State of Washington

SPACE PLANNING DATA SHEET

Last updated: November 2015

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage.

Data supplied in this document will be used to:
-Evaluate agency request for space
-Develop the request for proposal or market search for space
-Evaluate qualifying proposals ability to meet the program needs
-Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Summary Information (from the following sheets)

Project Title:	**Gambling Headquarters Lacey Relocation**	**Date:**	**11/5/2015**
Existing Facilities Total Square Feet:	**42,745**		

	5-Year	10-Year
Square Feet for Workspaces	6,506	6,506
Square Feet for Lobbies, Collaboration, and Training Rooms	2,355	2,355
Square Feet for Equipment, Storage and Workrooms	2,460	2,460
Square Feet for Other Office Support Areas	2,128	2,128
Square Feet for Special Areas	2,905	2,905
Occupant Area	**16,354**	**16,354**
Base Building Circulation (40% of Total Occupant Area)	6,542	6,542
Usable (Total Occupant Area + Base Building Circulation)	**22,896**	**22,896**
Building Service and Amenity Areas (10% of Usable Square Feet)	2,290	2,290
Total Rentable Square Feet	**25,185**	**25,185**
Square Feet Not in Circulation Area (Warehouse and Special Equipment)	4,000	4,000
Total Project Square Feet	**29,185**	**29,185**

Total Workspaces and Users	**Existing**	**5-Year**	**10-Year**
Total Workspaces	110	75	75
Total Users	**87**	**87**	**95**
Rentable Square Feet Per Workspace	**389**	**336**	**336**
Rentable Square Feet per User	**491**	**289**	**265**

Number of Workspaces to Number or Users	**1.26**	**0.86**	**0.79**

PROJECT TITLE: Gambling Headquarters Lacey Relocation **DATE:** 11/5/2015

Instructions: Identify the position type, the workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type in user count and workspace count sections. Refer to the instructions for definition of user, workspace and space type.

WORKSPACES AND USERS

			USER COUNT			WORKSPACE COUNT			WORKSPACE SQUARE FEET			
POSITION TYPE	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY	5 YEAR	10 YEAR	EXISTING FACILITY	5 YEAR	10 YEAR	TOTAL SQUARE FEET IN EXISTING FACILITY	TOTAL SQUARE FEET (5 YEAR)	TOTAL SQUARE FEET (10 YEAR)	ADDITIONAL NOTES
Director	Private Office	320	1	1	1		1	1	-	320	320	
Executive Assistant	Workstation	96	1	1	1		1	1	-	96	96	
Deputy Director	Private Office	270	1	1	1		1	1	-	270	270	
Administrative Assistant	Workstation	96	1	1	1		1	1	-	96	96	
Public Info Officer	Workstation	64	1	1	1	85	1	1	5,440	64	64	WS based on initial PO request
Tribal Liaison	Private Office	200	1	1	1	25	1	1	5,000	200	200	P.O. based on initial request
HR Program Administrator	Private Office	220	1	1	1		1	1	-	220	220	
HRC4 / HR Supervisor	Private Office	120	1	1	1		1	1	-	120	120	
HRC2	Workstation	64	1	1	1		1	1	-	64	64	
test/file review space in HR	Workstation	64	1	1	1		1	1	-	64	64	
Records Officer	Private Office	120	1	1	1		1	1	-	120	120	
LRE Sup	Workstation	96	1	1	1		1	1	-	96	96	
LRE Assistant Director	Private Office	220	1	1	1		1	1	-	220	220	
LRE staff cubicles	Workstation	64	30	30	30		30	30	-	1,920	1,920	
BOD Program Administrator	Private Office	220	1	1	1		1	1	-	220	220	
BOD sup	Workstation	96	1	1	1		1	1	-	96	96	
BOD staff	Workstation	64	6	6	6		6	6	-	384	384	
Budget	Workstation	64	1	1	1		1	1	-	64	64	
ITD Program Administrator	Private Office	220	1	1	1		1	1	-	220	220	
ITD Supervisors	Workstation	96	2	2	2		2	2	-	192	192	
IT staff	Workstation	64	3	3	3		3	3	-	192	192	
EGL Sup	Workstation	96	1	1	1		1	1	-	96	96	
EGL staff	Workstation	64	6	6	6		6	6	-	384	384	
Managing Attorney	Private Office	120	1	1	1		1	1	-	120	120	
Training Sup/Acreditation Officer	Workstation	96	1	1	1		1	1	-	96	96	
TGU AIC share w/ LRE AIC (Spok)	Private Office	180	1	1	1		1	1	-	180	180	
AA for TGU	Workstation	96	1	1	1		1	1		96	96	
TGU Sup (SD)	Workstation	96	1	1	1		1	1		96	96	
TGU Agent Shared Space	Workstation	40	17	17	25		5	5	-	200	200	
Visitor	Enclosed Office								-	-	-	
Visitor	Workstation								-	-	-	
Visitor	Touch Down								-	-	-	
TOTALS			87	87	95	110	75	75	10,440	6,506	6,506	
TOTAL GROWTH PROJECTED				0.0%	9.2%		-31.8%	-31.8%				
PERCENTAGE OF PRIVATE OFFICES TO TOTAL USERS			28.7%	12.6%	11.6%	22.7%	14.7%	14.7%				

SQUARE FEET PER SPACE TYPE GUIDE

TYPE OF SPACE	SQUARE FEET
Private Office	100-250
Workstation	64-100
Touchdown space	25-48

PROJECT TITLE: **Gambling Headquarters Lacey Relocation** **DATE: 11/5/2015**

Instructions: Identify the types of meeting spaces that are necessary for this facility. See the guide at the bottom of the page to assist in completing the required fields. The square feet per occupant guide is provided as general information and the intended use of the space should be considered when calculating the square feet per occupant need.

CONFERENCE, TRAINING AND COLLABORATION SPACE

	SPACE CALCULATION							
TYPE OF SPACE	NUMBER OF OCCUPANTS	SQUARE FEET PER OCCUPANT	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES
executive conference room	20	20	400	1	1	400	400	
Training Room	20	25	500	1	1	500	500	
Small HR meeting space	4	20	80	1	1	80	80	
LRE breakout room	10	15	150	1	1	150	150	
LRE conference room	40	15	600	1	-1	600	600	
small meeting rooms	5	25	125	5	5	625	625	
			-			-	-	
			-			-	-	
			-			-	-	
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			-			-	-	
			-			-	-	
			-			-	-	
CONFERENCE, TRAINING AND COLLABORATION SPACES						2,355	2,355	

SQUARE FEET PER OCCUPANT GUIDE

TYPE OF SPACE	SQ FT PER OCCUPANT	TYPE OF SPACE	SQ FT PER OCCUPANT
Auditorium/Assembly Space	7-15 sf/occupant	Hearings Room	20 sf/person
Conference/Breakout Room	15 sf/occupant	Classroom/Computer Training	25-36 sf/occupant
Open Meeting Areas	16-25 sf/occupant		

PROJECT TITLE: Gambling Headquarters Lacey Relocation **DATE:** 11/5/2015

Instructions: Identify the types of equipment and general storage spaces that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

EQUIPMENT AND GENERAL STORAGE

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
commission meeting equip	100	1	1	100	100	
HR storage (reruit, safety, files)	150	1	1	150	150	
BOD storage room	180	1	1	180	180	
ITD copy room	100	1	1	100	100	
LRE AD file space	120	1	1	120	120	
Public Records file space	360	1	1	360	360	
LRE copier/scanner/printer/supplies	350	1	1	350	350	
Storage - cubicle parts/etc	150	1	1	150	150	
Computer Storage - ITD	250	1	1	250	250	
EGL storage	250	1	1	250	250	
HQ copier/printer/supply room	150	1	1	150	150	
TGU files space	100	1	1	100	100	
TGU storage space	50	1	1	50	50	
TGU NAT storage room	150	1	1	150	150	
				-	-	
				-	-	
				-	-	
				-	-	
				-	-	
				-	-	
				-	-	
TOTAL SQUARE FEET FOR STORAGE, FILES AREAS, & WORKROOMS				2,460	2,460	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Copy/Printer Area	Central File Area
File Areas	General Storage
Supply Workroom	IT Storage/Workroom Area
Mail Room	High Density File Area

Project Title: Gambling Headquarters Lacey Relocation **Date:** 11/5/2015

Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

OTHER OFFICE SUPPORT AREAS

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENT)
Exec Asst work area	70	1	1	70	70	
GC library	10	1	1	10	10	
BOD work area/open area	200	1	1	200	200	
lunch room/kitchen	500	1	1	500	500	
coffee bar/fridge/micro	108	1	1	108	108	up to a maximum of 108 if multiple floors
janitor closet	240	1	1	240	240	up to a maximum of 240 if multiple floors
Data Center (ITD)	400	1	1	400	400	
Computer Room (ITD)	300	1	1	300	300	
Network Closet	200	1	1	200	200	up to a maximum of 200 if multiple floors
TGU library/bookcases	100	1	1	100	100	
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				-	-	
				-	-	
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				-	-	
				-	-	
				-	-	
				-	-	
TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AR				2,128	2,128	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Reception	Lunch Rooms	Coffee Bars
Telecom Closets	Break Rooms	LAN Room
Wellness Rooms	Library/Resource Area	Showers
Janitor Closet	Lactation Room	

Project Title: Gambling Headquarters Lacey Relocation **Date:** 11/5/2015

Instructions: Identify the types of special areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

PROGRAM SPECIFIC AREAS

	SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
Evidence Room	200	1	1	200	200	secured, special locks, load/height requirements
interview rooms	80	2	2	160	160	must have security camera
Mail Room / Cash Room	525	1	1	525	525	w/ limited access/proxy card. 2 set of double doors.
fingerprinting room	80	1	1	80	80	
ACCESS terminal	180	1	1	180	180	locked office
forensics equip lab	300	1	1	300	300	locked office
legal files locked files	120	1	1	120	120	
Gun Room / equip storage	300	1	1	300	300	locked room, needs sink and hood
licensing case files	1040	1	1	1,040	1,040	load restrictions for this
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				-	-	
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				-	-	
TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS				2,905	2,905	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Interview Rooms	Clinic/Health Unit
Laboratory	Client Restrooms
Emergency Operations Center	Locker Room
Map Room	Service Delivery Lobby

Project Title: Gambling Headquarters Lacey Relocation **Date:** 11/5/2015

Instructions: Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

WAREHOUSE AND SPECIAL EQUIPMENT

		SPACE CALCULATION					ADDITIONAL SPACE USE INFORMATION
TYPE OF SPACE	CONDITIONED/NOT CONDITIONED	SQUARE FEET PER SPACE	5-YEAR QUANTITY	10-YEAR QUANTITY	TOTAL SQUARE FEET (5-YEAR)	TOTAL SQUARE FEET (10-YEAR)	ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS)
Gaming Laboratory	Conditioned	4,000	1	1	4,000	4,000	Ground Floor Location
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TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT					4,000	4,000	

TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY

Shop
Loading Dock
Special Equipment Storage
Emergency Generator System