Universal Space Management Standards

PURPOSE

Real property is an asset that has value to the state. This asset shall be managed and maintained in a manner that enhances its value. State space needs will be satisfied in existing state-controlled space to the maximum extent practical.

It is the intent of DGS to provide agencies with a quality workplace environment that supports program operations, preserves the value of real property assets, reduces overall state work space to essential minimum requirements and meets all local, state and federal codes. All space allocation figures listed in these standards are not-to-exceed (NTE) figures.

State work space should support and improve the productivity of its employees and programs. Universal standards and practices for space planning, furniture standards, and professional design and layout services will be used to achieve this goal.

The use of an open plan design reduces initial construction costs as well as future remodeling and leasing expenses. The cost to build an enclosed office is significantly higher than the cost of building an open office area and does not offer the ease of adding workspaces or reconfiguring a space that open office design does. An open plan using a universal work station design adapts to personnel turnover and changing technology that minimizes reconfiguration expense and disruption by focusing on the staff, not furniture.

An “open office” policy that utilizes a universal workstation design has been adopted as the state’s space management standard approach. As an enhancement to worker satisfaction and productivity, this design allows natural light to be shared by more employees and promotes team work and information sharing. As an enhancement to worker comfort, an open plan without demising partitions between units within a department significantly increases the efficiencies of heating and cooling systems which in turn reduces energy usage.

Small, medium and large conference rooms combined with team collaboration spaces support the open office design and offer many meeting options. Conference rooms and phone rooms provide spaces for both formal meetings and private or confidential conversations. Open team areas provide for informal meetings or work sessions. The size and number of these areas will be based upon the size of the floor or leased area. Private phone rooms and a large break room and kitchen will also be provided for staff use.
Multiple Function Devices (MFD all-in-one printer, copier and fax machines) will be consolidated to common areas and space for recycling stations throughout a floor or suite will reduce overall equipment needs and energy usage while providing an incentive for staff to move about and interact.

**SCOPE**

This document outlines the policies and procedures for state agencies during acquisition and allocation of state owned and leased space. These standards replace all previous standards published by the State of Alaska Department of Administration (DOA) and by individual state agencies. These standards apply to all space controlled by Executive Branch agencies.

The Division of General Services (DGS) will serve as the statewide office space and system furniture control manager. All requests for systems furniture must be submitted to DOA/DGS for review.

Acquiring, assigning and allocating space is a cooperative effort between the client agency and the DGS. The agency is knowledgeable of its mission and program needs. The DGS has the professional knowledge and abilities to translate these needs into technical real estate requirements and deliver space that supports the agency’s ability to execute its mission. Overall this enhances the workers’ ability to be productive while exercising fiscal responsibility to maximize the state’s return on investment.

It is the agency’s responsibility to ensure that DGS has the information necessary to develop these requirements in a timely manner. In the event that the space plan requires specialized needs, the services of a planning consultant may be required. When a planning consultant is not required, the agency would work directly with a Division of General Services representative.

**AUTHORITY**

AS 44.21.020(5) authorizes DOA to, “allot space in state buildings to the various departments according to need and available space.”

AS 36.30.005(a) grants, “…all rights, powers, duties, and authority relating to the procurement of supplies, services, and professional services, and the control over supplies, services, and professional services…” to the commissioner of administration and the chief procurement officer.

AS 36.30.060(a) and 2AAC 12.070 grant authority to prepare and approve specifications for supplies, services and professional services to the commissioner of administration and the chief procurement officer.

**POLICIES**

These Policies apply to all leased and state owned space controlled by the Executive Branch. The adoption of a universal space management standard ensures that assignment of work station and support spaces are consistent throughout state offices. This standard is intended to simplify furniture procurement and enhance work environments statewide, while providing savings in both space efficiency and operating expenses.
Agencies will be assigned space by the DGS based upon the total number of PCNs listed for the agency. The DGS has researched current findings from industry workplace studies as well as both public and private policies and standards in developing this new universal space management standard.

Agencies are to implement the universal work station layout to reduce the amount of space needed; increase flexibility and communication; and to maximize heating, ventilation and air conditioning efficiencies.

**This document was created to achieve the following end results:**

1. To provide an overview for agencies to understand space use requirements, space requests and facility space planning.
2. Implement current proven office concepts such as the open floor plan with partitioned spaces on the interior. Create a universal work station design that utilizes variable partition heights to optimize team collaboration and exposure to natural light.
3. Address the need to separate public and staff areas by offering multiple meeting options.
4. Ensure that assignment of on-site storage space is minimized as much as possible and fulfills state retention policies to discard/destroy unnecessary documents, manuals and duplicated and outdated materials.

**To meet these end results the following strategies will be applied:**

1. Space will be allocated based upon a single formula for all positions, with two multiplier categories. The total space computed using this formula will include reception or waiting areas, common meeting and break room spaces, private phone rooms and standard filing, storage and MFD/recycling spaces.
2. Per the *Space Allocation Worksheet (Appendix B)*, Classifications for PCNs include:

**Senior Management:**
Assigned private offices located on an interior or exterior wall: Commissioners, the Attorney General, Deputy and Assistant Commissioners, Deputy Attorneys General, Division Directors.

**Administrative:**
Assigned private offices located on an interior wall: Administrative Law Judges, Hearing Officers, Chief Assistant Attorneys General, Attorneys, Physicians, Psychiatrist and (1) Human Resource staff per Department.

**Management, Professional & Technical:**
Assigned universal, interchangeable open office workstations of the same size: Deputy Director, Division Operations Manager, Special Assistant to the Commissioner, Managers and Professionals, Para Professionals, Technical, Clerical and Seasonal.

**Other:**
Assigned slightly reduced size universal workstation and located toward the interior of the office and may be shared or hotel stations: Part Time (Employees working less than 37.5 hours per week), Intern, Telecommuter, Contractor and Vendor.

3. Enclosed office locations at the Senior Management level may be placed on an exterior or an interior wall. All other enclosed offices will be constructed with glass relites/windows and located on the interior core area to free up the exterior for open office stations and to increase natural light to these and other areas.

4. Sufficient and easily accessed meeting spaces will be provided so that all visitor meetings may be held in these transitional spaces and not within a work station or office where classified or confidential information may be present.

5. Personal equipment will not be housed within any workstations. Equipment such as space heaters, coffee makers, microwaves, refrigerators or other non-office related appliances have a significant impact on energy efficiency as well as heating, ventilation and air conditioning systems and consume valuable office space.

6. Senior management furniture purchases using State funds are limited to the following systems furniture, which can include: desk, credenza, book cases, small meeting table and guest chairs, and filing cabinets. State funds shall not be used to purchase couches and other living room furniture.

7. Personal printers for employees are prohibited, unless specific approval is provided by the Agency’s Commissioner or designee. Purchases and placement of printers, copiers, fax machines and MFDs should be scrutinized by agency managers to ensure efficient use of these resources. Managed Print Services contracts will be made available for this purpose.

8. **Special Support Areas, (Appendix C)**, must be justified and require construction upgrades beyond that of normal office space. Examples include secure storage rooms; hearing rooms with increased acoustical requirements; laboratories with extensive plumbing; and file rooms that require structural floor upgrades.

9. Employees will be required to comply with the “clean desk” policy to eliminate unauthorized disclosure of confidential information and reduce the need for private office space. A clean desk is one that is clear of all paperwork containing confidential or privileged information.
OBTAINING SPACE

The Department of Administration, Division of General Services assists state agencies in obtaining functional and cost-effective facilities. Agencies determine the size and type of facility needed by using the State Universal Space Management Standard Formula. This formula is to ensure that state facilities will meet a consistent level of space utilization and efficiency. The State Universal Space Management Standards shall apply to all facilities being remodeled; newly constructed buildings or offices; newly leased space; or when leases are extended. In addition, DGS will transition certain agencies and offices to the new standard on a case-by-case basis.

OFFICE PLANNING STANDARDS

The Office Planning Standards describe how office space owned or leased by the State will be planned when designing new buildings or remodeling or re-configuring existing facilities.

1. Agencies will fill out the Universal Space Management Standards Space Allocation form to compute the total allowable usable space to fit their needs. Professional space planning services will be available to agencies to help them comply with the new standards.

2. The universal open office design will be the standard for state owned and leased facilities. Floors or contiguous spaces that contain multiple agencies within the same department will not have separating walls unless there is a specific requirement for separation.
   A. Justification must be submitted in writing to create a suite separation within contiguous space occupied by agencies within one department.

3. All furnishings and MFDs will be purchased through a statewide contract through DOA/DGS. New furniture will be a uniform brand, style, model and color throughout all offices statewide.

4. There will be two sizes of universal work stations. Stations will be based upon a 24 inch module. Stations will be grouped on a central spine that is perpendicular to the exterior window with step down panels parallel to the exterior to extend views and natural light into the work area.
A. The majority of open office positions will be located in a 6’ X 8’ (48 SF) work station footprint. These will be grouped into neighborhoods of 4 – 8 work stations. There will be (4) options with varying storage and work surface layouts within the 6’ X 8’ workstation footprint to meet individual work requirements.

B. Interns, visitors, telecommuters and contract workers will be located in a 6’ X 6’ (36 SF) workstation footprint.

C. Included in each neighborhood will be a common area to house shared storage and team breakout spaces.

5. Enclosed offices, other than at the Senior Management level, and other enclosed spaces, shall be located in the interior (core) areas of the building rather than on windowed exterior walls and will be conservative in size. The preferred location of the offices at the core will allow natural light to extend to a maximum number of employees and better dissipate heat and cold from exterior walls and windows resulting in energy savings. The offices will be constructed with relites/windows to allow natural light into office.

6. All enclosed offices will use standardized systems furniture.

7. Meeting spaces will be classified as follows – large and medium meeting rooms will be available for scheduling by any agency through approved state scheduling software. These rooms will be located in common corridors or near the reception area, to prohibit non-State employees or unauthorized persons from entering the work site areas. Small conference and group meeting rooms as well as phone rooms will be unscheduled and available to the staff within the floor or suite to meet with guests and for employees’ immediate needs.

8. Storage space will be kept to a minimum size and located at the interior (core) of the buildings.
   A. File rooms shall be limited to only items that cannot be archived and must be on site. Agencies should carefully adhere to their records retention policies.
   B. Office supply storage or secure storage shall be minimal in size and located at the interior (core) of the building.

9. Special Support Areas require justification and will be addressed on a case-by-case basis.

10. Open design environments require staff to be cognitive of personal noise levels to minimize disruption to neighbors. The use of personal radios, music systems or speaker phones is discouraged.

11. Employees are required to ensure all confidential and personal documents are secured at all times.

GENERAL INSTRUCTIONS TO REQUEST SPACE

Requests for additional allocation or modification of space in state owned or leased facilities shall be made in writing to the DGS by the agency head or designee of the requesting agency. Refer to application forms found in Appendices A – C.

1. Requests shall provide the following information, which includes:
   • Purchase Requisition Form (PR) (Appendix A)
   • Universal Space Management Standards – Space Allocation Worksheet (Appendix B)
   • Justification for Special Support Areas Allowance (Appendix C)
• Current PCN list, including employee names and titles
• Current agency organizational chart
• Requests for additional space at an existing location need to include a current floor plan with each current PCN noted. A hand drawn sketch is acceptable.

2. Exceptions:
The Department of Administration will review all requests for exceptions to the Standards. Exception requests should be submitted to DGS, and signed by the requesting Agency’s Department Head. The request must clearly demonstrate that an exception is needed to effectively carry out the Agency’s mission. After receipt, the Contracting Officer assigned and the Leasing and Facilities Manager will review the request and recommend a course of action to the DGS Director, who will issue a final determination.

3. Agency Approval Designee:
Exception memorandums & Justification for Special Support Area Allowance forms must be approved by the designated Agency Department Head. Each Agency should evaluate and determine the designee. DGS will do their best to ensure the Agency’s Administrative Service Director and Procurement Officer are notified on each request for use in the Agency internal review process.

UNIVERSAL SPACE MANAGEMENT STANDARDS – SPACE ALLOCATION WORKSHEET (APPENDIX B)
The space allocation standards contain two categories of space:

1. Space is calculated using the Universal Space Management Standards Space Allocation Worksheet. A simple formula is used to calculate the total allowable usable square footage.
   A. Office – The Space allocation Worksheet, (Appendix B) is an interactive form allocating space per PCN and provides the total allowable usable square footage. This includes suggested staff position square footages for listed categories. These are suggested not-to-exceed figures rather than entitlements.
      • The first total (Part A), provides the entire square footage for ALL employees and support space.
      • The second total (Part B), details individual private office, workstation and support allocations that must fit within the allowable square footage under Part A.
   B. Support Spaces are included in the total allowable usable area (Part A). These include reception or waiting areas, file rooms, supply areas, phone rooms, team meeting spaces, conference rooms, MFD/recycling areas, and break rooms.

Special Support Areas are those spaces that require construction upgrades beyond that of normal office space. These spaces will be developed separately by the agency through the submittal of a Justification for Special Support Areas form (Appendix C) and approved by both the agency Director and Division of General Services.

If an agency does not have access to a space planner with the expertise to assist in determining actual space layouts or requirements for any special area allocations, DGS can provide or assist in contracting for this service. Agencies will reimburse DGS for the cost of providing third party contractor expertise for this function.
**PR - Purchase Requisition Form**

<table>
<thead>
<tr>
<th>REQUISITION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TO</td>
<td></td>
</tr>
<tr>
<td>PR-</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE DELIVERY REQUESTED AT DESTINATION</th>
<th>DATE OF PURCHASE REQUISITION</th>
<th>F.O.B. POINT</th>
<th>DATE P.R. SENT TO GS</th>
<th>ASSIGNED TO</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>TELEPHONE NUMBER</th>
<th>Stock Req. No.</th>
<th>BID/CONTRACT NO.</th>
<th>DATED</th>
<th>ORDER NO.</th>
<th>DATED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUGGESTED CONTRACTORS - (3) - (INCLUDE ADDRESS &amp; PHONE NUMBER)</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SHIPPING INSTRUCTIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SPECIAL INSTRUCTIONS TO GS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>COMMODITY CODE*</th>
<th>QUANTITY REQUIRED</th>
<th>UNIT OF MEASURE</th>
<th>DESCRIPTION, PERFORMANCE REQUIRED, INTENDED USAGE</th>
<th>ESTIMATED UNIT PRICE</th>
<th>ESTIMATED EXTENDED PRICE</th>
</tr>
</thead>
</table>

*COMMODITY CODE REQUIRED ON ALL P.R.s SENT TO GENERAL SERVICES

<table>
<thead>
<tr>
<th>INVOICE ADDRESS</th>
<th>ARE FEDERAL FUNDS INVOLVED?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REF</th>
<th>TYPE</th>
<th>NUMBER</th>
<th>AMOUNT</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PVN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURCHASING AUTHORITY NAME</th>
<th>TITLE</th>
<th>PURCHASING AUTHORITY’S SIGNATURE</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUPPLY OFFICER APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
</tbody>
</table>

CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation or that there is a sufficient unencumbered balance in the ascription cited to cover this obligation. I am aware that certifying false, inaccurate or misleading documents constitutes an
## Purchase Requisition Form - Continuation

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>COMMODITY CODE*</th>
<th>QUANTITY REQUIRED</th>
<th>UNIT OF MEASURE</th>
<th>DESCRIPTION, PERFORMANCE REQUIRED, INTENDED USAGE</th>
<th>ESTIMATED UNIT PRICE</th>
<th>ESTIMATED EXTENDED PRICE</th>
</tr>
</thead>
</table>

**NOTE**: If this P.R. is for leased space or janitorial services, attach appropriate specifications.

---

Page ____________ of ____________
## PART A - MAXIMUM TOTAL Square Footage allowed per suite
1. Total usable office space shall not exceed 160 SF per full time PCN.
2. Part time, seasonal interns, contractors and telecommuters are allocated slightly less than 1/2 of one PCN.
3. The 160 SF per PCN includes all non-structurally changed standard support spaces. Examples include waiting areas, conference rooms, MFD areas, team spaces, phone booths, break rooms and storage.
4. Enter total current PCN count only.
5. Part A total cannot exceed Part B total.

<table>
<thead>
<tr>
<th>PCN</th>
<th>Type</th>
<th>Qty</th>
<th>160 SF</th>
<th>75 SF</th>
<th>Total SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Equivalent</td>
<td>Primary</td>
<td></td>
<td>160</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Part time (under 37.5 hours per week)</td>
<td>Hotel Station</td>
<td></td>
<td></td>
<td>75</td>
<td>0</td>
</tr>
<tr>
<td>Intern</td>
<td>Hotel Station</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Telecommuter</td>
<td>Hotel Station</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Contractor/Visitor</td>
<td>Hotel Station</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### PART A - Total allowable usable square feet
0
0

## PART B - DETAILED PCN & SUPPORT SPACE
1. These figures are not-to-exceed examples and must be adjusted as needed to remain within the total allowable usable office space referenced in Part A.
2. If Part B total exceeds Part A, a Justification For Special Support Areas is required providing evidence why additional support space is needed to meet the Agency’s mission.

### PCN

#### Senior Management
- Dept. Head (Exec Branch Commissioner, AG)
- Deputy/Assistant Commissioner
- Deputy Attorney General
- Division Director

#### Administrative
- Chief Assistant AG
- Attorney/ALJ/Hearing Officer
- Medical Physician/Psychiatrist
- Human Resources (1 per Department)

#### Management/Professional/Technical
- Deputy Director
- Division Operations Mgr.
- Special Assistant to the Commissioner
- Managers & Professional
- Para Professional
- Technical
- Clerical & Seasonal

#### Other
- Part time (Under 37 1/2 hours per week)
- Intern
- Telecommuter
- Contractor/Visitor

### SUPPORT AREAS
- Multiple Function Device (MFD) Stations
- Team Space
- Storage
- Waiting Area
- Phone Booth
- Conference - Lg*
- Conference - Med*
- Conference - Sm*
- File Rm - Lg*
- File Rm - Med*
- File Rm - Sm*
- Break Room - Lg*
- Break Room - Med*
- Break Room - Sm*

*Justification is required for these rooms, actual layouts & needs may dictate differing square footages.

### Subtotal Support Area
0

### Subtotal PCN & Support Area
0

### PART B - Total Detailed PCN & Support Space with a circulation factor of 30%.

## Appendix Page | 3
### Justification for Special Areas Allowance

(See State of Alaska Space Allocation Standards).

<table>
<thead>
<tr>
<th>Date:</th>
<th>Requesting Agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Original Lease #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Division:</th>
<th>Requesting Lease Terms:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>P.R.#</th>
<th>Requesting Lease Amount: S.F.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Division Director Name/Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Area Requested:</th>
<th>Size: S.F.</th>
</tr>
</thead>
</table>

Type (See Space Allocation Standards)

<table>
<thead>
<tr>
<th>Agency Justification (Continue as needed):</th>
</tr>
</thead>
</table>

---

**DOA/DGS Contracting Officer. Review, Comments & Recommendation:**

- □ approved  
  - Date: ________________  
  - Signature: ________________

- □ denied  
  - Signature: ________________

---

**DOA/DGS State Leasing & Facilities Manager. Review, Comments & Recommendation:**

- □ approved  
  - Date: ________________  
  - Signature: ________________

- □ denied  
  - Signature: ________________

---

**DOA/DGS Director. Review, Comments & Recommendation:**

- □ approved  
  - Date: ________________  
  - Signature: ________________

- □ denied  
  - Signature: ________________