

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY :

CODE NUMBER:

Facilities/Properties/Equipment/Vehicles

AC-5-6

TITLE:

Space Standards

ADOPTED:

2/1/89

AMENDED:

11/9/94

ORIGINATING DEPARTMENT:

Planning and Construction/Facilities
Management

PURPOSE/SCOPE:

The purpose of space standards is to establish a consistent program that can be utilized throughout the County for the uniform assignment of office and space areas. It serves as a guide for space planning, cost budgeting and facilities procurement.

POLICY/PROCEDURE:

The purpose of space standards is to establish a consistent program that can be utilized throughout the County for the uniform assignment of office and space areas. It serves as a guide for space planning, cost budgeting and facilities procurement. In addition, office space management has the following specific objectives.

- (1) To maximize efficient and economy in the use of space for operations performed without overcrowding or wasting floor and storage areas.
- (2) To assure all office workers as well as the public and visitors of comfort and convenience.
- (3) To establish efficient work flow patterns that are economical in application and provide continuously balanced capability of equipment and personnel at each space.
- (4) To provide work centers and individual work stations that are conducive to efficient work methods.
- (5) To establish flexibility in office layout for future rearrangement of work stations.

The following Space Standards have been developed based on research of established published space allocation standards for occupancy types. The figures target average or typical square feet allocations.

In addition, it is recognized that certain facilities or remodeling and restoration projects within facilities may not completely lend themselves to this standard and that they should still apply as a guide in those special cases.

<u>POSITION TYPE:</u>	<u>Square Feet</u>
I Constitutional. Officers	320
County Administrator	
County Attorney	
Court Administrator	
II Administration/Department Heads	270
III Division Director	224
IV Supervisors/Managers	120
v Secretary or Private Office	100
VI Work Stations (Drafting)	100
VII Work Stations (Reference)	100
VIII Work Stations (Clerical/Drafting)	60
IX Work Station	48
x Work Station	33

SUPPORT AREAS

Conference Room	25 sq. ft. per person
Interview Room	20 sq. ft. per person
Reception Room	20 sqft. per person
Active File Cabinets	12 sq. ft. each
Inactive Storage	Actual sq. ft. X 1.5
Plan Files	50 sq. ft. each
Circulation	20% of position space