

State of Washington

EXHIBIT 8 - SPACE PLANNING DATA SHEET

Last updated: October 2017

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. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

Evaluate the agency's 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 (compiled from the following tables)		
Project Title: Head Start Child Care	Date Submitted:	
Existing Facilities Total Square Feet:	•	
Facility Area Summary		Planned
Square Feet for Workspaces		60
Square Feet for Meeting & Focus Space		60
Square Feet for Office Support		45
Square Feet for Storage & Files		24
Square Feet for Program Special		3,112
Occupant Area		3,301
Base Building Circulation (40% of Total Occupant Area)		1,320
Usable (Total Occupant Area + Base Building Circulation)		4,621
Building Service and Amenity Areas (10% of Usable Square Feet)		462
Total Rentable Square Feet		5,084
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)		0
Total Project Square Feet		5,084
User and Workspace Summary	Existing	Planned
Resident	0	0
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Internally Mobile	0	3
Internally Mobile Externally Mobile		3
·	0	3 0 0
Externally Mobile	0	_
Externally Mobile Remote	0 0 0	0
Externally Mobile Remote Vacant	0 0 0 0	0
Externally Mobile Remote Vacant Total Users	0 0 0 0 0	0 0 3
Externally Mobile Remote Vacant Total Users Total Offices	0 0 0 0 0 0	0 0 3
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations	0 0 0 0 0 0	0 0 3 3
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches	0 0 0 0 0 0	0 0 3 3
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces	0 0 0 0 0 0 0	0 0 3 0 0 0 3 3 3 1,695
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces Total Workspaces	0 0 0 0 0 0 0	0 0 3 0 0 0 3 3 3 1,695
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces Total Workspaces Rentable Square Feet Per Users Rentable Square Feet per Workspaces	0 0 0 0 0 0 0 0 0	0 0 3 0 0 0 3 3 3 1,695
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces Total Workspaces Rentable Square Feet Per Users Rentable Square Feet per Workspaces Percent of Workspaces to Number of Users	0 0 0 0 0 0 0 0 0	0 0 3 3 0 0 0 3 3 3 1,695 1,695
Externally Mobile Remote Vacant Total Users Total Offices Total Workstations Total Mobile Benches Total Touchdown Spaces Total Workspaces Rentable Square Feet Per Users Rentable Square Feet per Workspaces	0 0 0 0 0 0 0 0 0	0 0 3 0 0 0 3 3 3 1,695

1 Project Summary

Date: 01/01/1904

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

USERS AND WORKSPACES										
	USER INFORMAT	TON			WORKSPACE INFORMATION					
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK- SPACES	PLANNED WORK- SPACES	SQUARE	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
Teachers	Internally Mobile	Internally Mobile	0	3	Touch Down Space	20		3	60	criteria. Early Childhood classroom
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TOTAL				3			-	3	60	
IVIAL			_	3				3	30	

WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

Definitions

 $\textbf{User:} \ \textbf{Any person who routinely works at a facility of any amount of time and may have an assigned workspace.}$

Resident: A user who typically spends more than 50 percent of his/her time at the same workspace in the facility.

Internally Mobile: A user who typically spends more than 50 percent of his/her time in the facility with as much or more time spent away from their workspace than at it.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

Date: 01/01/1904

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

ADDITIONAL USERS AND WORKSPACES

ADDITIONAL USERS AND WORKSP	USER INFORMATION					VORKSPACE INF	ORMATION			
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK- SPACES	PLANNED WORK- SPACES	SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
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WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

Definitions

 $\textbf{User:} \ \textbf{Any person who routinely works at a facility of any amount of time and may have an assigned workspace.}$

Resident: A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).

Internally Mobile: A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

Date: 01/01/1904

Instructions: To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.

MEETING A	& FOCUS	AREAS
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TYPE OF SPACE	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	NOTES
Conference Room	4	15	60	-	1	4	60	
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TOTAL USERS						4		
TOTAL MEETING AND FOCUS SP.	ACE						60	

SPACE TYPE	SQUARE FEET PER USER	DEFINITION
Conference Rooms	15	An enclosed space for meetings.
Collaboration Space	20	A nonreservable space that is open or semi-enclosed for informal meeting.
Focus Rooms	40	An enclosed space with limited visual and/or acoustical distractions for one to four users.
Focus Points	40	A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.
Training Rooms	25-35	An enclosed space for recurring specialized training.

Page 4 Meeting & Focus Space

PROJECT TITLE: Head Start Child Ca

Date: 01/01/1904

Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

OFFICE SUPPORT

		SPACE CA	LCULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Break room	15	-	3	45	
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TOTAL SQUARE FEET FOR OTHER	OFFICE SUPPORT	AREAS		45	

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

Page 5 Office Support

PROJECT TITLE: Head Start Chi	ld Care			Date: 01/01/1904			
Instructions: Identify the types of	storage and file areas th	at are necessary fo	r this facility. See the	guide below the tabl	le for types of space to consider in this category.		
STORAGE & FILES AREAS							
		SPACE CA	LCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)		
STORAGE & FILES AREAS	8	-	3	24			
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SPACE TYPE	
Supply-Workroom	
Storage	
Janitor Closet	
Files	
High Density Files	•

TOTAL SQUARE FEET FOR STORAGE & FILES

Page 6 Storage & Files

Date: 01/01/1904

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

PROGRAM SPECIFIC AREAS

		SPACE CAI	LCULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Kitchen	37	0	1	37	
Classroom	600	0	3	1,800	required sqft per Headstart Standard and WA Childcare Standards
Playground	1275	0	1		75 sqft per child per WA Childcare Standards-to be secure,outside preferable and requires a covered area.
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TOTAL SQUARE FEET FOR PROC	GRAM SPECIFIC AREA	S		3,112	

SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Restrooms	Emergency Operations Center

Page 7 Program Specific

PROJECT TITLE: Head Start Child Care Date: 01/01/1904 Instructions: Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category. WAREHOUSE AND SPECIAL EQUIPMENT SPACE CALCULATION CONDITIONED/ **TOTAL** SQUARE FEET **EXISTING PLANNED** NOTES TYPE OF SPACE NOT **PLANNED** PER SPACE **QUANTITY** QUANTITY (Include any floor loading information) CONDITIONED **SQUARE FEET** --

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage

TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT

LOCATION AND SITE REQUIREMENTS
Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.
Provide requested geographic boundaries:
Edmonds School District
Location restrictions, if any:
North- Stop at 148th St. SW; South Stop at 244th St SW.
Define the service area using zip codes, cities, counties, or regions:
Lynnwood, Edmonds service area
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:
Proximity to Edmonds College would be desirable
Define any public transportation requirements:
Close to bus line would be desirable
Define any access requirements to major routes of travel:
N/A
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):
N/A
Describe any special site requirements (access, large turning radius, etc.):
Playground space
Describe any special pedestrian access requirements:
Close to playground; safe to access playground from building
Will this facility house public employees that may also serve the general public?
Describe any unique parking requirements:
At least 20 parking spaces. (Employee parking & parent drop off- pick up)
Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the
jurisdictional code, information can be found on the DES webite. Parking needs above code will be defined using the
established DES policies and resulting number of stalls should be included in the request for proposals or market search.

Page 10 Location & Site