State of Idaho
OFFICE SPACE STANDARDS

Department of Administration
DIVISION OF PUBLIC WORKS
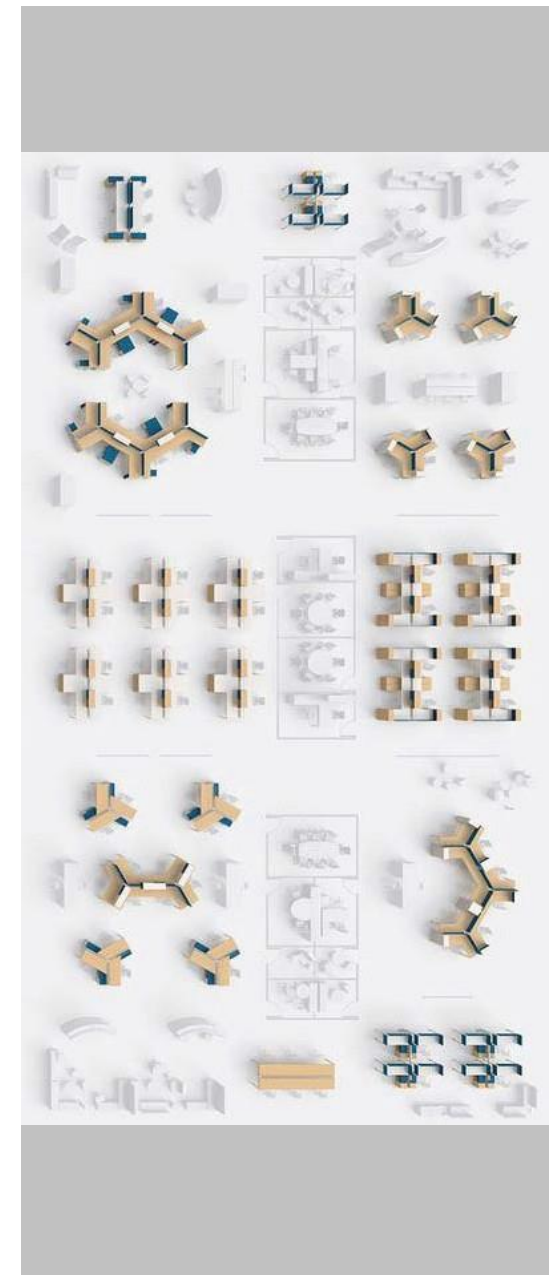
STATE OF IDAHO

Office Space Standards

[01.07.2020]

Contents

Images are included as concept illustrations and are not endorsements of particular furniture manufacturers or products

Office Space Standard
EVALUATION **01**

Recommendations

Recommendations for updating the office space standards included the following:

1. Base the workspace standards on employee activities and functions.
   Eliminate the past methodologies for determining space standards sizes, especially factors related to status and hierarchy.

2. Simplify and streamline the workspace standards. Organize them around workspace types and sizes rather than employee category or position. Simplify them by eliminating duplicate sizes and by reducing the quantity of options and alternates. Simplification will lead to these results:

   • The standards will be easier to understand and use.
   • Fewer, more uniform workspace types and sizes will increase flexibility; relocation of employees will be easier if workspaces are more uniform in type and size.
   • Workstation uniformity results in easier furniture management, with fewer parts and pieces to track.

3. Focus on providing an efficient and effective work zone and remove meeting space from workspaces as much as possible. Provide convenient shared open and/or enclosed meeting space for use when collaboration or sound privacy are needed. Retain meeting space in the immediate workspace only for

those employee positions whose primary job function is to meet with others. Removing meeting space will allow a reduced size for most standards, as most of the space in the larger open workstations is needed for visitor chairs and/or meeting tables. The work zone in most of the current standards is similar in size from one standard to another.

Private office using systems furniture

Open office workstation with low panels

Section 02 presents the updated workspace standards that incorporate these
recommendations

Images are included as concept illustrations and are not endorsements of particular furniture manufacturers or products

Office Space Standards
UPDATED SPACE STANDARDS **02**

Introduction

This document presents updated standards for the planning and design of office space for State of Idaho agencies. They replace the previous standard,and provide simplified and streamlined options for office space. The following revisions have been incorporated:

1. The standards are sized and configured to accommodate employee activities and functions. Employee position, title and status no longer factor into workspace sizes or assignments. This is consistent with recent trends in workspace planning in the Idaho private sector, and in the public and private sectors of other states.

2. The standards are organized by workspace type and size, rather than by staff position, and the quantity of types and sizes has been reduced. The newly streamlined standards consist of three open workstation options and three private office options.

3. The standards focus primarily on providing an employee's immediate work zone. Some incorporate a small amount of meeting space but larger meeting needs are intended to be met outside the workspace. Separating meeting space allows the workspaces to be smaller; the largest open workstation is 80 net square feet.

The workspace standards are supplemented by meeting space standards, including a range of open and private meeting space to be used for collaboration, meetings and private conversations. This document also provides guidelines for:

- determining approximate space needs for planning purposes
- using grossing factors in planning and programming

The proposed standards may not work for all situations. When necessary, an exception based on functional need may be proposed.

The standards are to be used in new planning projects. They are not retroactive, and will not be applied to existing office spaces.

Goals for the State Standards Update

Goals for the standards update include the following:

1. Base standards on employee activities and functions, rather than employee position or status.

2. Make the workspaces highly efficient, while being careful to support functionality.

3. Make state standards consistent with current trends in space usage in other states and in the private sector.

4. Simplify the system and make it easy to understand and use.

5. Increase flexibility and ease of management in State of Idaho office by having more uniformity in workspace types and sizes.

Additional Recommendations

1. Use open office workstations for the majority of employees, providing convenient open and enclosed meeting space to support collaboration and privacy needs.

2. Provide access to daylight and exterior views for the majority of employees. Locate private offices in the building interior, with glass front walls. Place open office workstations at the building perimeter, nearest the exterior windows. Use lower panels, or higher panels with glass along the top, to allow access to views. Access to daylight and exterior view has been shown to be beneficial to employee satisfaction and productivity.

3. Allow employees flexibility within the workstation footprint to customize for particular work surface amount and storage needs. In addition, offer the option of variable or standing height work surfaces, which has recently been recognized as very healthful for office workers.

4. Consider using systems furniture available through the Division of Purchasing

# Open Office and Private Office Standards

The updated standards have been streamlined and simplified. They include three open office workstations and three private offices, described on this page.
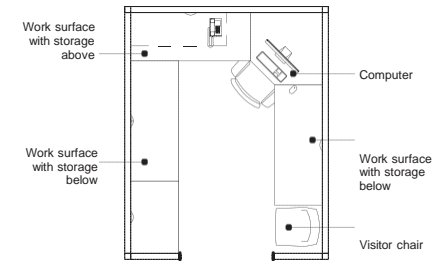
The standards are presented with more detail on the following pages.
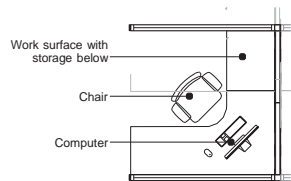
Open Office, 36 NSF (net square feet)
For employees who are part-time, or who spend only a portion of their work time in the office.
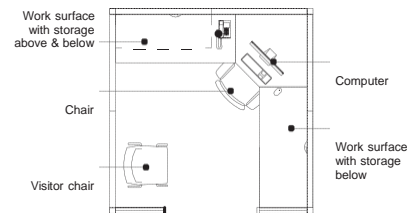
Open Office, 64 NSF
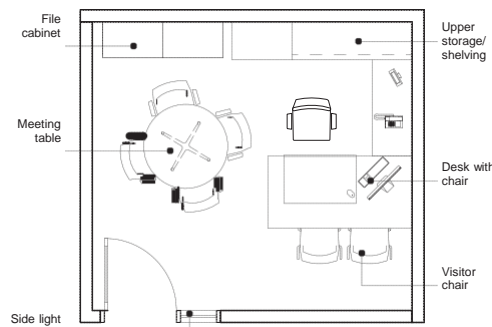An efficient and comfortable workspace that is suitable for most employees.

Open Office, 80 NSF
A larger open office which accommodates a need for increased work surface or storage, or 2 visitors.
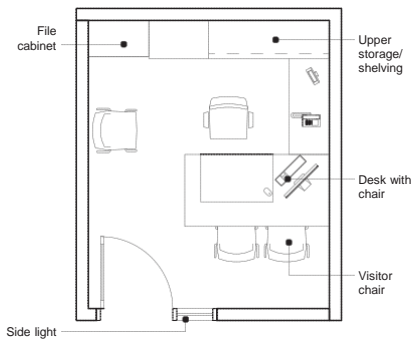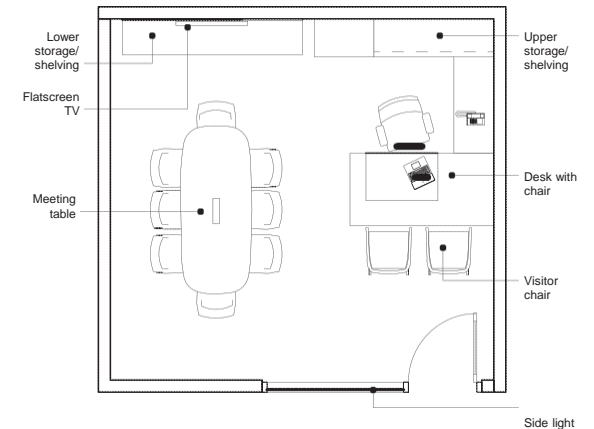

Private Office, 120 NSF
Accommodates a need for confidentiality or privacy, and up to 3 visitors.

Private Office, 160 NSF
Accommodates a need for confidentiality or privacy, and 4-6 visitors.

Private Office, 240 NSF
Accommodates a need for confidentiality or privacy, and 8-10 visitors.
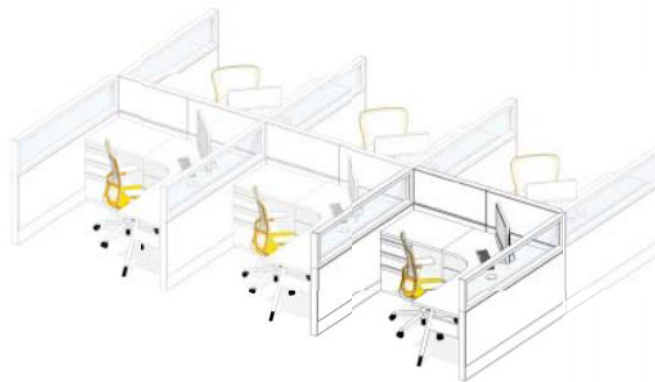
36 Net Square Feet

This is the smallest of the open office standards. It is suitable for part-time employees or those who are in the office only a portion of the work day.
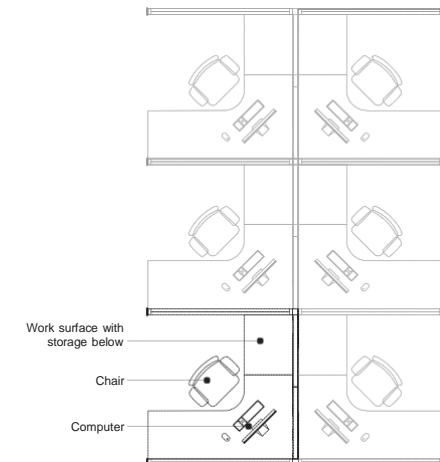
This standard could also be used for a "touch-down" station, a shared workspace for employees who don't need a dedicated workspace, but require occasional access to briefly check in and perform needed functions.

Perspective

Isometric

Plan

Work surface with storage below
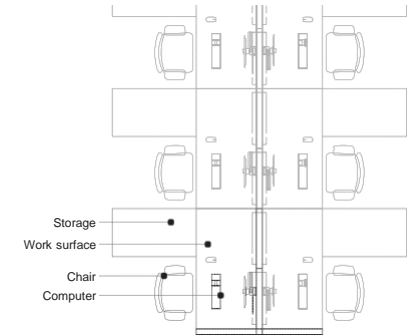
Chair

Computer

Open Office, **36 NSF**

36 NSF, Alternate 1

There are different configuration possibilities within the 36 NSF footprint, one of which is shown on this page.

Perspective

Storage
Work surface
Chair
Computer
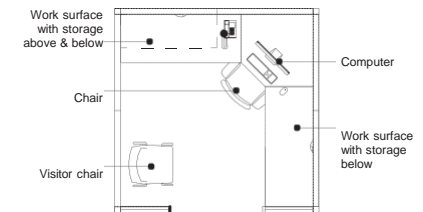
Plan

64 Net Square Feet

The 64 NSF workspace is suitable for the majority of employees. It provides an efficient work zone with surface and storage possibilities that are adequate for most functions. All work surfaces and storage elements are within easy reach. It can accommodate one visitor chair, if needed.
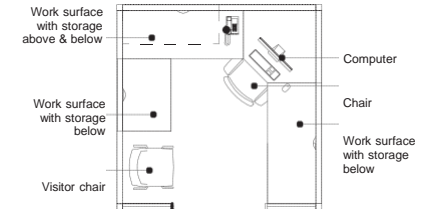

Perspective

Isometric

Work surface with storage above & below

Computer

Chair

Work surface with storage below

Visitor chair

Plan

64 NSF, Alternate 1

There are multiple configuration options for this workspace. Alternate 1 incorporates additional Work surface, and also includes a visitor chair.


Perspective

Work surface
with storage
above & below

Computer

Work surface
with storage
below

Chair

Work surface
with storage
below

Visitor chair

Plan

64 NSF, Alternate 2

Alternate 2 provides a maximum amount of work surface within the station footprint, with its U-shaped workspace. All surfaces and elements are within easy reach.

Perspective

Lower storage

Upper storage

Work surface
with storage
below
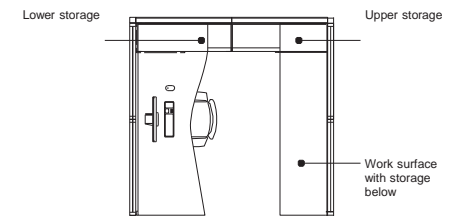
Plan

80 Net Square Feet

The largest of the open office options, this provides increased work surface or storage, or 1-2 visitors.

It is an efficient layout, but with the larger footprint, not all surfaces or storage elements are within an arm's length of the employee sitting at the computer.
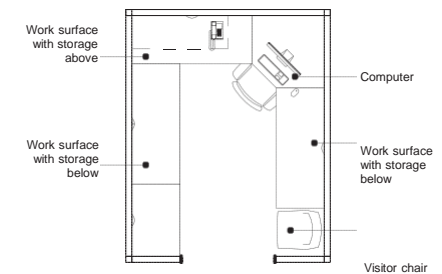
Note the glass panels that align the top of the workstation, providing a sense of enclosure while allowing views.

Perspective

Isometric

Plan

Work surface with storage above

Work surface with storage below

Computer

Work surface with storage below

Visitor chair

80 NSF, Alternate 1

Alternate 1 provides a U-shaped work zone and accommodates 2 visitor chairs across a peninsula desk. This configuration would be suitable for employees who have a high volume of visitors that do not require privacy for their conversations.


Perspective

Work surface with storage above & below
Computer
Work surface with storage below
Visitor chairs
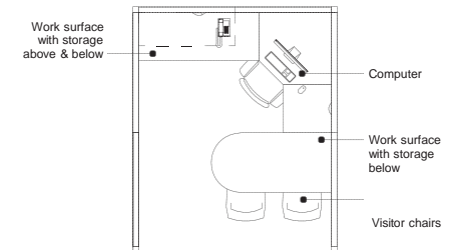
Plan

80 NSF, Alternate 2

Alternate 2 provides a large, L-shaped work zone which allows space for a small meeting table within the workspace. This is suitable for employees who have a high volume of visitors that do not require privacy for their conversations, and who would prefer a table set-up for meeting with others.

Perspective

Work surface with storage above & below
Computer
Work surface with storage below
Meeting table
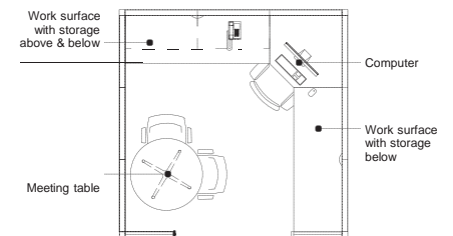
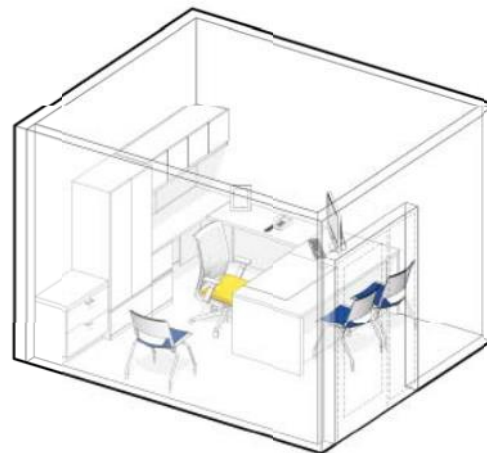*Plan*

120 Net Square Feet

Private offices are for employees who have a high level of privacy need (frequent private conversations or high level of confidential information in the workspace). It is recommended that only a small number of employees be located in private offices.

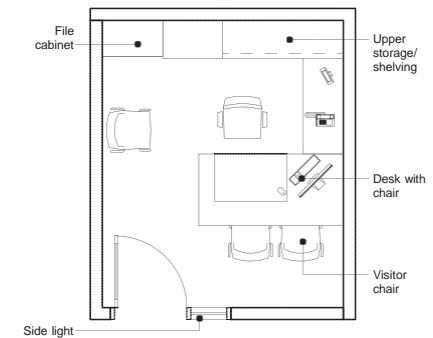The 120 NSF standard provides an efficient workspace and accommodates up to three visitors.

The base private office layout shows the use of traditional case goods furniture, which should be purchased from Idaho Correctional Industries (UCI), per Idaho Procurement Code (see Appendix A).


Perspective

Isometric

File cabinet

Upper storage/ shelving

Desk with chair

Visitor chair

Side light
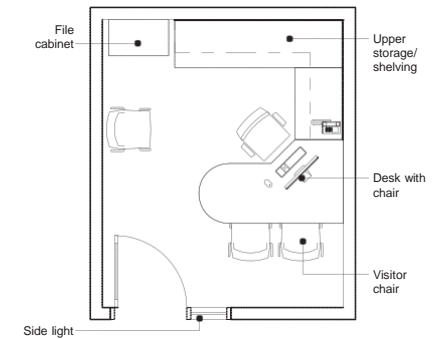
Plan

120 NSF, Alternate

This layout shows the use of systems furniture. If using traditional office furniture is not feasible, systems furniture may be an alternative (see Appendix A).

Perspective

Isometric

File cabinet

Upper storage/ shelving

Desk with chair

Visitor chair
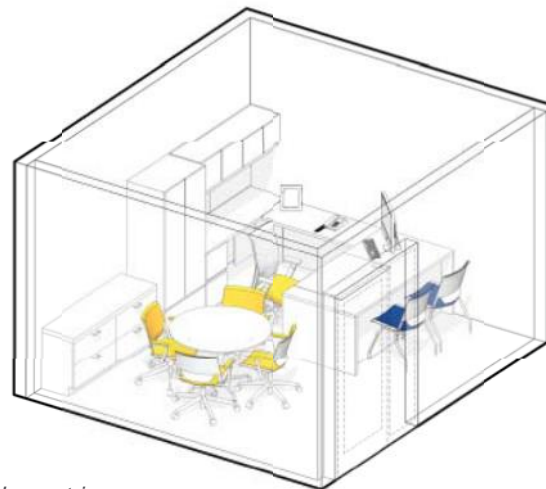
Side light
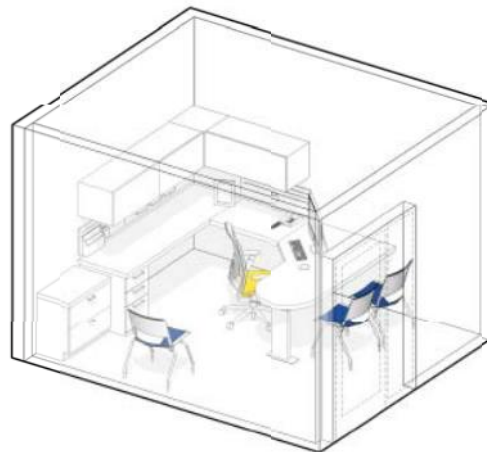
Plan

Private Office, **160 NSF**

160 Net Square Feet

This office standard has an efficient workspace while providing room for a small table for four people.
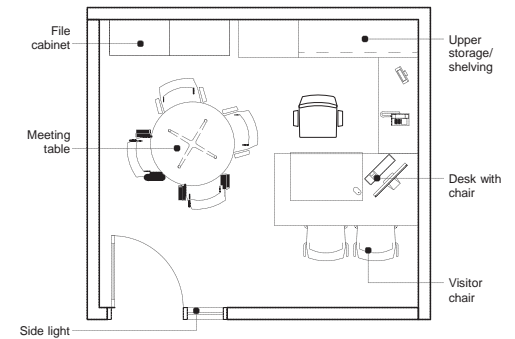
The base private office layout shows the use of traditional casegoods furniture, which should be purchased from Idaho Correctional Industries (UCI), per Idaho Procurement Code (see Appendix A).
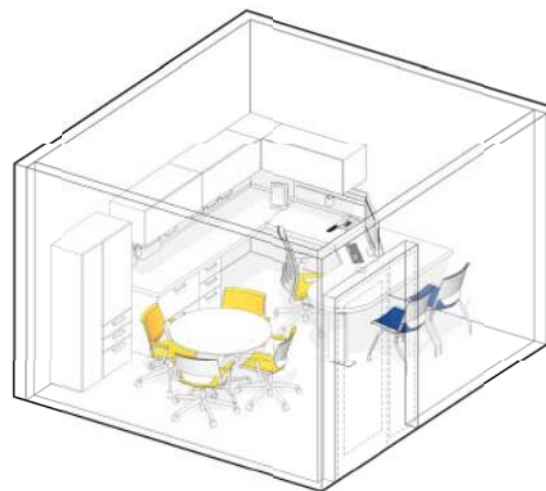

Perspective

Isometric

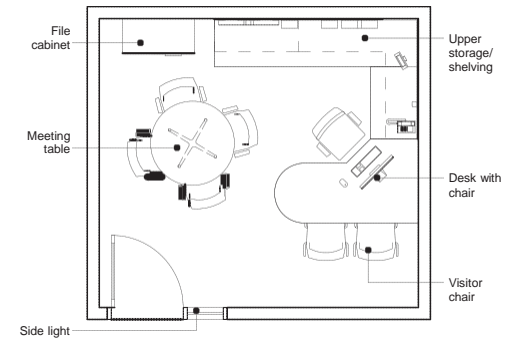
Plan

160 NSF, Alternate

This layout shows the use of systems furniture. If using traditional office furniture is not feasible, systems furniture may be an alternative (see Appendix A).

Perspective

Isometric

Plan

File cabinet

Meeting table

Side light

Upper storage/ shelving

Desk with chair

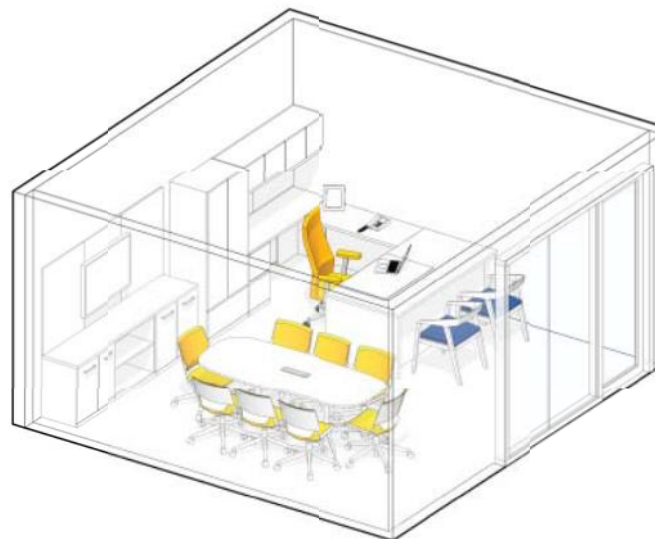Visitor chair

240 Net Square Feet

This is the largest private office standard. It is suitable for high level administrators who have a high level of need for privacy and frequent meetings of up to 8 people.

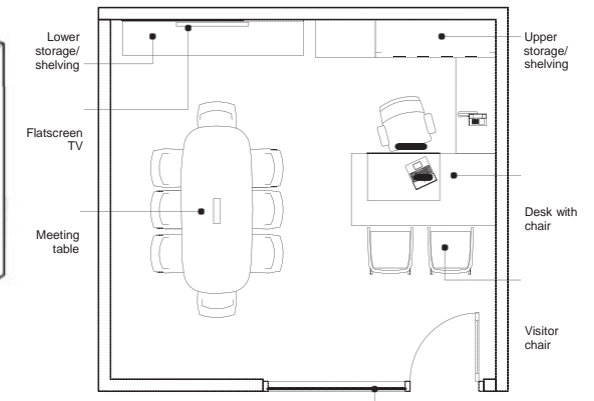The meeting zone shows an option for a wall-mounted monitor above a credenza.

This layout uses a traditional desk and credenza, which require more space than systems furniture.

Perspective

Isometric

Plan

Lower storage/ shelving

Flatscreen TV

Meeting table

Upper storage/ shelving

Desk with chair

Visitor chair

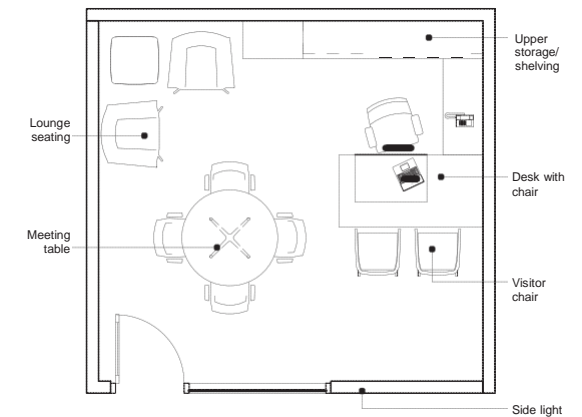Side light

240 NSF, Alternate

An alternate layout for the large private office which has a smaller, four-person meeting table, but provides space for two lounge chairs.

Perspective

Isometric

Plan

Upper storage/ shelving

Lounge seating

Meeting table

Desk with chair

Visitor chair

Side light

Meeting & Support Space Standards

It is recommended that the majority of employees use open office workspace. Open and enclosed meeting and auxiliary space should be provided for the convenience and support of staff, when collaboration or privacy are required.

The amount of meeting space that is appropriate varies according to the functions and needs of the particular department or agency. The space type (open, enclosed or semi-enclosed), capacity (number of seats), and the quantity of the various types and sizes, must be determined on a case by case basis during a project's predesign phase.

The following pages contain layouts of support spaces and commonly-used open and enclosed meeting spaces, with recommended sizes for the number of seats to be accommodated. A list of the included meeting room capacities and sizes is below:

Seats	NSF	NSF/Seat
4	80	20
6	120	20
8	160	20
12	260	21.6
16	375	23.4
20	450	22.5

Enclosed meeting space

Open meeting space

Images are included as concept illustrations and are not endorsements of particular furniture manufacturers or products
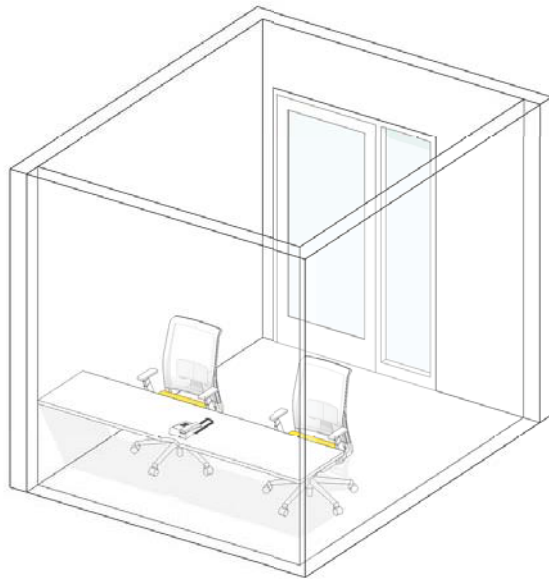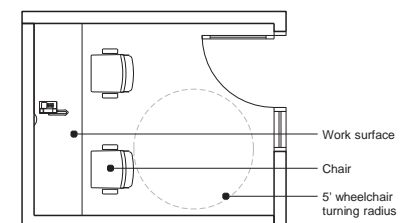
Isometric

80 Net Square Feet

The Telephone Room provides space for employees to have private telephone conversations, or 2-person meetings or conversations.

It can accommodate two people and provides a worksurface for convenient note taking or laptop use.
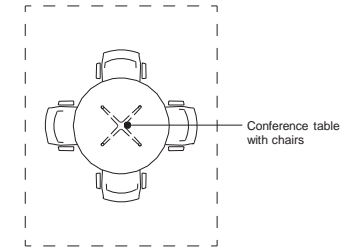

Work surface

Chair

5' wheelchair turning radius

Plan

80 NSF (4 Seats)

The four-seat capacity space could be open or
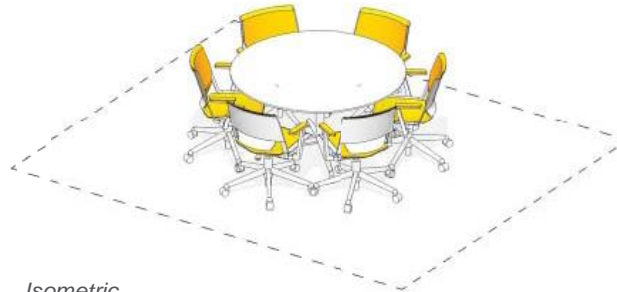enclosed, according to particular department or
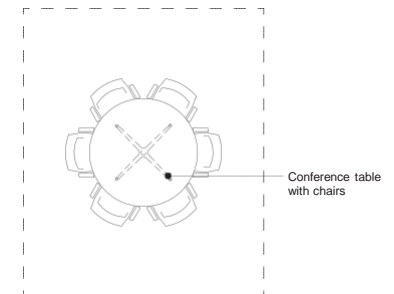agency needs.

Isometric

Plan

Conference table
with chairs

120 NSF (6 Seats)

The six-seat capacity space could be open or
enclosed, according, to particular department or
agency needs.
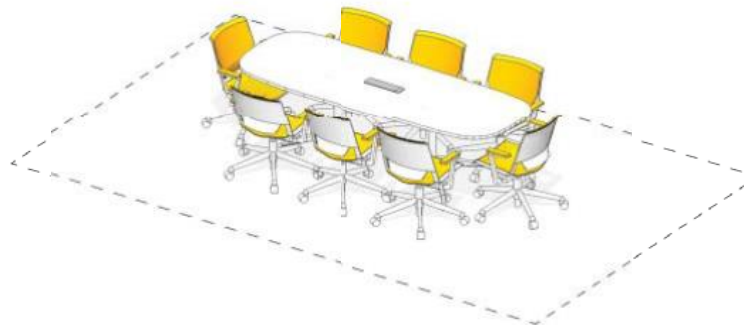

Isometric
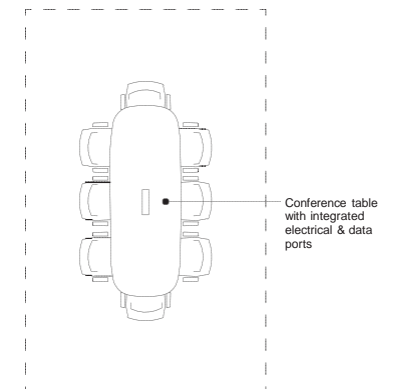
Plan

Conference table
with chairs

160 NSF (8 Seats)

The eight-seat capacity space could be open or
enclosed, according to particular department or
agency needs.

Isometric

Plan

Conference table
with integrated
electrical & data
ports
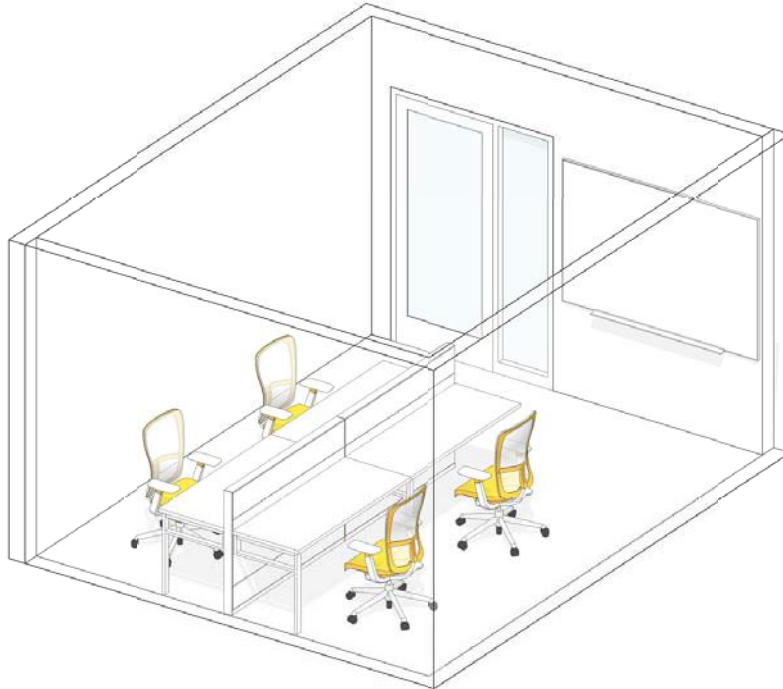
Isometric

180 Net Square Feet (1-4 Seats)

The Focus Room provides enclosed space for employees who are housed in open office, but have occasional need for enhanced ability to concentrate or focus. The 180 NSF room depicted here would accommodate up to four people at one time to work quietly together. The worksurfaces are separated by short partitions.

This room could also be used by a team for project-based work or collaboration.

Work stations with low divider

Whiteboard

Chair
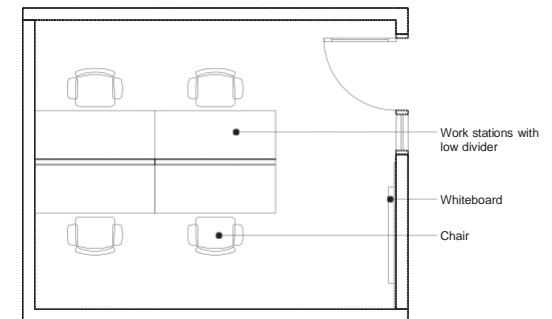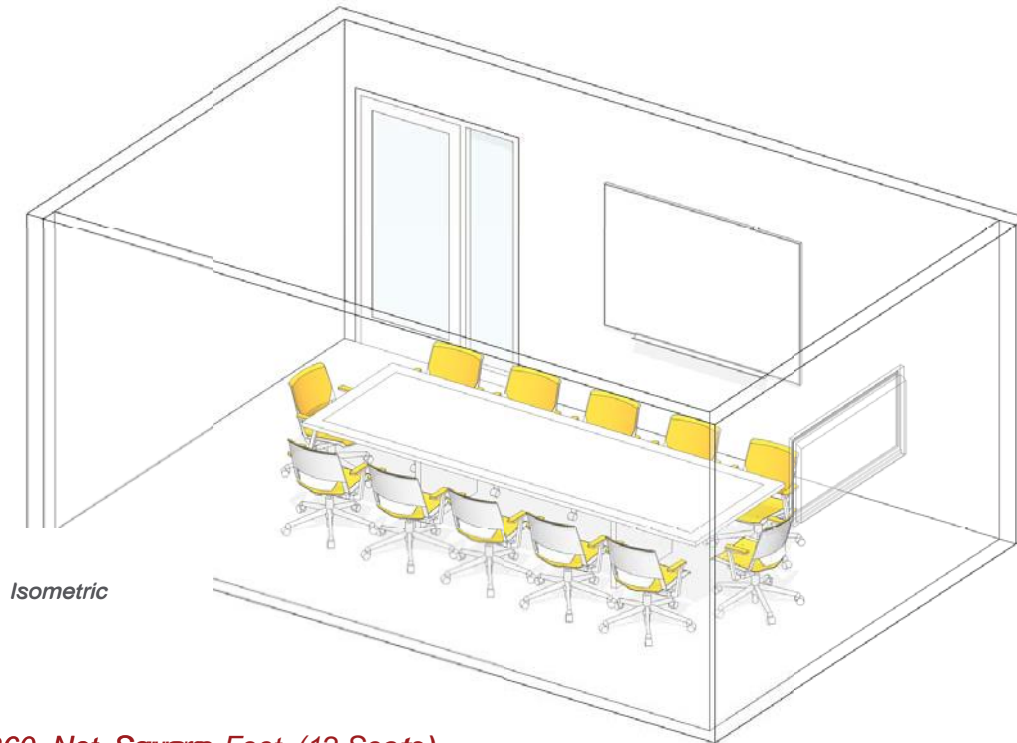
Plan

Isometric

260 Net Square Feet (12 Seats)

This size of meeting space would most typically be provided in an enclosed room.

Conference table

Whiteboard

Flat panel monitor
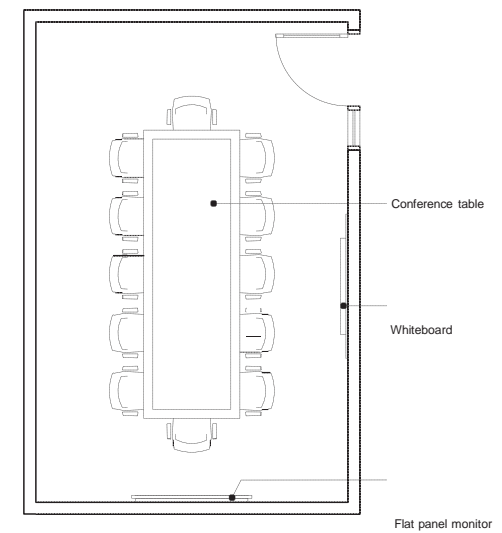
Plan
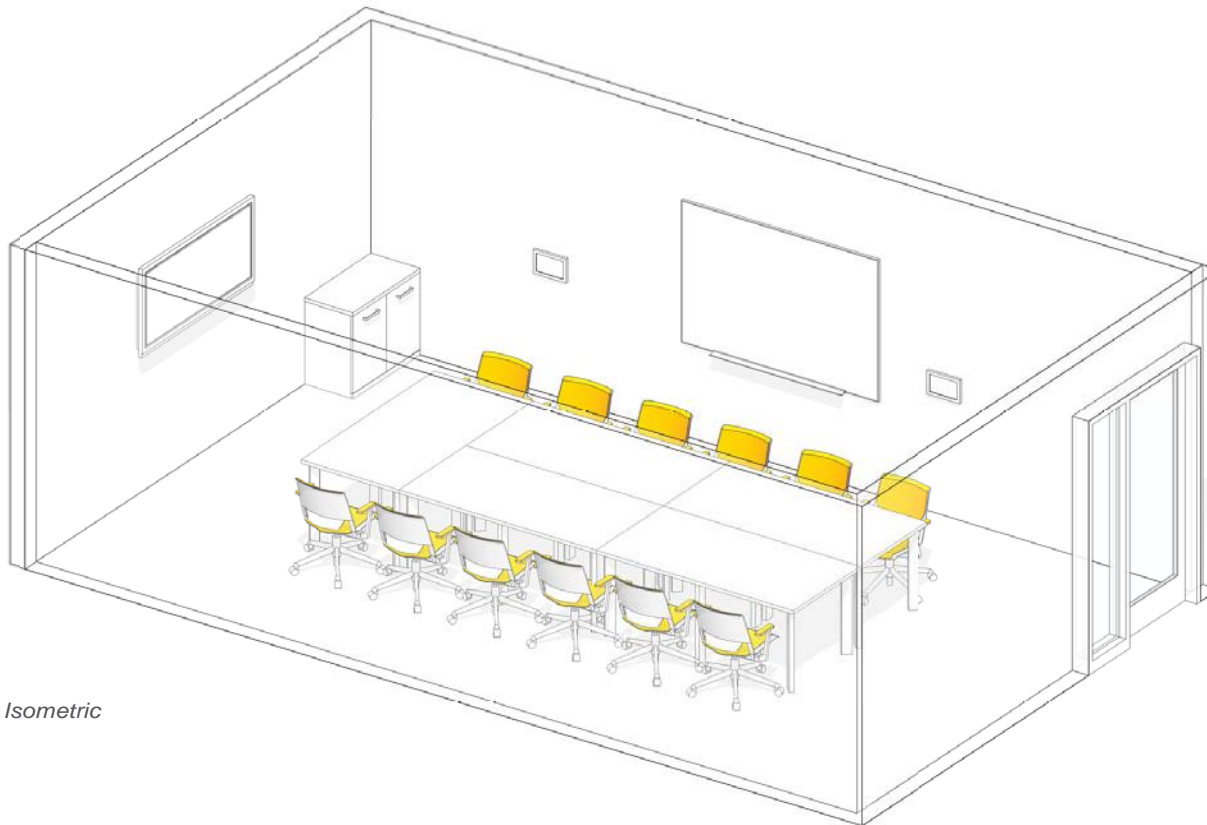
Isometric

375 Net Square Feet (16 Seats)

This medium capacity meeting room is shown with 6' x 3' tables that are arranged in an overall 6' x 15' configuration. Using smaller tables in this manner increases flexibility by allowing other configurations or sizes as necessary.

Media cabinet

Flat panel monitor

Control panel

6'x3' tables with chairs

Whiteboard

Lighting control

Plan

Isometric
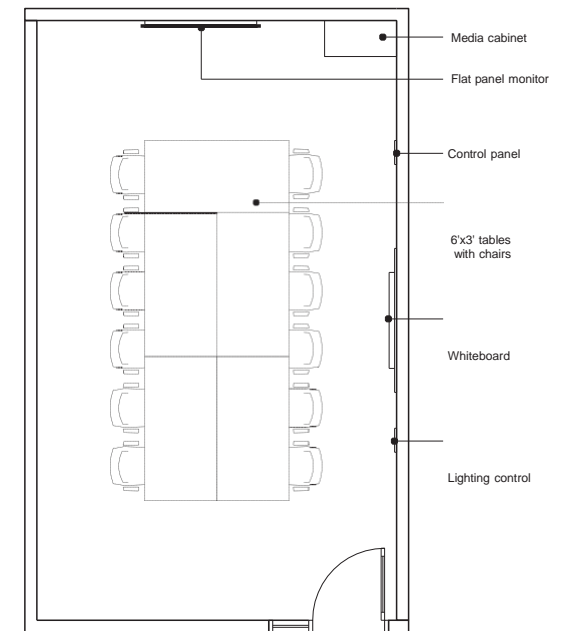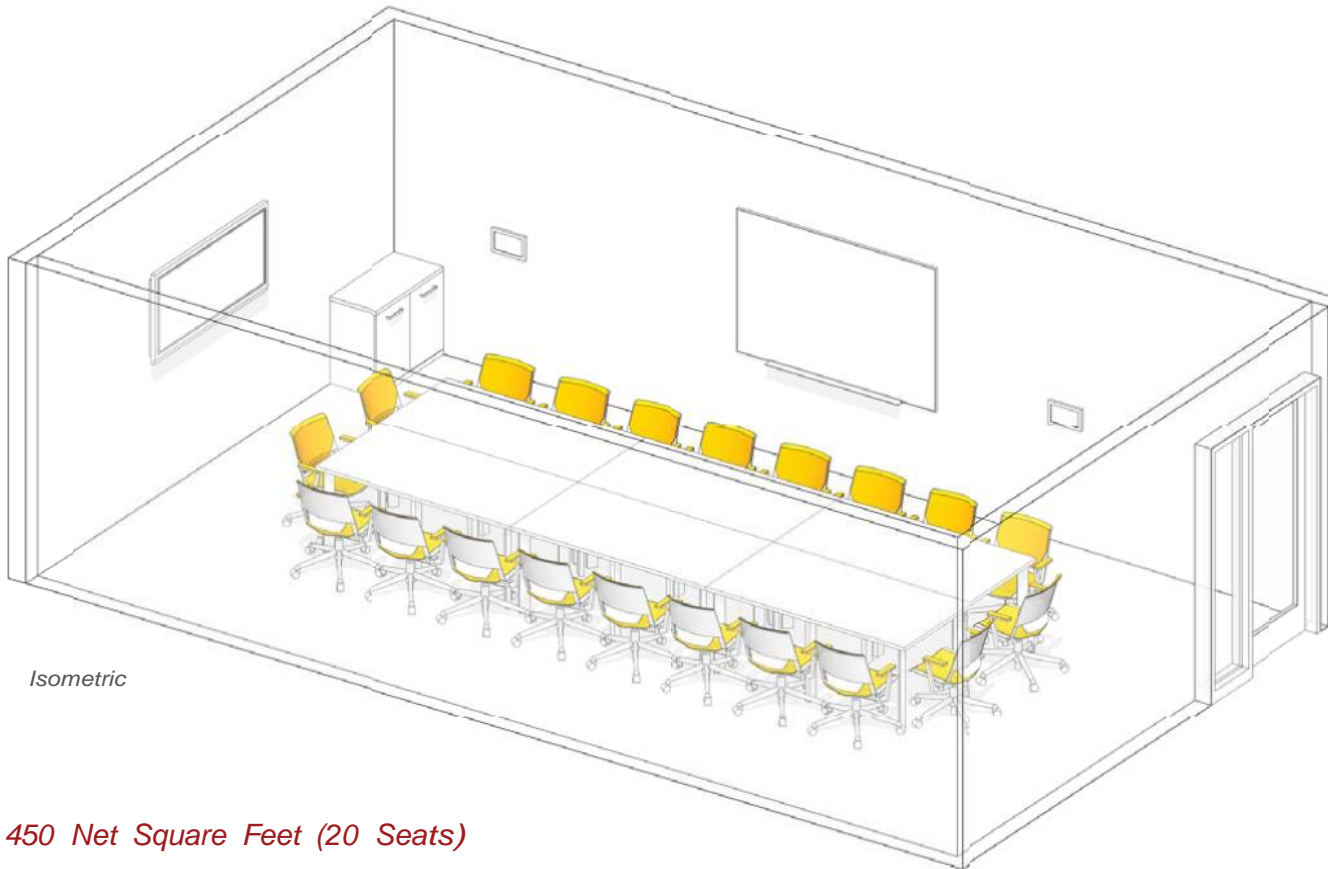
450 Net Square Feet (20 Seats)

As in the standard shown on the previous page, this 20-seat capacity room uses smaller tables to create an overall large table configuration.

Media cabinet
Flat panel monitor
Control panel
Whiteboard
6'x3' tables with chairs
Lighting control

Plan

Space Standards Implementation

The space standards should be implemented as follows:

1. The 64 NSF open office workstation is assumed to be the base standard used by all employees, with exceptions as noted below.

2. Adjacent open or enclosed meeting space will be provided to accommodate meeting and collaboration needs. The quantity, types and sizes of the meeting/support space will vary according to the nature of the work performed by the agency, and will be determined during programming.

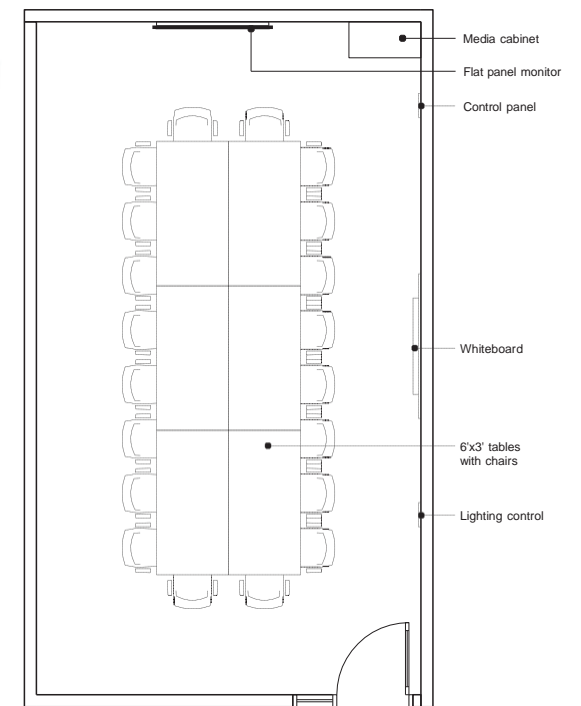3. Employees who require more worksurface or storage than is available in the 64 NSF workstation, or who have 3-person meetings during 50% or more of the work day, may request an 80 NSF open office workstation.

4. Employees who are part-time or who are in the office only a portion of the work day may be assigned the 36 NSF open office workstation, as a dedicated workspace or a shared touchdown space.

5. Employees who have frequent telephone or in-person conversations of a confidential nature, or who frequently work with confidential or private information or materials, may require a private office. ("Frequent" is defined as 50% or more of the work day.) The office size will be 120 NSF unless there are 4-6 visitors (160 NSF) or 8-10 visitors (240 NSF) in the office on a regular basis.

Determining Approximate Space Needs

When planning office space projects, it is helpful to have a guideline to determine overall approximate space needs, prior to a programming process which calculates space needs more precisely.

We recommend using the following as a guideline for very early project planning phases:

Usable or Department Gross Square Feet per person: 220 to 280, depending on type of office space and major departmental or agency functions.

Gross Square Feet per person: 280 to 360, depending on type of office space and major departmental or agency functions.

The lower end of the square footage range (220 usable SF and 280 GSF) should be used for agencies or departments that have primarily open office workstations, with work tasks that focus on data entry, call-center activities, etc.

The higher end of the range (280 usable SF and 360 GSF) should be used for agencies or departments that require a high percentage of private offices (for example, the Attorney General's Office).

Planning & Programming Grossing Factors

During the architectural programming phase, it is critical to use appropriate grossing factors to calculate space needs. Factors vary according to building type and function, and should be recommended by an experienced programmer. Square footage definitions and general factor guidelines are below.

Net Square Feet (NSF): *Area inside surrounding walls or furniture panels*
Programming typically begins with a list of spaces and associated net square foot amounts.

Efficiency or Circulation Factor: *Initial factor applied to NSF to calculate size of planning blocks which include wall and immediate circulation space*
Ranges from 1.6 (for small spaces) to 1.1 (for large spaces).

Department Gross Square Feet (DGSF): *Planning block of NSF plus area for surrounding walls / furniture panels and immediate circulation*
(NSF x Efficiency Factor = DGSF)

Building Grossing Factor: *Multiplier which accounts for building common elements and spaces such as: major circulation; toilet rooms; stairs; elevators; vestibules; mechanical, electrical and communications spaces; custodial closets; and exterior walls*
Ranges from 1.2 to 1.4, depending on building type

Gross Square Feet (GSF): *Total area of a building measured from the outside surfaces of exterior walls*
(DGSF x Building Grossing Factor = GSF)

RECOMMENDED EFFICIENCY/CIRCULATION FACTORS

Factors to apply to individual spaces during architectural programming to determine Department Gross Square Feet

Individual Space NSF	Efficiency/Circulation Factor
Up to 89 NSF	1.60
90 - 199 NSF	1.40
200 - 499 NSF	1.33
500 - 999 NSF	1.25
1,000 - 1,499 NSF	1.18
1,500 - 1,999 NSF	1.15
2,000 NSF and greater	1.10

TYPICAL BUILDING GROSSING FACTORS

Multiplier to apply to DGSF to calculate building GSF; varies according to building type

Building Type	Grossing Factor
Administrative/Office	1.20
Courthouse	1.34
Laboratory	1.40

FACILITY USE STANDARDS SHEET						01/07/20

AGENCY:			LOCATION:			
CURRENT SQ FT:		PROJECTED SQ FT:				
CURRENT FTE:		PROJECTED FTE:				

Area/Room	# of FTE*	SF / FTE	Total	Hard Walls or Open Office	#Data Ports	#Phone Ports	Remarks
HARD WALL OFFICE:							
Director of Department	0	240	0				
Deputy Director	0	160	0				Average 150 SF & no more than 10% of work spaces
Division Administrator	0	160	0				
Bureau Chief/Director of Brd	0	115	0				
Regional/Division Mangers	0	115	0				
Staff Attorney	0	115	0				
OPEN OFFICE AREA:							
Supervisor/Professional 80-96 SF	0	96	0				
Case Worker 64-80 SF	0	80	0				Average open office workspace 64 SF (8'x8')
Technical 48-64 SF	0	64	0				
Clerical Staff 48-64 SF	0	64	0				
Clerical Pool 36-48 SF	0	48	0				
Receptionist	0	64	0				
Adjunct Desk Area/Field Worker/Data Entry 36-48 SF	0	48	0				(staff in office less than 60% of time)
Other: Anticipated growth	0	80	0				
SPECIALTY AREAS:	**#/Rm**	**sf/person**					
Waiting Area/per person	0	10	0	Open Office			
Large **Conference**/per person (joint use among Agencies encouraged)	0	15	0	Hard wall			conf. rooms should be occupied 15hrs or more per week
Small conf 4 to 8 seats	0	20	0				
File Storage (active files only, typically along interior circulation)			0				inactive files stored off site
Classroom/ per person	0	30	0	Hard wall			
Library			0	Hard Wall			
Mail Room			0	Hard Wall			
Computer/Phone Rm			0	Hard Wall			
Laboratory			0	Hard Wall			
Equipment storage room			0	Hard Wall			(not in finished area)
Other:			0				
Total Net Square Feet (NSF)			0				
Circulation Factor .1 to .6		0.25	0				
TOTAL Dept. Gross Square Footage(DGSF)			0	Add 15% = 0			SF

Open Office space is the standard design approach. Hard walled offices for staff below the Staff Attorney level require written justification. Average SF per workspace (open office & hard wall office) 80 SF. Endeavor to stay within 215 DGSF per FTE for entire space.

Parking Required: Employee:		Client:		Staff:		State:	
Prepared By:					Date:		
Authorized by:					Date:		
FTE is a full time Employee			Restrooms are usually a part of common area				