State of Washington

SPACE PLANNING DATA SHEET

Last updated: June 2017

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Summary Information (compiled from the following tables)

Project Title:	**Wenatchee Relocation**	**Date Submitted:**	**9/26/2018**
Existing Facilities Total Square Feet:	**N/A**		

Facility Area Summary	**Planned**
Square Feet for Workspaces	3,340
Square Feet for Meeting & Focus Space	570
Square Feet for Office Support	420
Square Feet for Storage & Files	300
Square Feet for Program Special	584
Occupant Area	**5,214**
Base Building Circulation (40% of Total Occupant Area)	2,086
Usable (Total Occupant Area + Base Building Circulation)	**7,300**
Building Service and Amenity Areas (10% of Usable Square Feet)	730
Total Rentable Square Feet	**8,030**
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	0
Total Project Square Feet	**8,030**

User and Workspace Summary	**Existing**	**Planned**
Resident	21	34
Internally Mobile	0	0
Externally Mobile	0	3
Remote	0	8
Vacant	0	0
Total Users	**21**	**45**
Total Offices	16	14
Total Workstations	2	2
Total Mobile Benches	0	2
Total Touchdown Spaces	0	0
Total Workspaces	**18**	**18**
Rentable Square Feet Per Users	**#VALUE!**	**178**
Rentable Square Feet per Workspaces	**#VALUE!**	**446**

Percent of Workspaces to Number of Users	**85.7%**	**40.0%**
Planned User Growth		**114.3%**
Planned Workspace Growth		**0.0%**

PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

USERS AND WORKSPACES

USER INFORMATION					WORKSPACE INFORMATION					
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
COMMUNITY CORRECTIONS SUPEI	Resident	Resident	2	2	Office	120	16	2	240	
COMMUNITY CORRECTIONS OFFIC	Resident	Resident	15	27	Office - Shared	250	0	11	2,750	
SECRETARY SENIOR	Resident	Resident	1	1	Workstation	64	2	1	64	
OFFICE ASSISTANT	Resident	Resident	2	2	Workstation	64	0	1	64	
Mobile User	Externally Mobile	Externally Mobile	0	3	Mobile Bench	36	0	2	72	
Hearings Officer	Resident	Resident	1	2	Office - Shared	150	0	1	150	
Remote/Visitor/External Staff	Remote	Remote		8					-	
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TOTAL			**21**	**45**			**18**	**18**	**3,340**	

WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

Definitions

User: Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

Resident: A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).

Internally Mobile: A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

ADDITIONAL USERS AND WORKSPACES

USER INFORMATION					WORKSPACE INFORMATION					
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
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PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.

MEETING & FOCUS AREAS

	SPACE CALCULATION							
TYPE OF SPACE	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	NOTES
Conference Room	20	15	300		1	20	300	
Conference Room	10	15	150		1	10	150	
Collaboration Space	6	20	120		1	6	120	
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TOTAL USERS						36		
TOTAL MEETING AND FOCUS SPACE							570	

SPACE TYPE	SQUARE FEET PER USER	DEFINITION
Conference Rooms	15	An enclosed space for meetings.
Collaboration Space	20	A nonreservable space that is open or semi-enclosed for informal meeting.
Focus Rooms	40	An enclosed space with limited visual and/or acoustical distractions for one to four users.
Focus Points	40	A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.
Training Rooms	25-35	An enclosed space for recurring specialized training.

PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

OFFICE SUPPORT

	SPACE CALCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Break room	320	1	1	320	
Telecom/Lan Room	100	1	1	100	
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TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				420	

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

STORAGE & FILES AREAS

	SPACE CALCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
File Room	80	1	1	80	
Janitors Closet	40	1	1	40	
Storage	80	1	1	80	
Supply-workroom	100	1	1	100	
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TOTAL SQUARE FEET FOR STORAGE & FILES				300	

SPACE TYPE
Supply-Workroom
Storage
Janitor Closet
Files
High Density Files

PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: Identify the types of special areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

PROGRAM SPECIFIC AREAS

	SPACE CALCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Evidence Room	80	1	1	80	
Armory	80	1	1	80	
Urine Analysis Restroom	80	1	1	80	
Lobby	120	1	1	120	
Client Restroom	64	1	1	64	
Enrollment Office	80	0	1	80	
Polygraph/interview room	80	0	1	80	
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TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS				584	

SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Restrooms	Emergency Operations Center

PROJECT TITLE: Wenatchee Relocation **Date: 09/26/2018**

Instructions: Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

WAREHOUSE AND SPECIAL EQUIPMENT

		SPACE CALCULATION				
TYPE OF SPACE	CONDITIONED/ NOT CONDITIONED	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
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TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT					-	

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage

LOCATION AND SITE REQUIREMENTS
Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.
Provide requested geographic boundaries:
General vicinity of the cities of Wenatchee and East Wenatchee
Location restrictions, if any:
Proposed sites must be zoned appropriately for intended use (i.e. government office/sevice delivery). Proximity to sensitive areas such as scools, daycares, parks, etc. to be evaluated on a site by site basis.
Define the service area using zip codes, cities, counties, or regions:
Wenatchee, East Wenatchee ,Cashmere
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:
It is nice to have site located near the County Jail but is not necessary.
Define any public transportation requirements:
Within easy walking distance of public transpotation routes.
Define any access requirements to major routes of travel:
Area served by public transportation.
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):
Per statute and code requirements.
Describe any special site requirements (access, large turning radius, etc.):
N/A
Describe any special pedestrian access requirements:
N/A
Will this facility house public employees that may also serve the general public? ☑ Yes ☐ No
Describe any unique parking requirements:
Per statute and code requirements.
Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES webite. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.

10 Monthly Vehicles –