

## **SAM – REAL ESTATE SERVICES DIVISION**

### **STATE SPACE ALLOWANCES STANDARDS**

**1321.14**

(Revised 12/2002)

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.

(Continued)

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1321.14 (Cont. 1)

State Space Allowances		Maximum Net Square Feet by Space Type				
Job Category	Examples of Typical Job Titles	**CF Private	** CF Open	**CF Group	**MSF Open	**MSF Group
<b>Executive</b>	Cabinet Secretary, Agency Administrator, Board Chairperson, Department Director, Commissioner	300				
<b>Administrators</b>	Deputy Director, Asst. Director, Executive Secretary, Dept./Division Chief, Branch/Office Chief, Board Member	200				
<b>Managers</b>	Bureau Chief, Deputy or Asst. Chief, Section Head	150				
<b>Managers</b>	Dept. Administrative Officer or Fiscal Officer, middle managers	150	150		112	
<b>Supervisors*</b>	Supervisor of Large Unit (10 or more)		125		96	
<b>Supervisors*</b>	Supervisor of Small Unit (9 or less), Asst. Unit Supervisor, First-Line Supervisors		110		96	
<b>Attorneys***</b>	Attorney	150	100	100	80	80
<b>Technical Professionals</b>	Architect, Engineer			100	80	80

\* 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

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

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1321.14 (Cont. 2)

(Revised 12/2002)

State Space Allowances		Maximum Net Square Feet by Space Type				
Job Category	Examples of Typical Job Titles	**CF Private	** CF Open	**CF Group	**MSF Open	**MSF Group
<b>Working Professionals</b>	Analyst, Accountant, Social Service Worker, Business Service Officer, Correctional Officer, Referee		100	100	64	64
<b>Clerical Supervisors*</b>	Clerical Supervisor		75		64	
<b>Clericals</b>	Account Clerk, Office Technician, Office Assistant, Stock Clerk		75	60	64	40

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1321.14 (Cont. 3)

- 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.

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