

General Guidelines

.01 Workstations.

- a. The variety of activities that may take place in any modern office often need special workspace considerations. System furniture is typically used for open-office workstations. For practical reasons, workstations may be standardized at a building or campus level to one manufacturer to ensure interoperability of parts within the space. This is an important consideration for consolidation projects.
- b. General workstation space categories can be developed, such as: junior, intermediate, senior, supervisory, and executive. Workstation space can also be designed into functional space requirements categories rather than be rank-based categories.
- c. Workstations can vary in sizes, finishes, panel height, components, and degree of enclosure. Choices should be addressed in each Operating Unit Standard. Interior architectural features of each facility can have some effect on workstation configuration.
- d. Sustainability principles also need to be incorporated into the planning and design of the workstations:
 1. Space utilization greatly improves when flexible systems furniture is used in lieu of traditional furniture, thereby reducing construction time and space rental costs;
 2. Heating, ventilation, and air conditioning is more efficient with the open office concept, eliminating the potential for interrupted air flow and temperature variations;
 3. Open space layouts, with few private offices, provide greater access to natural light and support of sustainability principles; and
 4. Areas can be rapidly reconfigured as work processes change with minimal financial investment with flexible systems furniture.

.02 Private Offices.

- a. In space being acquired for an Operating Unit's office space portfolio, private offices are to be limited the following categories: executives, supervisors; the primary Equal Employment Office manager; specific positions, such as attorneys, that require private offices due to the nature of their work (e.g., confidential work) or their roles and responsibilities; employees covered by a bargaining unit agreement with such a requirement; and employees who are integrated into a comprehensive telework (hoteling) based program, such as the system implemented at the Patent and Trademark Office.
- b. Unique conditions, such as concerns for national security, may result in an Operating Unit or organization providing private offices for other individuals. Such exceptions must be addressed in the Operating Unit's policy for general and building-specific standards. Sustainability principles need to be incorporated into private office designs.

c. The Departmental guidance is that the limitation on private offices applies for requests for new space. When existing leases are renewed, the Operating Units are expected to conduct an economic analysis to determine if the cost of a floor plan change to meet this policy will result in space, and, thereby, rent savings over the lease's term.

d. Other exceptions for existing space will be considered through a building-specific standard or general standard.

.03 Example Workstation Sizes.

The below table has example workstation sizes.

Workstation Type	Net Square Feet Range
Closed office (e.g., Operating Unit Head and Direct Reports)	Headquarters – 240 NSF; Regional – 180 NSF
Closed Office (e.g., Senior Supervisory)	70-100 NSF
Open Office Workstations	36-64 NSF
Touchdown Benching (Hoteling)	24 NSF
Resident Contractors	24 NSF

.04 Organizational Boundaries.

Unique functional or confidentiality needs may require an organization to be situated with natural or established boundaries between it and other agency elements. Special adjacency and apportionment may be needed. An Operating Unit's policy needs to address how boundaries shall be coordinated.

.05 Freestanding Furniture.

Freestanding furniture used in conjunction with systems furniture workstations includes desks and conference chairs, guest chairs, file cabinets, tables, and reception furniture. For aesthetic reasons, furniture selections should seek to harmonize style and color compatibility with systems furniture. For practical reasons, acquisition requirements and cost effectiveness have to be considered.

.06 Conference, Interview and Negotiation Rooms.

a. The current Federal design approach for this type of space is to move towards smaller, more accessible common and team-work areas, and rooms equipped with reconfigurable furniture. These rooms are features to be planned in conjunction with the open-office environment. Several small rooms are more useful than one large space. However, the ability to

conduct group meetings of sensitive or personnel natures shall not be compromised when designing and building these rooms.

b. The inclusion of these types of rooms in a space acquisition request has to be supported by justifications that include the estimated number of hours per week it will be used, as well as the average number of people expected to be present for each use. A sample format is included in this policy.

c. In planning for single building/floor office space with multi-Operating Unit occupancy, these rooms are generally intended to be shared by several Operating Units in order to increase their justification of utilization level and size. A schedule for use of these spaces should be maintained by the largest group in the vicinity or as agreed upon by the Operating Units sharing the building or floor. Costs should be allocated in an equitable fashion by all of the Department's organizations using the space. An Operating Unit's policy needs to address how shared space requirements are to be coordinated, utilized and managed in multi-Operating Unit occupancies.

d. The typical rule of thumb is for the first 10 chairs use 25 USF per chair. For each additional chair over 10, use 15 USF per chair. An Operating Unit's policies need to define how this room space is justified and sized for their specific mission.

e. Completion of the table below will assist space planners in determining how many people the room should accommodate. Identify how the conference room is to be used the majority of the time. Conference rooms specifically are not typically sized for the largest potential meeting, such as full staff meetings. An Operating Unit should indicate when requirements for audio visual equipment and/or storage space are needed or when other amenities are needed for the particular use(s) of the room. Because the rent for these rooms is the same as for office space, the utilization rate (hours used per week/40) should be above the typical office occupancy of 40 percent of available time.

Hours Used/Wk	4-10 People Present	11-15 People Present	16-20 People Present	20+ People Present
1-5				
6-10				
11-20				
21-30				
31+				

.07 Kitchenettes and Coffee Stations.

Kitchenettes may contain appliances, including refrigerators, microwave ovens, coffee makers, and vending machines. Kitchenettes can be used for the temporary storage and preparation of

lunches and snacks. Centralizing the location of appliances in a designated area may eliminate or reduce potential mechanical and electrical problems, as well as fire hazards created by having appliances located in other office spaces, such as workstations. Appliances such as refrigerators, coffee pots, space heaters, and microwave ovens should be prohibited in other than designated areas. The basic allowance is typically 60 USF per 100 employees. An Operating Unit's policy needs to address if kitchenettes are warranted.

.08 Training Space.

Employee training space requirements are to be reviewed and approved by the Office of Human Resource Management. Informal in-house training should be conducted in conference rooms. An Operating Unit's policy should address how training space requirements are developed.

Below are recommendations for the size of training space.

<u>Space Allowance</u>	<u>Notes</u>
10 USF per person	Desk/armchair
40 USF per person	Desk and chair
150 USF (+10 USF per person)	For larger meeting rooms
150 USF	8 people
375 USF	up to 14 people
500 USF	up to 24 people

.09 Storage Space.

Storage space included in space requests should be minimized to include only necessary space to satisfy legal and mission requirements (e.g., space for record files, items covered under a records retention and/or disposal policy/plan). Storage within office space can be very expensive; therefore, less expensive alternatives, such as offsite self-storage, should be used for any other items. Converting hard copy records to electronic formats should be considered as a way to limit the amount of storage space needed. An Operating Unit's policy needs to address how storage space is to be sized in general or building-specific standards. Justification for records retention space requirements can be found in Department Administrative Order 205-1, *Records Management*, and, in general, records schedules established by the National Archives.

.10 Server Rooms.

Server rooms included in space requirements should be consolidated and their size minimized to include only the area needed to support the IT needs of the overall space and mission. An Operating Unit's policy needs to address the server consolidation requirements of the Office of Chief Information Officer (CIO) and, if approved for a building, how server rooms are to be sized. The Operating Unit CIO should be involved in requirements, development and design as

part of general or building-specific standards. In consolidated, multi-Operating Unit space, server rooms are to be shared by Operating Units, if practical.