

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
Fully Remote	20	0	0%
Externally Mobile	174	11,136	30%
Resident	135	25,920	70%
Total	329	37,056	100%

Site requirements:

- 1.) Located in Thurston County
- 2.) Close to mass transit
- 3.) Secure office space (keycards, door keys, external cameras, etc.)
- 4.) Electrical Vehicle Charging stations
5. Criminal Investigations Unit evidence room
- 6.) Criminal Investigations interview Room

Program Specific Spaces	SQ FT
Breakroom/Lunchroom	600
Client Lobby	2,000
Client Restroom	100
Criminal Investigation Evidence Room	1,000
Criminal Investigation Interview Room	150
CTR Lockers & Showers	500
Executive Lobby	1,000
Interview Room x 2	200
IT Preparation Room	1,000
LAN Room	1,000
Locked Storage x 5	1,500
Mail Room	500
Office Supply Room x 2	400
Training Room	2,000
Wellness Room x 2	400
Work/Copy Room x 6	1,400
Program Specific Spaces Total SQ FT	22,310

Total Allocated Square Footage	59,366
Total Rentable Square Footage Per User	180