



State of Washington

SPACE PLANNING DATA SHEET

Last updated: October 2017

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Summary Information (compiled from the following tables)

Project Title: DCYF - Clark County - Clark Office **Date Submitted:**

Existing Facilities Total Square Feet: 34,773

Facility Area Summary **Planned**

Square Feet for Workspaces	3,264
Square Feet for Meeting & Focus Space	1,450
Square Feet for Office Support	1,204
Square Feet for Storage & Files	915
Square Feet for Program Special	2,165

Occupant Area **8,998**

Base Building Circulation (40% of Total Occupant Area) 3,599

Usable (Total Occupant Area + Base Building Circulation) **12,598**

Building Service and Amenity Areas (10% of Usable Square Feet) 1,260

Total Rentable Square Feet **13,857**

Square Feet for Warehouse and Special Equipment (Not in Circulation Area) 0

Total Project Square Feet **13,857**

User and Workspace Summary **Existing** **Planned**

Resident	56	56
Internally Mobile	0	0
Externally Mobile	0	0
Remote	6	6
Vacant	0	0

Total Users **62** **62**

Total Offices 9 9

Total Workstations 45 44

Total Mobile Benches 0 0

Total Touchdown Spaces 6 2

Total Workspaces **60** **55**

Rentable Square Feet Per Users **561** **224**

Rentable Square Feet per Workspaces **580** **252**

Percent of Workspaces to Number of Users **96.8%** **88.7%**

Planned User Growth **0.0%**

Planned Workspace Growth **-8.3%**

Instructions: To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.

MEETING & FOCUS AREAS

TYPE OF SPACE	SPACE CALCULATION							NOTES
	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	
Conference Room	6	20	120	2	1	6	120	Small Conference Room
Conference Room	12	15	180	2	1	12	180	Medium conference room
Conference Room	50	15	750	1	1	50	750	Double as training room / divisible into multiple rooms
Focus Room	2	40	80		2	4	160	
Collaboration Space	8	15	120		2	16	240	
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TOTAL USERS						88		
TOTAL MEETING AND FOCUS SPACE							1,450	

SPACE TYPE	SQUARE FEET PER USER	DEFINITION
Conference Rooms	15	An enclosed space for meetings.
Collaboration Space	20	A nonreservable space that is open or semi-enclosed for informal meeting.
Focus Rooms	40	An enclosed space with limited visual and/or acoustical distractions for one to four users.
Focus Points	40	A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.
Training Rooms	25-35	An enclosed space for recurring specialized training.

PROJECT TITLE: DCYF - Clark County - Clark Office

Date: 01/01/1904

Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

OFFICE SUPPORT

TYPE OF SPACE	SPACE CALCULATION				NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
Lunch Room / Social Hub	350	1	1	350	Breakroom / Social Hub. Includes space for cabinetry, sink, refrigerators, trash and recycling receptacles, tables that will seat approximately 35.
Mothers Room	64	1	1	64	per Fed Requirement
Print	96	3	2	192	Copy/printer/office supplies
ER / LAN	150	1	1	150	.75 sq ft for every 100 sq ft of rentable area, min 150 SF
Staff Showers	64		2	128	Showers areas attached to staff restrooms
Entrance / Service Lobby	200	1	1	200	
Wellness Room	120	1	1	120	
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TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				1,204	

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

PROJECT TITLE: DCYF - Clark County - Clark Office

Date: 01/01/1904

Instructions: Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

STORAGE & FILES AREAS

TYPE OF SPACE	SPACE CALCULATION				NOTES (Include any floor loading information)
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
Secure File Room	200	1	1	200	Confidential records and files area
Car Seat Storage	155	1	1	155	Car seat / booster seats for transporting children
Goods/Food Storage	220	1	1	220	Receiving/distribution/storage of food and concrete goods
Clothes Storage	220	1	1	220	Storage of clothing for children of all ages and sizes
Storage - Licensing Division	120	1	1	120	
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TOTAL SQUARE FEET FOR STORAGE & FILES				915	

SPACE TYPE
Supply-Workroom
Storage
Janitor Closet
Files
High Density Files

LOCATION AND SITE REQUIREMENTS	
Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.	
Provide requested geographic boundaries:	
South / East Clark County - Orchards	
Location restrictions, if any:	
Define the service area using zip codes, cities, counties, or regions:	
Zip Codes: 98606, 98607, 98664, 98671, 98682, 98683, 98684	
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:	
New site will house DCYF programs providing service delivery closer to our customers.	
Define any public transportation requirements:	
Close to public bus routes and stops	
Define any access requirements to major routes of travel:	
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):	
Large parking area with enough spaces for staff and visitors, including EV charging stations.	
Describe any special site requirements (access, large turning radius, etc.):	
N/A	
Describe any special pedestrian access requirements:	
Sidewalks and crosswalks would be beneficial to customers and staff	
Will this facility house public employees that may also serve the general public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Describe any unique parking requirements:	
Must accommodate state fleet of vehicles in addition to client and staff parking. Property needs 10-15 fenced in secure parking spots for agency vehicles. The fenced area for the state fleet with automatic gate would be advantageous to the agency.	
<i>Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.</i>	