

## Application of Workplace Standard

### Workspace Standard Example

One of our lessors has decided not to participate in the succeeding lease for 120 DOC federal staff. A new space acquisition is needed. The DOC bureau has examined their work patterns and has determined the following need:

4 managers need private offices

1 employee will be dealing with classified documents.

25 employees deal with accounting and data systems and are Desk Bound Concentrative (DBC)

15 employees deal with client services and are Internally Mobile Interactive (IMI)

75 employees provide technical service and training for other OUs across the country and are Externally Mobile Interactive (EMI). Half of them find it more advantageous to telework three days a week when they are not traveling.

There are no contractors at this example site. If there were contractors that had to be housed at this site, then they would be included with a workstation space of 24 NSF per person.

### Private Offices

- There is a need for 5 private offices. 1 X 180, 1 X 100 and 3 X 70 = 490 NSF

### Workstation Space

- DBC 64 X 25 = 1,600 NSF
- IMI 48 X 15 = 720 NSF
- EMI 36 X 65 = 2,340 NSF

Initial Workstation Area = 4,660 NSF

### Desk Sharing Ratio

Since 50 percent of the EMI are teleworking only 38 need a desk: 1 employee and 50 percent are at 1desk: 2 employees so the average sharing ratio is 1:1.5. The 2,340 NSF is divided by the ratio and the result is 1,560 NSF. This is subtracted from the Initial Workstation Area. If there was no desk sharing, then the Initial Workstation Area would become the Total Workstation Area.

Total Workstations Area = 3,880 NSF

Collaboration Space (See Page 11 for ratios)

DBC

| <b>Closed Meeting Room</b>  | <b>Open Meeting Room</b>                         |
|---|--|
| 2 Person - <b>42</b> SF each<br>DBC - 1:16 1X42= <b>42</b> NSF    | 2 Person - At Workstation                        |
| 4 Person - <b>90</b> SF each<br>DBC - 1:24 1X90= <b>90</b> NSF    | 4 Person - <b>60</b> SF each<br>DBC - not needed |
| 6 Person - <b>150</b> SF each<br>DBC - 1:40 1X150= <b>150</b> NSF | 6 Person - <b>90</b> SF each<br>DBC - not needed |

IMI

| <b>Closed Meeting Room</b>                                      | <b>Open Meeting Room</b>                                       |
|---|--|
| 2 Person - <b>42</b> SF each<br>IMI - 1:08 2X42= <b>84</b> NSF  | 2 Person - At Workstation                                      |
| 4 Person - <b>90</b> SF each<br>IMI - 1:24 1X90= <b>90</b> NSF  | 4 Person - <b>60</b> SF each<br>IMI - 1:16 1X60= <b>60</b> NSF |
| 6 Person - <b>150</b> SF each<br>IMI - 1:32 0X150= <b>0</b> NSF | 6 Person - <b>90</b> SF each<br>IMI - 1:24 1X90= <b>90</b> NSF |

EMI

| <b>Closed Meeting Room</b>  | <b>Open Meeting Room</b>                         |
|---|--|
| 2 Person - <b>42</b> SF each<br>EMI - 1:24 3X42= <b>126</b> NSF   | 2 Person - At Workstation                        |
| 4 Person - <b>90</b> SF each<br>EMI - 1:24 3X90= <b>270</b> NSF   | 4 Person - <b>60</b> SF each<br>EMI - not needed |
| 6 Person - <b>150</b> SF each<br>EMI - 1:40 2X150= <b>300</b> NSF | 6 Person - <b>90</b> SF each<br>EMI - not needed |

Total Collaborative = 1,302 NSF (fourteen closed rooms and two open rooms)

Special Space: Mission Training Room = 800 NSF

Percentage of Closed Office =  $490 / (490+1302+3880) = \sim 2$

Therefore the Circulation Multiplier use is 1.61

Making the Circulation Factor 38 percent

Sum the areas and multiply by 1.61.  $(490+1302+3880+800) \times 1.61 =$  Total Workspace Area 10,420 USF.

With 120 staff this area has a Utilization Rate (UR) of 127 USF/person “office only” looking at the staff actually housed (82).

Under DAO 217-21, Space Allowance and Management Program, up to an additional 3,520 sf of space is allowed to support file rooms, LAN closets, kitchenettes/break rooms, reception area, copy center, mail room, etc.  $(170-127) \times (82$  (50 percent EMI teleworking). Therefore the total space required for this organization is  $10,420+3,520 = 13,940$  USF. This would be approximately 16,000 to 17,000 Rentable Square Feet (RSF) needed for a lease or GSA assignment in a Federal Building. The Utilization Rate will be  $13,940/(5+40+38)$  or 167 USF per person and the All-in Utilization Rate will be approximately 16,500.