State of Michigan
Administrative Guide to State Government

0210.02 Office Space Standards

Issued: January 6, 1997
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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 within state-owned and leased facilities.

APPLICABLE FORMS

None.

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.
- In cooperation with each agency, completes the necessary space analysis and programming based on 150 square feet per person.
- Determines space requirements and assignments in accordance with space use guidelines.

Agency

- Provides information on staffing levels, equipment requirements, program adjacencies and business needs.
- Provides how programs use space, for example: full-time, hybrid, shared concept.

State Office Standards

- For all personnel below a 17-level classification, the standards for offices in state-owned and leased facilities with open plan modular partitions are a maximum 64 square feet, with a preferred range being 48-64 square feet.
- For 15- and 16-level managers with direct reports, the standards for workstations in state-owned and leased facilities with open plan modular partitions are based on 64 square feet. The 64 square feet workstations will typically be coupled with consultation/huddle rooms for manager/personnel conversations based on a ratio of one consultation/huddle room per three managers.
- Consultation/huddle rooms are to be constructed not less than 64 square feet are designed for multiple users. Smaller freestanding acoustical pods/booths should be utilized for single use occupancy.
- Modular partitions in open office plan will be restricted to 64” and below to allow proper Heating, Ventilation, and Air Conditioning (HVAC) circulation, fire suppression, and natural light to reach core areas of the floorplan. Any panel heights higher than 64” in open office plan will be considered an enclosed space and will follow Licensing and Regulatory Affairs (LARA) plan review guidelines.
- Where applicable, established building standards will be followed, including modular workstation sizes, workstation layouts, colors/fabrics and finishes. Any deviation from building standards will be at DTMB SFA’s discretion.
- 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.
- All personnel will be allowed one workstation or one floor-to-ceiling office in any state-owned or leased facility. Programs in multiple locations will select a primary location to work from and utilize shared or hoteling options when at alternative locations.
- Floor-to-ceiling offices, open offices, and conference rooms will be located off the window walls to improve natural light distribution and HVAC circulation throughout a building, including accessibility to the mechanical

commonly on the perimeter. Exceptions will be for Department Executives 19-level and higher if requested.

- Floor-to-ceiling offices, when deemed essential, are only for personnel at or above a 17-level classification. Allocation averages will be 120-150 square feet for 17- and 18-level Directors. 150-180 square feet for 19- and 20-level Directors. Above 20-level, including Department Directors, will have an average of 180-225 square feet. Exceptions will be based on functional needs to be determined in cooperation between DTMB SFA and the applicable agency.
- Exceptions to any of the State Administrative Guide Office Space Standards can be requested and should be submitted in writing to the Space Coordination Section Manager within the Real Estate Division of SFA for review.

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