



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
1500 Jefferson, Olympia, WA 98504

October, 2011

Greetings:

The former Department of General Administration, which is now part of the Department of Enterprise Services, led a small multi-agency team to conduct research to determine if any changes should be made to the Space Allocation Standards and the Space Allocation Policy. The team researched public sector standards across the United States and in several other countries. The team also polled Washington state agencies to get their opinions about the current standards and used a small focus group of facilities professionals to evaluate feedback regarding the existing standards.

The accompanying report (located at <http://www.ga.wa.gov/RES/forms/SASReport.pdf>) and recommendations (<http://www.ga.wa.gov/RES/forms/SASRecommendations.pdf>) is the culmination of the research and recommendations of the team. The research and recommendations do not indicate a need for significant change to our space standards or our policy. The results instead focused on how the standard is applied.

Key changes recommended by the team:

1. Instead of using 215 rentable square feet "per person" or "per FTE" as the standard, change it to 215 rentable square feet per "workstation." Clarify how this modification of the definition of the standard should be applied in space planning.
2. Clarify definitions of unique program requirements. It was determined that the current approach is confusing and becomes subjective.
3. Revise the current Space Allocation Standard exemption process to include a more structured procedure for written justification, review, and approval for:
 - Private offices exceeding 10% of space
 - Excess "unique requirements" space (depending on how we define that in #2 above)

It was also noted that a better job should be done to train and inform agencies in using the standards in actual application.

The team has made several recommendations for small changes to the standard or manual. All suggested changes would benefit from being made in collaboration with agency end-users and the Office of Financial Management (OFM). We have agreed to join OFM this year as it addresses updates to the Space Data Sheet as part of the Modified Predesign review. The types of changes recommended for the standard would be greatly informed in the broader context of space planning. OFM will lead that effort and we will be active participants, ensuring that the standard is updated in concert with the Space Data Sheet and Modified Predesign process.

So, in summary:

1. There will be **no changes to the standard at this time, and no recommended policy changes this year.**
2. We will use this opportunity to publish the research reports for all agencies.
3. Department of Enterprise Services (DES) will collaborate with OFM in the Modified Predesign Review. DES will come to that review prepared to assist OFM by providing draft definitions and by actively participating in coordinating the space allocation standard with the space data sheet.
4. Following our collaboration, DES and OFM will coordinate the update of Space Allocation Standards and Modified Predesign.
5. Set at least two training dates following the publication of the updated standard.

All DES Real Estate Services now operate in space designed to meet these standards. We look forward to sharing our experiences with you in the near future. I thank the agencies that helped us conduct this research and anticipate a successful collaboration with you to make this state's standard the national best practice for space allocation. Please note that as you read these reports you will see references to General Administration. We are still in the midst of transition to DES. All DES/GA references are interchangeable. Thank you.

Howard S. Cox
Chief Property Officer