



STATE PROPERTIES COMMISSION

270 Washington Street, Suite 2-129, Atlanta, Georgia 30334

POLICY

TITLE: SPC 03 - Space Management: Space Standards

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

REVISED: December 11, 2018

1. References

O.C.G.A. § 50-16-41

2. Definitions

- (a) Agency: The State entity that will be end user of space. SPC shall be the tenant and assign space to the State entity.
- (b) Space Standards: The space standards approved by the State Properties Commission and attached hereto as Attachment 1.
- (c) Space Management Division (SM): This Division provides State entities professional planning services in meeting their space needs including, but not limited to, determining square footage requirements, plan review of landlord prepared drawings, preparing schematic floor plans and design intent drawings to guide workspace layout.
- (d) Space Action Form (SAF): The form completed and submitted to SPC by the requesting Agency that notifies SM of a request for space – new, renewal, renegotiation, increase, decrease or termination.
- (e) Space Utilization Questionnaire (SUQ): The form completed and submitted to SPC by the requesting Agency that accompanies the SAF and is used by SM to develop space (square footage) requirements and demands in the Space Utilization Program.
- (f) Space Utilization Program (SUP): The resulting report derived from analyzing the data supplied from the SUQ which determines the usable square footage requirements to guide the space layout.
- (g) Tolerance Table: A percentage that shall be applied by SM to the SUP which shall set the low and high limits of the usable square footage that will be deemed to be in compliance with Space Standards.

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

SM employs best practices in the development and application of Space Standards. These standards are developed in consultation with architectural and portfolio management consultants and are based upon current industry standards in business and government. The SPC retains the discretion to periodically revise these standards based on market trends and data.

Whether the space is leased or owned, the Space Standards shall apply to the construction and renovation of existing workspace, as well as approved tenant improvements to leased workspace. Space Standards shall not be applicable to communication tower leases. It is not the intent of SPC to require the renovation of existing owned or leased space solely for the purpose of conformity to these standards. SPC is authorized to grant exceptions to the standards when conformance to the standards would involve unnecessary expenses or the disruption of services being provided by an Agency. Such request for and grant of an exception shall be made in writing and retained by SPC.

5. Policy Requirements

- (a) Upon the submission of a completed SAF and SUQ by an Agency, SM shall apply the Space Standards and develop a SUP to determine the requisite square footage for the requested space. Upon completion, the SUP will be submitted to the requesting Agency for review and approval.
- (b) Upon review and approval of the SUP by the Agency, the SUP will be used in the planning, design and build-out of the space to be occupied by the Agency.
- (c) If an exception to the Space Standards is requested by the Agency in writing and is deemed necessary by SPC due to unnecessary expenses, disruption of the Agency's services, and unusual or unforeseen factors, the SPC Executive Director or his designee shall make the final determination and provide a written response to the Agency. SPC shall document and retain such exceptions.
- (d) The Leasing Division shall not present sites falling outside of the Tolerance Table limits to the Agency for consideration. Only in extraordinary circumstances will a deviation from the Tolerance Table be allowed; such deviation requires the approval of the Deputy Executive Director.

6. Attachments

- Attachment 1: Space Standards
Attachment 2: Tolerance Table



Space Standards

OFFICE SPACE STANDARDS		
Title / Function	Type	Allocated SF
Executive Director, Commissioner, Agency Head	Office	220
Deputy Executive Director, Deputy Commissioner, Division Director, Regional Director, Local Manager	Office	120
Manager, Supervisor, Coordinator (5 or more direct reports)	Workstation	64 (8 x 8)
Professional Staff, Administrative, Tech	Workstation	49 (7x7)
Hoteling / Call Center	Workstation	20 (5x4)



TOLERANCE TABLE(S)

The tolerance tables represent the allowed difference between the program required per Space Management compared to actual square footage to be leased by either the SPC or the requesting Agency.

Square footage is greater than SPC program	
Square Footage	Tolerance Allowed
0 – 2,500	30%
2,501 - 10,000	20%
10,001 - Above	10%

Square footage is less than SPC program	
Square Footage	Tolerance Allowed
0-10,000	No deviation allowed
10,001- Above	3%

In extraordinary circumstances, deviation from the percentages provided in the tolerance tables will be allowed with the approval of the Deputy Executive Director.