Space Allocation

Instructions: This tool will calculate total allocated square footage and total square footage per user. Enter the number of Resident Users (in the office 60% of a pay period or more) and the number of Externally Mobile Users (in the office less than 60% in a pay period). 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 sqft provide the Life Cycle Cost Model Tool as an addendum to this form.

Baseline User Space Allocation	Count	SQ FT
Resident Users	8	1,690
Externally Mobile Users*		0
Total	**8**	**1,690**

To be verified by HRMS once enacted

Standards	Resident User	Externally Mobile User
User space	79	36
Conference/shared spaces	40	40
Circulation=40% of spaces	48	30
Building Services=15% total	25	16
User	192	122

Site requirements:

LAN Rm, Lunch Rm, Focus/Lactation Rm.

Program Specific Spaces	SQ FT
Resource room/lobby	450
Training room	750
File Area	64
Interview/Client Rooms	300
Program Specific Spaces Total SQ FT	**1,564**

Total Allocated Square Footage	3,254
Total Rentable Square Footage Per User	407

10-person or smaller office: 10% buffer added to the total user space

11-20 person office: 10% buffer added to the total user space when there is 50% telework utilization

Space Utilization

Workspace Types	Total Count
Offices	2
Cubicles	6
Touchdown Spaces	

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

3:1 ratio of cubicles for those who are Externally Mobile Workers
Objective is to have 80% utilization of workspaces