

SPACE STANDARD EXEMPTION REQUEST INSTRUCTIONS

Please include the following when submitting a Space Standard Exemption Request. Email completed requests to RES.info@das.oregon.gov:

1. Completed Space Standard Exemption Request Form

2. 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.
- Length of time of the exemption and estimate of when you expect to be able to meet the standard (see policy number 107-011-100 Space Design and Utilization).
- 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.

3. Copy of the Space Planning Calculator showing the seat count for EACH space you are seeking an exemption. Email RES.info@das.oregon.gov for questions regarding the Space Planning Calculator.

4. Justification Documentation (optional unless requested by Administrator).

Examples may include:

- Letter of support of Legislative Fiscal Officer
- Staffing Plan
- Policy and procedures that justify this exemption
- Action plan for future workspace reduction
- Other items deemed appropriate to justify the Exemption Request

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: RES.info@das.oregon.gov

Building/Room

Agency / Department

State-owned office

Estimated Project Cost:

Narrative plan or sketch attached

Private-leased office \$ _____

Space planning needed

Space planning worksheet attached

Requesting
Agency Project
Coordinator: _____

Phone &
Email: _____

Mailing Address _____

Title of Project _____

Description: _____

Explain why you are not able to meet the requirements of the space standard:

Signed _____

Requesting agency authorized representative signature

_____ Date

Space Design and Utilization Policy #107-011-100 provides a process whereby an agency may apply for an exemption to the 175-200 usable square feet per seat, and/or other requirements outlined within the policy.

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 determine whether the allocation of space requested is reasonable.
- Working within the 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. 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 _____

Enterprise Asset Management

_____ Date

_____ DAS EAM Contact Person

_____ Phone

DAS Form 125610