# STATE PROPERTIES COMMISSION

*47 Trinity Avenue, S.W., Suite G02 Atlanta, Georgia 30334*

## POLICY

**TITLE:** SPC 03 - Space Management: Space Standards

**ADOPTED:** December 11, 2012 (Effective: January 1, 2013)

**REVISED:**

**1. References**

O.C.G.A. § 50-16-41

**2. Definitions**

(a) SPC Space Standards: The space standards approved by the State Properties Commission.

(b) Space Management Program (SMP): The SPC process of optimizing occupancy of State-owned and leased space. Administered correctly, this process aligns assets with agency demand to provide the most efficient and cost effective workspace.

(c) Space Action Form (SAF): The form completed and submitted to SPC by the requesting state entity that notifies SMP of a request for space – new, renewal, renegotiation, increase, decrease or termination.

(d) Space Utilization Questionnaire (SUQ): The form completed and submitted to SPC by the requesting state entity that accompanies the SAF and is used by SMP to develop the entity Space Utilization Program.

(e) Space Utilization Program (SUP): The form developed by SMP to determine the square footage needs for the requesting entity based on information submitted in the SAF and SUQ.

**3. Purpose**

The State Properties Commission is authorized by statute to promulgate standards governing the utilization of administrative space by all state entities, with the exception of the Board of Regents of the University System of Georgia, to provide efficiency and cost effectiveness in the management of all workspace, owned and leased. The application of space standards is necessary for the equitable and functional allocation of interior workspace.

## 4. Policy Statement

It is the policy of the SPC, Space Management Program (SMP) to employ best practices in the development and application of space standards. These standards were developed in consultation with architectural and portfolio management consultants and are based upon current industry standards in business and government.

The SPC space standards shall apply to the construction of all new workspace, the renovation of existing workspace and approved tenant improvements to leased workspace.

The SPC retains the discretion to periodically revise these standards based on market trends and data. It is not the intent of SPC to renovate existing owned or leased space solely for the purpose of conformity to these standards. SPC is authorized to grant exceptions to the standards governing the utilization of administrative space when the reassignment of such space would involve unnecessary expenses or the disruption of services being provided by a state entity. Such exceptions shall be made in writing and retained by SPC.

## 5. Policy Requirements

(a) Upon the submission of a completed Space Action Form (SAF) and Space Utilization Questionnaire (SUQ) by a state entity, the SPC shall apply the space standards and develop a Space Utilization Program (SUP) to determine the requisite square footage for the requested space. The Space Utilization Program will be approved by the state entity and will be used in the planning, design and build-out, if necessary, of the space to be occupied by the state entity.

(b) If an exception to the space standards is deemed necessary due to unusual or unforeseen factors, SPC shall document and retain such exceptions in writing, signed by the approving authority of the state entity.

## 6. Attachments

Attachment 1: SPC Space Standards

Attachment 2: SPC Tolerance Table

State Properties Commission
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| 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<br>Multi-Purpose Room with configurable tables | 14 – 16 Occupants |
| TRAINING / SEMINAR ROOM | 41 – 60 Occupants<br>(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*.

*Revised & Approved 04/2014*

# TOLERANCE TABLE

Tolerance table represents the variance or overage between the spatial needs required per Space Management as it compares to actual spatial need (square footage) rented by the requesting Agency.

| Square Footage | Tolerance Allowed |
|---|---|
| 0 - 2500 | 30% |
| 2,500 - 10,000 | 20% |
| 10,000 - Above | 10% |

Note: In extraordinary circumstances, deviation from the Tolerance Table will be allowed with the approval of the Deputy Director.