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: Wenatchee WorkSource Relocation (ESD) **Date:** 9/30/2013

	5-Year	10-Year
Square Feet for Workspaces: Private Office/Workstation	1,958	1,958
Square Feet for Lobbies, Meeting Rooms, and Training Rooms	1,990	1,990
Square Feet for Equipment, Storage and Workrooms	600	600
Square Feet for Other Office Support Areas	675	675
Square Feet for Special Areas	600	600
Total Program Area	*5,823*	*5,823*
Internal Circulation (40% of Total Program Area)	*2,329*	*2,329*
Usable Square Feet (Total Program Area+Internal Circulation)	***8,152***	***8,152***
Non-Assignable Common Areas (10% of Usable Square Feet)	*815*	*815*
Total Rentable Square Feet (Usable + Non-Assignable Common Areas)	***8,967***	***8,967***
Total Workspaces	***26***	***26***
Square Feet Per Workspace	***345***	***345***

Project Title	Wenatchee WorkSource Relocation (ESD)	**Date:**	9/30/2013

Instructions: Identify the type of personnel that require a private office or a workstation, provide a count, and the square footage per workspace.

WORKSPACES: PRIVATE OFFICE/WORKSTATION

	SPACE TYPE	WORKSPACE COUNTS			SIZE		
TYPE OF POSITION (Include Volunteers and Contractors)	**Private Office or Workstation**	**Present**	**5-Year**	**10- Year**	**Square Foot per Work Space**	**Total Square Feet (5-Year)**	**Total Square Feet (10-Year)**
Regional Director	Private Office	1	1	1	200	200	200
Administrator	Private Office	1	1	1	150	150	150
Supervisors	Workstation	2	2	2	100	200	200
WorkSource Specialist 4	Workstation	1	1	1	64	64	64
WorkSource Specialist 5		2	2	2	64	128	128
WorkSource Specialist 3		13	13	13	64	832	832
AmeriCorp partner		1	1	1	64	64	64
LMEA (part time)		1	1	1	64	64	64
AARP Partner		1	1	1	64	64	64
Potential future partners		3	3	3	64	192	192
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TOTALS		**26**	**26**	**26**		**1958**	**1958**
TOTAL GROWTH PROJECTED			**0%**	**0%**			
AVERAGE SQUARE FEET PER WORKSPACE						**75.3**	**75.3**
PERCENT OF PRIVATE OFFICES TO OPEN OFFICE						**67%**	**67%**

Project Title	Wenatchee WorkSource Relocation (ESD)	Date:	9/30/2013

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
Lobby	25	25	625			0	0		
Resource Room	22	25	550	1	1	550	550	High	
PC training Lab	15	36	540	1	1	540	540	High	
Training Room - large	30	15	450	1	1	450	450	High	
Training Room - small	20	15	300	1	1	300	300	Medium	
Small conference room	10	15	150	1	1	150	150	Low	
Interview room	6	25	150			0	0		
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MEETING AND TRAINING ROOMS						**1990**	**1990**		

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

Project Title	Wenatchee WorkSource Relocation (ESD)	Date:	9/30/2013

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

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	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)
Storage area/room	100	2	2	200	200	
Mail/copy room	75	2	2	150	150	
File Area	75	2	2	150	150	
Copy/Printer/MFD area	50	2	2	100	100	
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TOTAL SQUARE FEET FOR EQUIPMENT, STORAGE, AND WORKROOMS				**600**	**600**	

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	Wenatchee WorkSource Relocation (ESD)	Date:	9/30/2013

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

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	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)
LAN Room	150	1	1	150	150	
Tele/Electrical Room	150	1	1	150	150	
Janitorial Closet	75	1	1	75	75	
Staff Breakroom	300	1	1	300	300	
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TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				675	675	

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		

Project Title	Wenatchee WorkSource Relocation (ESD)	Date:	9/30/2013

Instructions: Identify the types of special areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this

SPECIAL AREAS

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	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)
Client Restrooms - Men	150	1	1	150	150	
Client Restrooms - Women	150	1	1	150	150	
Staff Restrooms - Men	150	1	1	150	150	
Staff Restrooms - Women	150	1	1	150	150	
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TOTAL SQUARE FEET FOR SPECIAL AREAS				**600**	**600**	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Interview Rooms	Clinic/Health Unit	Emergency Operations Center
Laboratory	Loading Dock	Emergency Generator System
Shop	Locker Room	Client Restrooms