

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	55	10,560
Externally Mobile Users*	5	610
Total User SQ FT		11,170

**To be verified by HRMS once enacted*

Program Specific Spaces	SQ FT
Resource room/Lobby	1,400
Classrooms	3,200
Interview rooms	240
Reception	120
Program Specific Spaces Total SQ FT	4,960

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:

South Everett to Lynwood. Site should be located within walking distance of bus station. Sites with proximity to light rail will be preferred. Sites that can be located with one

Total Allocated Square Footage	16,130
Total Rentable Square Footage Per User	269

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	6
Cubicles	51
Touchdown Spaces	3
Common Shared Space Types	Total Count
Conference Rooms	2
Break Rooms	1
Restrooms	4
Wellness Rooms	1

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

Objective is to have 80% utilization of workspaces