34. Space Entitlements and General Procedures

Space Entitlements were designed to facilitate uniformity in planning for space for various state agencies.

It is the intent of Facility Planning to incorporate open planning with a minimal number of offices. The offices should be reserved for administrators or personnel that deal with confidential matters. Because of the frequent need for modifications, we feel that an open system would provide us with more flexibility.

The Space Entitlements are based on a three foot module for both offices and modular workstations. The sizes are as follows:

ENTITLEMENT DIMENSION SQUARE FOOTAGE

S036 6x6 36 Square Feet

S054 6x9 54 Square Feet

S081 9x9 81 Square Feet

S108 9x12 108 Square Feet

S144 12x12 144 Square Feet

S180 12x15 180 Square Feet

S216 12x18 216 Square Feet

S270 15x18 270 Square Feet

The designer shall incorporate the space entitlements when programming the offices and modular workstations. These are the only acceptable sizes. Square footages may be modified as much as 10% upward or 5% downward in the office areas only.

Support areas such as break-rooms, conferences, etc. shall be sized as necessary to accommodate the function.

**GUIDELINES FOR SPACE ASSIGNMENTS**

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| --- | --- | --- | --- |
| **STANDARD** | **SIZE (Sq. Ft.)** | **ARRANGEMENT** | **DESCRIPTION** |
| **S036** | 6x6 | Modular or Open Clerical, Data Entry, Student | Adequate size for Modular arrangement. In open plan, fits a desk and return. |
| **S054** | 6x9 | Modular or Open Clerical, Data Entry, Etc. | This is a good size for modular workstations. There is plenty of storage. |
| **S081** | 9x9 | Modular or Open Clerical, Professional | This is a good size for modular. It can fit a desk, shelf and one visitor. |
| **S108** | 9x12 | Office/Modular  Typical Office for most Employees (Professional) that require a private office or Supervisor | Desk set up in conference type arrangement for two visitors. Can fit bookcases, files and worktables. Good standard size. |
| **S144** | 12x12 | Office Supervisor or Manager | Large office for someone who may have three or four visitors at a time, bookcases, files |
| **S180** | 12x15 | Office Administrator or Director | Large office. Used for Director or similar. Can fit a considerable amount of furniture and a small conference area. |
| **S216** | 12x18 | Office & Conference | Large office. Can have basic office set up with a conference or seating area. |
| **S270**  **S315** | 15x18  15x21 | Office & Conference  Office & Conference | Large office. Can be used for Secretary or Undersecretary. Can fit a considerable amount of furniture as well as a conference or seating area. |