

**DEPARTMENT OF MANAGEMENT SERVICES**

**DIVISION OF FACILITIES MANAGEMENT**

**SPACE CRITERIA**

On March 24, 1970, the Governor and Cabinet approved and adopted the State Facilities Management Program. Basic Space Generation Allowance Groups have been redefined according to pay grades established January 1, 1986. A state agency develops a need for space through its internal program determination. As a guide, the following space standards shall apply:

<u>F. T. E. Basic Space Generation Allowance</u>	<u>Square Feet</u>
Pay Grades 0 - 8 (Group I)	60
Pay Grades 9 - 14 (Group II)	90
Pay Grades 15 - Up (Group III)	120
Agency Head (Group III)	320
Division Director (Group III)	270
Bureau Chief, Fiscal and Personnel Heads, Section Head with Unusual requirements (specify)	220

1. Those positions with unusual requirements may be allocated 30 additional square feet per position.
2. Those positions which are in the office very infrequently are to be removed from the basic consideration and allowed only 40 square feet per position.
3. Upon totaling all basic position space generated, add 20% for space to be used for internal circulation space.
4. Reception area: add 25 Square feet each, for the average number usually in attendance.
5. Conference area: add 20 square feet each, for the average number usually in conference.
6. Active storage by use of file cabinets is based on that number that exceeds the number of positions in Group III position space. 12 square feet is allowed per file cabinet.
7. Add to this all support area, i.e. machine rooms, libraries, office storage, conference storage, lounge, dead storage, etc.
8. The combination of position area and support area determines the net assignable area which should be allowed the particular agency. This will represent their program square footage.
9. Justification must be given for total program square footage if 5% above or below amount of actual leased space.



<b>ACTIVE STORAGE:</b> File Cabinets Minus Group III Positions Times 12 sq. ft. =	Space Generated
<b>RECEPTION AREA:</b> Persons in waiting x 25 sq. ft. =	
<b>CONFERENCE AREA:</b> Persons in Attendance x 20 sq. ft. =	
<b>LIBRARY (Floor to Ceiling Shelves):</b> Sq. Ft. Floor Space Covered x 3 =	
<b>STORAGE (Floor to Ceiling Shelves):</b> Sq. Ft. Floor Space Covered x 3 =	
<b>MACHINE ROOM:</b> (explain in detail including floor loading factor of each item of heavy equipment and any special electrical requirements)	
<b>OTHER SUPPORT SPACE,</b> Special weight loading requirements (concentration of files, etc.) and / or known space expansion requirements (explain)	

**TOTAL SUPPORT SPACE**

**TOTAL (Personnel Space and Support Space)**

Out of Line Justification: Space Leased \_\_\_\_\_, Sq. ft. vs.  
 Space Justified \_\_\_\_\_, sq. ft.

Explanation: \_\_\_\_\_

This data has been compiled strictly in consideration of the space needs of the agency involved, and no attempt has been made to justify space because of its availability or desirability.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_