



State of Washington

SPACE PLANNING DATA SHEET

Last updated: October 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: West Seattle LSO Relocation **Date Submitted:** 5/6/2020

Existing Facilities Total Square Feet: 9,604

Facility Area Summary	Planned
Square Feet for Workspaces	1,392
Square Feet for Meeting & Focus Space	300
Square Feet for Office Support	680
Square Feet for Storage & Files	350
Square Feet for Program Special	80
Occupant Area	2,802
Base Building Circulation (40% of Total Occupant Area)	1,121
Usable (Total Occupant Area + Base Building Circulation)	3,923
Building Service and Amenity Areas (10% of Usable Square Feet)	392
Total Rentable Square Feet	4,315
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	2,500
Total Project Square Feet	6,815

User and Workspace Summary	Existing	Planned
Resident	17	21
Internally Mobile	0	0
Externally Mobile	0	0
Remote	0	3
Vacant	0	0
Total Users	17	24
Total Offices	5	6
Total Workstations	12	14
Total Mobile Benches	0	0
Total Touchdown Spaces	0	3
Total Workspaces	17	23
Rentable Square Feet Per Users	565	180
Rentable Square Feet per Workspaces	565	188

Percent of Workspaces to Number of Users	100.0%	95.8%
Planned User Growth		41.2%
Planned Workspace Growth		35.3%

PROJECT TITLE: West Seattle LSO Relocation **Date: 05/06/2020**

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

TYPE OF SPACE	SPACE CALCULATION				NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
Break room	200	2	1	200	*Includes a kitchenette. Adjacent to conference room.
LAN/Teleco room	60	2	1	60	
Staff restroom	80	2	2	160	*Unisex
Public restroom	80	2	2	160	*Unisex
Wellness room/Lactation space	100	-	1	100	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS				680	

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	

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:

West of Route 99, North of Route 518 and SW 148th Street, South of Alki Ave SW and Harbor Ave SW, East of Alki Ave SW, Beach Dr. SW, Fountleroy Way SW and Arroyo Beach PL SW.

Location restrictions, if any:

Must be located within an area that meets drive test requirements (2 miles long, have hills, traffic control devices, 3-left and 3-right turns, intersections, business/residential/school zones).

Define the service area using zip codes, cities, counties, or regions:

King County. Zip codes: 98116,98126,98136,98106,98146.

Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:

N/A

Define any public transportation requirements:

Access to transit routes is desired.

Define any access requirements to major routes of travel:

Access to major traffic routes is desirable.

Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):

A charging station for vehicles is desired.

Describe any special site requirements (access, large turning radius, etc.):

N/A

Describe any special pedestrian access requirements:

Disabled Parking and ADA compliant access to the space.

Will this facility house public employees that may also serve the general public? Yes No

Describe any unique parking requirements:

Designated parking for 30 employees is desired. Common code parking stalls for customers. One designated drive test stall required.

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 website. 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.