

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	14	0	0%
Externally Mobile	43	2,752	39%
Resident	22	4,224	61%
Total	79	6,976	100%

Site requirements:

1. Interior climatized warehouse space for protection of current DFW inventory.
2. Enforcement is also mandated to secure and protect all seized items, vehicles, boats etc while they are in our custody per State v. White, 135 Wn.2d 761, 770, 958 P.2d 982, 986 (1998) where it was found there is a legal duty of the gratuitous bailee (Police) to keep safe from damage and theft while impounded.

Program Specific Spaces	SQ FT
Dual control and secured storage for Enforcement	4,000
Warehouse storage LC 9000 LC3 9000	18,000
Secured parking	11,480
Lab	1,200 288
Program Specific Spaces Total SQ FT	34,680
Total Allocated Square Footage	41,656 29,264
Total Rentable Square Footage Per User	527

Proposed Space Utilization

Workspace Types	Total Count
Offices	6
Cubicles	16
Touchdown Spaces	16

Common Shared Space Types	Total Count
Conference Rooms	2
Break Rooms	1
Restrooms	4
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

Section Seven: Summary of Changes

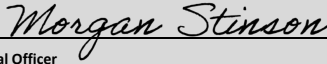
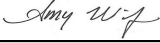
Below is the difference between projected state and current state (projected metrics minus current metrics).

Users			Square Feet		Cost	
Fully Remote	Externally Mobile	Resident	Facility Square Feet	Square Foot Per User	Annual Cost	Annual Cost per Square Foot
0	0	0	16,480	209	\$664,170.04	\$13.23

Section Eight: Agency Authorization

I certify that the requested space is necessary, that all information is accurate based on the best available information.

I acknowledge that my agency is required to report the results of the project to OFM once complete.

Agency Financial Manager Signature		Date	8/10/2023
Printed Name and Title	Morgan Stinson Chief Financial Officer		
Agency Director or Designee Signature		Date	8/11/2023
Printed Name and Title	Amy Windrope Deputy Director		