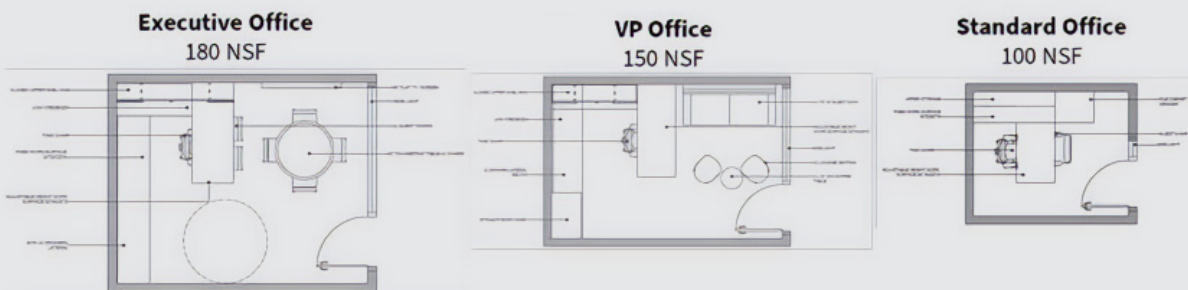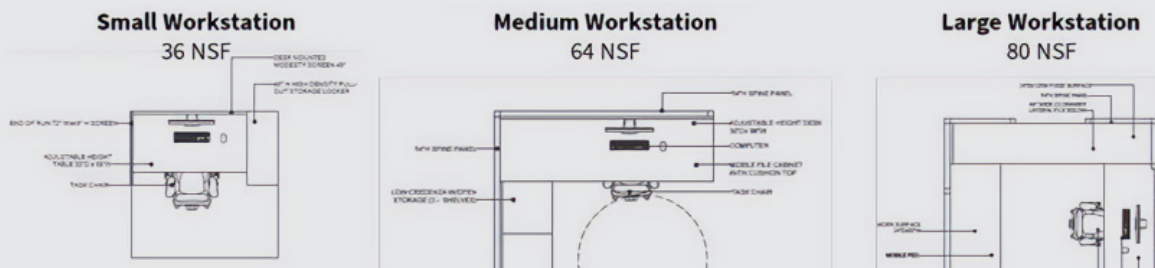# SPACE STANDARDS

OFFICE WORK PLACE STANDARDS

A goal of the illustrative program is to increase space efficiencies. This can be accomplished by evaluating the size of the workstations that are provided to county employees. In this model, allocation of workspace area is based on the type of work activity and function, not position or title. Workstations can then be assigned or unassigned based on the employee's mobility. Private Offices should be assigned for agency leadership or for employees who require privacy or secure work environments that cannot be accommodated in an open workstation below. Small workstations are designed for mobile workers who need a place to touch-down while they are in the office. These "hoteling" stations should be fully equipped with technology for a seamless experience for the mobile worker. The medium and large workstations are for assigned employees and include technology and storage spaces that support their job requirements. The recommended space allocations for offices and open workstations are shown below.

PRIVATE OFFICES

Executive Office 180 NSF

VP Office 150 NSF

Standard Office 100 NSF

OPEN OFFICE WORKSTATIONS

Small Workstation 36 NSF

Medium Workstation 64 NSF

Large Workstation 80 NSF

MEETING ROOM STANDARD CONFIGURATIONS

As the workplace shifts to a more mobile and collaborative environment, the office will require additional shared spaces to support employee productivity. Collaboration spaces include open sitting and teaming areas, enclosed team rooms, and conference rooms of all sizes. The need for privacy in the open office environment requires the provision of small phone booths or areas where employees can have confidential conversations. To quantify how many collaboration seats are required, LARP applies a collaboration seat ratio to the number of required seats. As a general rule, as more Agencies adopt telework, more collaboration space is required. Collaborations spaces are then assigned according to the number of seats required. The chart below outlines the types and ratios per employee.
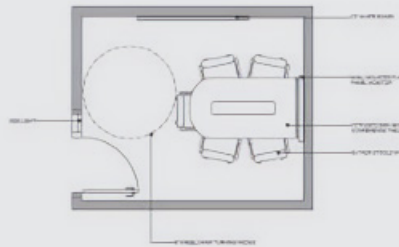
Informal Meeting Space
36 NSF

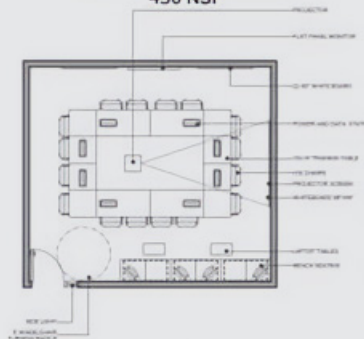6 spaces / 100 employees

Phone Booth / Enclosed Meeting Space
48 NSF
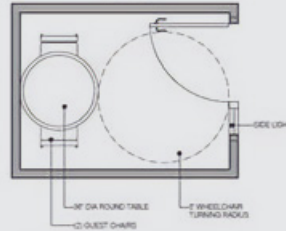
6 spaces / 100 employees

Medium Conference Room
260 NSF

4 spaces / 100 employees

Large Conference Room
450 NSF

1 space / 100 employees