

0210.02 Office Space Standards

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PURPOSE

To establish uniform standards for office space within typical office environments.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Real Estate Division (RED)

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SUMMARY

The following constitutes office space standards for state government.

APPLICABLE FORMS

DTMB-0123 Special Services Request for DTMB-Owned Facilities

DTMB-0618 Space Request

PROCEDURES

DTMB RED

- In cooperation with each agency, based on the standards below, develops agency-specific standards to accommodate the functional needs of each type of employee.
- In addition to standards for typical office environments, develops space standards for unique office environments, such as branch offices, customer service offices, posts, and parole offices.
- In cooperation with each agency, develops a program of space allocation, including total square feet and office workstation design.
- Determines space requirements and assignments in accordance with space use guidelines.

Agency

- Provides information on staffing levels, equipment requirements, program adjacencies and business needs.

State Office Standards

- For most personnel, the standards for state offices in state-owned and leased facilities with open plan modular partitions are based on an average of 64 to 72 square feet.
- For 15- and 16-level managers and above with direct reports, the standards for state offices in state-owned and leased facilities with open plan modular partitions are based on an average of 64 to 96 square feet. Smaller (64 square feet) workstations will typically be coupled with consultation rooms for manager/personnel conversations. Larger workstations (above 64 square feet) will not include consultation rooms. Larger workstations will be placed in a location (typically end of row) that will minimize the impact on the entire floor space plan.
- State agencies are also encouraged to consider flexible and innovative space arrangements to minimize space usage, including sharing conference rooms among multiple programs, implementing hoteling for mobile workers, and utilizing teaming rooms to allow for reduced workstations.
- Floor-to-ceiling offices, open offices, and conference rooms will be located off the window walls (where feasible) to improve natural light distribution and HVAC circulation throughout a building.
- Floor-to-ceiling offices, when deemed essential, are recommended for Division Director level and higher with an average of 120 to 225 square feet. Exceptions will be based on functional needs to be determined in cooperation between DTMB and the applicable agency.
