



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:	
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Existing Facilities Total Square Feet:		
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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
Internally Mobile	0	3
Externally Mobile	0	0
Remote	0	0
Vacant	0	0
Total Users	0	3
Total Offices	0	0
Total Workstations	0	0
Total Mobile Benches	0	0
Total Touchdown Spaces	0	3
Total Workspaces	0	3
Rentable Square Feet Per Users	0	1,695
Rentable Square Feet per Workspaces	0	1,695

Percent of Workspaces to Number of Users	0.0%	100.0%
Planned User Growth	#DIV/0!	
Planned Workspace Growth	#DIV/0!	

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		
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	

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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Describe any unique parking requirements:	
At least 20 parking spaces. (Employee parking & parent drop off- pick up)	
<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>	