	7,563
<i>Non-Assignable Common Areas (10% of Usable Square Feet)</i>	<i>756</i>	<i>756</i>
Total Rentable Square Feet (Usable + Non-Assignable Common Areas)	8,319	8,319
Total Workspaces	28	28
Square Feet Per Workspace	297	297

Project Title	Spokane North relocation	Date:	8/6/2013
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Instructions: Identify the types of equipment, storage, and workroom spaces that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

EQUIPMENT, STORAGE, AND WORKROOMS

TYPE OF SPACE	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
Checkout/supply room	300	1	1	300	300	
Secured storage room	200	1	1	200	200	
Copy/printer area	80	1	1	80	80	
Mail center	80	1	1	80	80	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
TOTAL SQUARE FEET FOR EQUIPMENT, STORAGE, AND WORKROOMS				660	660	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Copy/Printer Area	Central File Area	Map Room
File Areas	General Storage	
Special Equipment Storage	Supply/Workroom	
Mail Room	IT Storage/Workroom Area	

Project Title	Spokane North relocation	Date:	8/6/2013
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Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

OTHER OFFICE SUPPORT AREAS

TYPE OF SPACE	SPACE CALCULATION					ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	
Staff break/meeting room	500	1	1	500	500	
Janitor closet	50	1	1	50	50	
LAN room	50	1	1	50	50	
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
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				0	0	
				0	0	
				0	0	
TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				600	600	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Reception	Lunch Rooms	Coffee Bars
Telecom Closets	Break Rooms	LAN Room
Wellness Room	Library/Resource Area	Showers
Janitor Closet		

