

APPLICABILITY DEPARTMENT WIDE

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NUMBER DOC 250.400

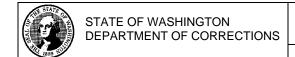
TITLE

POLICY

Department of Corrections

SPACE USE STANDARDS

REVIEW/REVISION HISTORY:					
Effective:	4/5/18				
Reviewed:	3/25/21				
Revised:	9/10/21				
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SUMMARY OF REVISION/REVIEW:					
I.B Adjusted for person-centered language					
APPROVED:					
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	Signature on file				
		8/27/21			
CHERYL ST	RANGE, Secretary	Date Signed			



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; <u>RCW 43.82.035</u>; <u>Governor's Executive Order 16-07</u>; <u>OFM Policy 1.01</u>; <u>OFM State Facilities Workplace Strategies and Space Use Guidelines</u>; Six-Year Facilities Plan

POLICY:

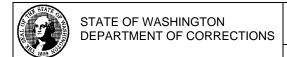
- I. The Department is committed to modernizing the work environment (e.g., organizational culture, physical space, technology and tools, interactions with co-workers) by using strategies to identify patterns to enable flexibility, collaboration, improved productivity and performance, and cost efficiency while maintaining/improving business operations and customer service.
- II. The Department has established space use standards for facilities and offices to provide guidelines and tools for space planning and management support to ensure it is efficient, purpose-driven, aligns with the work being done and customers served, and supports the state's effort to optimize facility spaces per the Governor's Executive Order 16-07 and Office of Financial Management (OFM) Policy 1.01.

DIRECTIVE:

- I. General Requirements
 - A. Facilities and offices will be planned, designed, and maintained using modern workplace strategies (e.g., open office layout, universal workstations) to improve the square footage per individual and work environment.
 - 1. Workplace decisions must take into consideration how space will be used.
 - B. All new, expanded, and relocated space must be approved by OFM using the modified predesign process per RCW 43.82.035 or authorized in the capital budget.

II. Responsibilities

- A. The Director of Capital Planning and Development/designee will:
 - 1. Serve on the Workplace Strategy Council led by OFM to establish specific goals documented in the Six-Year Facilities Plan.
 - 2. Develop, oversee, monitor, and maintain space use standards based on best practices and modern workplace strategies using OFM's Policy 1.01 and State Facilities Workplace Strategies and Space Use Guidelines.



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- 3. Coordinate and provide space planning activities through presentations and facilitation of assessment of work patterns, space identification, and prioritization as needed.
- 4. Advise the Operational Briefing Team of trends and emerging issues, including space needs based on supervised population by geography.
- B. Managers, supervisors, and administrators will encourage and support modern workplace strategies by:
 - 1. Adhering to standards and expectations regarding the needs of employees/contract staff.
 - 2. Initiating and participating in space planning and work pattern assessment activities through Capital Planning and Development.
 - 3. Advising Capital Planning and Development of emerging issues.
- C. Employees/contract staff will:
 - 1. Comply with space standards and procedures.
 - 2. Notify their supervisor and Capital Planning and Development of issues regarding space needs.
 - 3. Ensure modern work pattern assessments and space needs surveys are completed before new furniture planning and purchase.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section

of the Policy Manual: Workplace	. Other words/terms appearing in this policy may also be					
defined in the glossary.						
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ATTACHMENTS:						
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DOC FORMS:

None

None