



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  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



<b>OFFICE SPACE STANDARDS</b>		
<b>Function</b>	<b>Office Type</b>	<b>Allocated SF</b>
Executive Management	Closed	225
Senior and Middle Management	Closed	130
Professional / Administrative	Open	36 (6 x 6)*
Professional Tech/Hoteling	Open	25 (5 x 5)
<b>CONFERENCE SPACE TYPES</b>		
PROJECT / TEAM ROOM		8 – 12 Occupants
HUDDLE ROOM		1 – 3 Occupants
SMALL CONFERENCE ROOM		6 – 8 Occupants
MEDIUM CONFERENCE ROOM		10 – 12 Occupants
LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables		14 – 16 Occupants
TRAINING / SEMINAR ROOM		41 – 60 Occupants (2 Rooms of 24–32 if Divisible Room)

*\*The 6x6 workstation configuration may be expanded to 6x8 depending on the layout of the building and/or work requirements of the office. If such change is warranted, the agency will provide written justification of the larger size which will be maintained in the SPC files.*