



## **GBA SPACE UTILIZATION QUESTIONNAIRE**

Please use tab key to advance through fields.

### **A. AGENCY INFORMATION**

Agency Name: \_\_\_\_\_  
 Agency Contact Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Agency / Division Contact Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

### **B. OFFICE INFORMATION**

- I. Please attach a CURRENT ORGANIZATIONAL CHART including STAFF BY POSITION for Office.
- II. Briefly summarize the overall FUNCTION of the Office.

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- III. Number of current employees: Full Time: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_  
 Part Time: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_
- IV. Number of projected employees: Full Time: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_  
 Part Time: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_

- V. Are there employees with special needs (i.e., ADA, etc.) in the Office? If so, please describe the special needs requirements to be addressed:

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### **C. STAFF SPACE REQUIREMENTS**

Please review the attached SPC Space Standards which provide for categories of workspace determined by the function of the work performed. Using the chart below, list the **current** number of positions and **projected growth** positions, if any, in each category.

Function	Quantity	
	Current	Projected Growth
Executive Management		
Senior / Middle Management		
Professional / Administrative		
Professional / Technical		
Hoteling		
<b>Total</b>		

I. This section describes the contiguous work relationships or adjacencies within your office. Using the legend below, indicate only the functions where contiguous work relationships are a critical factor.

Priority

- A. Important to be close
- B. No importance
- C. Must be separated

Reason

- 1. Extensive face-to-face contact
- 2. Shared tasks/projects
- 3. Shared files/equipment (specify)
- 4. Other (specify)

Group with	Group	Priority/Reason
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

II. Shared Work Areas (i.e. hoteling)

Include the total number of office desks, equipment stations and tables typically shared by employees. This does not include individually assigned offices or work stations.

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III. Shared Equipment

List any shared special equipment (i.e., servers, copiers, printers, facsimile, etc.). Please indicate the space requirements (counter/floor) for proper equipment operation.

<u>Equipment</u>	<u>Total Number</u>	<u>Space Requirements</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D. OFFICE GROUP FILES AND SHELVES**

GROUP FILES AND SHELVING refer to those which belong to the functional group as a whole. List those files that are for group or general use; do not include those which are part of any individual office or work station. Indicate the total number of cabinets by type in the appropriate column. Do not list units in individual offices or work stations.

<u>Type of Filing or Storage</u>	<u>Size W x D</u>	<u>Quantity</u>	<u>Location</u>	<u>Secured Cabinet</u>	<u>Secured Enclosed Room</u>
48" lateral	48" x 18"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
36" lateral	36" x 18"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Letter Vertical	15" x 29"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Legal Vertical	18" x 29"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Card files	____" x ____"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	____" x ____"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	____" x ____"	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**E. ANCILLARY/SUPPORT AREAS**

I. RECEPTION / WAITING AREA - Is a reception / waiting area required by your Office?

Yes  No  Number of guests? \_\_\_\_\_. Indicate any special requirements:

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II. Describe the frequency and volume of PUBLIC CONTACT with your Office. Describe your public access (i.e. services, meetings / training, vehicle parking needs, etc.):

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III. CONFERENCE / MEETING ROOMS - Is a conference / meeting room required by your Office? Yes  No  What is the expected occupancy (participants)? \_\_\_\_\_.  Tables /  Chairs

IV. TRAINING ROOM - Is a training room required by your Office? Yes  No  What is the expected occupancy (participants)? \_\_\_\_\_.

V. Can the Conference / Meeting Room and Training Room be combined? Yes  No

VI. KITCHEN / BREAK AREA - Is a kitchen / break area required by your Office? Yes  No  What is the expected occupancy (individuals)? \_\_\_\_\_.

VII. Special Purpose Room - List all requirements (i.e. storage, drug/paternity testing area, lactation room, etc.). Please specify the use or purpose of the room, size, any equipment needs, security issues, etc.

<u>Room/Area</u>	<u>Size</u>	<u>Use</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**F. SPECIAL CONDITIONS**

Does your Division / Office require any special features? If so, please indicate below.

- 1. Lighting
- 2. Physical Security
- 3. Heating, Cooling, Ventilation
- 4. Heavy Floor Loading
- 5. Back-Up Power
- 6. Raised Floor
- 7. Sound Proofing

Are there required work hours other than 8 a.m. – 5 p.m. / Monday – Friday? Yes  No



# Space Standards

OFFICE SPACE STANDARDS		
Title / Function	Type	Allocated SF
Executive Director, Commissioner, Agency Head	Office	220
Deputy Executive Director, Deputy Commissioner, Division Director, Regional Director, Local Manager	Office	120
Manager, Supervisor, Coordinator (5 or more direct reports)	Workstation	64 (8 x 8)
Professional Staff, Administrative, Tech	Workstation	49 (7x7)
Hoteling / Call Center	Workstation	20 (5x4)

**CONFERENCE SPACE STANDARDS**

<b>Type</b>	<b>Number of Occupants</b>	<b>Square Footage</b>	<b>Typical Tech Equipment</b>
HUDDLE ROOM	1 – 3	100	Speaker phone
SMALL CONFERENCE ROOM	6 – 8	275	Speaker phone; flat screen or overhead projector with screen; data connectivity at table;
MEDIUM CONFERENCE ROOM Or PROJECT / TEAM ROOM	10 – 12	350	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing
LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables	14 – 16	500	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing and distributed speakers
TRAINING / SEMINAR ROOM	24 – 32	1,000	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing, distributed speakers and multiple screens and projectors and distributed power access and speakers.
Multi-Purpose Room(s)	41 – 60	2,000	