

Space Allocation

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 sqft provide the Life Cycle Cost Model Tool as an addendum to this form.**

Baseline User Space Allocation	Count	SQ FT
Resident Users	54	10,368
Externally Mobile Users*	0	0
Total User SQ FT		10,368

**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
User	192	122

Site requirements:

Large parking area with enough spaces for staff and visitors, ADA parking, bike rack, electric car charging stations. Good pedestrian access with sidewalks and access to public

Program Specific Spaces	SQ FT
Client Lobby	1,152
Interview Rooms (4 @ 100 SF ea.)	400
Client Restrooms (2 @ 250 SF ea.)	500
Program Specific Spaces Total SQ FT	2,052

Total Allocated Square Footage	12,420
Total Rentable Square Footage Per User	230

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

Space Utilization

Workspace Types	Total Count
Offices	5
Cubicles	49
Touchdown Spaces	0
Common Shared Space Types	
Conference Rooms	4
Break Rooms	1
Restrooms	2
Wellness Rooms	1

3:1 ratio of cubicles for those who are Externally Mobile Workers

Objective is to have 80% utilization of workspaces