

DAVID Y. IGE
GOVERNOR



RODERICK K. BECKER
COMPTROLLER

AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

June 7, 2017

COMPTROLLER'S MEMORANDUM NO. 2017-15

TO: Heads of Departments

FROM: Roderick K. Becker, Comptroller

SUBJECT: Space Need Computations for DAGS Office Space Requests

To further advance Executive Memorandum 11-09 and the Governor's priority of Effective, Efficient, and Open Government, the following procedures for office space in DAGS managed State buildings and/or commercial office space leased by DAGS will be effective July 1, 2017.

With each request for office space, the Space Need Computation Form for Personnel and Miscellaneous (Form 501) rev 21 dated May 2017 shall be submitted. Departments should review the Space Need Computation Instructions (Form 501i) prior to completing the Form 501. Both Forms 501i and 501 will be made available on the DAGS website (<http://pwd.hawaii.gov/office-space-forms/>) by July 1, 2017 or can be obtained from DAGS Public Works Division (DAGS-PWD) Planning Branch, phone 586-0500.

DAGS-PWD staff will review and evaluate the information submitted to determine the authorized space (Space Authorization) and will include discussions with the requesting agency and their input on their program's requirements. The Space Authorization will be used as a guide for DAGS' assignment of space (Space Assignment). The Space Assignment may differ from Space Authorization due to space configurations or modifications to fit within the available space. These assignments will be done in consultation with the requesting agency by the DAGS-PWD Planning Branch for State facilities and the DAGS-PWD Leasing Services Branch for leased facilities.

Use of the Form 501 is not retroactive and will be used only for new space requests, including new requests for commercial office lease or for relocation to a different office location. Space Authorizations for existing Space Assignments will not be recalculated unless they are required by DAGS for projects involving the renovation of current office space or the reconfiguration of

office space for consolidation of functions, programs and operations or for optimizing work flow.

Per the DAGS' web site and Comptrollers Memorandum No. 1993-15, requests for leased space shall also include the Leasing Information Request (PWD Form 500). The PWD Form 500 (rev August 9, 2013) and PWD 500i, Leasing Info Request Instructions, (rev August 9, 2013) can be downloaded at <http://pwd.hawaii.gov/office-space-forms/>.

If you have any questions on this matter, your staff may call Ms. Christine Kinimaka of the Public Works Division at 586-0500.

Attachments



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

PB Approved

1. Date

2. Page

1	of	5

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

3. Department		4. Division	
5. Branch	6. Section	7. Unit	
8. Contact Name	9. Email Address	10. Phone	

BUILDING INFORMATION

11. Building Name	12. Address	13. City	14. Zipcode
15. Lease Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Exercise Option	16. State Building <input type="checkbox"/> Shared <input type="checkbox"/> Not Shared	17. Floor(s)	18. Room #(s)

PERSONNEL SPACE AUTHORIZED

NUM	POSITION TITLE	SALARY RANGE (SR)	POSITION NUMBER	VACANT (Y OR N)	Sq FT AUTHORIZED	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						

REQUIREMENTS SUMMARY

Totals for this page:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
Totals for page 2:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
Totals for page 3:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
Totals for page 4:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
Totals for page 5:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
Totals pages 1-5:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
Total - misc space:	(From Misc Space Comp page)		Miscellaneous Space Authorized (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
	SF/Person	<input type="text" value=""/>					Grand Total	<input type="text" value="0"/>



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

PB Approved

1. Date

2. Page

2 of 5

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

3. Department		4. Division	
5. Branch		6. Section	
8. Contact Name		9. Email Address	
		7. Unit	
		10. Phone	

BUILDING INFORMATION

11. Building Name		12. Address		13. City		14. Zipcode	
15. Lease Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Exercise Option	16. State Building	<input type="checkbox"/> Shared	<input type="checkbox"/> Not Shared	17. Floor(s)
							18. Room #(s)

PERSONNEL SPACE AUTHORIZED

NUM	POSITION TITLE	SALARY RANGE (SR)	POSITION NUMBER	VACANT (Y OR N)	Sq Ft AUTHORIZED	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						

REQUIREMENTS SUMMARY

Totals for this page:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
------------------------------	------------------	--------------------------------	-------------------------------------	--------------------------------	-------------------	--------------------------------	-------	--------------------------------



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

PB Approved

1. Date

2. Page

3 of 5

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

3. Department		4. Division	
5. Branch		6. Section	7. Unit
8. Contact Name		9. Email Address	10. Phone

BUILDING INFORMATION

11. Building Name		12. Address		13. City		14. Zipcode	
15. Lease Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Exercise Option	16. State Building	<input type="checkbox"/> Shared	<input type="checkbox"/> Not Shared	17. Floor(s)
				18. Room #(s)			

PERSONNEL SPACE AUTHORIZED

NUM	POSITION TITLE	SALARY RANGE (SR)	POSITION NUMBER	VACANT (Y OR N)	Sq Ft AUTHORIZED	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						

REQUIREMENTS SUMMARY

Totals for this page:	No. of Personnel	Space Authorized for Personnel (SF)	Circulation (30%)	Total
	0	0	0	0



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

PB Approved

1. Date

2. Page

4 of 5

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

3. Department		4. Division	
5. Branch		6. Section	
8. Contact Name		9. Email Address	
		7. Unit	
			10. Phone

BUILDING INFORMATION

11. Building Name		12. Address		13. City		14. Zipcode	
15. Lease Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Exercise Option	16. State Building	<input type="checkbox"/> Shared	<input type="checkbox"/> Not Shared	17. Floor(s)
							18. Room #(s)

PERSONNEL SPACE AUTHORIZED

NUM	POSITION TITLE	SALARY RANGE (SR)	POSITION NUMBER	VACANT (Y OR N)	Sq Ft AUTHORIZED	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						

REQUIREMENTS SUMMARY

Totals for this page:	No. of Personnel	Space Authorized for Personnel (SF)	Circulation (30%)	Total
	0	0	0	0



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

PB Approved

1. Date

2. Page

5 of 5

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

3. Department		4. Division	
5. Branch		6. Section	7. Unit
8. Contact Name		9. Email Address	10. Phone

BUILDING INFORMATION

11. Building Name		12. Address		13. City		14. Zipcode	
15. Lease Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Exercise Option	16. State Building	<input type="checkbox"/> Shared	<input type="checkbox"/> Not Shared	17. Floor(s)
							18. Room #(s)

PERSONNEL SPACE AUTHORIZED

NUM	POSITION TITLE	SALARY RANGE (SR)	POSITION NUMBER	VACANT (Y OR N)	Sq Ft AUTHORIZED	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						

REQUIREMENTS SUMMARY

Totals for this page:	No. of Personnel	<input type="text" value="0"/>	Space Authorized for Personnel (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
------------------------------	------------------	--------------------------------	-------------------------------------	--------------------------------	-------------------	--------------------------------	-------	--------------------------------



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

PB Approved

1. Date

2. Page

1	of

SPACE NEED COMPUTATION (Miscellaneous)

REQUESTING AGENCY INFORMATION

3. Department				4. Division		
5. Branch			6. Section			7. Unit
8. Contact Name				9. Email Address		
10. Phone						

BUILDING INFORMATION

11. Building Name			12. Address			13. City		14. Zipcode	
15. Lease Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Exercise Option	16. State Building	<input type="checkbox"/> Shared	<input type="checkbox"/> Not Shared	17. Floor(s)		18. Room #(s)

MISCELLANEOUS SPACE AUTHORIZED

NUM	ITEM	NUMBER OR QUANTITY	UNIT OF MEASURE	AMOUNT PER UNIT	Sq Ft AUTHORIZED	REMARKS
1	Central filing: Legal File Cabinet*		each	9	0	*Indicates Items is subject to the 50% File Reduction
2	Central filing: Lateral File Cabinet*		each	9	0	
3	Central filing: Bookshelf (36"X14")*		each	9	0	
4	Central filing: Bookshelf (36"X12")*		each	9	0	
5	Central filing: Bookshelf (other - specify size)*		each		0	Specify size and unit area
6	Storage cabinet: 36"X18"		each	11	0	
7	Storage cabinet: (other - specify size)*		each		0	Specify size and unit area
8						
9	Central equipment: Fax Machine		each	8	0	
10	Central equipment: Copier (incl paper storage)		each	24	0	
11	Central equipment: Multi function device		each	34	0	
12	Central equipment: Printer		each	15	0	
13	Central equipment: Shredder		each	10	0	
14						
15	Mail room: Multi use table (30"X60")		each	30	0	
16	Mail room: Envelope Stuffer		each	20	0	
17	Mail room: Storage Cabinet		each	11	0	
18	Mail room: Postage machine		each	20	0	
19						
20	Multi use table (30"X60") for common use		each	30	0	
21	Work station for guest,contr worker, etc.		each	30	0	
22	Drafting table 72"X44"		each	45	0	
23						
24	Collaborative Meeting		person	10		
25	Conference room (Internal)		person			
26	Training room		person		0	
27	Reception area		person	10	0	Refer to Instructions, Part II
28	Interview rooms		each	70	0	
29	Staff room for isolated office		each			40 SF plus 3SF/pn over 20 pn up to 40 pn
30						
31	Plan rack storage 24"X32"		each	14	0	
32	Horizontal plan file 48"X40", 3 sect flat file		each	24	0	
33						
34	Server rack (provide dimensions)		each			
35						
36	Secure storage (if separate from central files)					
37	File cabinet		each	9	0	
38	Shelves		each	9	0	
39	Storage cabinets		each	11	0	
40						

REQUIREMENTS SUMMARY

Total - misc space, this page:	Miscellaneous Space Authorized (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>	50% File Reduction	<input type="text" value="0"/>
Total - misc space, page 2:	Miscellaneous Space Authorized (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>	50% File Reduction	<input type="text" value="0"/>
Total - misc space, page 3:	Miscellaneous Space Authorized (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>	50% File Reduction	<input type="text" value="0"/>
Total - misc space, pages 1-3:	Miscellaneous Space Authorized (SF)	<input type="text" value="0"/>	Circulation (30%)	<input type="text" value="0"/>	Total	<input type="text" value="0"/>	50% File Reduction	<input type="text" value="0"/>

INSTRUCTIONS FOR USE OF SPACE NEED COMPUTATION FORM 501, REVISED MAY 2017

GENERAL: Prepare the Space Need Computation Form 501 (Form 501) using the attached DAGS Office Space Standards and Instructions. Space Computations may be prepared by the requesting department, consultants or DAGS Public Works Division (DAGS-PWD) Staff. Upon review and evaluation of the information provided on the Form 501, DAGS-PWD staff will determine your space requirements (space authorization) for assignment in either a DAGS managed State facility or State leased commercial building. The latest version of the Form 501 is posted at <http://pwd.hawaii.gov/office-space-forms/>

USE: Space Need Computation Forms need to be submitted for DAGS review and approval of space requirements. These forms justify assignment of space in a DAGS managed State facility or in a privately-owned commercial building under a DAGS managed lease.

LEASED SPACE: The DAGS Public Works Division (PWD) Leasing Services Branch should be contacted for all lease space requests. Leasing Information Request sheets (*PWD Form-500*), are required for any lease space requests and the Form 501 is a required attachment to the *PWD Form-500*. Forms, Instructions and other requirements for leasing requests are listed at <http://pwd.hawaii.gov/office-space-forms/>

FILLING OUT THE FORMS: (Items 1-18 are identical on both Personnel and Miscellaneous Space forms)

Items 3-7. Primarily self-explanatory. Items 8, 9 & 10. Contact name, email address, & phone number shall be for the person responsible for the Form 501.

Items 11-18. For Items 11-14, 17 & 18. Provide information on the existing building, including the building name, address, city, zip code, floor(s) and room(s) that the organization currently occupies. If the request is for new space assignment, write "new" for item 12 "Address" and leave Items 11, 13, 14, 17 & 18 blank.

Item 15, Lease Type. Indicate by checking only one box whether the space need computations are for a new, renewal or exercise of an option for a lease. If not a lease request, leave blank.

Item 16, State Building. Indicate if the requesting organization currently occupies a building shared with other State organizations or occupies the entire building. If the request is for a new space assignment, leave blank.

All office space requests should list staff positions on the Form 501 in accordance with the approved Departmental Organization and Position Organization Chart (Org Chart). Information should be itemized and broken down by Department level, Divisions, Branches, Sections, Units, or portions thereof, whenever possible. Personnel Space Authorization should be consolidated on the same form to include state personnel from multiple Divisions, Branches, Sections, Units, or portions thereof to be located in the same office. To expedite the DAGS-PWD staff review process, building information should be provided on the forms for all existing offices and if available, a floor plan with proper scales or dimensions should also be submitted.

List all staff positions on the approved Org Chart with complete information on position descriptions, SR ratings, position numbers and vacancy information. If the position is vacant, provide information only if and when the position will be established or approved for filling. Space authorization for offices will follow the office space standards in Part I of the Instructions. Group staff positions by units if multiple units within the organization are covered by the same Form 501. The appropriate square footage amounts will be inputted by DAGS-PWD staff during their validation of the space authorization. Space authorization for personnel that are not on the approved Org Chart will follow the standards listed in Part IV and the information needed to determine the proper personnel space authorization should be submitted with the Form 501. Totals will be computed by formulae in the form and do not need to be inputted.

Space Need Computation Form for Miscellaneous Spaces should be submitted for all office space requests and should list the consolidated requirements for operational support spaces, furniture, and equipment that are needed in addition to the Space Need Computation Form for Personnel.

Please list all quantities for furniture and equipment used for office printing, scanning, or other reproduction; central filing, central storage or central libraries; or other common use functions. The quantities should not include the file cabinets, tables, shelves and equipment for an individual workspace since the furniture and equipment for the individual's use should fit within the space authorized for personnel. Space authorization for furniture and equipment will follow the space standards in Part II, page 4, of this instruction. The form has the space authorization areas per unit. Deviation from the standards will require additional justification such as dimensions, quantities and use of non-standard equipment, etc.

Please list the quantities for miscellaneous space or operational support areas such as reception areas, collaborative meeting space, conference rooms, training rooms, libraries (if a special room is required), mail rooms, staff rooms (break or lunch rooms), and interview rooms as listed on the forms. At a minimum, the data listed in Submittals on page 3 and in Part II, pages 5-6, of these instructions should be submitted as justification for the support areas. Deviation from the standard or requests for space not listed in the standards will require additional justification.

To continue the Executive Branch's policy for efficient use of office space and paperless workflow, validated file storage requirements performed from 2013 to 2018 shall be reduced by 50 percent from their space authorizations. Exemptions to the reduction requirement will be made on a case-by-case basis based on the organization's storage justifications. Justification of file storage requirements shall accompany all new space requests. The resulting space total will be indicated on the Miscellaneous Space Tab.

State of Hawaii
Department of Accounting and General Services
Division of Public Works
Office Space Standards
Revised May 2017

GENERAL

The Department of Accounting and General Services shall use this office space standard to determine space authorizations for State of Hawaii offices. The office space standards are listed in 4 parts:

PART I. Space authorization for offices of State of Hawaii Departments

PART II. Space authorization for furniture, equipment, and miscellaneous or supplementary areas

PART III. Criteria for lighting, air conditioning and flooring for the office environment

PART IV. Criteria for positions not listed on approved organizational charts

These office space standards supersede the standard dated 06/19/13.

AUTHORIZATION FOR OFFICE SPACE

The primary basis for authorizing office space is the Department of Budget and Finance (B&F) approved Departmental Organization and Position Organization Chart (Org Chart). Each position that is filled or approved to be filled will be authorized space in accordance with these office space standards.

Space will also be provided for positions that are not shown or supported by the B&F approved Org Chart, in accordance with Part IV standards. Part IV standards apply to those positions that are in the process of becoming permanent positions, contract workers, emergency workers, consultants with contracts that authorize use of State office space, student workers and other miscellaneous positions. Additional justification and documentation for these positions will be required as described in Part IV.

Office space is also authorized for miscellaneous or operational support areas such as conference rooms, staff rooms, storage, etc. and for furniture and equipment that are not part of individual staff offices.

USE OF THE OFFICE SPACE STANDARD

The DAGS-PWD staff is responsible for interpretation of office space standards. The departments are responsible for providing current and accurate information on their authorized personnel, accurate counts of required equipment and furniture, justifications for any deviation required from the standards and all supporting documents as listed in the standards.

Deviations from the office space standards will require sufficient justification that completely support any changes and additions required. The justification should be based on performance of work functions that drive any special needs not accounted for in the allowances. The Comptroller must approve all requests for deviations that exceed the standards.

Office space standards are applied independently of existing space configurations or existing office sizes. Adjustment for any inefficiencies of existing space configurations will be addressed in the final assignment of office space in a DAGS managed facility or under a DAGS issued lease.

-- Authorized Space is the amount of office space (for personnel, furniture and equipment and operational support areas) in a DAGS managed state facility or leased space, that DAGS qualifies for requesting departments. The space authorized is derived from DAGS' review and approval of space need computations. Authorized space includes an additional 30% circulation factor on the space authorized for Personnel and for Miscellaneous and operational support areas.

-- The space authorized by DAGS is referred to as "usable" space, which means office space that the user department can actually use and occupy. The DAGS measurement generally excludes the building exterior walls, interior demising walls that separate occupants, common use corridors, bathrooms, utility rooms, mechanical rooms, janitor rooms, stairs and elevators.

-- Assigned Space is the amount of space that the requesting department is granted in a DAGS managed state facility or commercial lease space. Actual Assigned Space may differ from Authorized Space due to various reasons, such as: the unavailability of the exact size of space authorized, the outcome of terms negotiated for lease space, limiting physical constraints and configuration of the space or building.

The office space standards are recommended based on space required for modular office furniture that would provide more efficient layouts and space conservation.

Partial-height partitions shall be the authorized standard. Full-height partitions (solid walls or modular panels) are limited to those positions which are identified in the Part I standards (and in special cases for specific staff) that are validated by DAGS-PWD staff to require audio and visual privacy for performance of job functions.

The area authorized for each position includes space for staff furniture, equipment and miscellaneous items required for personnel to perform their duties. These items include desks, chairs, side chairs or visitors' chairs, work surfaces, typewriters and stands, file cabinets or lateral files, computers, individual printers, bookcases, shelves, credenzas, wastepaper baskets, etc. as required by the position. Any furniture or equipment that is non-standard that requires space above the normal authorization for each position must be justified and supported by the staff position's job functional requirements.

The area authorized for miscellaneous space is for furniture, equipment and those items that are not assigned to any staff position and are for common use within the organization. Such items are delineated in Part II of the office space standards. Any furniture or equipment not listed in Part II but meeting the criteria for common use items should be added to the forms with proper dimensions of the item. Examples of such items are rolling high density compact shelving, servers, floor standing safes, or vaults. Dimensions of the items will be used to generate a space authorization using architectural or engineering standards.

Authorization of space for collaborative meeting space, conference rooms, reception areas, storage areas and libraries require additional justification and submittals as described below under the section titled "Submittals".

SUBMITTALS

Submittals such as the current B&F approved Departmental Organization and Position Organization Chart (Org Chart) and supporting justification for miscellaneous or operational support areas as listed below are equally as important as the data provided in the space need computation forms. The following items and information are required for proper authorization of space:

1. Form 501 listing all positions requiring office space, building information (if the office is in an existing leased building or State owned building), quantities for miscellaneous space required.
2. Current approved Org Chart with additional information for positions not shown on Org Chart (see Part IV of the standards). Also, for positions not shown on the Org Chart, HRD-1 (Position Action Form) or BJ Details (Table BJ) or any appropriate approvals, as determined by current and applicable Budget Execution Policies and Instructions.
3. Justification for supplementary or support areas:
 - A. Reception Areas
 - Average number of clients per day
 - Average time spent per client
 - Number of servicing workers
 - Size of current reception area
 - Furniture required in reception area
 - B. Collaborative Meeting Space/Conference Rooms
 - Purpose(s) for the conference room e.g. organization meetings, training, interviews, etc.
 - Number of people per use (average and maximum)
 - List of furniture (identify non-standard furniture e.g. media control center, work stations, etc.)
 - Location and size of current conference room(s)
 - Annual Log for weekly usage of current conference room(s)
 - C. Libraries
 - Number of shelves (provide size of shelf unit)
 - Types and number of other furniture e.g. work table, chairs, microfiche viewer, etc.
 - Types and number of documents
 - Users of library
 - D. Storage
 - Items to be stored
 - Frequency that stored items are accessed
 - Age of stored items and required storage timeframe. For file storage, include digital archiving plan or provide justification on why files cannot be digitized and must be kept in on-site.
 - Type, number and size of storage containers (file cabinets, boxes) - if secured storage rooms are required, explain why locking file cabinets will not suffice

**OFFICE SPACE STANDARD - PART I
OFFICES OF STATE DEPARTMENTS**

GROUP CLASSIFICATION - FULL TIME EMPLOYEES

SPACE ALLOCATION (SF) & OFFICE TYPE

	Standard Furniture	Modular Furniture
I. <u>DEPARTMENT OR EQUIVALENT</u>		
Department Head, Superintendent, or equivalent	150 full-height partition	150 full-height partition
Deputy Department Head	150 full-height partition	150 full-height partition
Staff Officer reporting to Department Head or Deputy	(See Group III - Branch Chief)	(See Group III - Branch Chief)
Departmental Administrative or Business Management Officer	120 full-height partition	120 full-height partition
Departmental Personnel Officer	120 full-height partition	120 full-height partition
II. <u>DIVISION OR EQUIVALENT</u>		
Division Chief, Assistant Superintendent, Governor's Liaison, or equivalent	120 full-height partition	120 full-height partition
III. <u>BRANCH OR EQUIVALENT</u>		
Branch Chief	100 partial-height partition	100 partial-height partition
Head of Boards, Commissions, Offices or similar agencies	100 partial-height partition	100 partial-height partition
IV. <u>FULL-TIME EMPLOYEES</u>		
Supervising Attorney	100 full-height partition	100 full-height partition
Non-Supervising Attorney	80 full-height partition	80 full-height partition
Section Head	80 partial-height partition	48 partial-height partition
Unit Supervisor	80 partial-height partition	48 partial-height partition
Non-Supervising Staff SR 14 and above	80 partial-height partition	48 partial-height partition
Non-Supervising Staff SR 13 and below	65 partial-height partition	48 partial-height partition
VII. <u>FIELD WORKER</u>		
Field Inspector and Out-Service Worker	30 partial-height partition	30 partial-height partition

**OFFICE SPACE STANDARD-PART II
FURNITURE, EQUIPMENT, AND MISCELLANEOUS AREAS**

This space standard is intended to cover standard furniture, equipment, and miscellaneous items in State of Hawaii offices. Any items not listed in this standard should be identified and supporting justification provided by the departments on the need for it to accomplish specific job functions as well as dimensions of the item and the reason it cannot be accommodated in standard space allocations. Items not listed in this section will be allocated space on an item-by-item basis using engineering and architectural space planning methods.

FURNITURE (Items not assigned to specific personnel or positions)

Area(SF)

Table - multi-use, work table, 60" x 30"	30	Time saver standard = 5' x 6' space (w/o circulation)
Computer Work Station, 60" x 30"	30	Time saver standard = 5' x 6' space (w/o circulation)
Drafting Table, 72" x 44"	45	Applied time saver std = 6' x 7.5' (w/o circulation)

EQUIPMENT (Items not assigned to specific personnel or positions)

Legal File Cabinet, 18" x 28"	9	Time saver std layout, 8 files in 72 SF
Lateral File, 36" x 14"	9	3' x 3' space (w/o circulation)
Bookshelf, 36" x 12" or 36" x 14"	9	3' x 3' space (w/o circulation)
Storage Cabinet, 36" x 18"	11	3' x 3.5' space (w/o circulation)
Plan rack, 24" x 42" or vert dwg file, 24" x 32"	14	2' x 7' space (w/o circulation)
Horizontal Plan File (flat file) 48" x 40"-stacked 3 high	24	4' x 6' space (w/o circulation)
Fax	8	2' x 4' space (w/o circulation)
Shredder or recycling collection box	10	2.5' x 4' space (w/o circulation)
Copy Machine, 30" x 42" & paper storage	24	2 x footprint (use 2.5' x 3.5') + 2 boxes 1.5' x 2' = 24 SF
Printer, 24" x 36" & paper storage	12	2 x 2' x 3' for printer, 1 box 1.5' x 2' = 12 SF
Multi-function device, 30" x 60" (printer, scanner, fax) & paper storage	34	2 x footprint (use 2.5' x 5') + 3 boxes 1.5' x 2' = 34 SF
Media equipment, controls & cabinet, 30" x 36"	17	3' x 5.5' (clearance of 3' on one side)
Camera & screen on cart or credenza, 24" x 65"	42	7' x 6' (clearance of 3' at front, 2' at back)
CCTV monitor on cart, 30" x 42"	12	3' x 4'
Server rack - use layout, or rack footprint x 5.0 or area per rack plus clearances required	40	2' x 3.5' rack (7 SF) + clearances = 4' x 10' = 40 SF/rack

MISCELLANEOUS AREAS

Reception Areas

1. Reception area space will be allocated only as needed. The required size of the reception area is based on the average number of visitors and servicing workers in the area at any one time. Historical information from each unit, section or branch should support the requirement. Separate reception areas for each unit, section or branch should be allocated only if physical separation of the organization's work space precludes having common reception areas. Reception areas should be combined for the department, branch, or sections to the maximum extent possible when the organizations are located within the same building. Allocate 10 SF per client and service worker for reception areas based on the average number of clients & workers to be accommodated at one time.
2. Generally, reception areas are usually located directly off public corridors and serviced by a secretary or clerk. The reception area should be allocated as personnel office space and additional space for the receptionist's desk and chair should not be allocated as part of the reception area calculations.
3. Usually only side chairs are provided in smaller reception/waiting areas of 50 to 70 SF. Reception spaces smaller than 50 SF will usually only accommodate standing room and counter service. Reception areas larger than 70 SF should have space that could be comfortably furnished and should be smartly decorated. Lounge type chairs or sofas could also be accommodated in the larger spaces without additional allocation of space.
4. For a new office or program, if data is not available on number of clients, wait time, etc., reception space authorizations can be made using the following table as a guide. Reception areas should be combined where possible if departments, divisions, branches, sections or units are collocated within a building. The combined requirements for these units should be reduced by 25%.

	<u>1-10 employees</u>	<u>11-20 employees</u>	<u>> 20 employees</u>
	<u>Reception Area (SF)</u>	<u>Reception Area (SF)</u>	<u>Reception Area (SF)</u>
Branch/Section/Unit	0	50	70
Division	0	70	100
Department	0	N/A	150 (Directors office) 100 (Deputy Directors office that is separate from Director)

Staff Rooms

Staff rooms are calculated on a floor-wide basis and are not included in an office's space requirement unless they occupy the entire floor or are in isolated areas.

1. A single staff room of 240 SF shall be allocated wherever there are 40 or more employees on the floor and should be shared by all State agencies occupying that floor.
2. Staff rooms of 240 SF will accommodate 40 to 80 persons. This includes space for a sink, counter, cabinets, chairs, and a refrigerator. If more than 80 employees are on the floor, total staff room space shall be allocated based on 240 SF + 3 SF/pn for number of employees over 80 and the space distributed to two or more rooms as required.
3. Staff rooms of 40 SF will be allocated for 20 employees with an additional 3 SF/pn up to 39 employees. This includes space for a sink, counter and refrigerator.

Collaborative Meeting Space

1. With smaller personnel space and increased personnel density, collaborative meeting spaces of 10 SF per person will be allocated as closed or open meeting areas. The minimum collaboration meeting space for closed areas shall be 80 sf.
2. If an office is unable to utilize the current space standard (i.e. unable to acquire modular furniture), collaborative meeting space allocation shall be zero (0).

Conference Rooms

1. The rooms shall be allocated based on needs established from records of past use or projections of meetings, training sessions, interviews, briefings or other such uses that can be substantiated. Refer to the Submittals instructions on page 3 for the type of information required for justification of the rooms. Rooms shall be allocated based on average attendance and not maximum attendance.
2. The rooms should be jointly used by various organizations within a building to the maximum extent possible. Only private, internal conference rooms are included in Misc Space. Otherwise, conference room requirements are calculated on a building-wide basis. Also, the rooms should be designated for multiple purpose use (i.e. training and private interviews as well as for meetings). Use of partitions in larger conference rooms that would allow dividing into two or more smaller rooms should be considered.
3. If data on past or projected use and number of attendees is not available or if the organization is new, authorization of conference room space will be based on number of employees and 50% average attendance for primary functions should be used. The following criteria based on the number of employees will be used for authorization of conference room space:

Number of employees (w/o private offices)	*Conf Rm Seating	Room Size (SF)	Remarks
0 - 16	5 - 8	120 SF	
17 - 50	8 - 25	120 SF + 10 sf/pn over 15 pn	Accommodates average attendance for primary functions of 50% of organization size, 120 SF to 470 SF
51 - 100	25 - 50	470 SF + 10 sf/pn over 50 pn	2 rooms, total area 470 SF - 970 SF; located adjacently w/sound proof moveable partition walls if possible
>100	>50	970 sf + 10 sf/pn over 100 pn	Separate total area into 2 or more rooms located adjacently w/ sound proof moveable partitions if possible

* To determine average attendance for primary functions, seating is based on 50% of the total number of employees (unless other data is provided to support seating capacity greater than the aforementioned authorization)

4. Conference rooms used for teleconferences should include provisions for video equipment to be utilized. Height of ceilings, arrangement of seating to view screens and for video coverage of participants may reduce seating capacity of the conference room. To maximize use of space, conference rooms should be multi-purpose and jointly used. If a conference room will be used for teleconferencing, utilize tables that can be moved to accommodate teleconference seating.

Interview Rooms

1. Interview rooms shall be authorized where staff/client relationships require privacy and conference rooms are not available or if interviews are conducted as a daily work function such that these rooms are required for 3 or more hours in a day. Whenever feasible, private offices of staff who conduct interviews should be used as an alternative for interview rooms. Interview rooms shall be 70 SF and could accommodate a maximum of 7 persons dependent upon furniture used in the room

2. If interviews involve more than 6 persons, conference rooms shall be utilized. An additional space authorization for the larger interview attendance shall only be made if the larger interviews are conducted daily for more than 3 hours. Logs or records of past interview frequency shall be provided as justification. For interviews that require video and audio recording, additional space for monitoring equipment (in the room or remote location) should be added of 17 SF for equipment, controls & cabinet. If monitoring requires an independent observer at a remote location, add 30 SF for desk and chair.

Mail Rooms

Mail rooms shall be allocated as separate rooms only where mail handling is centrally accomplished for divisions or departments at a high enough volume to justify mail distribution services. Mail rooms shall be allocated based upon furniture used in the room. A representative mail room is as follows:

Postage meter	1 each	20 sf/each	20 SF	Meter on table, 24" x 48", 4' X 5'
Work table	1 ea/50 pn	30 sf/each	30 SF	For mail sorting
Storage cabinet	1 ea/50 pn	11 sf/each	11 SF	For storing envelopes, mail supplies
Shelves	1 ea/50 pn	9 sf/each	9 SF	For mail sorting & distribution boxes
Total			70 SF	

OFFICE SPACE STANDARD - PART III OFFICE ENVIRONMENT

This space standard is intended to cover the office environment including lighting, air conditioning and flooring.

LIGHTING Lighting shall be provided at the following levels:

<u>Maintained Foot Candles</u>	<u>Type of Task or Area</u>
50 - 75	Difficult seeing task, i.e., drafting, laboratory.
30 - 50	General office areas, private offices, collaborative meeting space, and conference rooms.
15 - 20	Reception areas and auditoriums.
15 - 20	Storage rooms, corridors, and washrooms.

AIR CONDITIONING Air conditioning shall be provided for most office buildings. The standard temperature shall be 75 degrees Fahrenheit with 50 per cent humidity. The designer shall allow adequate cooling for heat generated from equipment.

FLOORING Floor covering shall be appropriate for the office usage and may be wood, tile, or carpet tile.

**OFFICE SPACE STANDARD - PART IV
PERSONNEL POSITIONS NOT LISTED ON AN APPROVED ORGANIZATIONAL CHART**

POSITIONS NOT ON THE DEPARTMENTAL ORGANIZATION & POSITION ORGANIZATION CHART	SPACE ALLOCATED (SF)	CONDITIONS
A. PERMANENT POSITION TO BE ESTABLISHED	FULL ¹	A1. If the Department requesting the space provides a letter indicating the status of funding, approval ² for the position and position description to determine Group Classification.
	0	A2. If Condition A1 is not fully met.
B. STATE CONTRACT HIRE, EMERGENCY HIRE, FEDERAL FUNDED POSITIONS	FULL ¹	B1. If, as of the date of the request: I. The employee has more than 2 years or more remaining on the contract and the Department requesting the space provides a letter ³ indicating the contract information and position description to determine Group Classification; or II. The employee has less than 2 years remaining on the contract and the Department requesting the space provides at least a letter ³ with the position description and statements on the intent to renew the contract and projected term of the renewal and remaining contract period will be at least 2 years; or III. The employee is a newly hired contract worker or a contract worker to be hired in the near future and the Department requesting the space provides a letter ³ indicating the status of funding, approval of the position, term of the contract (2 years or more) and the position description.
	30	B2. If, as of the date of the request, Condition B1 is not fully met and space is required for less than 2 years.
	0	B3. If the contract has expired, the contract has been terminated for convenience or the contract worker works 20 hours or less in the office.
	48	C1. If the Consultant is required to perform work in the State office per terms of the contract for 120 or more days per year.
C. CONSULTANT TO STATE	0	C2. If Condition C1 is not fully met.
	30	D1. These positions are not permanent State positions and may be seasonal or intermittent due to the nature of the position. A permanent office is not authorized but the space allocation amount is based on providing a multi-use table that would be allocated 30 sf/table for positions working 20 or more hours per week.
D. STUDENT INTERN, STUDENT HELPER, STUDENT HIRE, VOLUNTEERS	30	
E. BORROWED POSITIONS or TEMPORARY ASSIGNMENTS	0	F1. To avoid double counting the space allocation should be made only for the permanent position for any borrowed positions. If the position is a temporary assignment into an approved position, the allocation will be made based on Part I and II for State of Hawaii workers for both positions. See Part I and II.
	10	G1. For full time security officer providing access control to the building or program security.
G. SECURITY OFFICER (Building Access)	0	G2. If Condition G1 is not fully met.

Notes:

1. Full space authorization is defined as the amount of space shown by Part I for the DAGS office space authorization standards for State offices. Authorizations are based on the Group Classification for the position.
2. Position approval is defined as either an HRD-1 "Position Action Form" or annual approved budget details (Table BJ) or an approved request to establish and fill unauthorized positions per Budget Execution Policies and Instructions.
3. The letter providing the information on the positions and contracts shall be released at the Division level or higher (i.e. the letter should be from the Division Head or higher to the DAGS-PWD or higher).