## Space Allocation

This tool will calculate total allocated square footage and total square footage per user. Please use the Telework Schedule Crosswalk tables on the "Reference Tables" Tab. 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	Percent of SQ FT per user type	Program Specific Spaces	SQ FT
Fully Remote	0	0	0%	Client Lobby	200
Externally Mobile	93	5,952	29%	Interview Rooms (4 @ 120sf)	480
Resident	77	14,784	71%	Client Restrooms	240
Total	170	20,736	100%	IT Storage/Workroom	150
				Storage Rooms	200
ite requirements:				Training Room	675
				Hotel Workspaces	200
				Program Specific Spaces Total SQ FT	2,145
				Total Allocated Square Footage	22,881

## **Proposed Space Utilization**

Total Rentable Square Footage Per User

Workspace Types	Total Count	Common Shared Space Types	Total Count
Offices	11	Conference Rooms	8
Cubicles	66	Break Rooms	2
Touchdown Spaces	27	Restrooms	3
-		Wellness Rooms	2

The total number of offices and cubicles should not exceed the number of Resident Users 3:1 ratio of touchdown spaces for those who are Externally Mobile Workers Objective is to have 80% utilization of workspaces