

STATE OF ALASKA

UNIVERSAL SPACE STANDARDS

QUICK GUIDE



THE STATE  
of **ALASKA**

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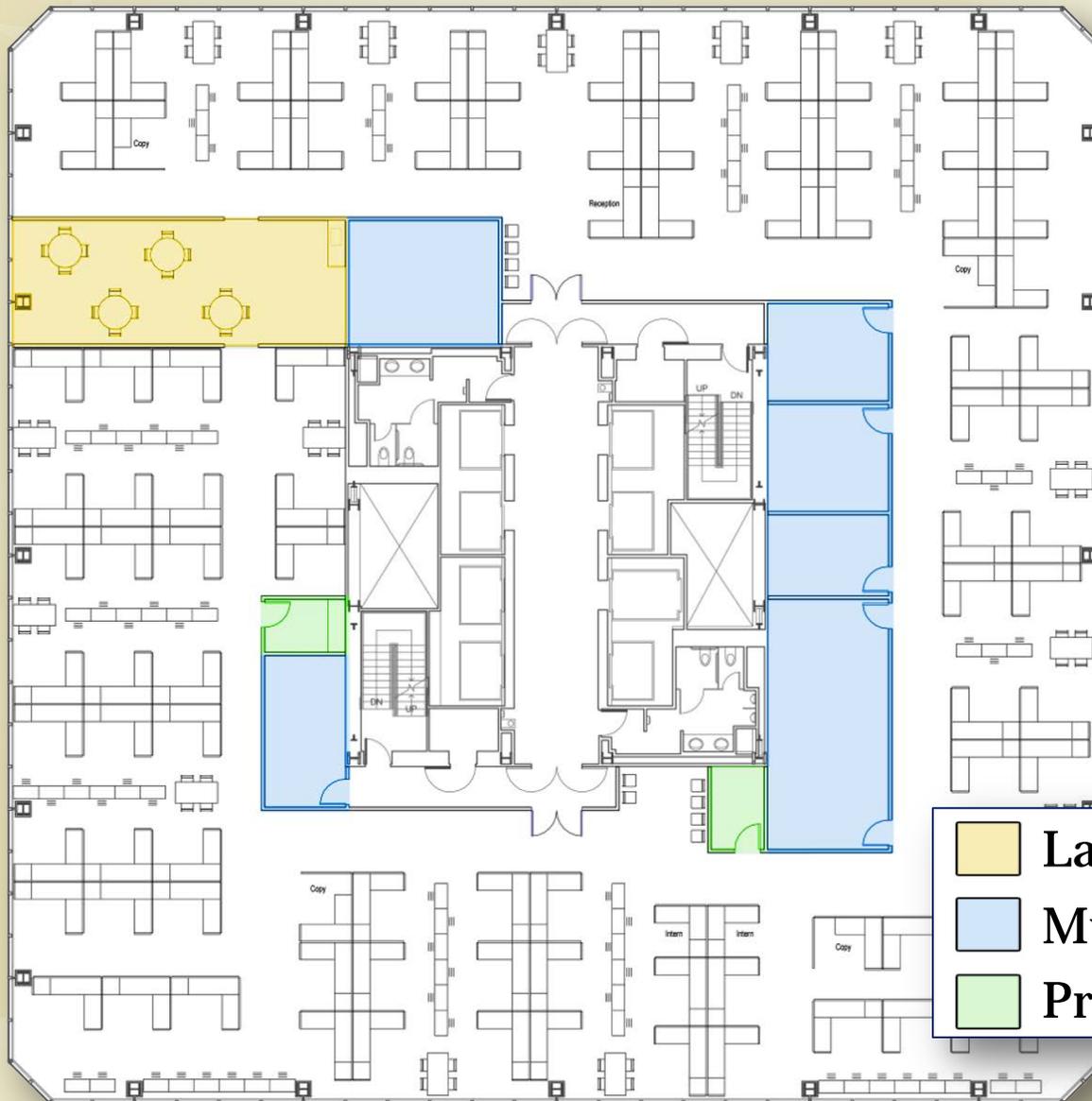
# UNIVERSAL SPACE STANDARDS

## Lower lease costs

### STATE EXAMPLE OF SAVED SPACE

More staff are able to work in the same square footage, dramatically reducing agency lease costs.

The floor plan on the left shows a real life example of the Department of Administration occupying one floor of the Robert B. Atwood Building while adhering to the new universal space standards.

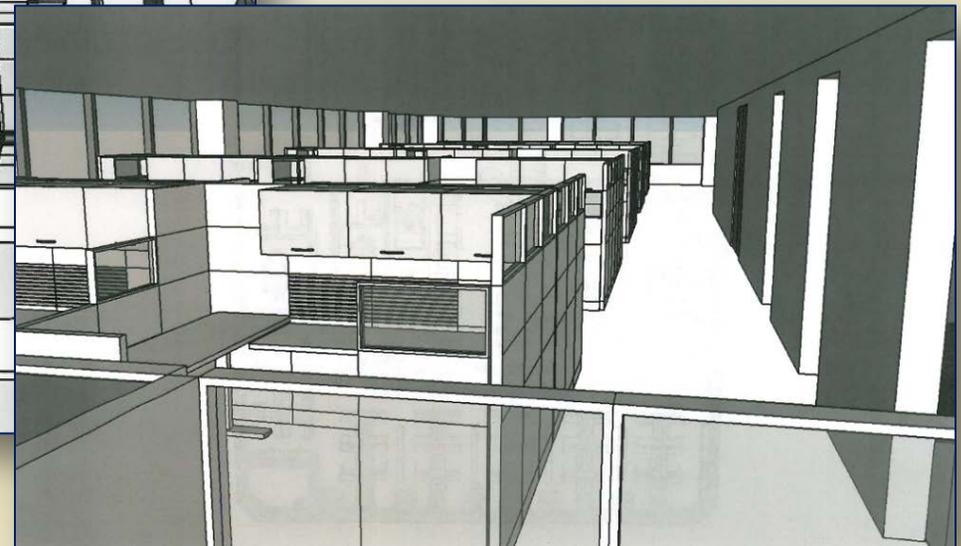
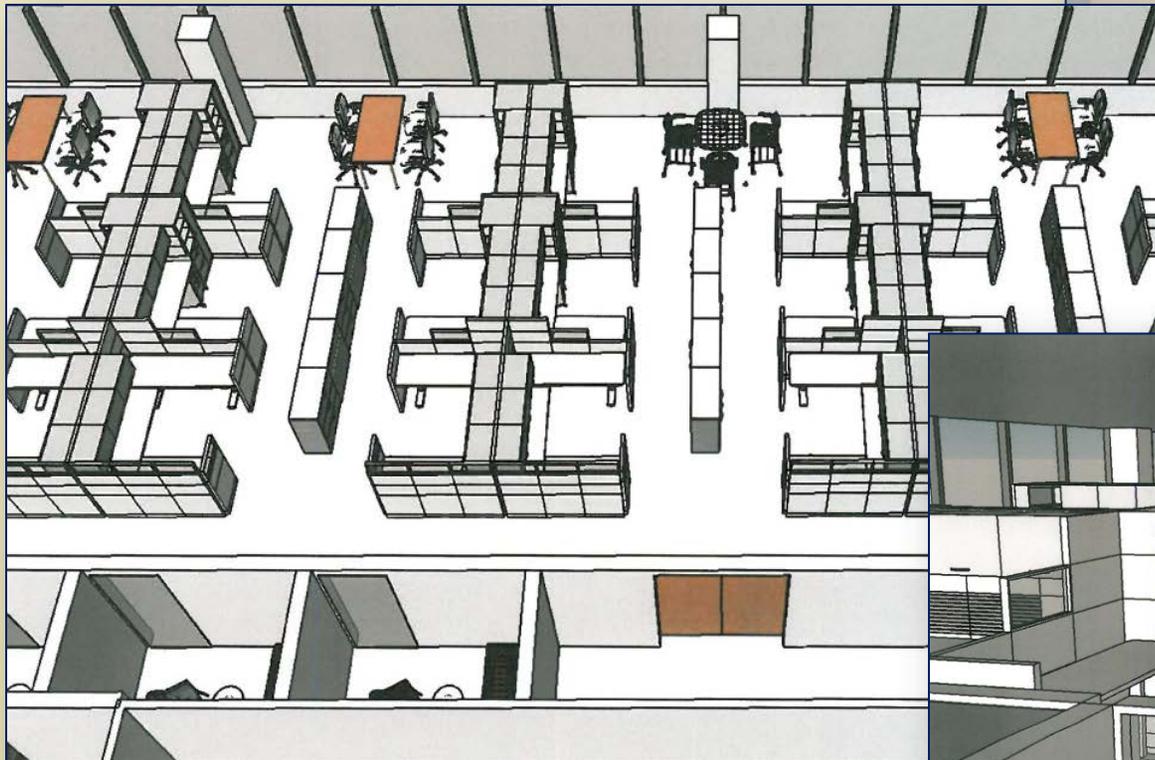


-  Large break room for employees
-  Multiple sizes for meeting rooms
-  Private phone booths

# UNIVERSAL SPACE STANDARDS

## Neighborhoods

Systems furniture neighborhoods encourage collaboration, effectiveness and open communication between team members.



*All: examples of an open office layout - from the design and to the style*

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## Community design, shared resources

Storage and resources such as copiers, fax machines and other common services will be centrally located in neighborhoods to reduce duplication.



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## Right to more light

Open floor plans that situate conference rooms, file rooms, and private offices near the building core allow natural light to reach all staff work stations.

*All: fewer walls allow for more natural light*



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## Meeting areas

Interior conference rooms, visitor stations, individual phone rooms, and café areas are readily available for team collaboration and private conversations.

*Below: break rooms for employees are bright and open*



*Right: example of a private phone booth for individual use*



# UNIVERSAL SPACE STANDARDS

## Universal standard concepts

Agencies in the Robert B. Atwood Building and State Office Building are already incorporating the space concepts found in the universal space standards.

*Example of existing open office configuration*



# UNIVERSAL SPACE STANDARDS

## Your new workspace

With new standardized office furniture employees will be familiar with the layout and function no matter what office they visit or work in.



*Left/Below: Your own space in a open office environment with lots of desk space can include a lift desk so employees can stand while working at their computer*



## UNIVERSAL SPACE STANDARDS

## Commonly Asked Questions

- **How do I find out more about the Universal Space Standards?**
  - Go to the Division of General Services website (<http://doa.alaska.gov/dgs>) to find the FAQ guide prepared to answer an array of frequently asked questions.
  
- **My agency is ready to adopt the new standards, what next?**
  - Go to the Division of General Services website (<http://doa.alaska.gov/dgs>) to find the Universal Space Standards calculation form and associated waiver forms.
  
- **Where is there a memo or policy about these new standards?**
  - Please contact your procurement office or Administrative Service Director's Office in your department to get a copy of the Universal Space Standards memo issued by Alaska Governor Parnell's office.

