

SAM – REAL ESTATE SERVICES DIVISION

ALTERNATIVE OFFICE STRATEGIES

1321.15

(Revised 1/2002)

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

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