

## Chapter 1321 - PROFESSIONAL SERVICES BRANCH - DESIGN SERVICES SECTION

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### 1321 PROGRAM SUMMARY, RESOURCES AND CONTACTS

(Revised 06/05)

The Design Services Section (DSS) is the state's in-house planning, architectural and engineering organization. Its mission is to ensure quality, cost effective and timely architectural, engineering, space planning, and other related services as requested by client agencies.

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#### 1321.1 TRANSFER OF FUNDS TO THE ARCHITECTURE REVOLVING FUND (RESD FORM 22)

(New 3/00)

For clients using the Architecture Revolving Fund (ARF), the client agency must first transfer the funds to the ARF via RESD Form 22 before design and construction support services can be provided. Your CAM can help you with this process.

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#### 1321.12 REQUEST FOR PROJECT UNDERTAKING BY STATE AGENCY (RESD. FORM 23)

(New 3/00)

The erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind is generally under the sole charge and direct control of DGS as authorized by [Public Contract Code Section 10108](#). **Exceptions** from this requirement may be granted if DGS determines its services in connection with such projects are not required.

When state agencies request authorization to carry out a project costing between \$111,000 and \$250,000 themselves, they must use the Request for Project Undertaking by State Agency, [RESD Form 23](#). Departments within the Resources Agency must request RESD Form 23 authorization to undertake a project with a value of between \$111,000 and \$500,000. *Note: All projects must be reviewed and signed by the appropriate requesting agencies before Form 23 is submitted to DGS.*

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#### 1321.13 AGENCIES WITH SEPARATE AUTHORITY TO UNDERTAKE PROJECTS

(New 3/00)

The following agencies have authority to execute projects without DGS review or oversight:

Board of State Harbor Commissioners  
Department of Boating and Waterways  
Department of Transportation  
Community Colleges  
Department of Water Resources  
Regents of the University of California  
Trustees of the California State University and Colleges

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#### 1321.14 STATE SPACE ALLOWANCES STANDARDS

(Revised 1/02)

The RESD is responsible for developing and implementing planning and design standards and determining space needs for state-owned and leased facilities. The following table delineates the maximum space allowances and space types for each job category. The allowances indicate net square feet and do not include space for circulation and special requirements outside the office/workstation space. These standards are

general guidelines and can be modified and developed to meet specific job requirements of individual agencies and their employees.

Once an agency's design standards and space allocations have been developed and approved by RESD, any modifications must be reviewed and approved by RESD.

<b>STATE SPACE ALLOWANCES STANDARDS</b>		<b>Maximum Net Square Feet by Space Type</b>				
<b>Job Category</b>	<b>EXAMPLES OF TYPICAL JOB TITLES</b>	<b>** CFP Private</b>	<b>** CF Open</b>	<b>** CF Group</b>	<b>**MSF Open</b>	<b>**MSF Group</b>
Executive	Cabinet Secretary, Agency Administrator, Board Chairperson, Department Director, Commissioner	300				
Administrators	Deputy Director, Assistant Director, Executive Secretary, Department/ Division Chief, Branch/Office Chief, Board Member	200				
Managers	Bureau Chief, Deputy or Assistant Chief, Section Head,	150				
Managers	Dept. Administrative Officer or Fiscal Officer, middle managers	150	150		112	
Supervisors*	Supervisor of large unit (10 or more)		125		96	
Supervisors*	Supervisor of small unit (9 or less), Asst. Unit Supervisor, First-line Supervisors.		110		96	
Attorneys***	Attorney	150	100	100	80	80
Technical Professionals	Architect, Engineer			100	80	80
Working Professionals	Analyst, Accountant, Social Service Worker, Business Service Officer, Correctional Officer, Referee		100	100	64	64
Clerical Supervisors*	Clerical Supervisor		75		64	
Clericals	Account Clerk, Office Technician, Office Assistant, Stock Clerk		75	60	64	40

\* The need for privacy and confidentiality of personnel/labor relations issues should be considered through the effective location and configuration of work stations or placement of quiet rooms.

**\*\*Definition of Terms**

**CF** Conventional Furniture: Freestanding furniture used to make up a workstation, whether in traditional open office design.

**MSF** Modular Systems Furniture: System of interconnecting acoustical panels and hang-on components used to make up a workstation. Used in open office design.

**Private** One person, individual, hardwall constructed office for classifications indicated. The RESD staff is available to work with agencies to prepare justifications for exceptions to these standards.

**Open** Office design with a minimum of private offices. Emphasizes flexibility of reconfiguration, uses MSF or screens and conventional furniture.

**Group** Hardwall constructed office with two or more persons sharing the working area. Used with compatible work functions.

Throughout the design process, RESD Space Planners shall work with the client to establish allocations of personal and programmatic storage and file space for each employee as appropriate to the selected strategies.

\*\*\* Applies to Trial Attorneys only, unless justification is submitted to RESD for review and approval.

**1321.15 ALTERNATIVE OFFICE STRATEGIES**

(Revised 01/02)

REDS shall assist agencies/departments in the design of office space through the use of Alternative Officing (AO) methodologies to better utilize existing and proposed space and to support employee alternative work schedules.

AO strategies are:

<b>Universal Plan</b>	Standardized design of workstation area that allows departments to move people rather than furniture
<b>Team Space</b>	Open workplace arrangement involving workstations with fewer, lower partitions to facilitate communication and collaboration.
<b>Shared Workspace</b>	Two or more employees sharing a single, assigned workspace either during the workday or on different shifts or schedules.
<b>Teleworking</b>	Employees work at home, field offices or designated Teleworking Centers 1 to 5 days a week on either a formal or informal schedule.
<b>Satellite Office</b>	A full service office location used by full-time employees living nearby.
<b>Free Address</b>	Non-dedicated, unassigned workspace at an agency/department location available to the employee on a first-come, first served basis.
<b>Hoteling</b>	Non-dedicated, unassigned workspace at an agency/department location reserved by the employee via a designated coordinator, on an as-needed basis.

**1321.16 REQUESTS FOR PLANNING SERVICES**

(Revised 06/05)

Requests for space planning and alteration design services (excluding maintenance or repair) to state-leased or state-owned office and warehouse space, relocatable buildings, and trailers shall be submitted to CAMB on STD. Form 9. Requests to increase or decrease space shall be accompanied by a Space Planning Data form, RESD Form 4083. Requests may also be submitted to the RESD on-line. Your CAM can assist in getting you started.

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**1321.17 REQUESTS FOR MODULAR SYSTEMS FURNITURE**

(Revised and Re-numbered 06/05)

Requests for Modular Systems Furniture (MSF) design, plan review, and/or processing of MSF orders from Prison Industry Authority, or the current contract vendor, should be submitted to CAMB on a STD. Form 9. Tenants are cautioned about altering or redesigning office layouts without the assistance of RESD to prevent code violations (Fire and Life Safety Codes, Americans with Disabilities Act or Industrial Relations regulations) and to maintain the functional integrity of the office plan.

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**1321.18 CODE REQUIREMENTS FOR STATE-CONTROLLED AND STATE-OWNED FACILITIES**

(Revised and Re-numbered 06/05)

**State Fire Marshal.** Plans and specifications for new space and for alterations to existing space must be submitted to the State Fire Marshal for code compliance review and approval before commencement of alterations. The DSS obtains approval for all projects that it executes.

**Health and Safety Code Compliance.** Projects undertaken by the RESD meet all applicable regulations of the Department of Industrial Relations, Department of Health Services, and the Occupational Safety and Health Agency. The RESD's state leased space complies with local building and fire codes and state-owned space complies with Title 24 as administered by the State Fire Marshal. Your CAM can assist you in getting more information.

**Seismic Certification.** All buildings considered for occupancy by the state must meet a seismic performance objective of substantial life safety as outlined in FEMA 178, or meet 75 percent of the current building code.

**American with Disabilities Act Requirements.** All state facilities must comply with the requirements of the Americans with Disabilities Act (ADA) access guidelines and Title 24 accessibility requirements. Current regulations are found in the California Administrative Code, Title 24, State Building Standards, and the Americans with Disabilities Act. The DSS coordinates the review and approval of plans by the Division of State Architect's Access Compliance Unit for projects in state-owned facilities.

Projects in leased facilities are reviewed by DSS for conceptual compliance with the ADA and Title 24 during the preparation of preliminary plans. Final compliance of the construction documents and completed facility is the responsibility of the building owner/lessor.

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