GOALS:

- 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

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

Figure 24: An increase in group work and an eye on real estate expense are driving a shift to open plan environments and greater numbers of unassigned workspaces.

Knoll’s "Immersive Planning" Periodical
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

Informal Meeting Space Will Nearly Double

Today: 20%  
In 5 Years: 39%

Source: 2015/2016 Knoll Workplace Executive Survey

Figure 10: Companies are allocating greater amounts of space for informal meetings today and expect the proportion of casual spaces will further expand in the next 5 years.

AllSteel’s “The Importance of Movement in the Workplace”
CASE STUDY

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

<table>
<thead>
<tr>
<th>Space Type</th>
<th>SF per User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>100-150</td>
</tr>
<tr>
<td>Open workstation</td>
<td>≤50</td>
</tr>
</tbody>
</table>

* 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

PAGE 7
CASE STUDY

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

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
## CASE STUDY
### STATE OF WASHINGTON

<table>
<thead>
<tr>
<th>Space Type</th>
<th># of Users:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Room</td>
<td>1 - 4</td>
<td>An enclosed space with limited visual and/or acoustical distractions</td>
</tr>
<tr>
<td>Focus Point</td>
<td>1</td>
<td>Non-reservable, semi-enclosed space with limited visual and acoustical distraction</td>
</tr>
<tr>
<td>Collaboration Space</td>
<td>varies</td>
<td>Non-reservable open or semi-enclosed space for informal meetings, impromptu discussions, and social interactions</td>
</tr>
<tr>
<td>Conference Room</td>
<td>varies</td>
<td>An enclosed space for meeting; must be shared by programs in a facility; larger rooms can also serve as training rooms</td>
</tr>
</tbody>
</table>

- Office support areas include:
  - Wellness room
  - Break/social hub
  - Lactation space
CASE STUDY

MassIT Workplace Design Guidelines/ NADAA

- Workspace types designed as multiples of a standard 8’ x 5’ module
CASE STUDY

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.
CASE STUDY

Sample Floor Plan – McCormack 8th Floor

178 Total Staff
132 SF / Staff
## SPACE ALLOCATION

### Space Allocation Square Footage

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

Agency Head
(with shared conference room)

150 SQ. FT. + 150 SQ. FT.
SPACE ALLOCATION

DCAMM Proposed Standards – Staff Areas / Offices

150 SQ. FT.
- Deputy Commissioner

100 SQ. FT.
- Director/Deputy Director
## SPACE ALLOCATION

### DCAMM Proposed Standards – Staff Areas / Workstations

<table>
<thead>
<tr>
<th>40 SQ. FT.</th>
<th>60 SQ. FT.</th>
<th>20 SQ. FT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' - 0&quot;</td>
<td>12' - 0&quot;</td>
<td>4' - 0&quot;</td>
</tr>
<tr>
<td>5' - 0&quot;</td>
<td>5' - 0&quot;</td>
<td>5' - 0&quot;</td>
</tr>
</tbody>
</table>

**Professional staff**  
Mobile staff

**Deputy Director/Manager/Supervisor**  
(has multiple direct reports)

**Interns**  
Mobile staff
DCAMM Proposed Standards – Support Areas

- **Records Room**
  - (6,748 linear filing inches)
  - 300 SQ. FT.

- **Records Room**
  - (8,772 linear filing inches)
  - 300 SQ. FT.
SPACE ALLOCATION

DCAMM Proposed Standards – Support Areas

150 SQ. FT.
MDF Room

40 SQ. FT.
IDF Room

100 SQ. FT.
Copy/Mail Room

100 SQ. FT.
Storage/Supply

SPACE ALLOCATION ASPIRATION STANDARDS
02|28|2018
SPACE ALLOCATION

DCAMM Proposed Standards – Staff Support Areas

300 SQ. FT.

Kitchen

100 SQ. FT.

Coffee Station

70 SQ. FT.

Coffee Station
SPACE ALLOCATION

DCAMM Proposed Standards – Staff Support Areas

100 SQ. FT.

![Lactation Room Diagram](image)

50 SQ. FT.

![Focus Room Diagram](image)

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)
SPACE ALLOCATION

DCAMM Proposed Standards – Meeting Areas

100 SQ. FT.

Closed Collaboration Area

100 SQ. FT.

Open Collaboration Area

300 SQ. FT.

Team Space (8 – 10)
SPACE ALLOCATION

DCAMM Proposed Standards – Meeting Areas

- **100 SQ. FT.**
  - Interview room (3 people)

- **150 SQ. FT.**
  - Hearing room (6 people)
SPACE ALLOCATION

DCAMM Proposed Standards – Meeting Areas

500 SQ. FT.

- ADA Formal Hearing Room
- Judge’s Bench
- Stenographer
- ADA Witness Stand

26’-0”

9’-12”
DCAMM Proposed Standards – Entry Areas

150 SQ. FT.
Reception / Waiting (8 – 10)

600 SQ. FT.
Reception (2) / Waiting (60)
Questions? Thoughts?