

OFFICE SPACE STANDARDS

Adopted April 16, 2003

Introduction

The State of Kansas Office Space Standards were adopted by the Governor and Cabinet in the spring of 2003 in an effort to more efficiently utilize state-owned and leased office space while at the same time provide adequate and appropriate office work space for state agency personnel.

The implementation of these standards is not intended to be retroactive, but rather to be implemented on an on-going basis as office reconfigurations or moves occur.

Objectives

- Reduce leased space property and expenditures.
- Increase number of people in state-owned properties.
- Maximize use of state-owned properties.
- Create equitable, efficient office space across all agencies/people and maximize utilization of real estate assets.
- Maximize future space flexibility through standard layout design & size of cubicles and hard walled private offices.

Space Standards

Workspace Space Assumptions:

1. Work Spaces are sized for work performed, not as file storage units.
2. Work Spaces are sized for job functions, not job titles or classification level.
3. Large file cabinets should be located outside of cubicles or in common file storage areas.
4. Common space and meeting rooms should be utilized as much as possible to reduce the need for private offices including supervisors meeting with employees (i.e. being a supervisor does not, in and of itself, mandate the need for a private office).

Space Standards Components:

There are two components to the State of Kansas Office Space Standards; overall office space standard and individual office space standard. Generally, it is expected that both components of the office space standards would be met. It is recognized that some exceptions to the standards will be necessary in the best interest of the

enterprise and that these exceptions will be managed on an individual basis.

Overall Office Space Standard:

The overall office space standard is a range of 210 usf – 250 usf per workstation/office (usf = useable square feet*). This does not mean that each workstation/office within the tenant’s area is within this range, but rather that the overall calculation of useable square feet of the tenant’s demised area divided by the number of workstations/offices is within this range.

* Useable square feet (usf) is defined as the total area that can be exclusively utilized by the tenant and does not include permanent building core areas and multi-tenant corridors and multi-tenant common areas. USF includes corridors and other “common areas” within the tenant’s demised premises (conference rooms, copy machine areas, reception areas, coffee stations, etc.) and all offices and workstations.

Individual Office Space Standard:

The individual office/workstation space standard is based upon the function of the position assigned to that office/workstation.

Recommended standard office sizes, using a 7-level size hierarchy in space standards, are as follows:

7-SIZE SPACE STANDARD SCHEME	PRIVATE OFFICE	WORKSTATION
Cabinet-level Secretary	300-400 SF***	NR*
Agency Administrator	180-225 SF	NR*
Department Manager	175-185 SF	120-150 SF
Supervisor/Senior Professional	110-130 SF	80-100 SF
Administrative Staff	NR*	60-80 SF
Junior Professional	NR*	50-60 SF

Intern, Data Entry

NR*

45-50 SF

* NR – Not Recommended

** Workstations assumed to be furnished with systems furniture

*** May include private office and conference room

8 X 8 Cubicle (A)

This is the standard workspace size for all non-supervisory functions that do not require special consideration for large documents or special equipment. 8 X 8 cubicles contain minimal file cabinets as cubicles are intended to be work areas not file storage areas. Significant file storage should be in cabinets either located outside the cubicles or in central file storage areas.

Classifications assigned this cubicle size that have supervisory duties and/or daily meetings with the public may be allowed to utilize the 8 X 12 cubicle with side chairs.

8 X 10 Cubicle (B)

This is the standard workspace size for all non-supervisory functions that require special considerations for large documents or special equipment. Typically, this cubicle size is used for architectural and engineering classifications.

This cubicle size is also used for high-level secretarial functions that require a mix of work surfaces with file storage.

8 X 12 Cubicle (C)

This is the standard workspace size for front line supervisors and managers or for job functions that require significant interactions with agency visitors.

Special circumstances may require the use of the 130 square foot solid wall office for the classifications assigned to this cubicle size.

Page last modified on: