



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

Type	Number of Occupants	Square footage	Typical Tech Equipment
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	