

Instructions for the Worksheet: Staff Areas Form 1D page 1

When completed, this worksheet provides information to determine the required square footage (SF) for an office or facility. The worksheet is in two parts: Staff Areas and Other Office Areas. Please use the instructions that follow to complete both pages of the worksheet. For large offices or facilities, prepare separate worksheets for each workgroup or unit. To assist DCAMM in understanding this information, please attach an organization chart for the office or facility and a list of all current positions. For additional help, refer to the Leasing Manual or contact your DCAMM project manager.

Worksheet: Staff Areas

PERSONNEL CATEGORIES

Use this column to identify your User Agency's job titles for all staff who will work in the office or facility, assigning them to the appropriate personnel categories listed. Refer to the description of the Personnel Categories below.

Personnel Categories

Agency Head: Secretary, Commissioner, or other Agency Head

Senior Manager: Administrator reporting to an Agency Head, head of a small agency, director of a large office within an agency

Manager: Deputy Director of a large office or Director of a small office, unit manager, business manager, or personnel manager

Supervisor: Supervisory staff

Professional: Engineers, planners, social workers, analysts, project coordinators, etc.

Support Staff: Administrative support staff, including administrative assistants, receptionists, paralegals, clerks, etc.

Visiting Resources/Intern: Workstation for visiting staff, interns, employees who are primarily in the field.

SF ALLOCATION

This column identifies the DCAMM standards for allocation of space by personnel category.

NUMBER OF STAFF

In this column, enter the number of full-time equivalent (FTE) staff who hold each agency job title.

TOTAL SF

In this column, enter the total square feet associated with each agency job title by multiplying the SF Allocation by the Number of Staff. If you are completing this form on computer, the numbers in this column will be calculated.

ROOM / AREA

Using the Room/Area Codes listed below, enter the appropriate codes for each agency job title. Using the equipment codes on page 2 as appropriate, identify any furniture or equipment planned to be located within the office or workarea.

If a staff person is to sit in a room or area listed in Other Office Areas on page 2 of the worksheet, enter a code of "G" and identify the office area where this person will sit (e.g., a receptionist in the entry area or technical staff in the Main Distribution Frame [MDF] room).

TOTAL STAFF; USABLE AREA, STAFF

At the bottom of the page, enter the total number of staff (Total Staff) and total SF (Usable Area, Staff). If you are completing this form on computer, these totals will be calculated. If you are completing this form by hand, please calculate and enter this information.

Next: Click on "Form 1D Pg 2" tab for WORKSHEET: OTHER OFFICE AREAS.

ROOM / AREA: ADDITIONAL INFORMATION

F = Office or room with full-height partitions
L = Low-partitioned area or cubicle
P = Panel supplied and installed by Agency
O = Open area without partitions
G = Shared office or room with other support functions
S = Shared office

CPT = Carpet
RSF = Resilient sheet flooring
VP = Door with vision panel
Lock = Door with lock
SL = Door with sidelight

WORKSHEET: STAFF AREAS

1D

For DCAMM Use	
Project No:	_____
Facility Code:	_____
Project Mgr:	_____

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USER AGENCY NAME:		ESTIMATED SF:		
NAME OF OFFICE/FACILITY:				
LOCATION OF SEARCH AREA:				
PERSONNEL CATEGORIES	SF ALLOCATION	# STAFF	TOTAL SF	ROOM / AREA
AGENCY HEAD	220		0	
			0	
SENIOR MANAGER	150		0	
	150		0	
	150		0	
	150		0	
MANAGER			0	
Office	100		0	
	100		0	
Systems Furniture	80		0	
	80		0	
	80		0	
SUPERVISOR			0	
Systems Furniture	63		0	
	63		0	
	63		0	
	63		0	
	63		0	
	63		0	
	63		0	
	63		0	
PROFESSIONAL			0	
Systems Furniture	42		0	
	42		0	
	42		0	
	42		0	
	42		0	
	42		0	
	42		0	
	42		0	
	42		0	
SUPPORT STAFF			0	
Systems Furniture	42		0	
	42		0	
	42		0	
	42		0	
WORK AREA/VISITING RESOURCES/INTERN			0	
Systems Furniture	36		0	
	30		0	
TOTAL STAFF		0.00		
USABLE AREA, STAFF			0	

Instructions for the Worksheet: Other Office Areas Form 1D page 2

ROOM OR AREA

DCAMM has listed the most common Support Areas, Equipment in Open Areas, Meeting Areas, and Entry Areas. If a room or area not listed on the form is required, add it under the appropriate heading.

DESCRIPTION

Identify any equipment that is to be located within the room or area and add any other description that will assist DCAMM in understanding how the space will function. Use equipment codes listed under "OTHER OFFICE AREAS: EQUIPMENT." Note: do not include equipment (i.e., bookcases, file cabinets, etc.) planned to be located within an office or workstation.

CALCULATIONS

Columns A and B have been provided in case more than one room or area is required. The calculation codes (U, #, SF) are identified below. For each room or area, fill in the usable area, consulting the OTHER OFFICE AREAS: EQUIPMENT and supplement this information with SF information of your own. (For your convenience, Column A is pre-populated using the SF standards.) Identify the number of such rooms or items of equipment. Multiply the usable area by number of units to identify the square feet needed. If you are completing this form on computer, the SF will be calculated.

Calculation Codes:

U = Usable Area

= Number of support areas, pieces of equipment in open areas, or persons the meeting or entry areas must accommodate.

SF = Square feet

TOTAL SF

Use this column to add the SF calculations under the columns A and B. If you are completing this form on computer, the Total SF will be calculated.

ROOM / AREA

Using the Room/Area codes below, enter the appropriate code for each room or area.

TOTAL USABLE AREA

Total Usable Area is calculated at the bottom of the page. SUBTOTAL OTHER OFFICE AREAS is the sum of the TOTAL SF from the column above. USABLE AREA, STAFF is the subtotal from page one of this worksheet. SUBTOTAL is the sum of these two figures. CIRCULATION is the percentage of this subtotal that is added to account for internal circulation for the office or facility. DCAMM may adjust this percentage during review of the worksheet, after discussion with the User Agency. TOTAL USABLE AREA is the sum of the SUBTOTAL and CIRCULATION square footage. This is the usable area for the office or facility. This number should be inserted in ESTIMATED SF at the top of the Form 1.

OTHER OFFICE AREAS: EQUIPMENT

Equipment	Code	SF Standard
Bookcase, 3' wide	B	3 sf / bookcase
Shelving, 3' wide	SH	3 sf / shelf unit
Vertical File	VF	7.5 sf / unit
Lateral File	LF	9 sf / unit
Storage Cabinet	ST	9 sf / unit
Copy Station	C	25 sf
Fax/Printer Station	FP	25 sf

ROOM OR AREA: MEETING AND ENTRY AREAS

Interview Room	25 sf / person (up to 4 persons)
Hearing Room	20 sf / person
Classroom Training	20 sf / person
Computer Training	36 sf / person
Conference Room	20 sf / person
Seating Area	10 sf / person
Queuing Area	8 sf / person
Transaction Counter	40 sf / person

ROOM / AREA: ADDITIONAL INFORMATION

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CPT = Carpet
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WORKSHEET: OTHER OFFICE AREAS

1D

For DCAMM Use	
Project Number:	_____
Facility Code:	_____
Project Manager:	_____

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USER AGENCY NAME:		EST SF:								
NAME OF OFFICE/FACILITY:										
LOCATION OR SEARCH AREA:										
ROOM OR AREA	DESCRIPTION	CALCULATIONS						TOTAL SF	ROOM/AREA	
		A			B					
		U	#	SF	U	#	SF			
SUPPORT AREAS				0			0	0		
Records				0			0	0		
Copy/Mail				0			0	0		
Main Distribution Frame (MDF)				0			0	0		
Intermediate Distribution Frame (IDF)				0			0	0		
Staff Support				0			0	0		
Storage/Supply				0			0	0		
Library				0			0	0		
				0			0	0		
				0			0	0		
				0			0	0		
EQUIPMENT IN OPEN AREAS				0			0	0		
Bookcase (B)		3		0			0	0		
Shelving (SH)		3		0			0	0		
File Cabinet (VF)		7.5		0			0	0		
File Cabinet (LF)		9		0			0	0		
Storage Cabinet (ST)		9		0			0	0		
Copy Station (C)		25		0			0	0		
Fax/Printer Station (FP)		25		0			0	0		
				0			0	0		
				0			0	0		
MEETING AREAS				0			0	0		
Interview Room		25		0			0	0		
Hearing Room		20		0			0	0		
Classroom Training		20		0			0	0		
Computer Training		36		0			0	0		
Conference Room		20		0			0	0		
				0			0	0		
				0			0	0		
				0			0	0		
ENTRY AREAS				0			0	0		
Seating		10		0			0	0		
Queuing		8		0			0	0		
Transaction Counter		40		0			0	0		
				0			0	0		
				0			0	0		
				0			0	0		
SUBTOTAL OTHER OFFICE AREAS:								0		
SUBTOTAL STAFF AREAS:								0		
SUBTOTAL:								0		
CIRCULATION (40%):								0		
SF/FTE:										
TOTAL USABLE AREA:									0	