

# SPACE STANDARD EXEMPTION REQUEST

DAS NUMBER: \_\_\_\_\_  
DAS USE ONLY

To: Enterprise Asset Management,  
Real Estate Services  
Department of Administrative Services  
1225 Ferry Street SE  
Salem, OR 97301-4281  
Email: [RESinfo@oregon.gov](mailto:RESinfo@oregon.gov)

\_\_\_\_\_  
Building/Room

\_\_\_\_\_  
Agency / Department

State-owned office      Estimated Project Cost: \_\_\_\_\_  
 Private-leased office      \$ \_\_\_\_\_

Narrative plan or sketch attached  
 Space planning needed  
 Space planning worksheet attached

Requesting Agency Project Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Title of Project \_\_\_\_\_  
Description: \_\_\_\_\_  
Explain why you are not able to meet the requirements of the space standard: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Requesting agency authorized representative signature

Office Space Planning and Standards Policy #107-011-100 provides a process whereby an agency may apply for an exemption to the aggregate space standard of 175 useable square feet (USF) per head count.

In order to consider granting an approval to an exemption request, the EAM Administrator, must be satisfied that unique circumstances warrant the exemption. Each exemption request will consider, but not be limited to the following factors:

- Using specific agency mission requirements, clearly describe the need for space in excess of the standard.
- Benchmarking with similar organizations performing similar functions to ensure the allocation of space requests is reasonable.
- Existing plan and layout of the building. Example: columns and historic structures may influence calculations.
- Third-party vendors' recommendations based on facility condition, business climate, or other factors.
- Workplaces with fewer than 10 employees.

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 or personnel preferences. Agency should ensure that space is being efficiently utilized. DAS Real Estate Services encourages agencies to explore alternative office concepts that would reduce the amount of space estimated. Should a request be denied, DAS Real Estate Services will work with the agency to arrive at a solution so that the standard can be met within a reasonable period of time.

Further documentation is required to process this application: \_\_\_\_\_

**Approved:** Authorization IS GIVEN to the Requesting Agency to proceed with the project as described above, subject to compliance with all conditions on the reverse of this form:  
 **Denied:** Authorization is NOT GIVEN to the Requesting Agency for the following reason:  
DAS will work with agency to arrive at a solution so that the standard can be met within a reasonable period of time.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Signed \_\_\_\_\_ Date \_\_\_\_\_ DAS EAM Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Enterprise Asset Management

Division DAS Form 125610

**Space Standard Exemption Request must include but is not limited to:**

1. Options considered prior to making the request;
2. A brief outline of the reasons why you have applied for the exemption;
3. Length of time of the exemption and estimate of when you expect to be able to meet the standard;
4. Detail the measures that will be put in place to support the best interest of the state;
5. A brief outline of any additional measures in place to achieve the standard;
6. Details of any other exemptions currently in place;
7. A description of the consultation process with DAS Real Estate Services; and
8. A description of how DAS facilities staff will be notified of the exemption.

**Examples of justification documentation:**

- Letter of support of Legislative Fiscal Officer
- Staffing plan
- Policy and procedures that justify this exception
- Action plan for future workspace reduction
- Other