

SPACE STANDARD EXEMPTION REQUEST INSTRUCTIONS

In order to consider granting an approval to an exemption request, the EAM Administrator must be satisfied that unique circumstances warrant the exemption. Each request will be evaluated based on its own merit and considered within its own context. Exemptions from the standards will not be granted based solely on previous allocations, personnel preferences, paper file storage needs, or the square footage allocations on the Space Planning Calculator. Agency should ensure that space is being efficiently utilized. DAS encourages agencies to explore alternative office concepts that would reduce the amount of space estimated. Should a request be denied, DAS will work with the agency to arrive at a solution so that the standard can be met within a reasonable period of time.

Please include the following when submitting a Space Standard Exemption Request:

1. Agency
2. Name, title, phone and email of agency contact person.
3. Lease number and address of location requesting the exemption.
4. Narrative description of the following:
 - Options considered prior to making the request.
 - A brief outline of the reasons why you have applied for the exemption.
 - Detail of the measures that will be put in place to support the best interest of the state.
 - An outline of any additional measures in place to achieve the standard.
 - Details of any other exemptions currently in place.
5. Submit the Narrative with the Space Planning Calculator for each location you are seeking an exemption using the [Intake and Calculator Form](#)
6. Justification documentation (optional unless requested by Administrator). Examples may include:
 - Staffing Plan
 - Policy and procedures that justify this exemption
 - Action plan for future workspace reduction
 - Other items deemed appropriate to justify the Exemption Request