

# **SPACE LOCATION, ALLOCATION, LAYOUT AND MEASUREMENT STANDARDS POLICIES**

## **A. State Building Commission Policy**

Summary: It is the state's intent that the location of state owned and/or leased facilities be located and constructed in harmony with the desires and concerns of local governments when feasible. To meet this goal, the State Building Commission, in concert with the Department of Administration, and with input and direction from numerous municipal governments, established a policy in 1979 for locating state occupied or utilized facilities in urban areas. While this policy was initially directed toward larger urban areas, the Division of State Facilities, as encouraged and/or directed by the Secretary of DOA has adopted the basic philosophy in all communities where appropriate and meaningful.

### **Facility Location Policy**

- A. Except where such selection is incompatible with agency program objectives, the process for the construction, acquisition or rental of office space to meet the needs of state agencies shall be given first consideration to central city locations, including those areas which may be recommended by local officials.
- B. Except where client access would be demonstrably restricted or fiscally prohibitive, consolidation and co-location of state offices in a single facility or proximate facilities will be given first consideration.
- C. The process for the acquisition and/or construction of state owned office facilities shall include consideration of the impact that alternate locations will have on social, economic, environmental and other conditions in the community. Such consideration shall be made in conformance with the provisions of the Wisconsin Environmental Policy Act (WEPA).
- D. Consideration of the advantages and disadvantages of state ownership as opposed to state leasing shall be done on a case-by-case basis.
- E. The policies of agency consolidation and central city location will be most actively pursued in those cities where the state uses more than 20,000 square feet of office space. In cities or jurisdictions where there is less than 20,000 square feet of office space, the policies will be considered during the process of review and approval of space requests and lease renewals.
- F. The process of meeting state office space needs shall also include consideration of:
  - 1. Compatibility of the location with local and regional development and environmental objectives.
  - 2. Recommendations of local officials.
  - 3. Commitment of local government resources and services.
  - 4. Availability of adequate public and client access through public transportation and parking.

5. Cost of alternate sites, including indirect and social costs to the extent that such costs can be determined.
6. Availability of space in existing state owned facilities.

## **B. DOA Office Space Policy**

Summary: It is in the best interest of the State of Wisconsin that facilities owned or leased for use by state employees be managed in the most efficient and cost effective manner possible. In an effort to achieve these directives, “**Space Allocation, Layout, and Measurement Standards**” have been formulated. As the vast majority of state agencies do not have any internal policy identifying the allocation, use and measurement of office space, the DOA has urged and promoted office space plans that support the use of open office spaces using modular furniture systems whenever possible. Programs and employees are allocated an amount and type of space that the Department of Administration, in concert with the various agencies, has determined to be necessary and appropriate for the performance of job responsibilities and the accomplishment of agency business.

Throughout the space development, layout, utilization and management processes, it is necessary to communicate areas, descriptions, formulae, definitions, and methods in a standardized manner. Through the years and in various contexts a wide variety of terminology, methodology and formulae have evolved for measuring office space. As a result of the confusion and error potential, the DOA has adopted a standardized method of office space measurement which ideally will be utilized throughout state government for both state owned and leased facilities.

### **Office Space Allocation Policy**

From time to time there may be some deviation from these guidelines, depending upon externalities beyond the control of the tenant agency and/or the DOA. These externalities may include the actual total amount of floor space available at the office location under consideration, the types of furniture and equipment to be used by the agency, the initial cost of remodeling, or a building's structural limitations and statutory demands such as the ADA standards. Consequently, the actual amount of space occupied by each employee may increase or decrease slightly from those stated in the “Space Allocation By Position” policy.

It must be remembered that common or shared areas and program specific areas will also vary in size according to location, equipment, and/or program and/or client needs. Consolidation of common areas will be recommended where two or more agencies are located. Examples of program and/or client specific areas include driver testing areas, job center resource areas, training/testing rooms, work shops, daycare areas, labs, law libraries, and storage areas.

It is not the policy of the DOA to approve deviations from the guidelines that would increase an agency's consumption of office space based solely on previous allocations or personnel preferences. The DOA does encourage agencies to explore alternative office concepts that would reduce the amount of office space that would otherwise be procured using the guidelines. Examples of such concepts include telecommuting, hoteling, and space sharing.

The open office arrangements generally can save up to 27% over that of conventional private office space. There are obvious reasons why there is such a difference in cost. Construction of private offices requires much more labor, hardware, building materials for walls, doors, heating/air conditioning, etc. Private offices with doors require more rentable/usable space as additional space is required for circulation, door swings and hallways. Circulation space in open offices can be reduced by as much as 10-15%. Energy and operating costs are generally higher in privately constructed offices. The cost of rearranging partitions versus demolition and reconstruction of walls is fractional, especially when an agency is able to capitalize up front on the acquisition and installation of modern "systems" furniture. There are also the benefits that come from open office arrangements that cannot be easily translated into costs. These benefits include greater access to natural light, a better ability to maintain indoor air quality, greater equity in workspace allocations, and an improved public image.

The DOA often times receives appeals on space planning allocations from agencies that maintain that private offices are necessary because of the confidential nature of their employees' responsibilities. The agency will argue that a private office is necessary for the conduct of business. Rarely is it true that private offices are necessary, especially when shared private interview/conference rooms are available or can be constructed. The cost of providing individual offices will always outweigh that of shared rooms. In terms of laws and regulations requiring the confidential handling of counselor-client business, we find no explicit requirement that said confidentiality must be physically guarded between employees through the provision of private offices. Telephone conversations are not considered confidential. The shared conference/interview room provides the necessary confidentiality.

As indicated in the following chart, space allocation by position and/or function has been generally agreed upon and accepted by the agencies. Following the "Space Allocation by Position/ Function" is a cross-reference listing, "Sample Classifications," under each "Allocation Code."

*Space Allocations by Job Position Categories - Updated October 2006*

Code	Position Category Types	Constructed or Open Office	Example of Job Titles Within Category	Allocated SF Systems Furniture	Allocated SF Conventional Furniture
A	Executive	C	Department Secretary Agency Head	216	216
B	Administrator	C	Deputy Secretary Executive Assistant Secretaries/Assistant Division Administrator	192	192
C	Managers	C	Deputy Division Administrator	160	160
D	Managers & Supervising Professionals	C	Bureau Director	144	144
E	Supervising Professionals	O	Section Chief Job Services Supervisor Assistant/Deputy Bureau Director	96	100
F	Architecture & Engineering	O	Employees that require additional space for large plan layouts:  Engineer Architect  Landscape Architect  Building Code reviewers	72	81
G	Professional General & Paraprofessionals	O	See attached list	64	81
H	Professional General Requiring Counseling Space	O	Employees that must insure confidentiality and have direct access to conference rooms:  <b>Probation &amp; Parole Functions</b> <i>(Currently Under Review – April 2009)</i>  Human Resource EAP/AAO	96	120
I	Professional General Requiring Immediate Confidentiality	C	Employees that must insure confidentiality and who do not have direct access to conference rooms:  Attorneys District Supervisor  District Director  <b>Probation &amp; Parole Functions</b> <i>(Currently Under Review – April 2009)</i>  Human Resource EAP/AAO	120	120

Note: Agencies can opt to place positions identified in the Code categories of “C, D or I” in corresponding open office square footage arrangements on the window wall. The plan will require agency signature and DSF approval prior to consideration. Future decision to provide the position a constructed office will be funded by the requested agency.

## SAMPLE CLASSIFICATIONS

### General - "G"

Account Specialist  
Administrative Assistant  
Administrative Budget & Mgmt Officer  
Audit Specialist  
Auditor  
Budget & Management Analyst  
Clerical Assistant  
Communications Engineer  
Community Services Specialist  
Community Services Technician  
Computer Operator  
Contract Specialist  
Data Entry Operator  
Data Processing Operations Tech  
Equal Opportunity Specialist  
Executive Policy & Budget Analyst  
Executive Policy & Budget Officer  
Fiscal Administrative Officer  
Fiscal Clerk  
Fiscal Supervisor  
Financial Specialist  
Lottery Customer Service Specialist  
Lottery Game and Drawing Specialist  
Management Information Specialist  
Management Information Supervisor  
Management Information Technician  
Payroll & Benefits Assistant  
Payroll & Benefits Supervisor  
Personnel Administrative Officer  
Personnel Assistant  
Personnel Specialist  
Planning & Analysis Admin.  
Program & Planning Analyst  
Program Assistant  
Program Assistant Supervisor  
Publications Editor  
Purchasing Agent  
Revenue Agent  
Revenue Auditor  
Revenue Services Consultant  
Receptionist  
Research Analyst  
Shipping & Mailing Clerk  
Social Worker  
Specification Writer

## **Office Space Layout Policy**

Hand in hand with the “Office Space Allocation Policy,” and in preparation for any office space creation, movement, planning or rearranging, additional guidelines, necessary to assist the agencies in their office design process, were needed. In response to this need, the Department developed guidelines to be considered when designing both private offices and open landscape office areas. As a result, the Department has established the Office Space Layout Policy to be used primarily in State owned buildings and larger leased office facilities

Objectives: Necessary objectives were established to meet the State office space needs where applicable. The major objectives include:

- Provide a safe, comfortable and productive environment for all employees and visitors.
- Ensure efficient use of building HVAC, electrical and mechanical systems.
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees.
- Ensure that new furniture and equipment does not exceed the building's HVAC and electrical capacity.

Guidelines: Utilizing the above “Objectives” general guidelines and specific guidelines for private offices and open landscape office areas have been adopted.

### **General Guidelines**

- All rules governing the Americans with Disabilities Act (ADA), safety, and security will be followed when designing new space or reconfiguring existing office areas.
- Color selection in State owned buildings (carpet, wall covering, demountable wall, vinyl base, fabrics and laminates, etc.) must be approved by the Bureau of Portfolio & Operations Management.
- To improve space utilization and maintain required circulation, consideration should be given to purchasing lateral files and creating central file areas or rooms.

### **Private Offices**

- Private offices will be allowed for all positions indicated in the “Space Allocation By Position” policy. All requests for exceptions must be submitted, in writing, to the Bureau Portfolio & Operations Management.

- Offices for administrator or higher level positions in State owned buildings (i.e., office of the secretary) may be located on an exterior window wall.
- Administrator offices will not be allowed in corner locations where they might occupy more than one window.
- Private offices in State owned buildings, for Deputy Division Administrators, Attorneys, and Bureau Directors may not be located on the exterior window wall. These offices must be located toward the center of the space.
- Clearstory glass, sidelights or doorlights are encouraged wherever possible to increase light infiltration. These glazed units may not be covered with blinds or other window treatments.
- The use of demountable walls for offices and conference rooms are encouraged for greater flexibility, in State owned buildings.

### Open Landscape Office Areas

- System furniture panels are to be 66" tall or less.
- Overhead flipper doors should be finished with plastic laminate to reduce soiling and wear.
- Approximately 20-30% of the panels should be 54" tall or less. This will allow for increase air circulation and light penetration.
- Orient 66" tall panels perpendicular to the window wall. Locate overhead storage units on these panels so they too are perpendicular to the windows.
- Lower panels (54") should be located parallel to the windows. Heating/cooling/ventilating units must not be obstructed.
- A minimum of 36" is required for the entrance width into all workstations and avoid long dead end corridors
- Shared workstations layouts and the creation of neighborhoods are encouraged for employees with similar job functions.

### Office Space Measurement Standards

The Bureau of Portfolio & Operations Management has developed space measurement definitions to ensure a consistent method of calculating and identifying state office space. This Bureau works with space measurement when leasing, managing, designing, or planning office space. A single set of space measurement definitions is necessary if measurements are to be transferable among space planning and management functions as well as the private sector.

The following definitions and described method of measurement are now generally used by the private sector, especially in larger and or multi-tenant buildings, which was developed and published by the Building Owners and Management Association (BOMA) and approved by the American National

Standard Institute June 7, 1996 as ANSI/BOMA Z65.1-1996. This publication is entitled Standard Method for Measuring Floor Area in Office Buildings.

Because of the lack of standardization, a list of similar terms and definitions currently used by various state functions, are listed at the end of this section. It is hoped that all building and facility related functions, within DOA and other agencies, will also adapt these standard terms and methods for measuring all of the State's leased and state owned facilities.