



State of Washington

# 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)

<b>Project Title:</b>	Office Relocation - Tacoma	<b>Date Submitted:</b>	2/11/2021
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<b>Existing Facilities Total Square Feet:</b>	11,256	
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Facility Area Summary	Planned
Square Feet for Workspaces	2,004
Square Feet for Meeting & Focus Space	2,558
Square Feet for Office Support	100
Square Feet for Storage & Files	260
Square Feet for Program Special	0
<b>Occupant Area</b>	<b>4,922</b>
Base Building Circulation (40% of Total Occupant Area)	1,969
<b>Usable (Total Occupant Area + Base Building Circulation)</b>	<b>6,891</b>
Building Service and Amenity Areas (10% of Usable Square Feet)	689
<b>Total Rentable Square Feet</b>	<b>7,580</b>
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	0
<b>Total Project Square Feet</b>	<b>7,580</b>

User and Workspace Summary	Existing	Planned
Resident	31	5
Internally Mobile	0	30
Externally Mobile	0	0
Remote	0	0
Vacant	0	0
<b>Total Users</b>	<b>31</b>	<b>35</b>
Total Offices	20	17
Total Workstations	9	4
Total Mobile Benches	0	0
Total Touchdown Spaces	0	0
<b>Total Workspaces</b>	<b>29</b>	<b>21</b>
<b>Rentable Square Feet Per Users</b>	<b>363</b>	<b>217</b>
<b>Rentable Square Feet per Workspaces</b>	<b>388</b>	<b>361</b>

<b>Percent of Workspaces to Number of Users</b>	<b>93.5%</b>	<b>60.0%</b>
<b>Planned User Growth</b>		<b>12.9%</b>
<b>Planned Workspace Growth</b>		<b>-27.6%</b>



**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 INFORMATION					WORKSPACE INFORMATION					NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
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	TOTAL PLANNED SQUARE FEET	
Division Chief Administrative Law Judge	Resident	Resident	1	1	Office	160	1	1	160	Supervisor position that requires private office to conduct management activities.
Senior Administrative Law Judge	Resident	Resident	2	2	Office	120	2	2	240	Supervisor position that requires private office to conduct management activities.
Lead Administrative Law Judge	Resident	Resident	1	1	Office	100	1	1	100	Supervisor position that requires private office to conduct management activities.
Line Administrative Law Judge	Resident	Internally Mobile	18	20	Office - Shared	100	13	10	1,000	Shared office space that will be used by Administrative Law Judges to conduct administrative hearings that need to be conducted in close door office space for privacy. Administrative proceedings are recorded.
Legal Administrative Manager	Resident	Resident	1	1	Office	120	1	1	120	Supervisor position that requires private office to conduct management activities.
Support Staff	Resident	Internally Mobile	6	8	Workstation	64	9	4	256	Shared cubicle space that will be used by clerical staff.
Pro-Tem Administrative Law Judge	Resident	Internally Mobile	2	2	Office	64	2	2	128	Shared office space that will be used by Administrative Law Judges to conduct administrative hearings that need to be conducted in close door office space for privacy. Administrative proceedings are recorded.
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<b>TOTAL</b>			<b>31</b>	<b>35</b>			<b>29</b>	<b>21</b>	<b>2,004</b>	

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**  
**User:** 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.



**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 & FOCUS AREAS**

TYPE OF SPACE	SPACE CALCULATION							NOTES
	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	
Other	25	20	500	3	2	50	1,000	Hearing Rooms
Conference Room	27	15	405	-	2	54	810	
Training Rooms	22	34	748	-	1	22	748	
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<b>TOTAL USERS</b>						126		
<b>TOTAL MEETING AND FOCUS SPACE</b>							2,558	

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.

**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**

TYPE OF SPACE	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
Telecom/Lan	100	1	1	100	
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<b>TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS</b>				100	

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	

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

**STORAGE & FILES AREAS**

TYPE OF SPACE	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
Supply-Workroom	260	1	1	260	
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<b>TOTAL SQUARE FEET FOR STORAGE &amp; FILES</b>				260	

SPACE TYPE
Supply-Workroom
Storage
Janitor Closet
Files
High Density Files

**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**

TYPE OF SPACE	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
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<b>TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS</b>				-	

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



**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**

TYPE OF SPACE	CONDITIONED/ NOT CONDITIONED	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
		SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
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<b>TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT</b>					-	

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

<b>LOCATION AND SITE REQUIREMENTS</b>		
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.		
<b>Provide requested geographic boundaries:</b>		
OAH is looking to relocate from downtown Tacoma to the Lakewood area of Pierce County.		
<b>Location restrictions, if any:</b>		
OAH does not have any preference in this category.		
<b>Define the service area using zip codes, cities, counties, or regions:</b>		
OAH is looking to relocate from downtown Tacoma to the Lakewood area of Pierce County.		
<b>Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc.:</b>		
OAH would like a facility close to other state agencies and professional buildings. We believe this would be convenient for staff, employees of other agencies and the public to access our services more conveniently.		
<b>Define any public transportation requirements:</b>		
OAH would need a facility on a public transportation route to enable employees and the public to access our facility conveniently.		
<b>Define any access requirements to major routes of travel:</b>		
OAH does not have any preference in this category as long as we are on public transportation routes.		
<b>Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):</b>		
OAH does not have any preference in this category.		
<b>Describe any special site requirements (access, large turning radius, etc.):</b>		
OAH does not have any preference in this category.		
<b>Describe any special pedestrian access requirements:</b>		
OAH would need a facility on a public transportation route to enable employees and the public to access our facility conveniently and would also meet ADA accessibility guidelines. <input checked="" type="checkbox"/> <input type="checkbox"/>		
<b>Will this facility house public employees that may also serve the general public?</b>	Yes	No
<b>Describe any unique parking requirements:</b>		
OAH would prefer a location that provided free parking for employees and visitors.		
<i>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 website. 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.</i>		