

**Section Three: Space Allocation**

Exhibit 8- Space Allocation Sheet

**Instructions:** This tool will calculate total allocated square footage and total square footage per user. Enter the number of Resident Users (in the office 60% of a pay period or more) and the number of Externally Mobile Users (in the office less than 60% in a pay period). If your agency requires program-specific space beyond the standard allocation, enter the type of space and desired square footage, which will be added to the baseline allocation. Agencies must justify the need for any program-specific spaces. **If Allocation is over 20,000 sq. ft. provide the Life Cycle Cost Model Tool as an addendum to this form.**

Baseline User Space Allocation	Count	SQ FT	Program Specific Spaces	SQ FT
Resident Users	3	634	Classroom (3) including instructor's offices	3,366
Externally Mobile Users*		0	Break/Lunchroom (1)	500
<b>Total User SQ FT</b>		<b>634</b>	Restrooms (4)	1,000
			Storage (supplies)	500
			Driving Simulation	500

*\*To be verified by HRMS once enacted*

Standards	Resident User	Externally Mobile User		
User space	79	36		
Conference/shared spaces	40	40		
Circulation=40% of spaces	48	30		
Building Services=15% total	25	16		
<b>User</b>	<b>192</b>	<b>122</b>	<b>Program Specific Spaces Total SQ FT</b>	<b>5,866</b>

Site requirements:

7-10 acres suitable for CDL driving instruction and building space for in class instruction	<b>Total Allocated Square Footage</b>	<b>6,500</b>
	<b>Total Rentable Square Footage Per User</b>	<b>2167</b>

10-person or smaller office: 10% buffer added to the total user space

11-20 person office: 10% buffer added to the total user space when there is 50% telework utilization

**Section Four: Space Utilization**

Workspace Types	Total Count
Offices	3
Cubicles	0
Touchdown Spaces	0
Common Shared Space Types	Total Count
Conference Rooms	1
Break Rooms	1
Restrooms	4
Wellness Rooms	0

3:1 ratio of cubicles for those who are Externally Mobile Workers  
Objective is to have 80% utilization of workspaces