



# STATE PROPERTIES COMMISSION SPACE MANAGEMENT PROGRAM

## **SPC SPACE STANDARDS:**

### **GUIDELINES FOR ADMINISTRATIVE OFFICE SPACE PLANNING**

The policy of the State Properties Commission (SPC) is to apply the space standards set forth herein to all interior administrative, technical and support workspace it owns or leases. The application of space standards is needed to assure equitable allocation of interior workspace, optimize the use of increasingly expensive facilities, and maximize returns from lease expenditures.

These standards were developed in consultation with architectural and portfolio management consultants and are based upon current practices in business and government. In addition, these standards are developed for the optimization of workspace and reflect the impact of current technology on professional and administrative activities.

The intent of the SPC is to apply these standards to the construction of new workspace, renovation of existing workspace and tenant improvements to leased workspace. It is not the intent of the SPC to renovate existing owned or leased space solely for the purpose of conformance to these standards. The Space Management Program, under the supervision of the State Properties Commission/State Property Officer, shall recommend and verify the application of the standards.

Individual layouts presented herein are illustrative only and are not intended to establish required dimensions of work areas or to specify furnishings and layouts. The standard only specifies the type and amount of space. The actual dimensions, layout, and furnishings will be determined during the design process along with features such as lighting, electrical outlets and data connections.

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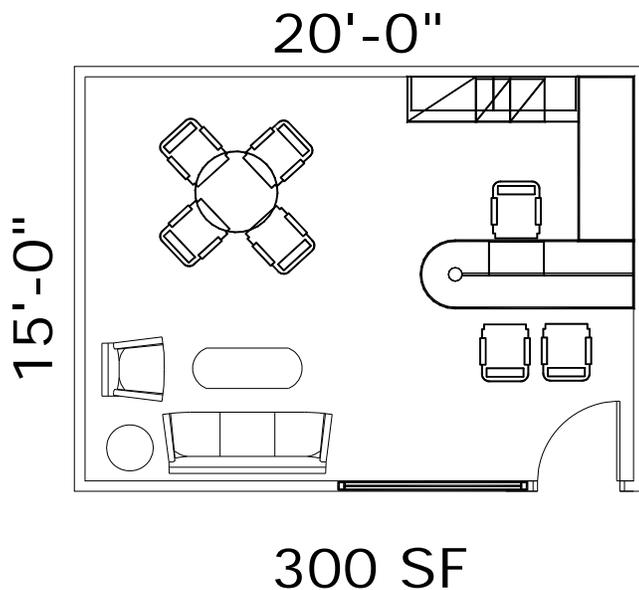
## SPACE MANAGEMENT PROGRAM

### Office Space Standard A

**300 SF**

This configuration is intended to support executive level activities in making and executing decisions, policy and strategy.

This standard provides fully enclosed space with a door to provide security as well as visual and acoustical privacy. It is intended to accommodate frequent meetings with one to four persons. Conversation, planning, reviews and supervisory activities can take place at the desk, table or seating areas.



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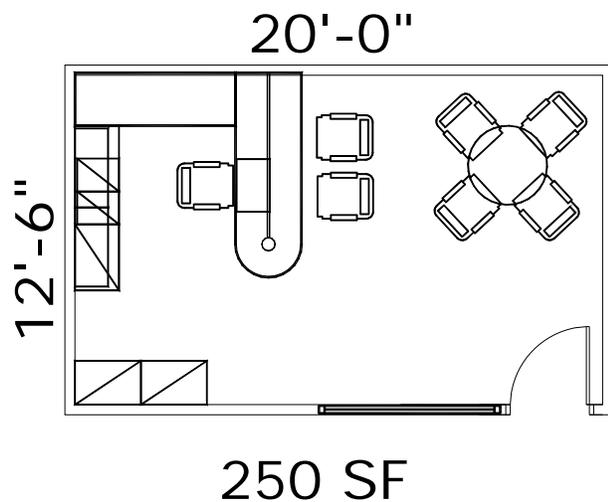
## SPACE MANAGEMENT PROGRAM

### Office Space Standard B

**250 SF**

This configuration is intended to support executives and senior managers in managing State agencies, commissions, boards, authorities, etc.

This standard provides fully enclosed space with a door to provide security as well as visual and acoustical privacy. It is intended to accommodate frequent meetings with one to four persons, including agency directors, managers and immediate staff. Conversation, planning, reviews and interviews can take place at the desk or table. This standard provides space for frequently accessed lockable files.



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## SPACE MANAGEMENT PROGRAM

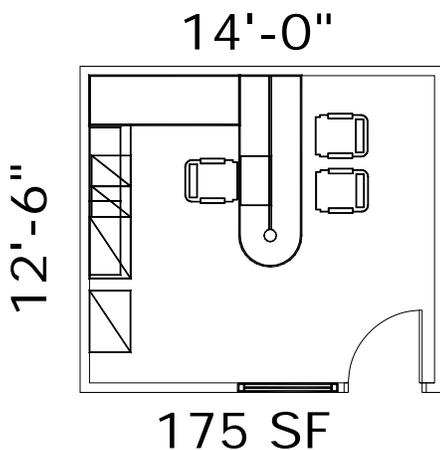
### Office Space Standard C

175 SF

This configuration is intended to support operating managers in directing the daily activities of State agencies, commissions, boards, authorities, etc.

This standard provides fully enclosed space with a door to provide security as well as visual and acoustical privacy. It is intended to accommodate frequent meetings with one to three persons, including department staff.

This configuration may also be assigned to subordinate managers and staff professionals upon recommendation of the Space Management Program staff with approval of the Space Manager. Examples of approved needs would include marketing positions whose purpose requires projection of an upscale image to key external constituencies and managerial positions requiring an unusually large amount of exclusive use files or specialized equipment unique to the function.



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## SPACE MANAGEMENT PROGRAM

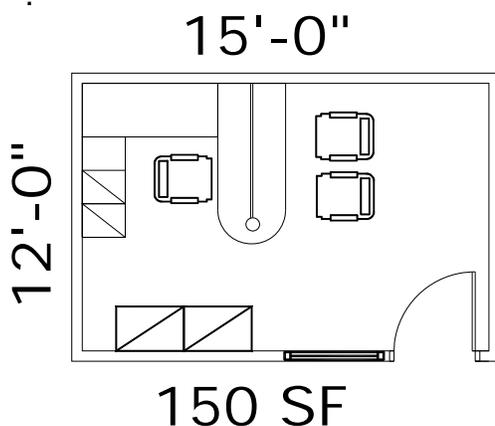
### Office Space Standard D

**150 SF**

This configuration is intended to support front-line managers and senior staff professionals in performing the daily activities of State agencies, commissions, boards, authorities, etc.

This standard provides fully enclosed space with a door to provide security as well as visual and acoustical privacy. It is intended for personnel who have supervisory responsibilities in addition to complex and confidential administrative activities involving considerable volumes of paperwork such as report preparation or project layouts.

This standard may be assigned to staff professionals upon recommendation of the Space Management Program staff, with approval of the Space Manager. This assignment will be made typically where tasks, not occupant preference, genuinely require the privacy of an enclosed office. Examples include professionals who spend 70% or more of their time interviewing or counseling individuals.



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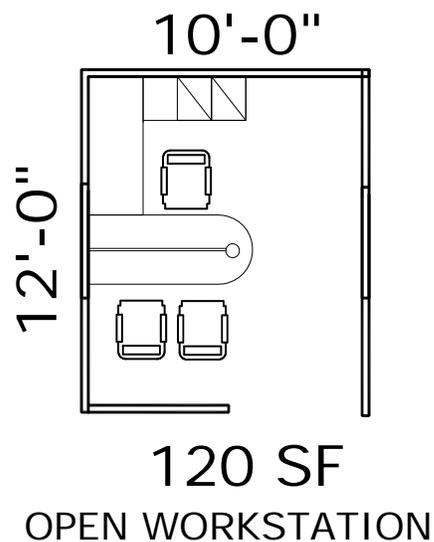
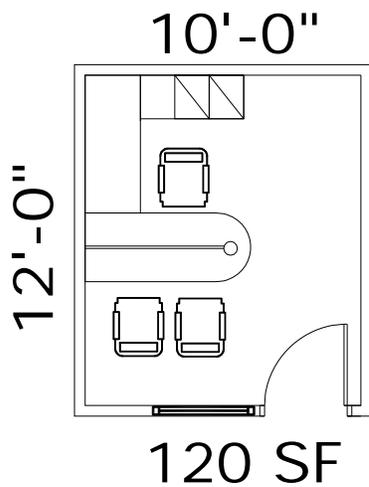
## SPACE MANAGEMENT PROGRAM

### Office Space Standard E

120 SF

This configuration is intended to support professionals whose responsibilities require special functions in performing the daily activities of State agencies, commissions, boards, authorities, etc.

This standard provides the flexibility of an enclosed space or an open workstation.



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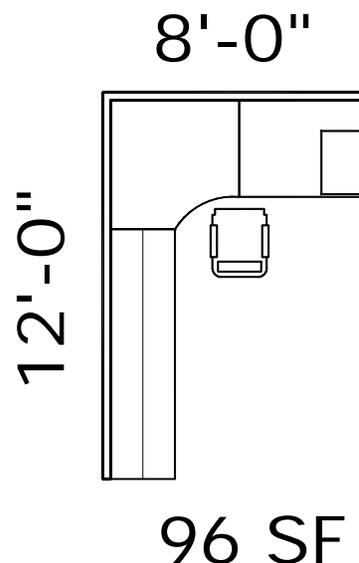
## SPACE MANAGEMENT PROGRAM

### Basic Workstation Standard F

96 SF

This configuration is intended to support supervising professionals, senior administrative personnel and administrative supervisors in performing the daily activities of State agencies, commissions, boards, authorities, etc.

This standard provides open workspace with the option of high panels to provide some visual and acoustical privacy, or low panels to permit monitoring of the general work area. It is intended for personnel who compile and analyze information, read or prepare documents and reports, and who must ensure confidentiality (probation and parole functions). Employees have a choice of lateral files or shelving to replace portions of the work surface. This standard supports impromptu meetings with another team member; enclosed conference rooms would be used for employee coaching and counseling, as well as for larger meetings.



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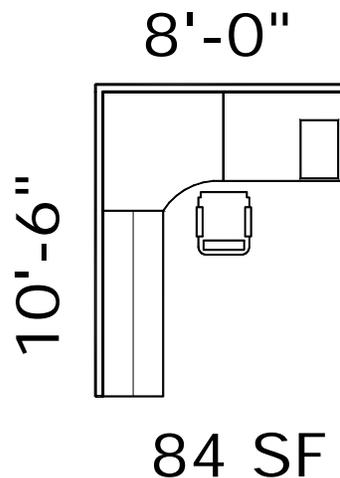
## SPACE MANAGEMENT PROGRAM

### Basic Workstation Standard G

84 SF

This configuration is the standard for all professional and paraprofessional positions in State agencies, commissions, boards, authorities, etc.

This standard provides open workspace with a combination of high panels to minimize distraction and low panels to facilitate supervision. It is intended for personnel who spend the majority of the workday on the computer and telephone. This standard provides flexible and ergonomic space to meet a variety of multi-tasking employee needs.



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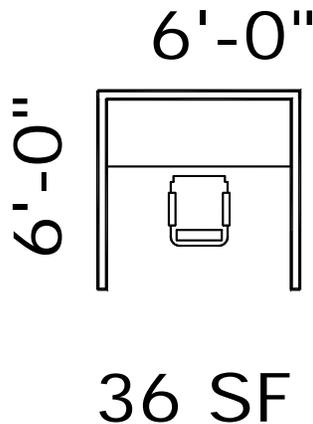
## SPACE MANAGEMENT PROGRAM

### Basic Workstation Standard H

**36 SF**

This configuration provides a private work area for field and mobile workers, such as auditors and consultants, to update computer files, complete written reports, or to make telephone calls. Usually, field personnel would be expected to use worktables, desks or computer stations in a general work area.

This standard provides high panels to minimize distraction and provide some visual and acoustic privacy in a busy work environment. The workstation is intended for temporary occupancy by multiple individuals. Permanent assignment to an individual is not anticipated.



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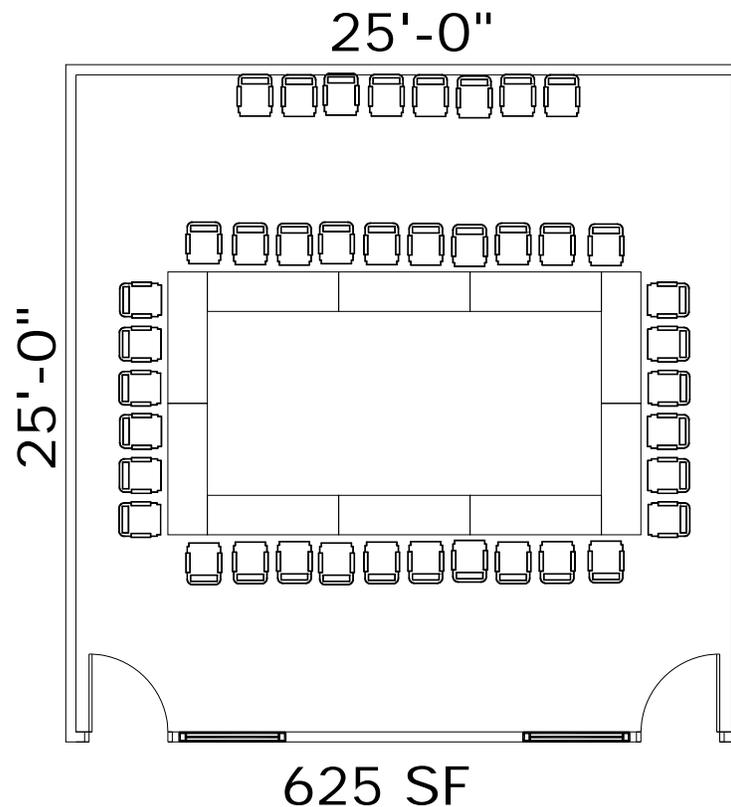
## SPACE MANAGEMENT PROGRAM

**Conference Space Standard**

**625 SF**

**Board Room - Large Conference Room**

This configuration is intended for meetings of 26 to 40 individuals. Caster-equipped tables allow flexibility in room configuration.



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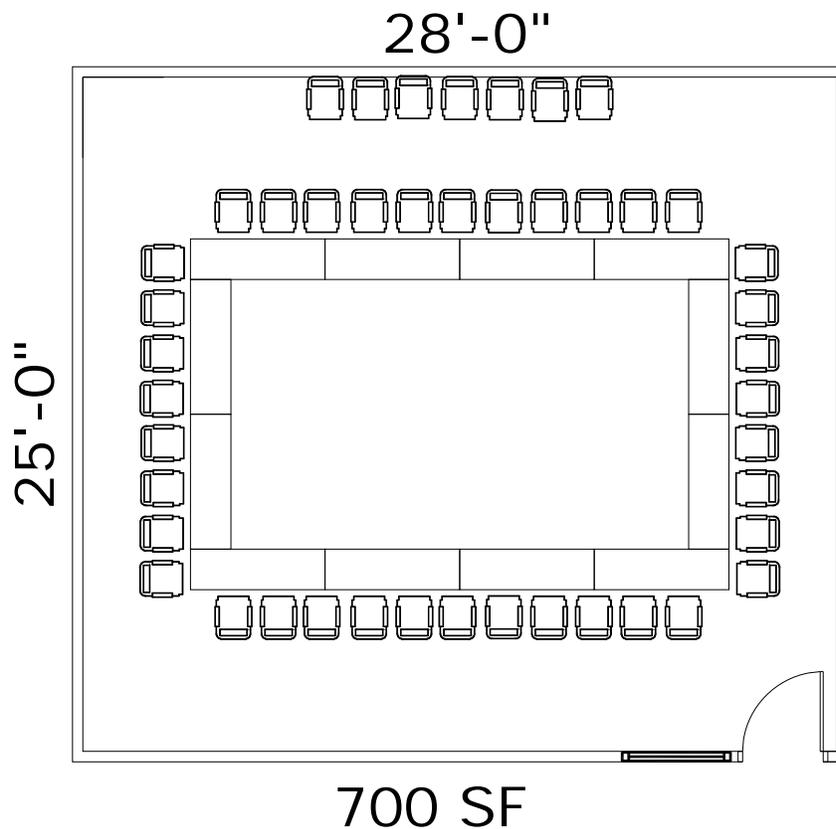
## SPACE MANAGEMENT PROGRAM

### Conference Space Standard

700 SF

### Large Conference Room - Divisible

This configuration is intended for meetings of 20 to 40 individuals. Caster-equipped tables allow flexibility in room configuration.



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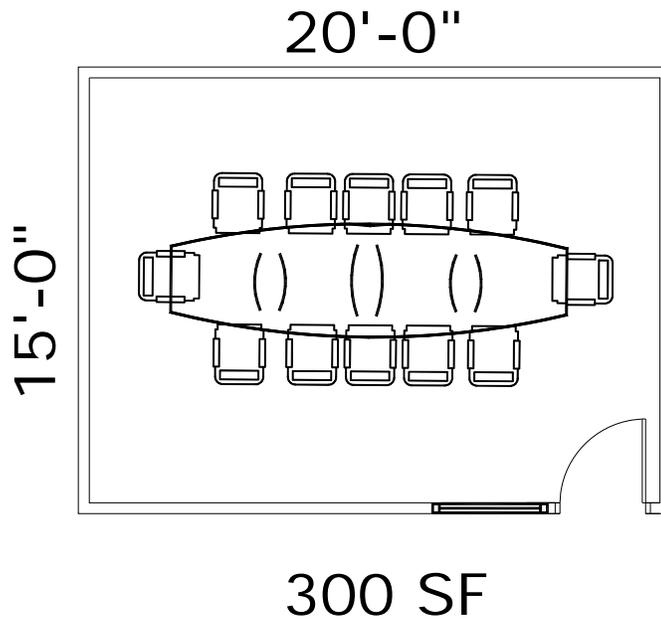
## SPACE MANAGEMENT PROGRAM

**Conference Space Standard**

**300 SF**

**Medium Conference Room**

This configuration is intended for meetings of 8 to 14 individuals.



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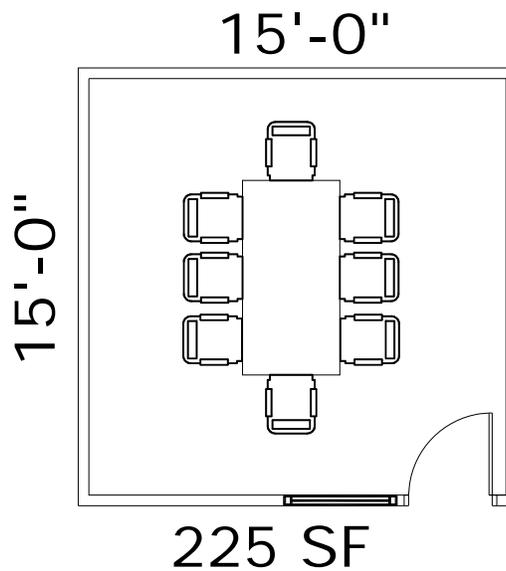
## SPACE MANAGEMENT PROGRAM

### Conference Space Standard

225 SF

### Small Conference Room

This configuration can accommodate small meetings of 6 to 10 individuals, and is primarily intended as a private meeting place for staff assigned to open workstations.



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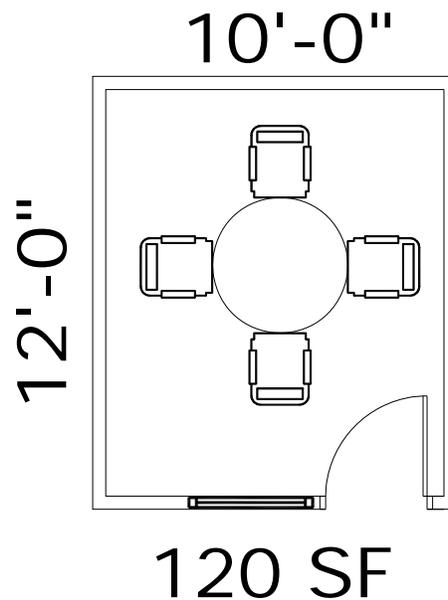
## SPACE MANAGEMENT PROGRAM

**Conference Space Standard**

**120 SF**

**Small Conference Room / Team Room**

This configuration can accommodate small meetings of 4 to 8 individuals, and is primarily intended as a private meeting place for staff assigned to open workstations.



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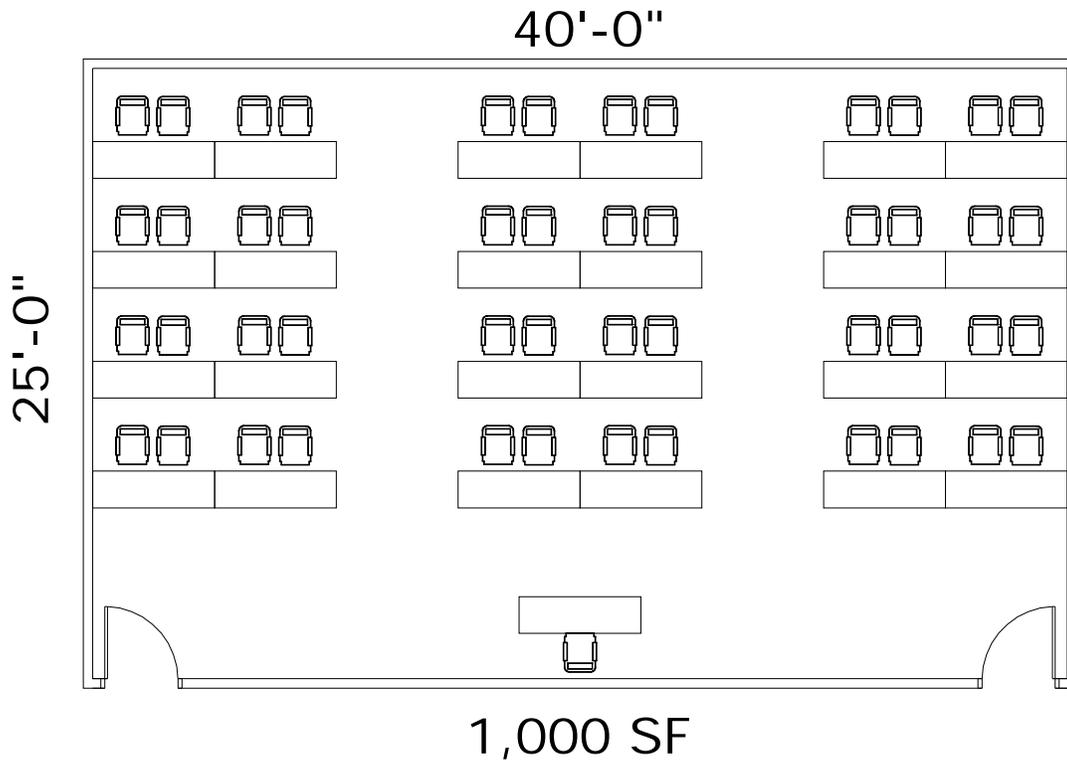
## SPACE MANAGEMENT PROGRAM

### Conference Space Standard

1,000 SF

### Large Training Room

This configuration is intended for training or conference seating of up to 48 individuals. Caster-equipped tables allow flexibility in room configuration.



# STATE PROPERTIES COMMISSION

## SPACE MANAGEMENT PROGRAM

### Conference Space Standard

400 SF

### Small Training Room

This configuration is intended for training or conference seating for 10-15 individuals. Caster-equipped tables allow flexibility in room configuration.

