

 <b>STATEWIDE POLICY</b>	<b>NUMBER</b> 107-011-100	<b>SUPERSEDES</b> Policy #107-011-100 (2019)
	<b>EFFECTIVE DATE</b> May 1, 2024	<b>PAGE NUMBER</b> Pages 1 of 5
	<b>REVIEWED DATE</b> May 1, 2024	
<b>DIVISION</b> Enterprise Asset Management	<b>REFERENCE</b> <ul style="list-style-type: none"> <li>• <a href="#">ORS 276.001-276.990</a></li> <li>• <a href="#">Executive Order 94-07; 19-08</a></li> <li>• <a href="#">OAR 125-120-0000-125-120-0170</a></li> <li>• <a href="#">107-011-115 Siting Policy</a></li> <li>• <a href="#">50-050-01 Working Remotely Policy</a></li> </ul>	
<b>POLICY OWNER</b> Administration		
<b>SUBJECT</b> Space Design and Utilization	<b>APPROVED SIGNATURE</b> <i>Signature on file with DAS Policy Coordinator</i> <hr/> Berri Leslie, DAS Director	

**PURPOSE**

This policy sets size and design guidelines for managing and operating office spaces in Oregon state government’s owned and leased facilities. It prioritizes business needs and offers flexibility for developing workspaces that support right-sized office spaces for all types of administrative work.

The webpage [Workspaces Reimagined for Oregon’s Hybrid Workforce](#), offers companion documents intended as technical and qualitative planning resources.

**APPLICABILITY**

This policy applies to all state agencies, boards and commissions that occupy facilities owned or controlled by the Department of Administrative Services (DAS), including private leased space and space in buildings owned or controlled by other agencies subject to ORS 276.001 to 276.625. Executive Order 17-07 defines “state agency” as any agency within the Executive Department as defined in ORS 174.112, other than the:

- Secretary of State
- State Treasurer
- Department of Justice
- Bureau of Labor and Industries

Agencies are required to follow this policy in designing or redesigning office space. Exempt agencies are not required to follow the guidelines and standards set forth in this policy, unless located within a building owned or controlled by DAS or agencies subject to ORS 276.001 to 276.625, however, DAS encourages them to do so.

## **COMPANION DOCUMENTS**

(View on webpage [Workspaces Reimagined for Oregon's Hybrid Workforce.](#))

- Office Utilization and Design Guidelines
- Space Planning Calculator
- Form 125601 Office Space Request
- Form 125610 Space Standard Exemption Request
- Programming Quick Start Guide

## **DEFINITIONS**

**Activity-based design:** The principle that employees will be more productive when they have the right spaces for the tasks they need to accomplish. This discipline describes spaces in terms of the activities, needs, and frequency of use (i.e., focusing purely on space needs), rather than a hierarchy of staff positions.

**Adaptable space:** Prioritizing flexibility and resiliency, allowing spaces to be repurposed easily and cost-effectively. As agencies' business needs evolve over time, office spaces must be positioned as flexible as possible to accommodate change.

**Assigned workstation:** Traditional offices or open workstations designated for a single employee or shared between two or more designated employees.

**Central workplace:** The agency-assigned location of the position, not the employee. It is the permanent assignment of the employee's position within Oregon and is not their residence. [Policy 50-050-01 Working Remotely](#)

**Collaboration spaces:** Areas that promote teamwork and provide opportunities for idea-sharing. They are critical for facilitating workplace culture, impromptu brainstorming sessions and informal meetings. These spaces are formal and informal in nature and include open seating areas, enclosed meeting rooms, break rooms and lounges.

**Hoteling space:** Unassigned, first-come, first-served or reservable workspaces that can be occupied by any staff member.

**Hybrid workplace:** A flexible model that combines elements of remote work and on-site work.

**Lactation room:** A private space in a workplace where breastfeeding employees can express breast milk, nurse a child, or perform other medically necessary activities.

**Onsite health and wellness facilities:** Any combination of onsite health and wellness areas that support employees' body and mind. This could range from exercise rooms with or without gym equipment, rest and relaxation rooms, stretching areas, meditation spaces, or a walking/running path.

**Ratio planning:** The concept of calculating the ratio of seats per useable square feet. Consider the percentage of time that people at the office spend in meetings or at individual workpoints. Proportion of individual workstations to collaboration areas.

**Seat count:** Seat count is the total number of actual seats needed to serve the agency and is not based on head count. It accounts for seat sharing and workspaces that are not specifically dedicated to a single employee. For example, two employees may share one seat due to schedules that occur at opposite hours, requiring only one seat for two employees.

**Space utilization rate:** The percentage of space in a building, floor or zone occupied by employees compared to the space's total capacity. How to calculate space utilization rate: Number of employees occupying the space ÷ total capacity of that space = utilization rate.

**Surge space:** Space outside of the central workplace that accommodates capacity surges due to unforeseen circumstances, all-staff on-site events, or other large gatherings.

**Unassigned workstations:** Include hoteling space and offices available for any employee to utilize, including those employees with assigned workstations (refer to Activity-Based Design).

**Unique spaces:** Spaces that are specific to a business or service-delivery need. This does not include collaboration spaces (refer to Space Planning Calculator under Forms).

**Universal design:** The principle that design and composition of an environment needs to be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability or disability.

**Usable square feet (USF):** Office area of a tenant, including all spaces used solely by the tenant (for example offices, workstations, workrooms, reception areas and the circulation connecting these spaces). The common area of the floor and the building (for example, shared building restrooms, shared building/floor circulation, shared building lobby, etc.) is not included in the usable area.

**Wellness rooms:** Refer to Onsite Health and Wellness Facilities.

**Workpoints:** Places for tasks that require focus. Places for individual work in the office, whether open or enclosed and whether assigned or unassigned. Shared common seats, including seats in collaboration spaces, are not considered to be workpoints for these guidelines.

**Workstations:** Areas where work of a particular nature is carried out.

For a more detailed glossary of definitions, refer to Office Utilization and Design Guidelines.

## **GENERAL INFORMATION**

State government's office environment is comprised of a combination of on-site, partially remote and fully remote employees, together known as a hybrid workplace. This policy and accompanying resources describe and detail how to plan for and utilize hybrid workplace space standards; they also apply to spaces wherein employees work mostly or entirely in-office.

At the time of publication, the state's aggregate office utilization rate is approximately 25%, meaning roughly a quarter of all offices are used regularly. DAS has established the goal of a 30% reduction in its office space footprint across state agencies by 2027. To achieve this, changing how we think about and plan for a hybrid workplace is necessary and presents opportunities to:

- Right-size the state's real estate portfolios, resulting in significant savings for agencies and ultimately, Oregon taxpayers.
- Pivot current culture to one focused on collaboration and shared resources.
- Create work environments that attract and retain talent.
- Reduce the state's carbon footprint by using less space.

This policy and accompanying [resources](#) represent DAS' initial approach to programming for a hybrid workplace and will be revisited as described below. Use of the resources are required in the analysis of any office space need.

### **Hybrid Workplace Standards Overview:**

This section provides an overview of design goals and specifications. Please refer to Office Utilization and Design Guidelines for more information.

- New or remodeled offices should be as adaptive as possible using the principles of universal and activity-based design.
- Open workstations should be prioritized over enclosed offices.
- Desk and office sharing among employees is expected.
- Emphasis on employee collaboration should be a design priority.
- Inclusive access to wellness and lactation rooms is required.
- Inclusive access to health and fitness through on-site facilities is strongly encouraged and shall be available to all state employees, except where specific CJIS clearance is required.
- Digital storage will be prioritized to the greatest extent possible to minimize physical storage space.
- Daylight and views are to benefit all employees to the greatest extent possible.

### **Hybrid Workplace Specifications:**

- Assigned workstations and offices should only be allocated to employees utilizing the space at least three days per week, excepting director or chief-level positions in the organization.
- Unassigned workstations and offices should be ratio planned (using Space Planning Calculator) and shared among employees on-site less than three days per week. These include traditional workstations as well as hoteling space, soft seating, phone booths, lounge areas and other non-traditional workstations (refer to Activity-Based Design).
- Collaboration spaces should be ratio planned (using Space Planning Calculator) to the greatest extent possible.

- Align with 175 – 200 USF per seat, excluding unique space needs (using Space Planning Calculator).
- Enclosed offices should be (1) between 80 and 150 USF, (2) located on the interior of the space, and (3) be assigned only for positions requiring at least 50% confidential work, or a director or chief-level position in the organization.
- Reduce the number of enclosed offices as determined by the Space Planning Calculator, which is based on the number of employees assigned to the central workplace, frequency of in-office work and the amount of work of a confidential nature.
- Maximize design flexibility by using modular furniture, fixtures and walls to the greatest extent possible.
- Share natural light by utilizing glass walls instead of solid walls where appropriate and financially feasible. Maximize natural light by specifying furniture panels no taller than 54 inches and locate private offices and enclosed rooms on the interior, as design allows.
- Surge space should be contemplated separately from the daily programming needs of any office space.

### **EXCLUSIONS AND SPECIAL SITUATIONS**

An agency with special use needs for unique space that is atypical for state office use is considered outside of the 175 – 200 USF per seat metric. An exemption may be requested using Form 125610 Space Standard Exemption Request, which the requesting agency director or designee signs.

To consider granting an approval to an exemption request, DAS Enterprise Asset Management (EAM) must be satisfied that unique circumstances, based on programmatic need, warrant the exemption.

### **DATA COLLECTION**

DAS will collect space utilization data and qualitative feedback from agencies at regular intervals to ensure best practices and to further refine this policy and its accompanying resources. DAS may also request qualitative or quantitative data regarding employee and management experiences, agencies' operating cost reductions or other relevant data set.

### **REVIEW PROCESS**

DAS will review this policy at regular intervals, along with agencies' data and qualitative feedback, to determine its effectiveness for right-sizing the state's office footprint while supporting agencies' business activities and missions. Adjustments will be made as needed to ensure the same.

### **METHOD OF OFFICE MEASUREMENT**

The ANSI/BOMA Z65.1-2010 Office Building Standard, Method B (single load factor method), is used exclusively by Oregon state government.