

DEB Notice 050109 – Guidelines for Office Space Planning

Effective: 05/01/2009

Delete Section 901.2 of the 2004 Edition of the Construction and Professional Services Manual in its entirety. Replace with the following:

901.2 Guidelines For Office Space Planning

These guidelines are used for evaluating areas of common types of spaces. The guidelines are included in the Manual to help in planning space sizes and for calculating and justifying Capital Budget Requests space and area requirements. In the actual design of the project the agency may choose to make some spaces larger than the indicated guideline area and compensate by reducing the area allocated to other spaces. The use of areas greater than those indicated are not considered to be a valid justification for an increase in the authorized project square footage. Spaces which exceed the guidelines, any special space needs or special features required may need further explanation or justification in the Basis of Design.

Reference “Space Guidelines for State Agencies Leasing Real Estate” Appendix A, established by the Division of Real Estate Services, Department of General Services.

Note: These SF guidelines shall NOT be used to calculate occupant loads to determine egress requirements.

| <u>Space Category & Type of Room or Space</u> | <u>Area Guideline</u> | <u>Remarks</u> |
|---|-----------------------|----------------|
| Private Offices | | |
| Agency Head or Department Director* (*position requires confirmation by the General Assembly) | 196 sf | 14' x 14' |
| Agency Head or Department Director | 150 sf | 10' x 15' |
| Assistant Director & Confidential Staff** (**Confidential Staff: describe position & why private office space is needed) | 120 sf | 10' X 12' |
| Open Offices | | |
| Professional Staff Supervisor | 96 sf | 8' X 12' |
| Professional Staff & Support Admin. Supervisor | 64 sf | 8' X 8' |
| Contractors/Auditors | 48 sf | 6' X 8' |
| Field Staff, Floating Staff, Recep. & Support Admin. | 48 sf | 6' X 8' |
| Special Space Requirements | | |
| Examining/Medical Rooms | 100 sf | 10' X 10' |
| Testing, Training, Hearing Rooms: Seminar Seating | 15 sf | per person |
| Testing, Training, Hearing Rooms: Auditorium | 10 sf | per person |
| Interview Areas | 80 sf | 8' X 10' |
| Reception Room, 1-5 visitors | 144 sf | 12' X 12' |
| Over 5 visitors, add: | 10 sf | per person |

| | | |
|--|-------|------------|
| Conference Room, 1 st 10 chairs | 25 sf | per person |
| Over 10 chairs, add: | 15 sf | per person |

Assembly / Auditorium, Meeting, Theater, Lecture Hall/Room

| | | |
|---------------------------------|-------|------------|
| Fixed Seats (incl. aisle space) | 10 sf | per seat |
| Chairs, not fixed | 10 sf | per person |
| Tables and Chairs | 15 sf | per person |
| Standing/Observation Space | 3 sf | per person |

Educational Spaces

| | | |
|----------------------------------|-------|-------------|
| Classroom, 10 - 49 stations | 20 sf | per station |
| Classroom, 50 - 99 stations | 15 sf | per station |
| Lecture, over 100 stations | 10 sf | per station |
| Laboratory, Biology & Chemistry | 45 sf | per station |
| Laboratory, Engineering | 60 sf | per station |
| Laboratory, Physics or Geology | 40 sf | per station |
| Laboratory, Art & Architecture | 60 sf | per station |
| Lab Storage, Biology & Chemistry | 10 sf | per station |
| Lab Storage, Engineering | 10 sf | per station |
| Lab Storage, Physics or Geology | 8 sf | per station |
| Lab Storage, Art & Architecture | 10 sf | per station |

Dormitory

| | | |
|---------------------------|--------|---------|
| Bedroom | 115 sf | per bed |
| Lounge & Recreation Space | 25 sf | per bed |
| Storage Space | 10 sf | per bed |

Library

| | | |
|------------------|---------|----------|
| Stack Space | 0.08 sf | per book |
| Reading Space | 10 sf | per user |
| Library Services | 2.5 sf | per user |

Food Service, Food Courts, Dining Halls

| | | |
|------------------------------|--------|----------|
| Dining Areas | 15 sf | per seat |
| Serving Line and Counters | 1.5 sf | per seat |
| Kitchen and Food Preparation | 2.5 sf | per seat |
| Food Storage | 1.5 sf | per seat |
| Dishwashing Area | 0.7 sf | per seat |
| Receiving Area | 0.4 sf | per seat |
| Waste or Garbage Area | 0.3 sf | per seat |

Recreation Buildings

| | | |
|----------------------------|-------|-------------|
| Bleacher Seats | 5 sf | per person |
| Locker Area | 20 sf | per locker |
| Weight Room | 50 sf | per station |
| Exercise and Aerobics Area | 20 sf | per person |

Additional Clarifications

- Field Office Personnel who are routinely out of the office 50% or more of the normal work week shall be restricted to open office space.

- When evaluating conference or reception space, consider the “peak” or highest number of users at any one time on a frequent basis during a weekly period (4-5 times per week.)
- Conference Rooms are not typically sized for full staff meetings.
- File Storage is an area where Agencies may be able to save money by evaluating file storage practices. High density storage options or purging files on a regular basis may significantly reduce the amount of real estate needed over time.
- If the total number of private offices is greater than the total number of open office workstations, add 30 % to the total of all Personnel, Support and Special spaces for circulation.
- If the total number of private offices is less than the total number of open office workstations, add 35% to the total of all Personnel, Support and Special spaces for circulation.