

**Section Four: Space Allocation**

This tool will calculate total allocated square footage and total square footage per user. Please use the Telework Schedule Crosswalk tables on the "Reference Tables" Tab. If your agency requires program-specific space beyond the standard allocation, enter the type of space and desired square footage, which will be added to the baseline allocation. Agencies must justify the need for any program-specific spaces. If Allocation is over 20,000 sq ft provide the Life Cycle Cost Model Tool as an addendum to this form.

Baseline User Space Allocation	Count	SQ FT	Percent of SQ FT per user type
Fully Remote	0	0	0%
Externally Mobile	23	1,472	39%
Resident	12	2,304	61%
<b>Total</b>	<b>35</b>	<b>3,776</b>	<b>100%</b>

**Site requirements:**

S. Pierce County with near proximity to I-5/SR167/SR512

Program Specific Spaces	SQ FT
Conference Room	450
Focus Room	240
Collaboration Space	200
Collaboration Space	80
Aggregate Testing Lab	310
Entrance Lobby	315
Vestibule	110
Mud Room/lockers	160
Bookcase	70
Storage/Trailer contents	500
Break area (up to 10 people)	200
Telecom/electrical closets	250
Print/Scan area	80
Survey Equipment	100
Nuclear Gauges	170
Loading Dock	100
<b>Program Specific Spaces Total SQ FT</b>	<b>3,335</b>
<b>Total Allocated Square Footage</b>	<b>7,111</b>
<b>Total Rentable Square Footage Per User</b>	<b>203</b>

**Section Five: Proposed Space Utilization**

Workspace Types	Total Count
Offices	1
Cubicles	
Touchdown Spaces	20

Common Shared Space Types	Total Count
Conference Rooms	1
Break Rooms	1
Restrooms	2
Wellness Rooms	1

The total number of offices and cubicles should not exceed the number of Resident Users  
 3:1 ratio of touchdown spaces for those who are Externally Mobile Workers  
 Objective is to have 80% utilization of workspaces