

Appendix C Space Allocation

Section Five: 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	1	0	0%
Externally Mobile	0	0	0%
Resident	20	3,840	100%
Total	21	3,840	100%

Site requirements:

The preferred location would include a minimum of code required parking, multiple entry points (or the ability to support that) into the building, close proximity to any public transportation and a floorplan that is flexible to meet the agencies Tenant Improvement needs.

Program Specific Spaces	SQ FT
Client Lobby	420
Interview Room x 2	350
Client Restroom	105
FTDM Room	560
Small Conference Room x 2 & Large Conference Room	980
LAN Room	140
Visitation Room x 3	735
Observation Room	84
Wellness/Family Room	210
Kids Room	168
Client Shower/Laundry	140
Car Seat Storage	210
Clothing Storage/Donated Goods	280
Concrete Goods Storage	420
File Storage	280
Lunch Room	490
Program Specific Spaces Total SQ FT	5,572

Total Allocated Square Footage	9,412
Total Rentable Square Footage Per User	448

Section Six: Proposed Space Utilization

Workspace Types	Total Count
Offices	2
Cubicles	17
Touchdown Spaces	1

Common Shared Space Types	Total Count
Conference Rooms	3
Break Rooms	1
Restrooms	2
Wellness Rooms	1