



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE



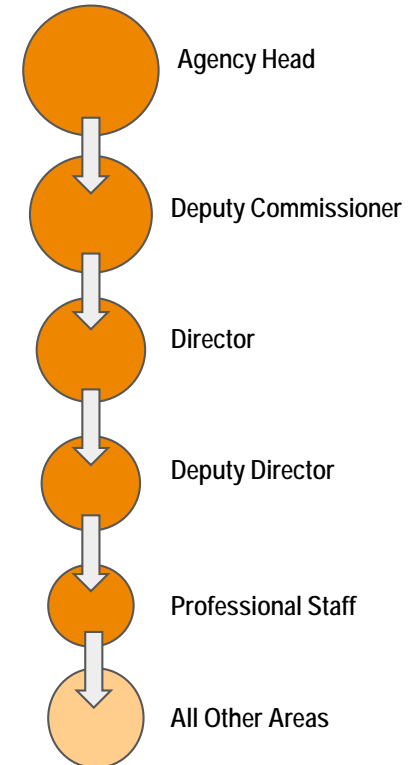
SPACE ALLOCATION ASPIRATION STANDARDS

02 | 28 | 2018

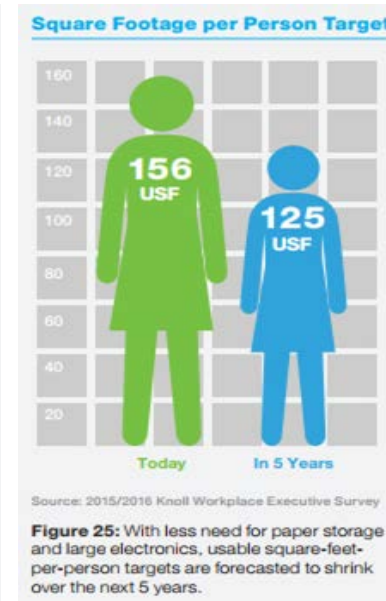
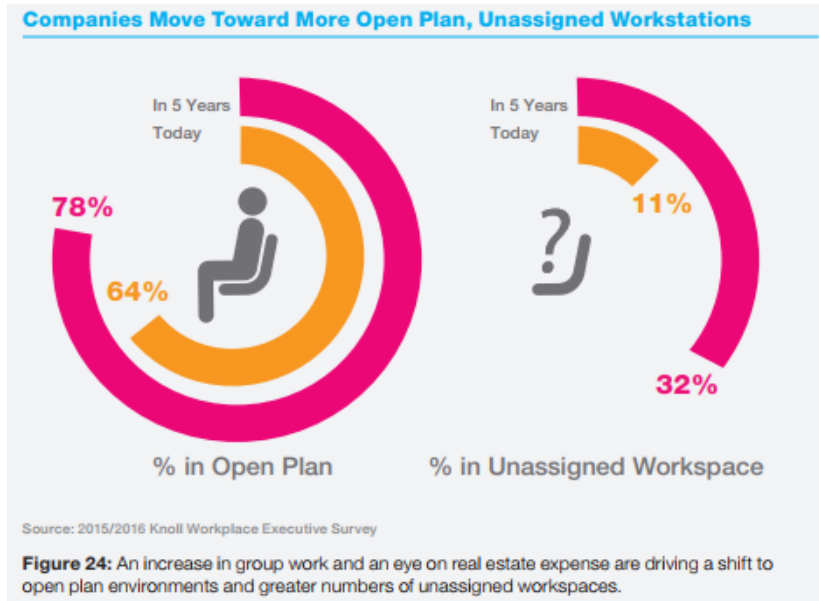
GOALS:

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- Research current industry standards and trends in workplace design
- Review case studies to understand space allocation trends for existing federal and state government agencies
- Define new square footage allotments for:
 - Staff areas
 - Offices
 - Workstations / Benching
 - Meeting areas
 - Conference rooms
 - Collaboration spaces
 - Support areas
 - Private enclaves
 - Kitchen / Coffee stations
 - Lactation rooms



Open Plan



Knoll's "Immersive Planning" Periodical

○ Why Open Plan?

- Reduce workspace costs by reducing the amount of space occupied
- Attract and retain talent
- Allow for flexibility in adapting to future business and workforce needs
- Optimize physical workspace to support efficiency, productivity, and employee well-being



Open Plan: The Pros and Cons

- The BENEFITS of implementing an open office concept:
 - Offers employees choice and control over their workday
 - Increased employee engagement and retention
 - Increased collaboration / less isolation
 - Greater employee wellbeing and satisfaction = employer cost savings.
 - Attractive to a modern workforce
 - More cost-effective than traditional cubicles or private offices
 - Flexible to rearrange

- The common PITFALLS of open office space:
 - Increased distractions (noise, visual, etc.)
 - Lack of privacy
 - No sense of ownership/place to call one's own
 - Sickness / Prone to the spread of bacteria
 - Not conducive to some agency cultures or work patterns



Open Office Design Considerations – A people-centered approach

- Manage acoustical needs
 - Sound absorbent materials
 - White noise systems
 - Provide quiet work zones for focused work and encourage no talking
- Balance interaction within teams with individual focus and privacy
 - Design to encourage collaboration
 - Offer enclaves that provide opportunity for private conversations
- Encourage movement through a variety of spaces throughout the workday
 - Provide alternative work areas
 - Shared sit-to-stand desks
 - Informal meeting areas



AllSteel's "The Importance of Movement in the Workplace"

GSA Total Workplace Program

- Federal government's commitment to reducing real estate costs and energy consumption
- Furniture & Information Technology (FIT) Initiative
 - Funding initiative to encourage agencies to develop more effective and efficient workspace
 - Improved collaboration and productivity
 - Reduce real estate costs and energy consumption

Space Type	SF per User
Office	100-150
Open workstation	≤50
* Furniture panel heights ≤54" to maximize natural light	



CASE STUDY

GSA: Office Design / Then vs. Now

JJ Pickle Federal Building



Austin, TX

circa 1966

GSA Headquarters



Washington, DC



CASE STUDY

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GSA: Meeting Spaces / Then vs. Now

JJ Pickle Federal Building



Austin, TX

circa 1990

Sidney R. Yates Federal Building



Washington, DC



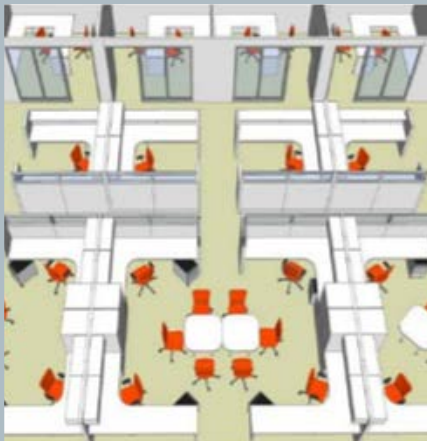
CASE STUDY

STATE OF WASHINGTON

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- Encourages the design of work environments that support the work patterns of users

Resident



Typically spend more than 50% of their time at the same workspace in the facility

Internally Mobile



Typically spend a lot of time in meetings and some time at their workstations

Externally Mobile



Typically spend more than 50% of their time working at locations other than the facility

Focus Room



of Users: 1 - 4

An enclosed space with limited visual and/or acoustical distractions

Focus Point



of Users: 1

Non-reservable, semi-enclosed space with limited visual and acoustical distraction

Collaboration Space



of Users: varies

Non-reservable open or semi-enclosed space for informal meetings, impromptu discussions, and social interactions

Conference Room



of Users: varies

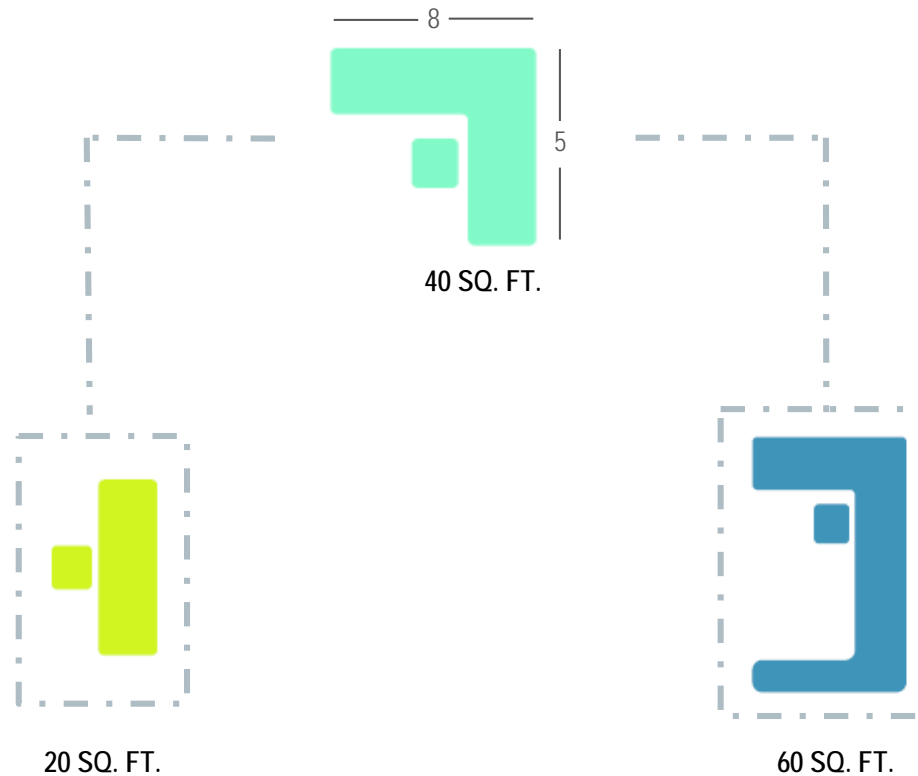
An enclosed space for meeting; must be shared by programs in a facility; larger rooms can also serve as training rooms

○ Office support areas include

- Wellness room
- Break/social hub
- Lactation space


MassIT Workplace Design Guidelines/ NADAA

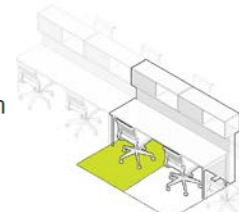
- Workspace types designed as multiples of a standard 8' x 5' module




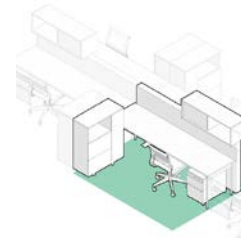
MassIT Workplace Design Guidelines/ NADAA


Open Workspaces

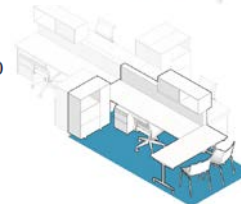
 **Type 1**
Assignment for staff who use their workstations less than 50% of the work day, and for casual, part-time, seasonal, and vendor assigned workers.




 **Type 2**
Assignment for professional, technical, and administrative staff positions with a job function not requiring unscheduled meeting space but needing more layout and/or storage space than type 1

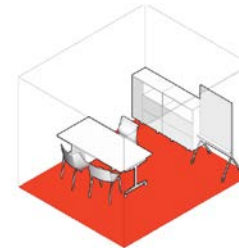


 **Type 3**
Assignment for senior management or positions with a job function requiring regular unscheduled meeting space and needing increased layout and storage space. Proximity to meeting areas required for managers.

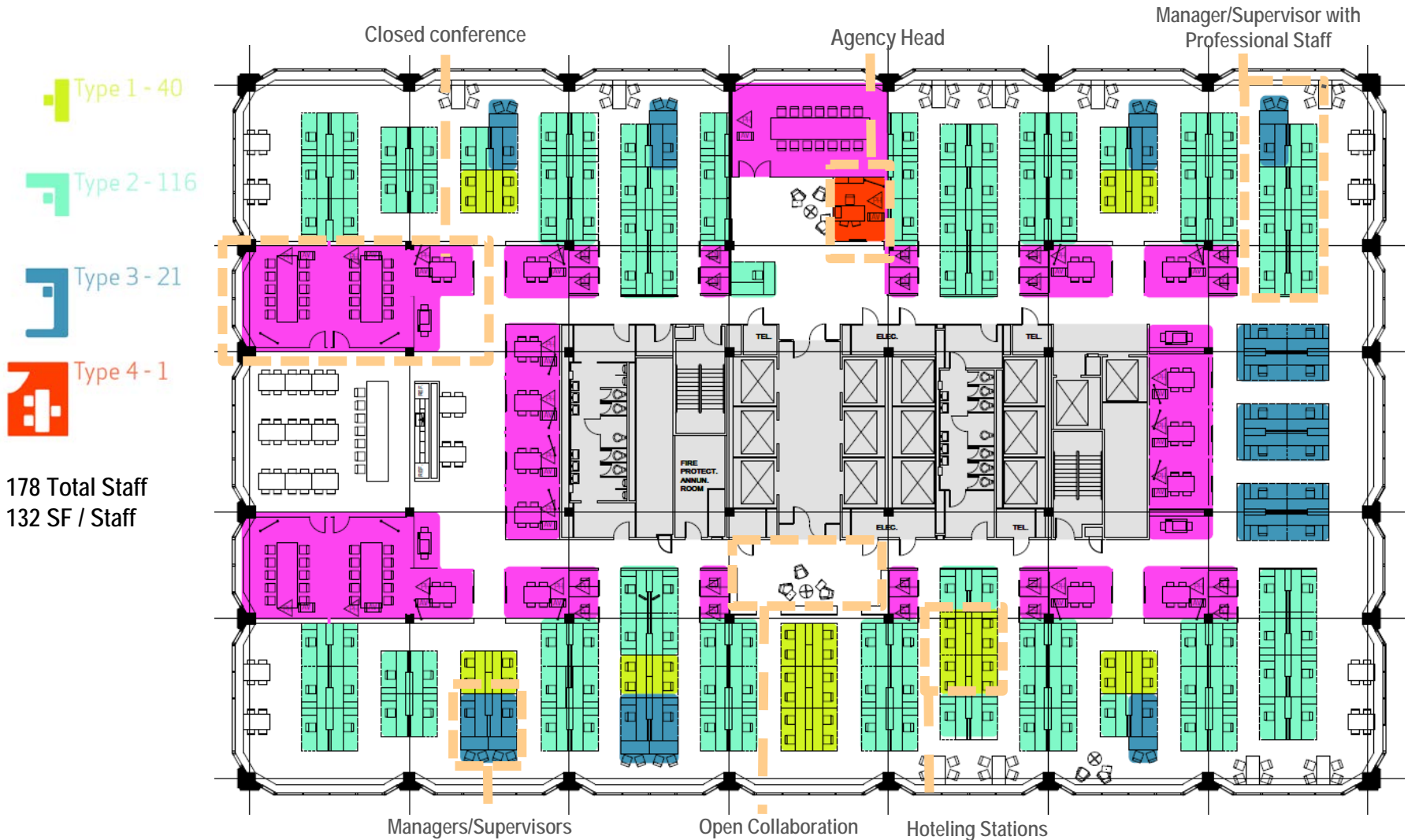


Enclosed Workspaces

 **Type 4**
Assignment for senior management or positions dealing with sensitive or confidential issues that cannot be conducted in a meeting or quiet room regularly throughout the day.



Sample Floor Plan – McCormack 8th Floor



SPACE ALLOCATION

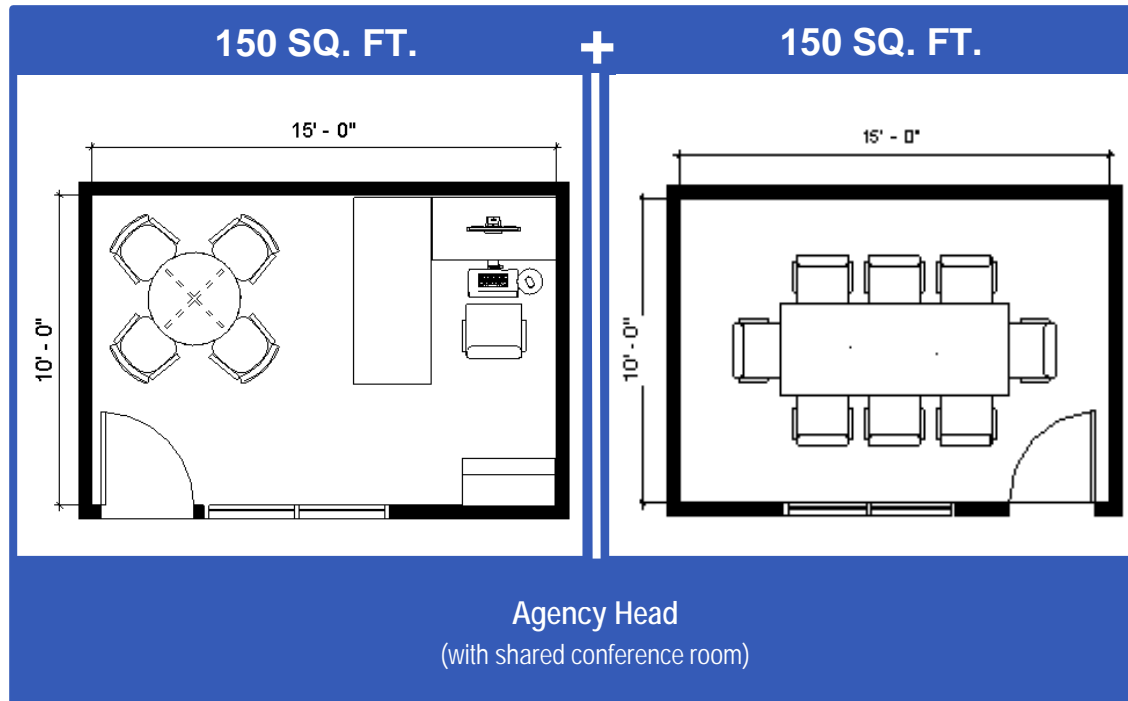
Space Allocation Square Footage

Space Type	State of Washington	MassIT/NADAA	DCAMM Current	DCAMM Proposed
Office	100 / 150	120	100 –220	100 / 150
Workstation	42 / 64	40 / 60	42 / 63	40 / 60
Hoteling station	24 / 36	20	30 / 36	20
Small Conference	15 per user	120	20 per user	100
Medium Conference	15 per user	240	20 per user	150
Large Conference	15 per user	600	20 per user	300 – 450
Collaborative Spaces	20 per user	240-300		100 – 300
Focus/Quiet Areas	40	36		50
Lactation Room	120		66-80	100



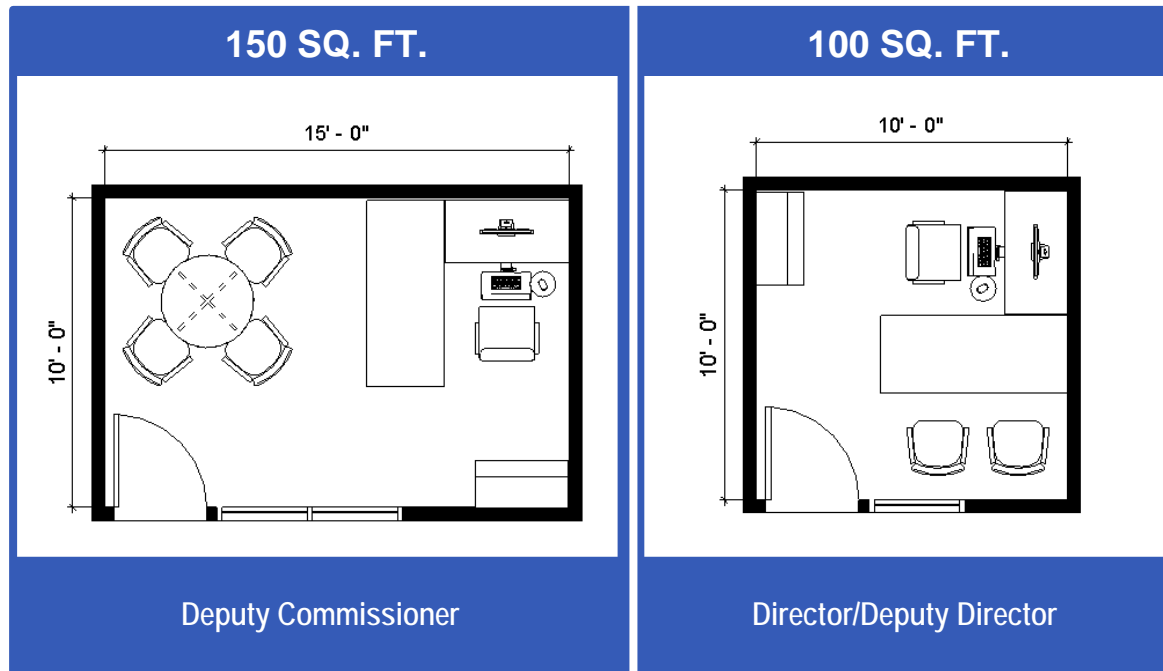
SPACE ALLOCATION

DCAMM Proposed Standards – Staff Areas / Offices



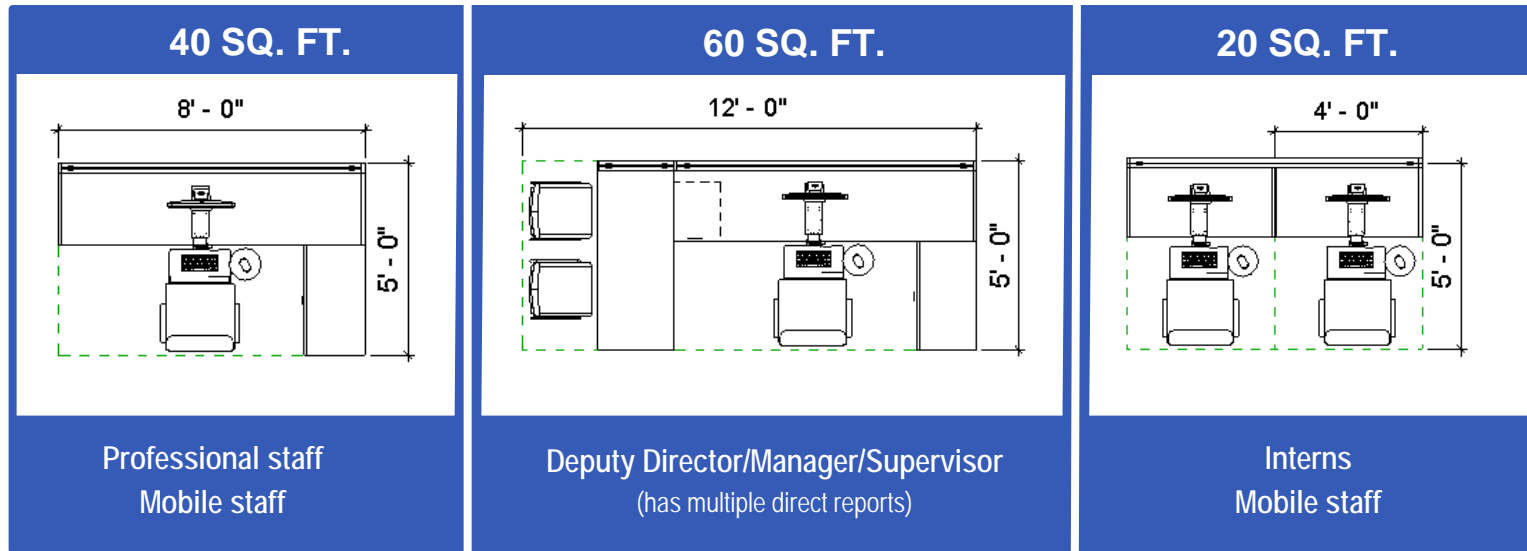
SPACE ALLOCATION

DCAMM Proposed Standards – Staff Areas / Offices



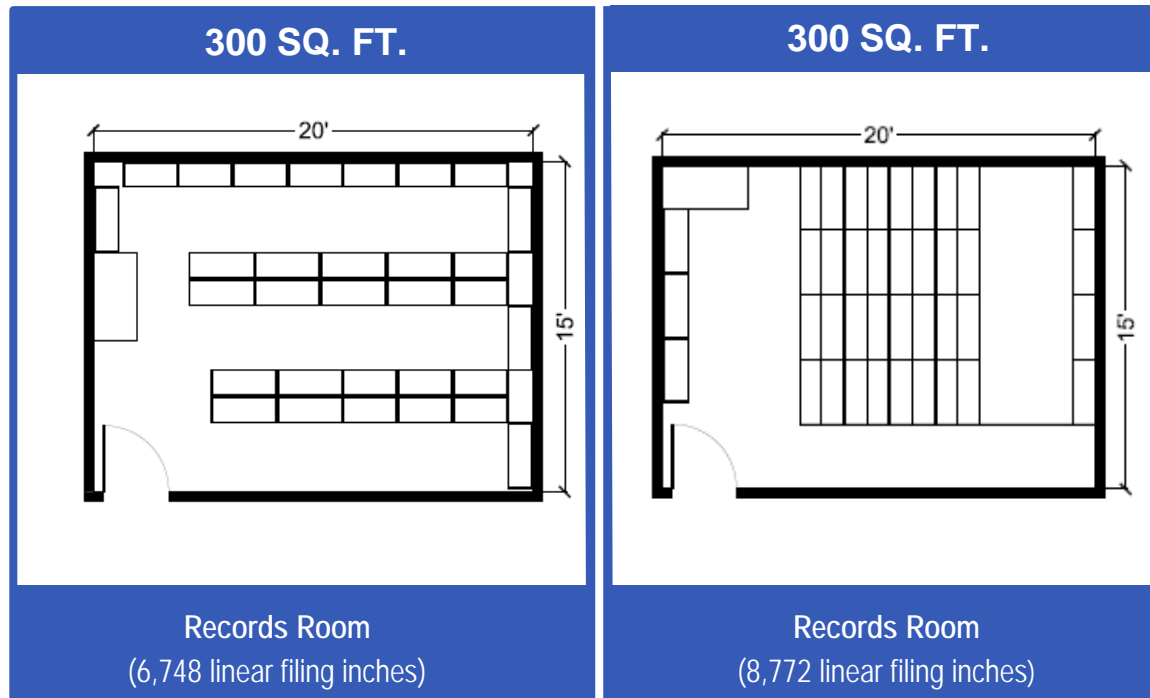
SPACE ALLOCATION

DCAMM Proposed Standards – Staff Areas / Workstations

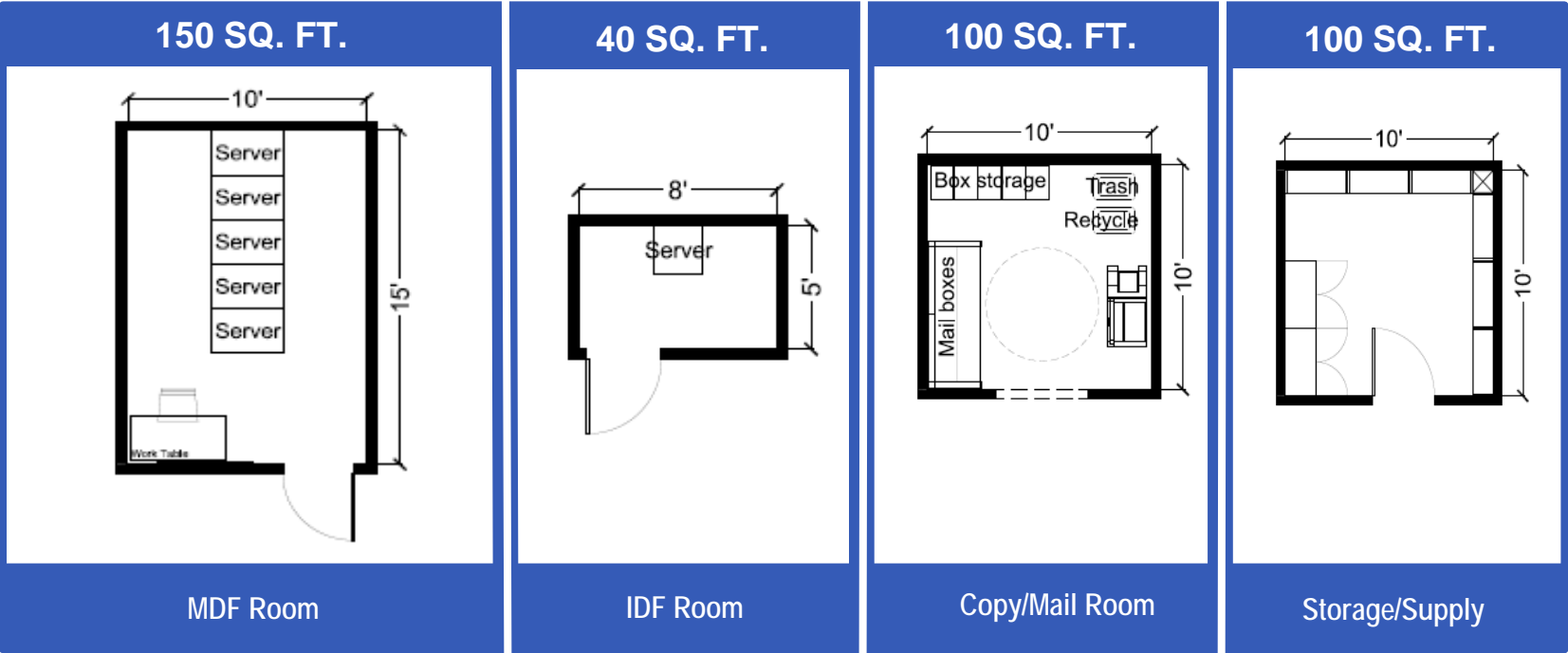


SPACE ALLOCATION

DCAMM Proposed Standards –Support Areas

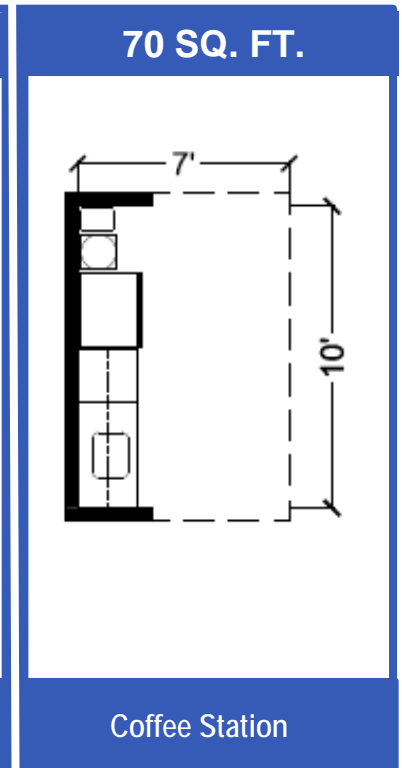
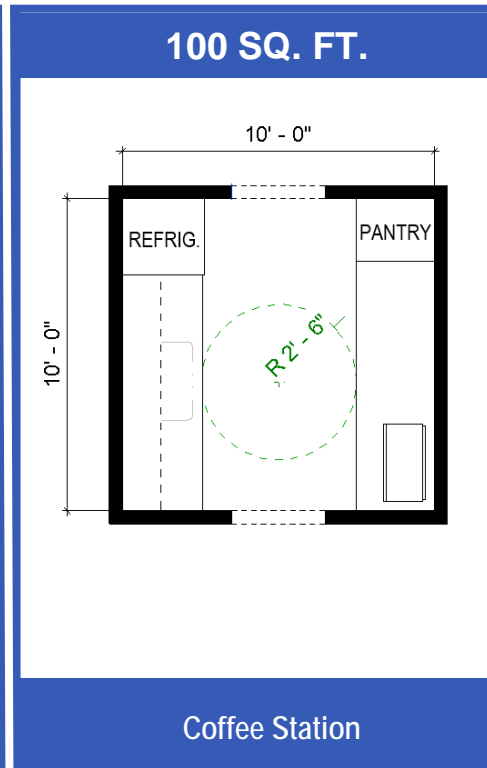
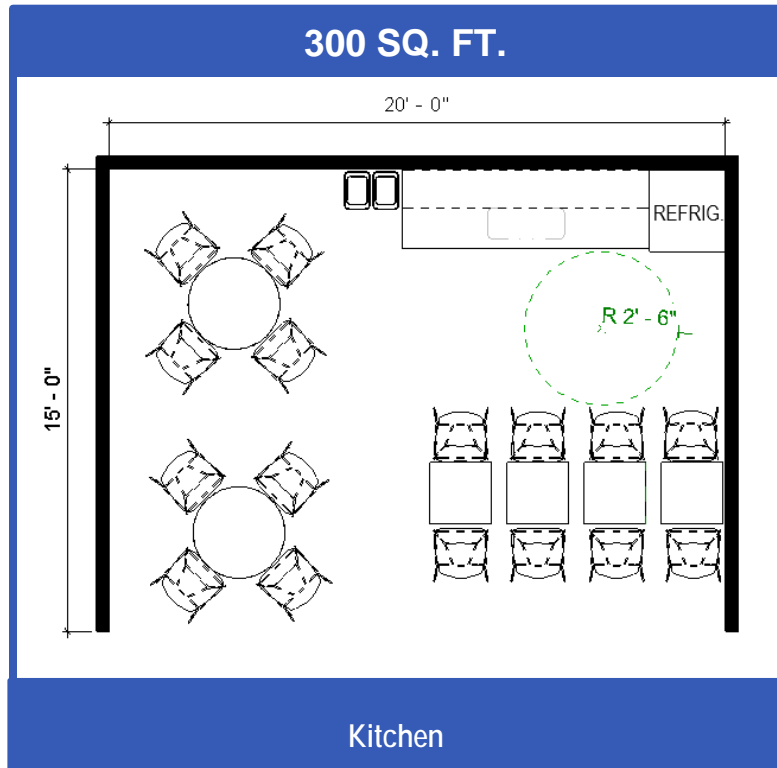


DCAMM Proposed Standards –Support Areas



SPACE ALLOCATION

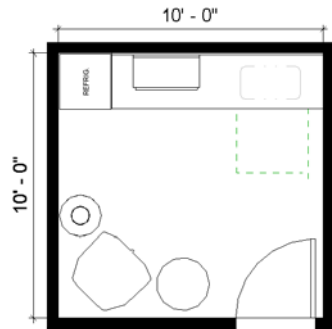
DCAMM Proposed Standards – Staff Support Areas



SPACE ALLOCATION

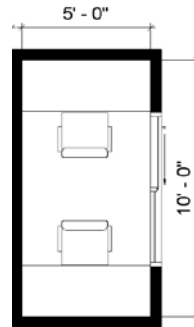
DCAMM Proposed Standards – Staff Support Areas

100 SQ. FT.

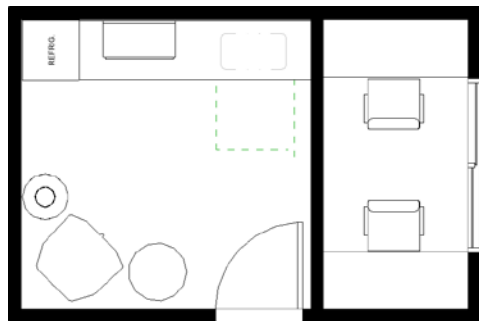


Lactation Room

50 SQ. FT.



Focus Room

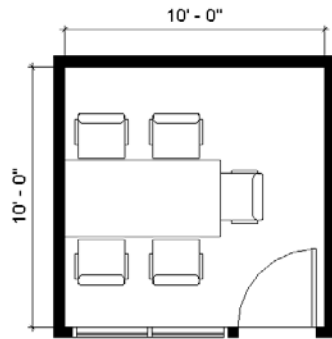


Sample combination Lactation Room and Focus Room layout

SPACE ALLOCATION

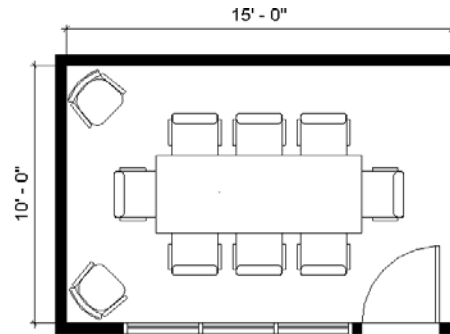
DCAMM Proposed Standards – Meeting Areas

100 SQ. FT.



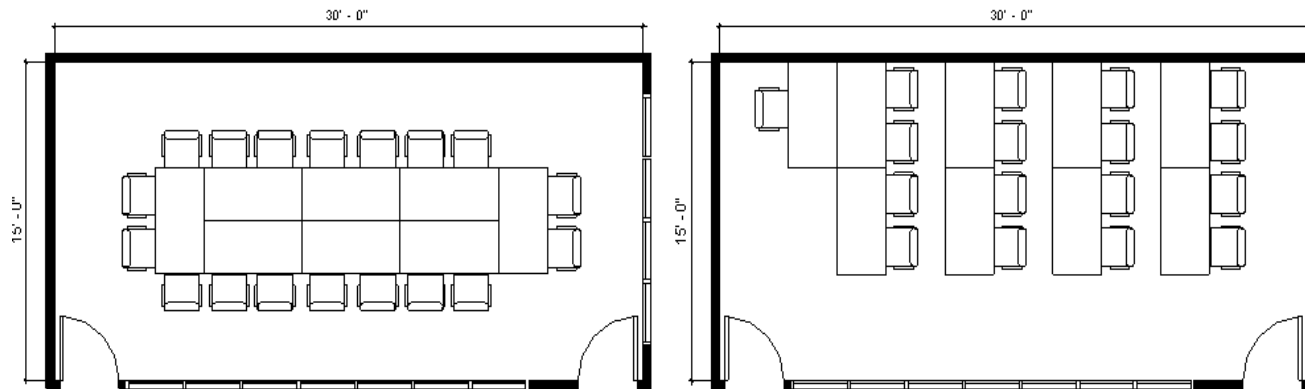
Small Conference (4 – 5)

150 SQ. FT.



Medium Conference (8 – 10)

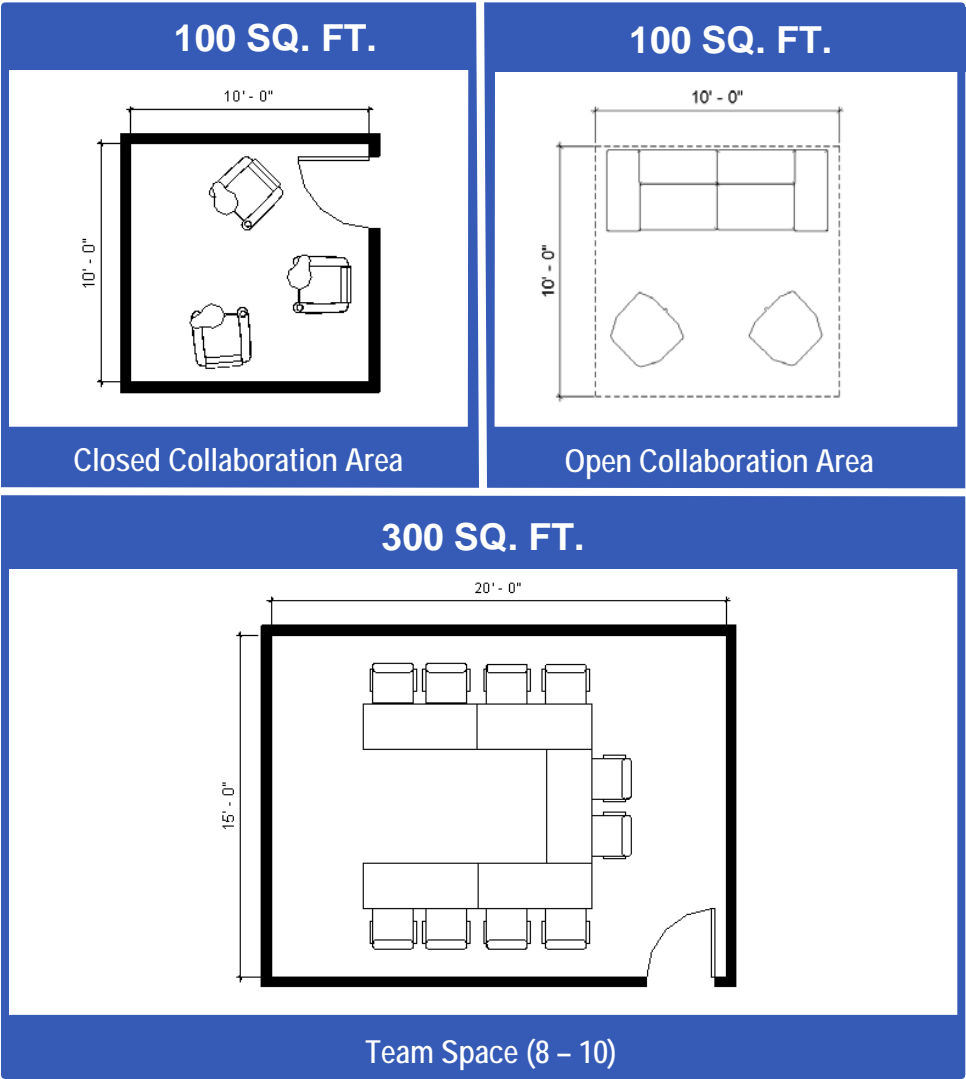
450 SQ. FT.



Large Conference (18) / Training Room (17)

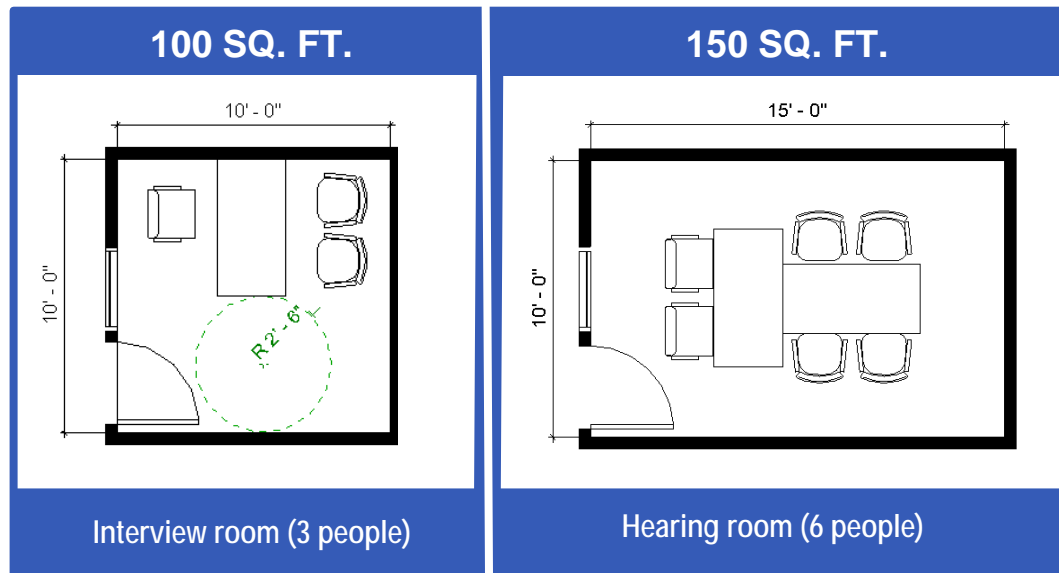


DCAMM Proposed Standards – Meeting Areas



SPACE ALLOCATION

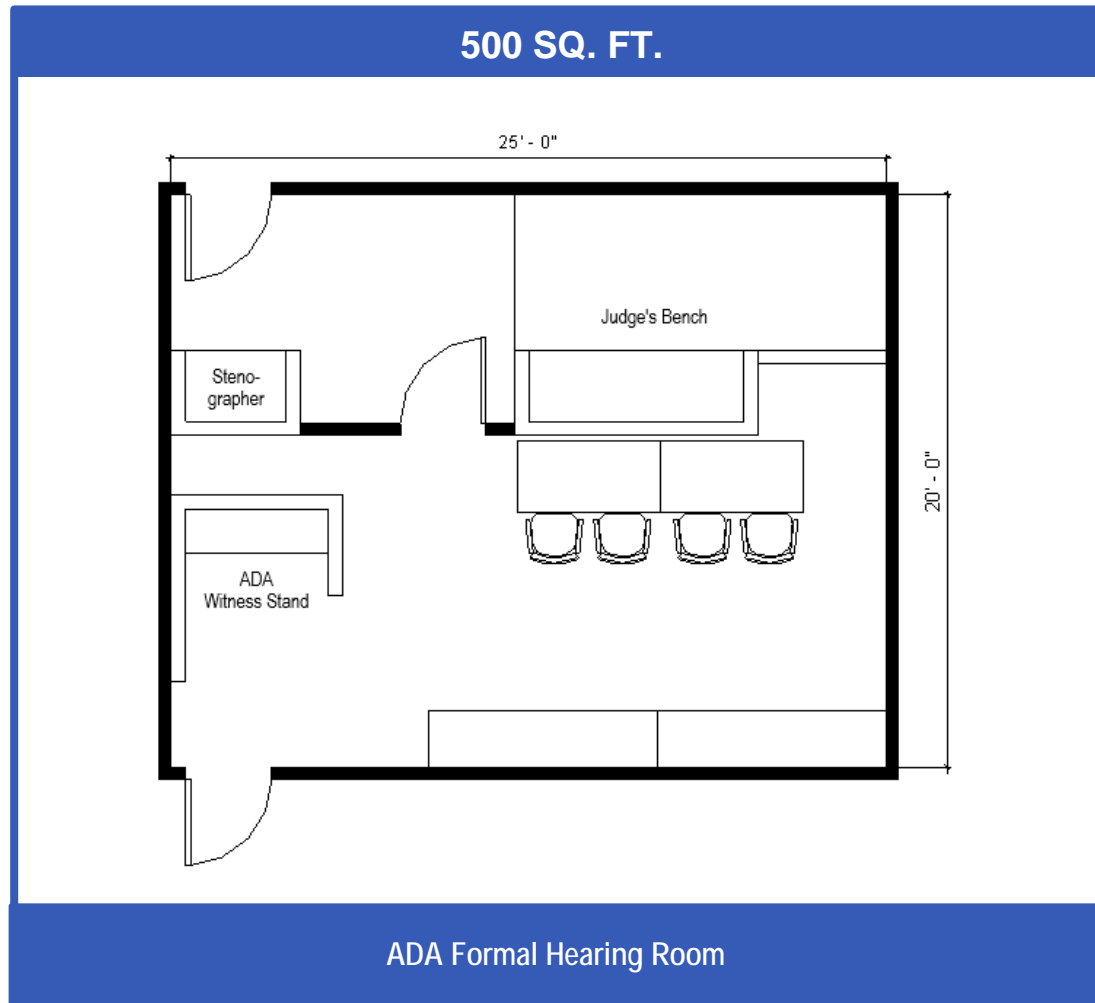
DCAMM Proposed Standards – Meeting Areas



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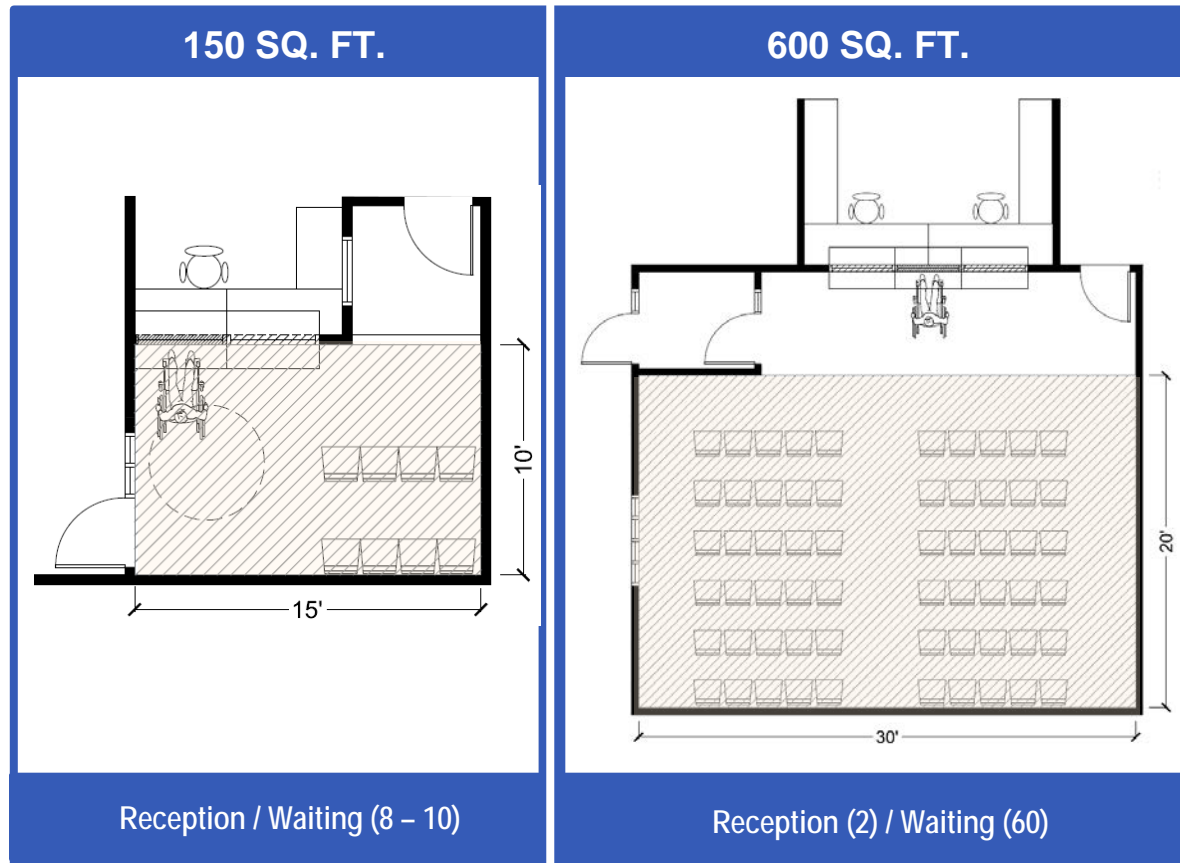
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DCAMM Proposed Standards – Meeting Areas



SPACE ALLOCATION

DCAMM Proposed Standards – Entry Areas



Questions? Thoughts?

