

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	14	896	26%
Resident	13	2,496	74%
Total	27	3,392	100%

Site requirements:

Program Specific Spaces	SQ FT
Fire Engine Bays	960
Equipment Storage - Fire	400
Breakroom	250
Conference / Training Room	400
Recreation storage/Shop space	800
Program Specific Spaces Total SQ FT	2,810
Total Allocated Square Footage	6,202
Total Rentable Square Footage Per User	230

Section Five: Proposed Space Utilization

Workspace Types	Total Count
Offices	0
Cubicles	13
Touchdown Spaces	4

Common Shared Space Types	Total Count
Conference Rooms	1
Break Rooms	1
Restrooms	2
Wellness Rooms	0

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