General Administration
STATE OF WASHINGTON

SPACE ALLOCATION STANDARDS MANUAL

December 29, 2009

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WELCOME

The Space Allocation Manual has been updated to align with current practices, including the Modified Predesign Form.

The Space Allocation Standards are a tool to assist agencies to make better decisions about effective and efficient planning of their office needs. Effective office space planning not only improves the productivity of the workplace and increases the level of employee satisfaction, but also provides agencies with a number of efficiencies resulting in better service delivery.

In 2010 and 2011, the Space Allocation Standards will be evaluated as part of our ongoing effort to analyze data on modern office workspace and evaluate innovative approaches to provide facility efficiency metrics. The new approach will:

- Broaden the standards to reflect current and projected workforce trends.
- Provide efficiency targets that are in keeping with best practices and the state's goal for stewardship of its resources and high-performance facilities.
- Comply with legislation.

The resulting Facility Efficiency Standards will provide a synthesis and update of the Department of General Administration's (GA) existing standards and:

- Achieve a balance between agency program needs and efficient, effective design solutions.
- Establish statewide application of Facility Efficiency Standards for Size and Preliminary Design.
- Define a framework for regular review, revisions, and updates to the standards.
- Provide clearly defined facility programming resources and tools that will allow designers and architects to consistently meet agency needs and align with Facility Efficiency Standards.

I encourage all agencies to review their approach to planning their office needs. This manual is designed to help agencies develop a flexible work environment that is able to respond to change, meet the needs of employees and the public, enhance communication, and improve efficiency and productivity to better support the delivery of services.

Linda Villegas Bremer
Director

PURPOSE

This document establishes space allocation standards for state-owned and leased office space as required by RCW 43.82.010(2):

> "Except for real estate occupied by federal agencies, the director shall determine the location, size, and design of any real estate or improvements thereon acquired or held pursuant to subsection (1) of this section. Facilities acquired or held pursuant to this chapter, and any improvements thereon, shall conform to standards adopted by the director and approved by the office of financial management governing facility efficiency unless a specific exemption from such standards is provided by the director of general administration. The director of general administration shall report to the office of financial management and the appropriate committees of the legislature annually on any exemptions granted pursuant to this subsection."

This document also provides instruction on its application and describes how to request assistance from GA related to space planning services.

This document was created with the following goals in mind:

1. To provide a decision-making tool for agencies, GA and the Office of Financial Management (OFM) in estimating the amount of space needed for facility planning.
2. To promote space planning concepts such as the open office layouts, universal workstation and the peripheral circulation plan.
3. To address the needs of cross-functional and self-directed work teams, teleworking, and shared space.
4. To provide examples of workspace layout.

The basis of the standards is that space is allocated based on an average 215 rentable square foot (RSF) per person for staff areas in whatever distribution the agency program requires. It is believed that the universal workstation, based on the open office concept, with its various configuration options, meets the needs of most agencies.

The standard does not entitle employees to specific workstation sizes. Instead, it is a method for determining the overall requirements of a group or agency and for determining how that space is allocated. Actual individual space allocations are based on:

- functional space requirements
- priorities of the organization; and
- total space within the budget available.

The total space allocated via statewide space allocation standards is to be considered a maximum space allowance or footprint. Agencies are encouraged to utilize strategies to ensure their functional needs are met in the most efficient and effective manner.

INTRODUCTION

The Space Allocation Standards:

- Are a decision-making tool for agencies, GA and OFM for facility space planning
- Utilize current concepts such as the "universal workstation" and "peripheral circulation plan"
- Address the needs of cross-functional and self-directed work teams, teleworking, and shared space
- Encourage innovative space planning

Goals and Benefits:

- Reduce initial costs/minimize cost
- Increase sustainability
- Reduce cost of future remodeling
- Increase flexibility
- Contribute to employee productivity
- Provide a measure of equity
- Improve the quality and effectiveness of the work environment
- Promote equity between agencies in the utilization and quality of space

BASIC CONCEPTS

Universal Workstation

This manual reflects the state's policy for universal workstation, focused on open space workstations, with a minimum of private enclosed office space. This approach provides for better space efficiency, better building design, and increased functionality and flexibility.

This design is based on an 8 x 8 footprint and offers the greatest flexibility and benefit for most employees and agencies. This footprint is subject to variation depending upon the task and functions unique to the individual's job, agency and/or the complete office area. Certain tasks and functions may also require alternative design solutions. However, the introduction of too many workstation or office types which are not modular and are difficult, if not impossible, to reconfigure, reduce efficiencies.

Examples of workstation configurations can be found in Appendix C.

Open Office

The open office concept is the preferred approach to designing office space because of its inherent space efficiency, cost effectiveness and optimization of heating, ventilating, and air-conditioning systems. In addition, peripheral circulation and locating private offices in the center or adjacent to the core of the building, leaves the window areas open and allows more people to benefit from natural light.

DETERMINING SPACE NEEDS

The standard space allocation in leased office space is an average of 215 rentable square feet per person. (Refer to the GA and BOMA Standard Methods for Measuring Floor Area in Office Buildings). This average includes a workstation or private office, support space, internal circulation, and non-assignable common areas.

Based on programmatic needs, an agency may choose to use the space allocation standard or the functional programming standard allowance. Generally, typical agencies of smaller and medium size use the space allocation standard while larger and/or more specialized agencies use the functional programming standard allowance. Functional programming requires an Exemption request.

1. Standard Space Allocation

Table A represents average space allocation per person. Table B represents average space allocations for special areas.

Table A Standard Space Allocation per person (in RSF/person)

Average workstation size (ratio of 10% private offices and 90% open space cubicles)	80
Support space: reception, conference, meeting, equipment, copy, etc.	40
Special areas (See Table B)	As needed (up to 19)
Total Program Space	**139**
Internal office circulation (40% of Total Program Space)	56
Common areas: building lobbies, utility rooms, stairs, elevators, etc.	20
Total Space Allocation per person	**215**

Additional space also known as Special Area Allowance may be required to meet program needs. When requesting additional space, agencies should categorize their needs using the list below. Each category must be fully justified.

Table B Special Area Allowance

Class and testing rooms	Actual space required
Laboratories	Actual space required
Libraries	Actual space required
Public auditoriums	Actual space required
Oversized reception areas	Actual space required
Other*	Actual space required

* Other includes elements such as: interview rooms, lunch rooms/break rooms, mail room, telecom rooms, and central file rooms.

The total program space an agency requires is the subtotal in Table A, including any special areas identified in Table B. For the purpose of estimating the Rentable square footage a factor of 40% Internal circulation and 10%non-assignable external common are added to the estimate. To meet the Space Allocation standard, the total Rentable square footage should come to approximately 215 square feet per person.

2. Functional Programming Standard Allowance For Unique Agency Requirements

If the Standard Space Allocation computation does not meet the agency's needs due to unique and special circumstances, the agency may request to use the Functional Programming and itemize each type of space (see Exemptions below). This detailed Functional Programming requires that space be defined by the activities performed by each employee. This includes equipment needs, storage, private meetings and confidentiality requirements. In addition, spaces that house group activities such as large conference rooms and training rooms etc. are also included. (If an agency does not have a space planner on staff with this expertise, then GA can provide or contract for this service. This is a reimbursable expense).

3. Exemptions

To request exemptions from the Space Allocation Standards and to use the Functional Programming approach, an agency should document the requirements for space in excess of the standard. Each exemption request will consider, but not be limited to the following factors:

- Using specific agency mission requirements, clearly described the need for space in excess of the standard.
- Benchmarking with similar organizations performing similar functions to ensure the allocation of space requested is reasonable.

Exemptions from the standards will not be granted based solely on previous allocations or personnel preferences. However, it is recognized that it is often difficult to achieve efficiencies in monumental or historic buildings, smaller space (less than 10 employees), and in less efficient buildings.

Exemption requests should be directed to:

Chief Property Officer
Department of General Administration
PO Box 41015
Olympia, WA 98504-1015

Or e-mail to: RESCustomerSupport@ga.wa.gov

Whether standard space allocation or functional programming standard method is utilized, the program should ensure that the space is being efficiently utilized. GA encourages agencies to explore alternative office concepts that would reduce the amount of office space that would otherwise be procured using the Manual.

SPACE PLANNING GUIDELINES

Open Offices

The use of systems furniture in open office plans is strongly encouraged under either planning scenario. Open offices require less floor space, allow simpler, more efficient air distribution and maximize the availability of natural light. When staff functions require intermittent privacy, the agency should consider adding smaller conference rooms. Good design practice utilizes partitions with a maximum height of 5' 4". These higher partitions can support over-counter or upper storage units and should be positioned perpendicular to the exterior windows. Lower partitions should be used parallel to windows, allowing natural light to reach interior work stations.

Private Offices

For most state programs, a **maximum of 10% of personnel may be housed in private offices**. The need for private offices shall be based upon the following functional requirements:

- Responsibility level of at least deputy director at division level, supervising 40 or more staff; or
- Responsibility for sensitive investigations on a daily basis; or
- Personnel compensation and performance reviews for a daily minimum of four hours; or
- At least five hours per day of documented confidential meetings; or
- Supervision of 10 or more staff; 25 percent of time spent in confidential counseling; or
- Five hours per day of confidential conversations.

Private offices should be located in the interior of a leased space so as not to obstruct staff access to natural light. Interior windows (relights) increase transparency and enhance the availability of daylight.

Alternatives to Private Offices

Some programs require confidential telephone conversations, staff/supervisor meetings or client/staff interviews. In these cases, an agency should consider instituting a series of small conference rooms as an alternative to private offices. These small conference rooms will serve as multi-purpose space for interviews, telephone conversations, work sessions and conferences.

Reception/Customer Service Areas

Space allocation for major reception and customer service areas should assume occasional overcrowding of lobbies, waiting rooms and reception areas and should not attempt to satisfy worst-case conditions.

SPACE REQUEST

The GA Space Request has been replaced by the Modified Predesign document. The space allocation worksheet previously found in the GA Space Request has been updated and incorporated into the Modified Predesign Document, effective September 2009. Refer to:

- Modified Predesign-Short Form (http://www.ofm.wa.gov/budget/modifiedpredesign.asp)
- Modified Predesign-Long Form (http://www.ofm.wa.gov/budget/modifiedpredesign.asp)
- Space Planning Data Sheet (http://www.ofm.wa.gov/budget/modifiedpredesign.asp)

Please see the Appendix for examples of floor plans.

APPENDIX A DEFINITIONS

1. Assignable Area
Office, storage, special and internal circulation areas required by the tenant.

2. Building Owners and Managers Association (B.O.M.A.)
This organization has developed a nationally accepted standard method of measuring and calculating floor area in leased space.

3. Circulation
The areas on a floor necessary for access by people or equipment to stairs, elevator lobbies, public toilets, refuse area, building lobbies, and entrances. This is most commonly considered an aisle or corridor space. It is based on actual layout of a floor and may vary over time, or as space configurations change, and from floor to floor depending on the number of tenants on a floor. There are no specific footage guidelines for circulation. It is determined by the space available, features of the space, work flow requirements and furniture layouts. Circulation space must adhere to all state and local codes and Americans Disability Act (ADA) accessibility requirements.

4. Common Area
The area(s) of the building that provide services, support, or horizontal circulation to building tenants, but are not included in the areas of any specific tenant.

5. Confidential Conversation
Conversations between employees and clients which may not be disclosed to third parties consisting of matters involving personal or operational security, confidential legal issues, confidential investigations, personnel counseling and medical or financial matters. ***Policy development, research and exercising supervisory responsibility over subordinate employees is not considered confidential conversation.***

6. Floor Common Area
The area that provide services (washrooms, telecom and mechanical rooms, janitorial rooms etc.), or public corridors/circulation for the tenants on that floor.

7. Gross Building Area
The total constructed area of a building is the sum of all spaces on all floors of a building measured to the exterior enclosing walls.

8. Net Square Feet
The floor area required for each office workstation including space between adjacent desks, but excluding common aisles within a work area used for internal circulation, and the space contained within the walls of a private office.

9. Non-assignable Area
The area that is not occupied by agency personnel or furnishings, and consists of mechanical rooms, toilets, custodial rooms, general circulation space, stairs and elevators and included in Gross.

10. Office Support Area
Space assigned to an agency for reception, conference, common equipment and storage.

11. Office/Workstation Area
Private offices and workstations used in performance of normal office activities.

12. Open Landscape
Office planning that integrates function, aesthetics, acoustics, lighting and placements characterized by free-standing panels and systems furniture rather than private offices.

13. Person
A full-time equivalent employee.

14. Private Office
A workspace fully enclosed by hard walls with its own doors.

15. Rentable Area
The usable area of an office with its associated share of floor, common areas, and building common areas. The total amount of space a tenant can occupy or use within the building.

16. Special Areas
Agency unique spaces such as laboratories, auditoriums, training facilities, examination rooms, computer server mainframes/server rooms, libraries, shipping and receiving areas, storage for special equipment, vaults, receiving areas, customer service areas, and public information counters. Such areas may require special electrical, mechanical, security, floor and data cabling systems.

17. Systems Furniture
Modular workstations, components and panel systems used in open office environments.

18. Usable Area
The measured area of an office area, or building common area on a floor.

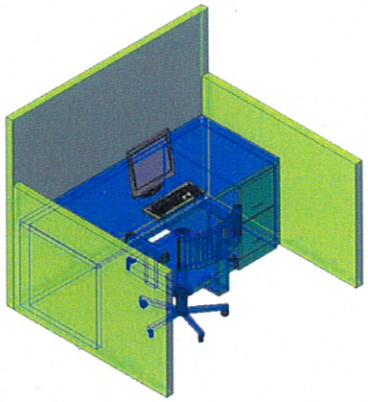
19. Universal Workstation
A planning module of 80 square feet (nominal 8 feet x 8 feet) based on an open office furniture system, with several possible work surface and storage configurations.

APPENDIX B SAMPLE SPACE DATA WORK SHEET

(Refer to http://www.ofm.wa.gov/budget/modifiedpredesign.asp for actual Space Data Worksheet from Modified Predesign)

STANDARD SPACE ALLOCATION PER PERSON / WORKSTATIONS	
Average workstation size (8 feet X 8 feet)	64 SF
Average Private Office	150 SF
Average SF per Workspace (Combined Offices and Workstations)	**80 SF**
LOBBIES, MEETING ROOMS, AND TRAINING ROOMS	
Lobbies/Auditorium/ Assembly Space, Conference/Breakout Room, Video Conference Room	
EQUIPMENT, STORAGE, AND WORKROOMS	
Copy/Printer Area, Central File Area, Map Room, File Areas, General Storage, Special Equipment Storage, Supply/Workroom, Mail Room, IT Storage/Workroom Area	
OTHER OFFICE SUPPORT AREAS	
Reception, Lunch Rooms, Coffee Bars, Telecom Closets, Break Rooms, LAN Room, Wellness Room, Library/Resource Area, Showers, Janitor Closet	
Space Allocation (Square Feet per total FTE)	**40 SF**
SPECIAL AREAS*	
Interview Rooms, Clinic/Health Unit, Emergency Operations Center, Laboratory, Loading Dock, Emergency Generator System, Shop, Locker Room, Client Restrooms	
Space Allocation (Square Feet per total FTE)	**As Needed**
Total Program Area per FTE	**139.5**
CIRCULATION AND BUILDING LOADS	
Internal Circulation Allowance (40% of Total Program Area)	56 SF
Estimated Usable Square Feet	195 SF
Non Assignable Common Area Allowance (10% of Usable)	20 SF
Estimated Total Rentable Area	215 SF
Total Space Allocation per FTE	**215 SF**

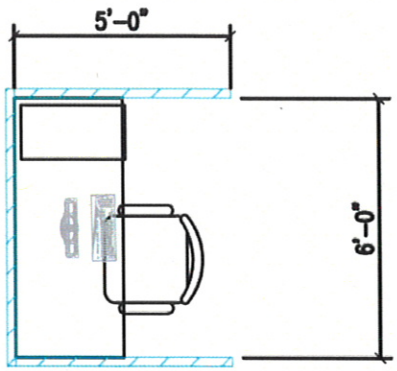
APPENDIX C EXAMPLES OF WORKSTATIONS

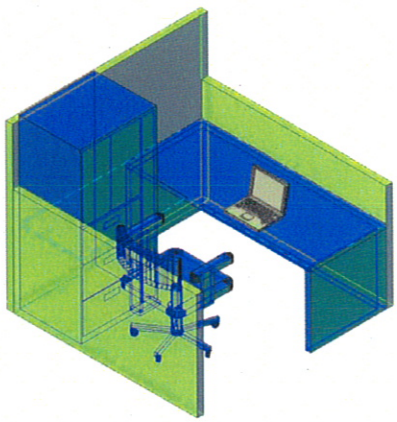


SMALL WORKSTATION
30.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"
UPPER STORAGE:	72"
WORKSURFACE:	6'

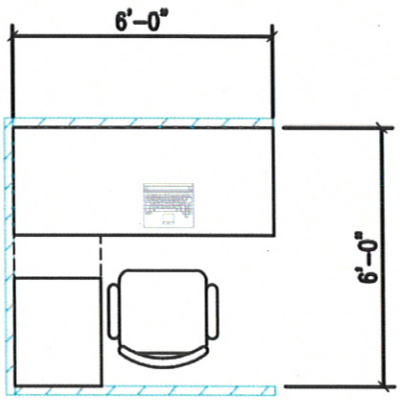


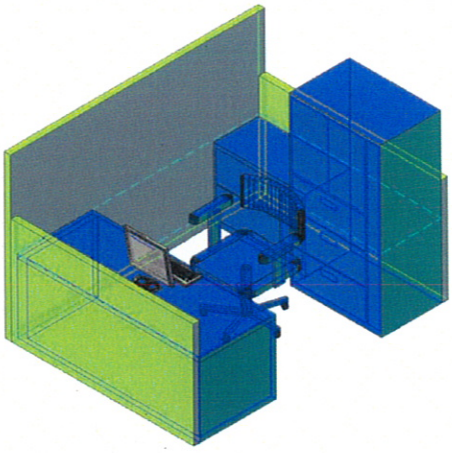


WORKSTATION 1
36.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-192"
STORAGE:	72"-192"
WORKSURFACE:	6'-10'

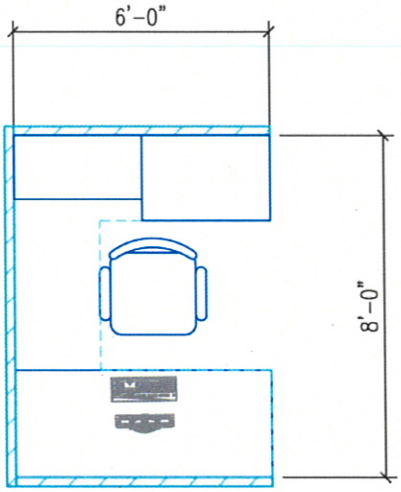


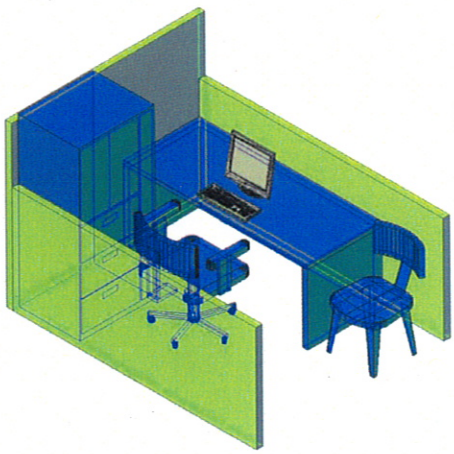


WORKSTATION 2
48.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-288"
STORAGE:	72"-216"
WORKSURFACE:	6'-16'

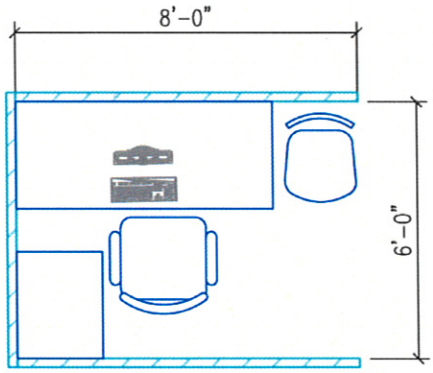


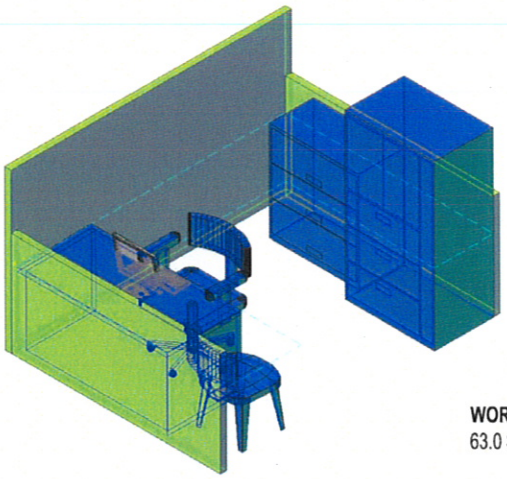


WORKSTATION 2A
48.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-288"
STORAGE:	72"-240"
WORKSURFACE:	6'-16'
EXTRA SEATING:	1

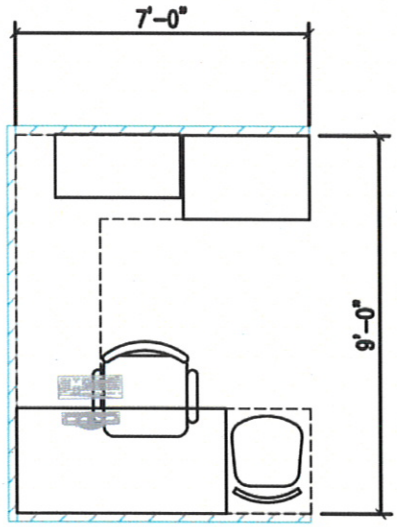


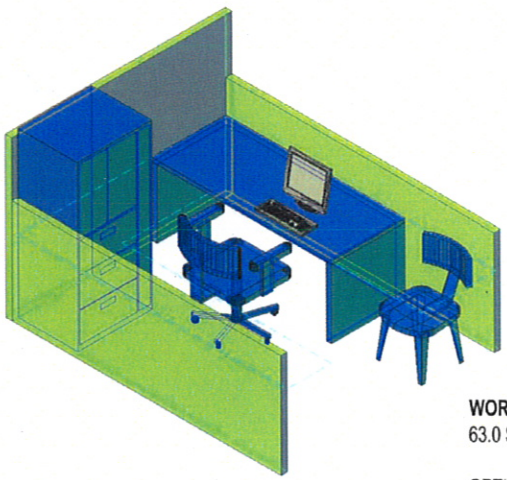


WORKSTATION 3
63.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-288"
STORAGE:	120-408"
WORKSURFACE:	8'-20'
EXTRA SEATING:	1

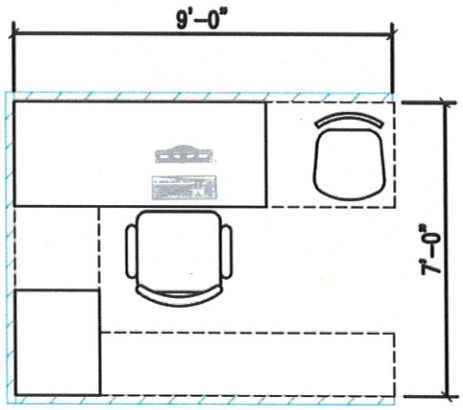


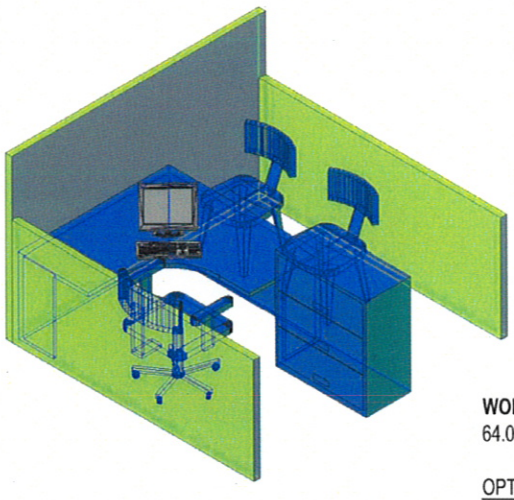


WORKSTATION 3A
63.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-432"
STORAGE:	72"-288"
WORKSURFACE:	6-22 SQ FT
EXTRA SEATING:	1

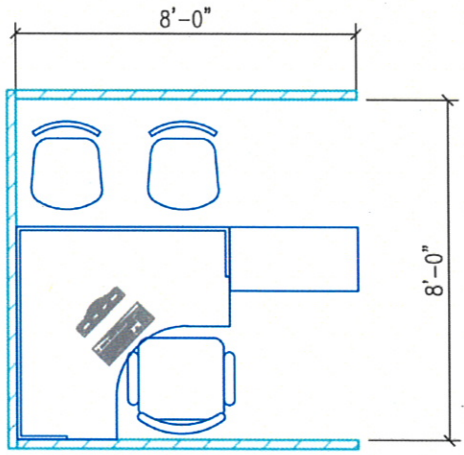


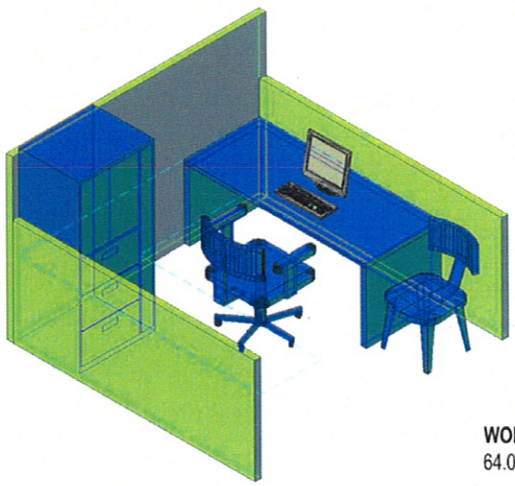


WORKSTATION 4A
64.0 SQ. FT. USABLE

OPTIONS:

FILING :	36"
WORKSURFACE:	8'
EXTRA SEATING:	2

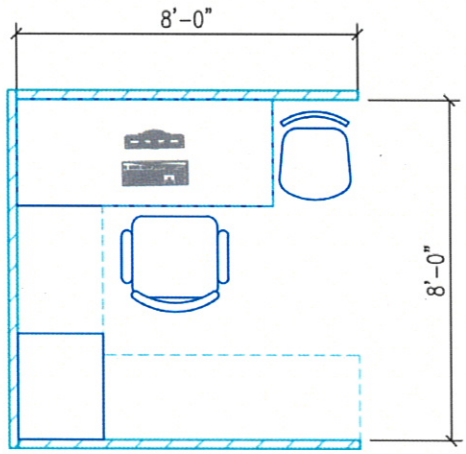


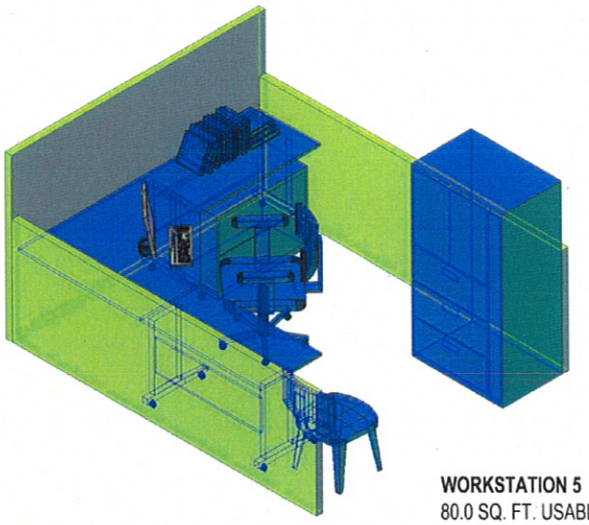


WORKSTATION 4
64.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-384"
STORAGE:	120-312"
WORKSURFACE:	8'-20'
EXTRA SEATING:	1

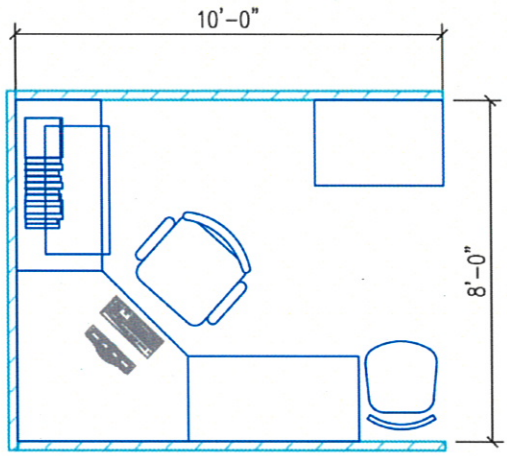


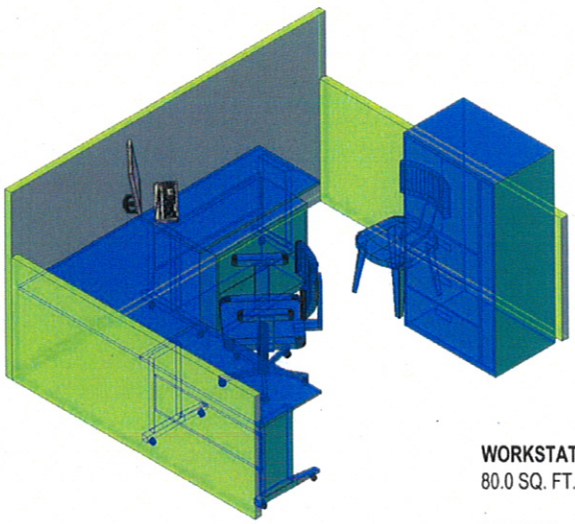


WORKSTATION 5
80.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-162"
STORAGE:	36"
WORKSURFACE:	6 '-20'
EXTRA SEATING:	1

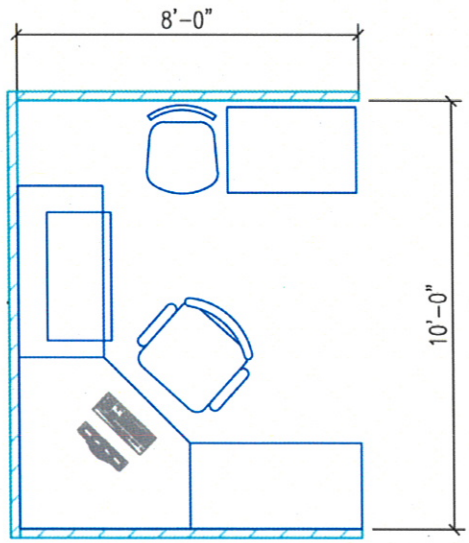


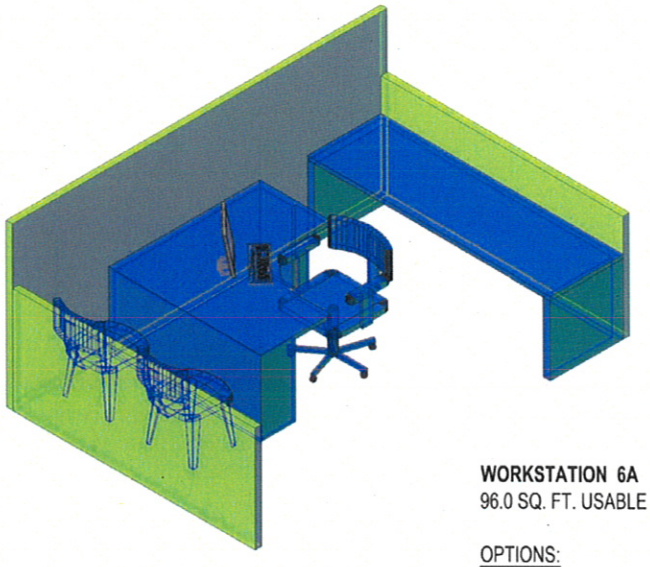


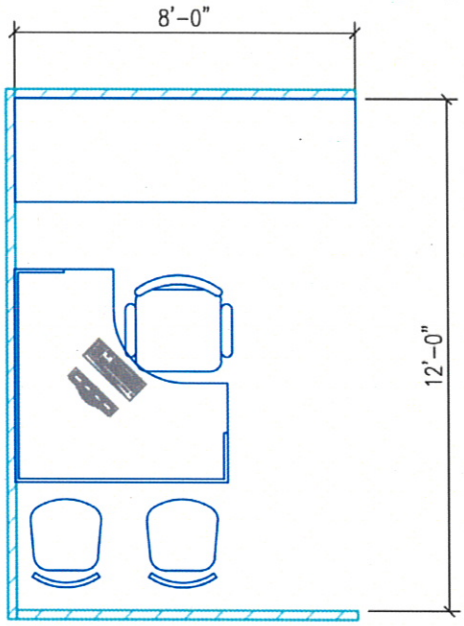
WORKSTATION 5A
80.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-162"
STORAGE:	36"
WORKSURFACE:	6 '-20'
EXTRA SEATING:	1



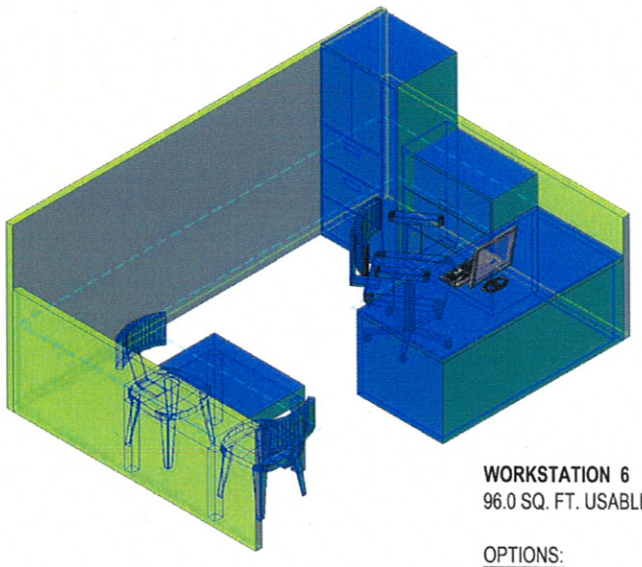


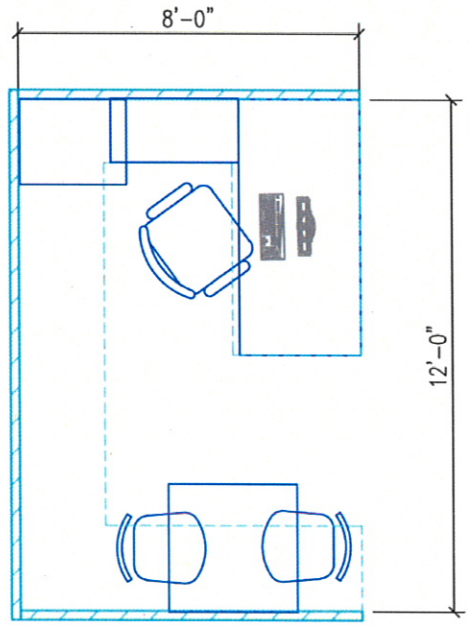


WORKSTATION 6A
96.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-768"
STORAGE:	72"-288
WORKSURFACE:	6'-17'
EXTRA SEATING:	2

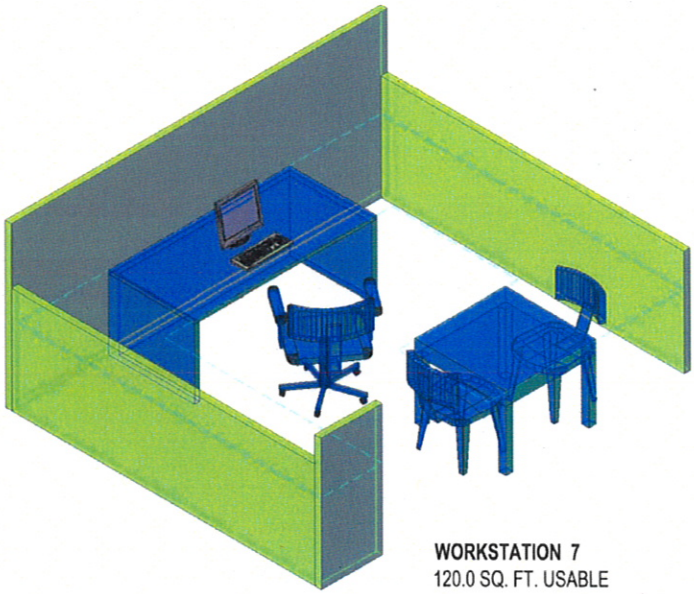




WORKSTATION 6
96.0 SQ. FT. USABLE

OPTIONS:

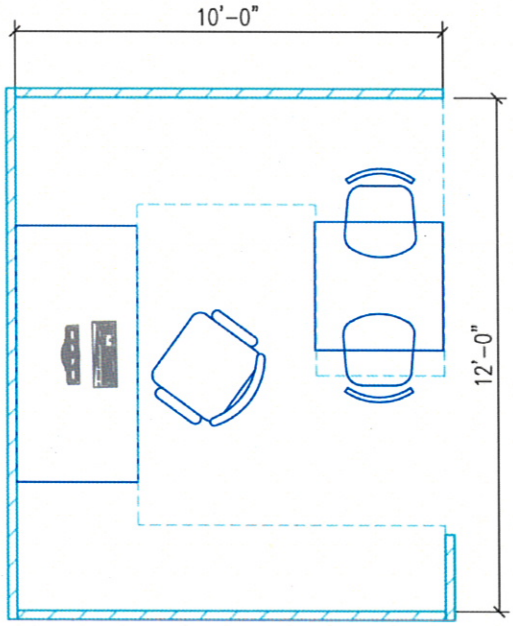
FILING :	24"-672"
STORAGE:	72"-288"
WORKSURFACE:	6'--28'
EXTRA SEATING:	2

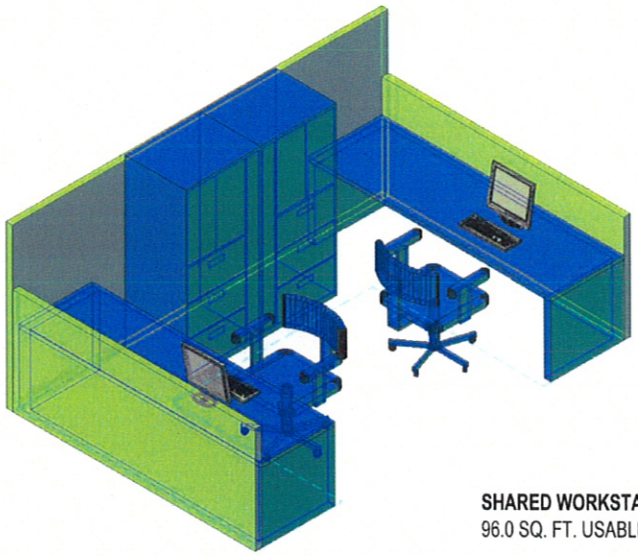


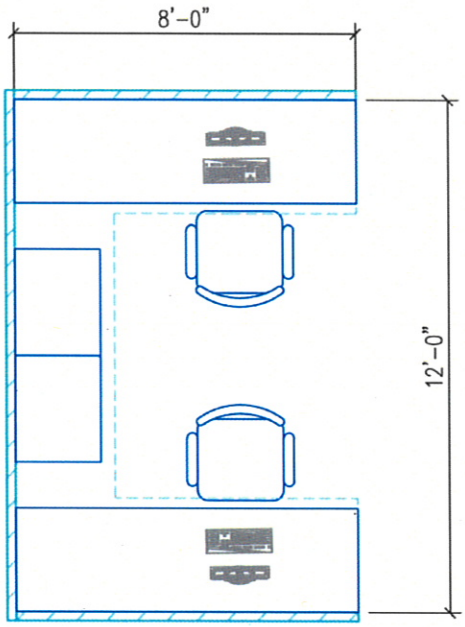
WORKSTATION 7
120.0 SQ. FT. USABLE

OPTIONS:

FILING :	24"-720"
STORAGE:	72"-360"
WORKSURFACE:	6'- 32'
EXTRA SEATING:	2



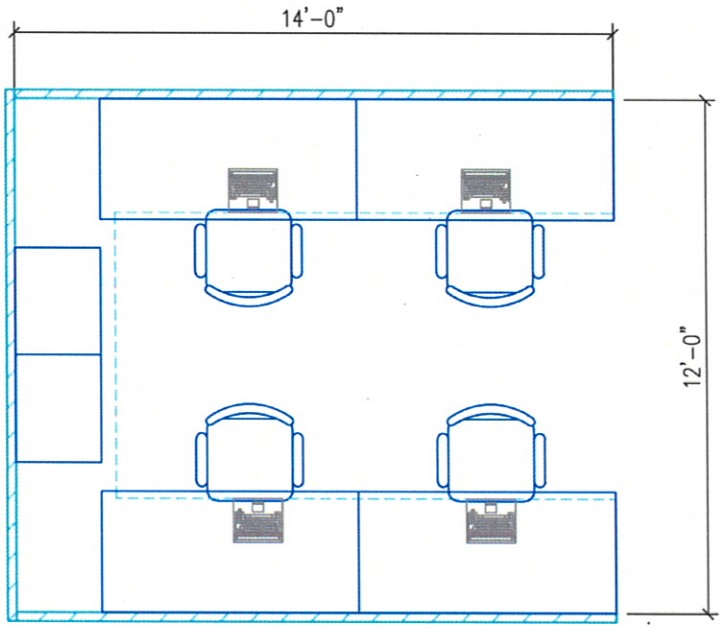




SHARED WORKSTATION (2)
96.0 SQ. FT. USABLE

OPTIONS:

FILING :	48"-216"
STORAGE:	144"
WORKSURFACE:	10'-20'



SHARED WORKSTATION (4)
168.0 SQ. FT. USABLE

OPTIONS:

FILING :	96"-192"
STORAGE:	144"
WORKSURFACE:	36'

WORKSTATIONS

Notes:

- Workstation layouts are suggestions only. Actual configurations should take specific program needs into consideration.
- Workstation panels are shown at nominal 3" thickness. Exact panel thickness should be confirmed by designer / architect prior to space planning.
- In order to optimize daylighting and ventilation, the height of workstation partitions should be limited. It is recommended to utilize panel heights of 3-6" (42") to a maximum of 5'-4" (64"). Use of taller "Open Frame" and glazed panels can be effective daylighting but may restrict ventilation.
- It is recommended to utilize electronic files to reduce the amount of paper files stored at individual workstations.
- Usable square footage is measured as the actual open space with the panels.
- Minimum 42" clear aisles should be maintained.
- When feasible, perimeter aisles should be provided. Especially along exterior window walls.

OPTIONS:

Filing:	File cabinets (standard or lateral), suggested configurations as measured by total lineal inches (I.E. cabinet width x number of drawers).
Storage:	Overhead (desk or panel mounted) units may include under cabinet task lighting. Measured by total lineal inches.
Worksurface:	Total lineal width of individual surfaces, measured at centerline. Optional increased work surfaces shown as dashed lines.
Extra Seating:	As required.