



| OFFICE SPACE STANDARDS | | |
|--|---|---------------------|
| Function | Office Type | Allocated SF |
| Executive Management | Closed | 225 |
| Senior and Middle Management | Closed | 130 |
| Professional / Administrative | Open | 36 (6 x 6)* |
| Professional Tech/Hoteling | Open | 25 (5 x 5) |
| CONFERENCE SPACE TYPES | | |
| PROJECT / TEAM ROOM | 8 – 12 Occupants | |
| HUDDLE ROOM | 1 – 3 Occupants | |
| SMALL CONFERENCE ROOM | 6 – 8 Occupants | |
| MEDIUM CONFERENCE ROOM | 10 – 12 Occupants | |
| LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables | 14 – 16 Occupants | |
| TRAINING / SEMINAR ROOM | 41 – 60 Occupants (2 Rooms of 24–32 if Divisible Room) | |

**The 6x6 workstation configuration may be expanded to 6x8 depending on the layout of the building and/or work requirements of the office. If such change is warranted, the agency will provide written justification of the larger size which will be maintained in the SPC files.*