

 <b>STATEWIDE POLICY</b>	<b>NUMBER</b> 107-011-100	<b>SUPERSEDES</b> Policy 107-011-100 Jan. 2, 2019
	<b>EFFECTIVE DATE</b> October 9, 2019	<b>PAGE NUMBER</b> Pages 1 of 2
	<b>LAST REVIEWED DATE</b> October 9, 2019	
<b>Division</b> <b>Enterprise Asset Management</b>	<b>REFERENCE/AUTHORITY</b> <a href="#">ORS 276.001 to 276.990</a> <a href="#">Executive Order 17-07</a> <a href="#">OAR 125-120-0000 to 125-120-0170</a> <a href="#">107-011-100 PR (Procedure)</a>	
<b>Policy Owner</b> Facilities		
<b>SUBJECT</b> Office Space Planning and Standards	<b>APPROVED SIGNATURE</b> Katy Coba, Director   Chief Operating Officer <i>(Signature on file with DAS Business Services.)</i>	

## **PURPOSE**

This policy sets office space size standards and guidelines for managing and operating office buildings in Oregon state government’s portfolio and state-leased facilities. In support of the Governor’s Executive Order 17-07 to optimize the use of state-owned and state-leased facilities, this policy prioritizes business need and provides flexibility for the development of workspaces to support an agency’s mission. Effective office space planning not only improves the productivity of the workforce but also attracts and retains workers.

## **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 these space standards when leasing or redesigning office space. Exempt agencies are not required to follow the guidelines and standards set forth in this policy. However, DAS encourages them to do so.

## **FORMS**

- [Form 125601 Office Space Request and Occupant Area Planning Worksheet](#)
- [Form 125610 Space Standard Exemption Request](#)

## **DEFINITIONS**

Refer to Exhibit 1 - Office Space Planning Guide, attached to [Procedure 107-011-100 PR](#).

## **GENERAL INFORMATION**

An aggregate space standard of 175 Usable Square Feet (USF) per head count applies for staff areas in whatever distribution the agency program requires. It is believed that a combination of standardized workstation sizes, based on the open office concept with its various configuration options, meets the needs of most agencies. Executive enclosed office examples are 10 X 12 or 10 X 14 and modern cubicle size examples include 4 X 4 (Benching), 4 X 6 (Touchdown), 6 X 6, 7 X 7 and 8 X 8.

The 175 USF standard is to be considered a “maximum” space allowance or footprint. Agencies are encouraged to implement strategies that will use less space while meeting the functional business needs of programs. The standard does not entitle employees to specific workstation sizes. Instead, it is a method for determining the overall requirements of a work group or agency and for determining how that space is used. Actual individual space allocations are based on:

- Functional business need based on programmatic requirements.
- Priorities of the work unit.
- Cost and the long-term best interest of the state.

### **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.

A single load factor is applied to the entire building. The building load factor multiplied by an occupant area determines the rentable area for that occupant. Occupant storage space is accounted for separately as usable space without application of a load factor. Method B (single load factor method) is also used to determine the rentable area of full floor occupants by applying it to the occupant area (NOT including base building circulation) of the floor.

### **DATA COLLECTION**

DAS has the authority to collect operational, occupancy, and space utilization data on an ongoing basis in order to ensure best practices and to further refine this policy and its accompanying procedure. DAS may collect qualitative or quantitative data regarding occupancy, satisfaction, environmental quality, building performance or other Key Performance Indicators.

### **MEASUREMENTS MAY CHANGE**

Any measurement of an office building is a reflection of its use at a particular point in time. As usage changes, load factors and rentable areas can change. For instance, if a conference room or exercise room were converted into an occupant area, this would change the load factor and rentable areas of all occupants of the building. Building measurements can also change as a result of updates to the BOMA standard. In recent years these re-evaluations have produced changes that affect the calculation of load factors and rentable areas of buildings, floors and occupants. Implementation of these changes is primarily governed by policies set by ownership of the building as well as terms of any leases. As changes happen in DAS-owned buildings, amendments to lease agreements will reflect those changes.

### **REVIEW PROCESS**

At the start of each biennium, DAS Enterprise Asset Management will review this office space standard to determine if it remains adequate and aligned with state government’s business activities and mission.

### **EXCLUSIONS AND SPECIAL SITUATIONS**

An agency with special use needs may apply for an exemption to the aggregate space standard of 175 USF per head count. In order to consider granting an approval to an exemption request, the DAS Enterprise Asset Management (EAM) Administrator must be satisfied that unique circumstances, based on programmatic need, warrant the exemption. Exceptions require a “Space Standard Exemption Request” form 125610 approved by both the requesting agency head or designee, and the DAS EAM Administrator.