



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:** Relocate Chehalis/Centralia **Date Submitted:** 2/9/2022

**Existing Facilities Total Square Feet:** 18,299

**Facility Area Summary** **Planned**

Square Feet for Workspaces	3,924
Square Feet for Meeting & Focus Space	1,600
Square Feet for Office Support	2,190
Square Feet for Storage & Files	550
Square Feet for Program Special	700

**Occupant Area** **8,964**

Base Building Circulation (40% of Total Occupant Area) 3,586

**Usable (Total Occupant Area + Base Building Circulation)** **12,550**

Building Service and Amenity Areas (10% of Usable Square Feet) 1,255

**Total Rentable Square Feet** **13,805**

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

**Total Project Square Feet** **13,805**

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

Resident	68	52
Internally Mobile	0	0
Externally Mobile	0	29
Remote	0	0
Vacant	0	0

**Total Users** **68** **81**

Total Offices 16 5

Total Workstations 70 55

Total Mobile Benches 0 0

Total Touchdown Spaces 0 0

**Total Workspaces** **86** **60**

**Rentable Square Feet Per Users** **269** **170**

**Rentable Square Feet per Workspaces** **213** **230**

**Percent of Workspaces to Number of Users** **126.5%** **74.1%**

**Planned User Growth** **19.1%**

**Planned Workspace Growth** **-30.2%**

**PROJECT TITLE: Relocate Chehalis/Centralia** **Date: 02/09/2022**

**Instructions:** Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

**USERS AND WORKSPACES**

USER INFORMATION					WORKSPACE INFORMATION					NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET	
APS Assigned Room	Resident	Resident	2	0	Office	100	2	0	-	
APS Assigned Workspace	Resident	Resident	7	0	Workstation	64	13	0	-	
APS Touchdown Workspace	Externally Mobile	Externally Mobile	0	4	Workstation - Shared	56	0	2	112	
HCS Assigned Room	Resident	Resident	2	6	Office	100	3	2	200	
HCS Assigned Workspace	Resident	Resident	7	12	Workstation	64	16	12	768	
HCS Touchdown Workspace	Externally Mobile	Externally Mobile	0	15	Workstation - Shared	56	0	6	336	
DDA Assigned Room	Resident	Resident	1	1	Office	100	6	1	100	
DDA Assigned Workspace	Resident	Resident	7	3	Workstation	64	2	3	192	
DDA Touchdown Workspace	Externally Mobile	Externally Mobile	0	6	Workstation - Shared	56	0	2	112	
CSD Assigned Room	Resident	Resident	3	2	Office	100	4	2	200	
CSD CSO Assigned Workspace	Resident	Resident	30	25	Workstation	64	30	25	1,600	
CSD Assigned Room	Resident	Resident	1	1	Office	100	1	0	-	
CSD CSCC Assigned Workspace	Resident	Resident	8	2	Workstation	64	9	3	192	
CSD CSCC Touchdown Workspace	Externally Mobile	Externally Mobile	0	4	Workstation - Shared	56	0	2	112	
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<b>TOTAL</b>			<b>68</b>	<b>81</b>			<b>86</b>	<b>60</b>	<b>3,924</b>	

WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

**Definitions**

**User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

**Resident:** A user who typically spends more than 50 percent of his/her time at the same workspace in the facility.

**Internally Mobile:** A user who typically spends more than 50 percent of his/her time in the facility with as much or more time spent away from their workspace than at it.

**Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

**Remote / Visitor:** A user who is occasionally (one-four days per month) in the facility.

<b>PROJECT TITLE: Relocate Chehalis/Centralia</b>	<b>Date: 02/09/2022</b>
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**Instructions:** Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

**ADDITIONAL USERS AND WORKSPACES**

USER INFORMATION					WORKSPACE INFORMATION					NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET	
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<b>TOTAL</b>			-	-					-	

WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

- Definitions**
- User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.
  - Resident:** A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).
  - Internally Mobile:** A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.
  - Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.
  - Remote / Visitor:** A user who is occasionally (one-four days per month) in the facility.

**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	8	15	120		1	8	120	Break out Room. Non-reservable first come first server space
Conference Room	10	15	150		1	10	150	Small Conference Room.
Conference Room	14	15	210		2	28	420	Medium Conference Room.
Conference Room	34	15	510		1	34	510	Large Conference Room.
Collaboration Space	10	20	200		-	-	-	Open meeting area with soft seating
Focus Room	2	40	80		4	8	320	
	1	40	40			-	-	
Other	1	40	40		2	2	80	Phone Room
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<b>TOTAL USERS</b>						90		
<b>TOTAL MEETING AND FOCUS SPACE</b>							1,600	

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.

**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.

<b>OFFICE SUPPORT</b>					
<b>SPACE CALCULATION</b>					
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Lobby	1,500		1	1,500	
Coffee Bar	50		-	-	
Lunch/Break Room	340		1	340	Includes space for cabinetry, sink, refrigerators, trash receptacles, recycling receptacles, and space for a couple tables that will seat approximately twelve.
ER Room (LAN)	150		1	150	0.75 SF for every 100 SF of rentable area, minimum of 150 SF
Janitor Closet	40		1	40	
Wellness Area	80		-	-	
Parent Room/Wellness	80		1	80	Room for chair or love seat, side table, changing table, sink and small refrigerator. This room will be utilized for lactation and parents with infants in the workplace.
Shower	80		1	80	Shower requested to support commute trip reduction and promote employee health.
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<b>TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS</b>				<b>2,190</b>	

<b>SPACE TYPE</b>	<b>DEFINITION</b>
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: Relocate Chehalis/Centralia**

**Date: 02/09/2022**

**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	TOTAL PLANNED SQUARE FEET	
IT Storage/Workroom/Storage Room	200		200	
Mail/Copy Room/Supply Storage Room	150		150	
	100		200	
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<b>TOTAL SQUARE FEET FOR STORAGE &amp; FILES</b>			550	

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

**PROJECT TITLE: Relocate Chehalis/Centralia** **Date: 02/09/2022**

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

PROGRAM SPECIFIC AREAS					
TYPE OF SPACE	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
Interview Rooms	100		6	600	
Client Restroom	100		1	100	Universal Restroom
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<b>TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS</b>				<b>700</b>	

SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Restrooms	Emergency Operations Center

**PROJECT TITLE: Relocate Chehalis/Centralia**

**Date: 02/09/2022**

**Instructions:** Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

**WAREHOUSE AND SPECIAL EQUIPMENT**

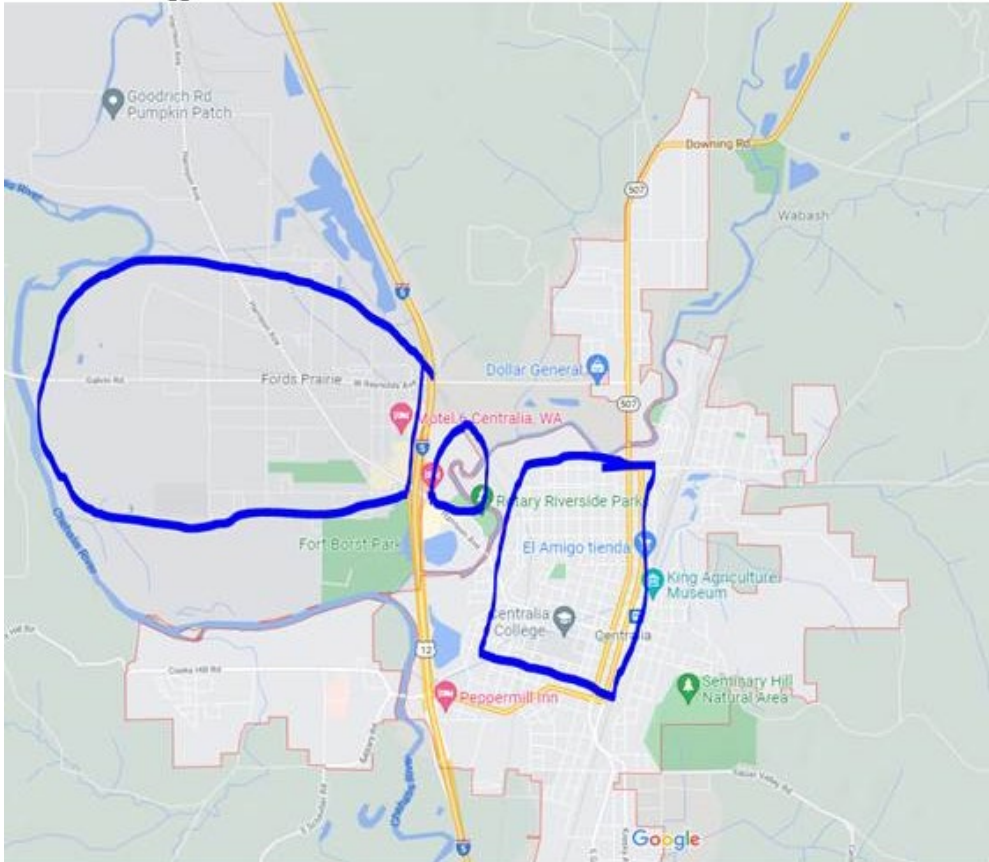
TYPE OF SPACE	CONDITIONED/ NOT CONDITIONED	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
		SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
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<b>TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT</b>					-	

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage



<b>LOCATION AND SITE REQUIREMENTS</b>	
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.	
<b>Provide requested geographic boundaries:</b>	
See attached map.	
<b>Location restrictions, if any:</b>	
See attached map.	
<b>Define the service area using zip codes, cities, counties, or regions:</b>	
See attached map.	
<b>Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:</b>	
See attached map.	
<b>Define any public transportation requirements:</b>	
within 3 blocks of public transportation stop	
<b>Define any access requirements to major routes of travel:</b>	
See attached map.	
<b>Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):</b>	
minimum two EV double headed charging stations and bike racks	
<b>Describe any special site requirements (access, large turning radius, etc.):</b>	
n/a	
<b>Describe any special pedestrian access requirements:</b>	
within 3 blocks of public transportation stop	
<b>Will this facility house public employees that may also serve the general public?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Describe any unique parking requirements:</b>	
Parking beyond code minimum for clients and staff is advantageous to meet business needs.	
<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>	

# Centralia



# Chehalis

