



State of Washington

# SPACE PLANNING DATA SHEET

Last updated: June 2017

**Instructions:** This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

**Project Summary Information (compiled from the following tables)**

**Project Title:** DOC Work Release Expansion Program **Date Submitted:** 12/1/2019

**Existing Facilities Total Square Feet:**

Facility Area Summary	Planned
Square Feet for Workspaces	1,650
Square Feet for Meeting & Focus Space	240
Square Feet for Office Support	525
Square Feet for Storage & Files	50
Square Feet for Program Special	6,095
<b>Occupant Area</b>	<b>8,560</b>
Base Building Circulation (40% of Total Occupant Area)	3,424
<b>Usable (Total Occupant Area + Base Building Circulation)</b>	<b>11,984</b>
Building Service and Amenity Areas (10% of Usable Square Feet)	1,198
<b>Total Rentable Square Feet</b>	<b>13,182</b>
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	120
<b>Total Project Square Feet</b>	<b>13,302</b>

User and Workspace Summary	Existing	Planned
Resident	0	0
Internally Mobile	0	0
Externally Mobile	0	0
Remote	0	0
Vacant	0	0
<b>Total Users</b>	<b>0</b>	<b>0</b>
Total Offices	0	9
Total Workstations	0	7
Total Mobile Benches	0	0
Total Touchdown Spaces	0	0
<b>Total Workspaces</b>	<b>0</b>	<b>16</b>
<b>Rentable Square Feet Per Users</b>	<b>0</b>	<b>0</b>
<b>Rentable Square Feet per Workspaces</b>	<b>0</b>	<b>824</b>

<b>Percent of Workspaces to Number of Users</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Planned User Growth</b>		<b>#DIV/0!</b>
<b>Planned Workspace Growth</b>		<b>#DIV/0!</b>

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type. Definitions are below the table.

**USERS AND WORKSPACES**

USER INFORMATION					WORKSPACE INFORMATION					NOTES
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET	If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
					Office	100		7	700	
					Office - Shared	300		2	600	
					Workstation - Shared	50		4	200	Staff Workroom
					Workstation	50		3	150	Reception
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<b>TOTAL</b>			-	-				<b>16</b>	<b>1,650</b>	

WORKSPACE TYPE	SQUARE FEET RANGE	DEFINITION
Office	100-150	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls.
Workstation	42-64	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user.
Mobile Bench	24-36	A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user.
Touchdown Space	24	An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time.

**Definitions**  
**User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.  
**Resident:** A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).  
**Internally Mobile:** A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.  
**Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.  
**Remote / Visitor:** A user who is occasionally (one-four days per month) in the facility.

Instructions: Identify the position / user type, the current and planned work pattern type, workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type.  
Definitions are below the table.

ADDITIONAL USERS AND WORKSPACES

USER INFORMATION					WORKSPACE INFORMATION					NOTES
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER COUNT	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH WORKSPACE	EXISTING FACILITY WORK-SPACES	PLANNED WORK-SPACES	TOTAL PLANNED SQUARE FEET	
									-	If requesting an office(s) please describe the work being performed in the space that meets the space guideline criteria.
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<b>TOTAL</b>			-	-			-	-	-	

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- Definitions
- User:** Any person who routinely works at a facility of any amount of time and may have an assigned workspace.
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  - Externally Mobile:** A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.
  - Remote / Visitor:** A user who is occasionally (one-four days per month) in the facility.

**Instructions:** To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.

**MEETING & FOCUS AREAS**

TYPE OF SPACE	SPACE CALCULATION							NOTES
	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	
Conference Room	8	30	240		1	8	240	
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<b>TOTAL USERS</b>						8		
<b>TOTAL MEETING AND FOCUS SPACE</b>							240	

SPACE TYPE	SQUARE FEET PER USER	DEFINITION
Conference Rooms	15	An enclosed space for meetings.
Collaboration Space	20	A nonreservable space that is open or semi-enclosed for informal meeting.
Focus Rooms	40	An enclosed space with limited visual and/or acoustical distractions for one to four users.
Focus Points	40	A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.
Training Rooms	25-35	An enclosed space for recurring specialized training.

**Instructions:** Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.

**OFFICE SUPPORT**

TYPE OF SPACE	SPACE CALCULATION			NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	
Staff Lockers	100		1	100
Staff Toilet	50		2	100
Main Entry / Lobby	325		1	325
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<b>TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AREAS</b>				<b>525</b>

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

**Instructions:** Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

**STORAGE & FILES AREAS**

TYPE OF SPACE	SPACE CALCULATION			NOTES (Include any floor loading information)
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	
Janitor / Storage	50		1	50
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<b>TOTAL SQUARE FEET FOR STORAGE &amp; FILES</b>				50

<b>SPACE TYPE</b>
Supply-Workroom
Storage
Janitor Closet
Files
High Density Files

**PROJECT TITLE: DOC Work Release Expansion Program****Date: 12/01/2019****Instructions:** Identify the types of special areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.**PROGRAM SPECIFIC AREAS**

TYPE OF SPACE	SPACE CALCULATION			NOTES
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	
Mens Sleeping Room	800		2	1,600
Womens Sleeping Room	360		2	720
Womens Day Room	200		2	400
Dinning / Day Room	1350		1	1,350
Laundry	120		1	120
Clean Linen	120		1	120
Kitchen / Pantry	450		1	450
Program Staff Station	200		1	200
Program Room	250		2	500
Program Property Storage	100		1	100
Program Mud Room	300		1	300
Program Janitor	100		1	100
Program Interview	100		1	100
Program Toilet Room	35		1	35
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<b>TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS</b>				<b>6,095</b>

SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Restrooms	Emergency Operations Center

**Instructions:** Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.

**WAREHOUSE AND SPECIAL EQUIPMENT**

TYPE OF SPACE	CONDITIONED/ NOT CONDITIONED	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
		SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
Mechanical / Electrical		120		1	120	
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<b>TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT</b>					<b>120</b>	

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage