

Space Allocation Standards

Title:	Space Allocation Standards
Applies To:	State agencies, boards, commissions, and institutions of higher education subject to the jurisdiction of RCW 43.82.010 and other referenced statutes
Authorizing Sources:	State law – Chapter 43.82 State agency housing
Information Contact:	Facilities Division, Real Estate Services
Effective Date:	January 7, 2012
Last Update:	N/A
Sunset Review Date:	December 15, 2013
Approved By:	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> /s/ Joyce Turner Director

Purpose

The purpose of this policy is to:

- Establish size standards and guidelines to be used in assigning space to state agencies, and;
- Promote employee productivity and the functional, equitable, efficient, and flexible use of space.

Policy

The location, size and design of state offices shall conform to the standards developed and overseen by the Department of Enterprise Services (Enterprise Services) and contained in the Space Allocation Standards Manual (Manual).

This policy and the Manual are the authoritative guide for all office space within the State of Washington's owned and leased property inventory unless otherwise noted in statute or the Manual.

Related policies and other requirements

- Enterprise Services statewide policy - [Space Allocation Standards Manual](#) – These standards describe how state-owned or leased office space should be planned and constitute the standards by which agency requests for space (in leased or state-owned facilities) are evaluated. They apply to both new facilities and reconfiguration of existing facilities. State agencies use this manual when developing functional and effective work environments.
 - Enterprise Services statewide policy - Policy 120 A - Seeking Space to Lease – This policy establishes the guidelines under which Real Estate Services seeks space to lease. This policy is considered interim until it is revised and updated, effective July 1, 2012.
-

Forms and instructions

- Modified Predesign-Short Form - (<http://www.ofm.wa.gov/budget/modifiedpredesign.asp>)
 - Modified Predesign-Long Form - (<http://www.ofm.wa.gov/budget/modifiedpredesign.asp>)
 - Space Planning Data Sheet - (<http://www.ofm.wa.gov/budget/modifiedpredesign.asp>)
-

History

This policy was transitioned to the Department of Enterprise Services from the former Department of General Administration. No substantive changes were made during the transition.

Amended:

- N/A
-

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov