SPACE ALLOCATION STANDARDS WORKSHEET — Jan. 7, 2020

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

Area/Room	# of	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				
Technical 48-64 SF	0	64	0				Average open office workspace 64 SF (8'x8')
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)		15	0	Hard wall			conf. rooms should be occupied 15hrs or more per week
Small conf 4 to 8 seats		20	0				
File Storage (active files only, typically along interior circulation)			0				inactive files stored off site
Classroom/ per person		30	0	Hard wall			
Library			0	Hard Wall			
Mail Room		100	0	Hard Wall			
Computer/Phone Rm			0	Hard Wall			
Laboratory		900	0	Hard Wall			
Equipment storage room			0	Hard Wall			(not in finished area)
Other:			0				
Total Net Square Feet (NSF)			0				
Circulation Factor		0.25	0				
TOTAL Dept. Gross Square Footage(DGSF)			**0 Add 15% = 0**				**BLDG Gross 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