

READ ME FOR USE OF SPACE COMP FORM

TO USE SPACE COMP PERSONNEL FORM AND SPACE COMP MISC FORM, PLEASE READ THE SPACE STANDARDS THAT FOLLOWS THIS READ ME ON THE NEXT PAGE.

ON THE SPACE COMP PERSONNEL FORM, THERE ARE 5 PAGES TO USE. ALL THE TOTALS WILL BE COMPUTED AUTOMATICALLY SO DO NOT FILL ANYTHING IN ON THE TOTALS SECTION.

ON THE SPACE COMP MISC FORM, THERE ARE 2 PAGES TO USE. ALL THE TOTALS WILL BE COMPUTED AUTOMATICALLY SO DO NOT FILL ANYTHING IN ON THE TOTALS SECTION

State of Hawaii
Department of Accounting and General Services
Division of Public Works
Office Space Standards
State-Owned Spaces

GENERAL

The Department of Accounting and General Services will use this office space standard to evaluate space requirements in state-owned space. This office space standard will be in three parts. **Part I** will be used primarily for main offices of each department. **Part II** will be used for branch offices in outlying civic centers including those on the neighbor islands. **Part III** will be used to compute space for furniture, equipment, and miscellaneous items. **Part IV** will be used by the architect/engineer to establish the office environment.

Full-height partitions will be allowed for certain positions and will provide both visual and audio privacy. Partial-height partitions will be allowed for certain positions and will be of varying heights and movable.

Changes and additions to the office space standard will be allowed if adequate justifications are given to support the changes and additions. The Comptroller must approve all requests for changes and additions to the office space standard.

This standard is based on standard office furniture. If modular office furniture is used, an evaluation shall be made based on the modular systems requirements.

The revised office space standard will supersede the standard dated 6/78.

AUTHORIZATION FOR OFFICE SPACE

The primary basis for authorizing office space are the approved departmental tables of organization. Each position that is filled or approved to be filled will be authorized space in accordance with this office space standard. The space authorized for contract workers and unclassified worker depend on the position level the worker occupies within the unit's organization structure and the term of employment. For example, if the contract worker or unclassified worker is a section supervisor, he or she will be provided office space as listed in Class Group IV. In addition, the term of employment must be a minimum of two years to qualify for the full space allocation. Contract and unclassified workers who do not meet the minimum term will be provided space as listed in Class group VII.

USE OF THE OFFICE SPACE STANDARD

DAGS' staff will interpret the space standard for State agencies in allocating office space. Besides the square foot area listed for each position in Parts I and II, a factor of 30% of the computed position area will be added for interior circulation. The square foot area for each position includes furniture, equipment, and miscellaneous items which are used and kept at the employee's station such as the desk, chair, side chairs, worktable, typewriter stand, file cabinet, computers, printers, bookcases, credenza, wastepaper basket, etc.

Office furniture, equipment, and other miscellaneous items which are not part of an employee's work station but are common use items such as file cabinets, storage cabinets, worktables, reception chairs, etc., will be provided square foot area in accordance with the standard listed in Part III. If office items that are being used are not shown on list, then measurements of the office items must be obtained and floor area allowed accordingly.

SUBMITTALS

The following items and information will be required to complete the office space need review:

1. Space computations forms.
2. Current approved Table of Organization
3. Current office assignment and area allocated
4. Justification for supplementary areas:
 - A. Reception Areas
 - Number of clients per day
 - Number of servicing workers
 - Average time spent per client
 - Size of current reception area
 - Furniture in reception area
 - B. Conference Room
 - Purpose for the conference room
 - Average number of people per use
 - List of furniture
 - Location and size of current conference room(s)
 - Log for usage of current conference room(s)
 - C. Library
 - Number of shelves
 - Types and number of other furniture
 - Number and types of documents
 - Users of library
 - D. Storage
 - Items to be stored
 - Interval stored items accessed
 - Age of stored items
 - Type, number and size of storage containers (file cabinets, boxes)

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

CLASS GROUP	CLASSIFICATION	SPACE ALLOCATION S.F. AND TYPE OF OFFICE
I.	<u>DEPARTMENT</u>	
	a. Department Head	300 full-height partition
	b. Deputy Department Head	230 full-height partition
	c. Staff Officer reporting to Department Head or Deputy Department Head	(See Class Group III- BRANCH- a. Branch Chief)
	d. Departmental Administrative or Business Management Officer	180 full-height partition
	e. Departmental Personnel Officer	150 full-height partition
II.	<u>DIVISION</u>	
	a. Division Chief	
	1. ES 01 and above; ESR 10-12 DOE Assistant Superintendent	230 full-height partition
	2. EM 03-07	180 full-height partition
	3. EM 01-02	150 full-height partition
	4. SR-23 and below	120 partial-height partition
	b. Staff Officer reporting to Division Head	See Class Group IV - SECTION
III.	<u>BRANCH</u>	
	a. Branch Chief	
	1. EM 06 and above; ESR 9 and above with 8 or more employees ¹ in the branch	180 full-height partition
	2. EM 06 and above; ESR 9 and above with less than 8 employees in the branch	150 full-height partition
	3. EM 04 and EM 05; ESR 7 and 8 with 8 or more employees in the branch	150 full-height partition
	4. EM 04 and EM 05; ESR 7 and 8 with less than 8 employees in the branch	140 partial-height partition
	5. SR 21-EM 03; ESR 4-6 with 4 or more employees in branch	120 partial-height partition
	6. SR 21-EM 03; ESR 4-6 with less than 4 employees in branch	100 partial-height partition
	7. SR 20 and below; ESR 3 and below	100 partial-height partition
	8. Supervisors working for Staff Officers	See Class Group IV-Section
	b. Head of Boards, Commissions, Offices, and/or similar agencies	
	1. Director, Chairman, Executive Secretary with 8 or more employees in the agency	180 full-height partition
	2. Director or Executive Secretary with less than 8 employees in the agency	150 full-height partition
	3. Supervisors working for Directors or Executive Secretaries	See Class IV-Section

IV.	<u>SECTION</u>	
	Section Head and Staff Agency Supervisor ²	
	a. SR 28 and above; ESR 7 and above with 8 or more employees in the section	140 partial-height partition
	b. SR 28 and above; ESR 7 and above with less than 8 employees in the section	120 partial-height partition
	c. SR 21-27; ESR 4-6 with 4 or more employees in the section	100 partial-height partition
	d. SR 21-27; ESR 4-6 with less than 4 employees in the section	100
	e. SR 20 and below; ESR 3 and below supervising 8 or more employees	100 partial-height partition
	f. SR 20 and below; ESR 3 and below	80
V.	<u>UNIT</u>	
	Unit Supervisor ²	
	a. Supervising Attorney	150 full-height partition
	b. Unit Supervisor supervising 8 or more employees	100 partial-height partition
	c. Unit Supervisor supervising less than 8 employees ³	80
VI.	<u>STAFF</u>	
	a. Non-Supervising Attorney	120 full-height partition
	b. SR 24 and above	90
	c. SR 14-23	80
	d. SR 13 and below	65
	e. Drafting Technician	70
	f. Secretary for Department Head and Deputy Dept. Head	100
	g. Division, Staff Office, Board and Commission Secretary (SR 14 and above)	80
	h. Clerical and Steno (SR 13 and below)	65
VII.	<u>FIELD WORKER</u>	
	Field Inspector and Out-Service Worker	
	a. Field Inspector and Out-Service Worker with more than half of the activities performed in the office	40
	b. Field Inspector and Out-Service Worker	30

¹ Employees shall be permanent full-time employees

² A section or unit composed of a single employee shall be computed under Class IV-Staff. Also, if the highest ranked position has two or more employees, assume one is the head

³ If SR 24 or higher, refer to Class Group VI (b)

**OFFICE SPACE STANDARD - PART II
BRANCH OFFICES IN OUTLYING CIVIC CENTERS
AND NEIGHBOR ISLAND CIVIC CENTERS**

CLASS GROUP	CLASSIFICATION	SPACE ALLOCATION S.F. AND TYPE OF OFFICE
I.	<u>OFFICE REPRESENTING A DEPARTMENT</u>	
	a. Head	
	1. ES 01 and above	230 full-height partition
	2. EM 06 and 07 with 8 or more employees in the office	180 full-height partition
	3. EM 06 and 07 with less than 8 employees in the office	150 full-height partition
	4. EM 03-05 with 8 or more employees in the office	150 full-height partition
	5. EM 03-05 with less than 8 employees in the office	120 full-height partition
	6. EM 02 and below	120 full-height partition
II.	<u>OFFICE REPRESENTING A DIVISION</u>	
	a. Head	
	1. DOE District Superintendent	230 full-height partition
	2. DOE Deputy District Superintendent	180 full-height partition
	3. EM 06 and above with 8 or more employees in the office	180 full-height partition
	4. EM 06 and above with less than 8 employees in the office	150 full-height partition
	5. EM 04 and 05 with 8 or more employees in the office	150 full-height partition
	6. EM 04 and 05 with less than 8 employees in the office	140 partial-height partition
	7. SR 21-EM 03 with 4 or more employees in office	120 partial-height partition
	8. SR 21-EM 03 with less than 4 employees in office	100 partial-height partition
	9. SR 20 and below	80
	b. Staff Officer Representative (reports to Department/Division Representative and Commission/Committee Representative)	
	1. SR 29 and above	150 full-height partition
	2. SR 26 and 28	120 partial-height partition
	3. SR 21-25	100 partial-height partition
	4. SR 20 and below	80
	c. Governor's Liaison	230 full-height partition
III.	<u>HEAD OF OFFICE REPRESENTING A BRANCH⁴</u>	
	a. SR 27 and above with 8 or more employees in the office	150 full-height partition
	b. SR 27 and above with less than 8 employees in the office	120 partial-height partition
	c. SR 21-26 with 4 or more employees in the office	120 partial-height partition
	d. SR 21-26 with less than 4 employees in the office	100 partial-height partition
	e. SR 20 and below supervising 8 or more employees	100 partial-height partition
	f. SR 20 and below	80
IV.	<u>HEAD OF OFFICE REPRESENTING A SECTION⁴</u>	
	a. SR 27 and above; with 4 or more employees in the section	120 partial-height partition
	b. SR 27 and above; with less than 4 employees in the section	100 partial-height partition
	c. SR 21-26; with 4 or more employees in the section	100 partial-height partition
	d. SR 21-26; with less than 4 employees in the section	100
	e. SR 20 and below	80
	f. Section Representative supervising 8 or more employees	100 partial-height partition

V.	<u>UNIT</u>	
	Unit Supervisor ⁵	
	a. Supervising Attorney	150 full-height partition
	b. Unit Supervisor supervising 8 or more employees	100 partial-height partition
	c. Unit Supervisor supervising less than 8 employees	80
VI.	<u>STAFF</u>	
	a. Non-Supervising Attorney	120 full-height partition
	b. SR 24 and above	90
	c. SR 14-23	80
	d. Technical (SR 13 and below)	65
	e. Drafting Technician	70
	f. Clerical and Steno	65
VII.	<u>FIELD INSPECTOR AND OUT-SERVICE WORKER</u>	
	a. Field Inspector and Out-Service Worker with more than half of activities performed in the office	40
	b. Field Inspector and Out-Service Worker	30

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- 4 A Branch or section composed of a single employee shall be computed under Class Group VI-Staff
- 5 One employee unit shall be considered as Class Group VI-Specialist and Professional. Also, if the highest ranked positions have two or more employees, assume one to be the head
- 6 If SR 24 or higher, refer to class group VI (b)

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

This space standard is intended to cover standard furniture, equipment, and miscellaneous in offices. Any items required office space and not listed in this standard will be treated on an item-by-item basis and areas followed as needed.

<u>FURNITURE</u>	Area(s.f.)
	<u>Includes Working Space</u>

Desk, chair, bookcase, file cabinet, side chairs, worktable, or Computer table-park of work station	
Table, multi-use, 60" x 30"	40
Computer Table, 60" x 30"	40
Drafting Table, 72" x 44"	50
<u>EQUIPMENT</u>	
Legal File Cabinet (1 to 4 units), 18" x 28"	12
Legal File Cabinet (5 units or more), 18" x 28"	10
Lateral File (1 to 4 units), 36" x 14"	12
Lateral File (5 or more units), 36" x 14"	10
Bookcase 36" x 14"	10
Bookshelf (1 to 4 units), 36" x 12"	12
Bookshelf (5 or more units), 36" x 12"	10
Storage Cabinet (1 to 4 units), 36" x 18"	15
Storage Cabinet (5 or more units), 36" x 18"	10
Plan rack, 24" x 32"	12
Horizontal Plan File 48" x 40"-3 high	32
Fax	15
Shredder	20
Copy Machine with paper	20

MISCELLANEOUS AREAS

Reception Areas

- * Reception areas will be allowed only as needed. The size of the reception areas should be determined by the number of visitors in the waiting area at any one time based on information received from each unit and observations.
- * General reception areas are usually located directly off public corridors and serviced by a secretary, clerk, of steno. Also, the director, division head, or branch heads offices are adjoining the reception area.
- * Usually only side chairs are provided in small waiting area, while larger waiting area may have sofa, side chairs, coffee table, etc.
- * Reception area should be comfortable and smartly decorated
- * The following criteria shall be used in assigning reception area if no data is available to determine the size of the reception area. Also, departmental, divisional, and branch reception areas can be combined, in which case the combined reception area will be reduced by 25%.

UNIT	0-10 Employees (s.f.)	11-20 Employees (s.f.)	More than 20 Employees (s.f.)
Branch	0	50	70
Division	0	70	100
Department	N/A	N/A	Director - 150 Deputy - 100

STAFF ROOMS

- * Staff rooms shall be allowed on a joint use basis if there are 40 or more employees per floor.
Staff rooms shall be 240 s.f. and shall include a sink, counter, cabinets, table, chairs and refrigerator space.
- * For single agencies in a facility with 20-39 employees, a sink and counter with 40 s.f. will be allowed.

CONFERENCE ROOMS

- * Conference rooms shall be assigned on joint use basis whenever possible.
- * The establishment of conference rooms shall be based on needs established from past records
- * Conference rooms shall be sized to accommodate average attendance.

INTERVIEW ROOMS

- * Interview rooms shall be allowed where staff/client relationship requires privacy and conference rooms are not available. Interview rooms shall be 70 s.f.

**OFFICE SPACE STANDARD - PART IV
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>
75-100	Difficult seeing task, i.e., drafting, laboratory.
50	General office areas, private offices and conference rooms.
35	Reception areas and auditoriums.
15-20	Storage rooms, corridors, and washrooms.

AIR CONDITIONING

Air conditioning shall be provided for all office buildings. The optimum temperature shall be 76 F. The designer shall allow adequate cooling for heat generated from equipment.

FLOORING

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

DAGS REVIEW CRITERIA FOR
PERSONNEL POSITIONS NOT LISTED ON AN APPROVED ORGANIZATIONAL CHART

POSITIONS THAT ARE NOT ON THE ORG-CHART	APPROVED SPACE (S.F.)	CONDITIONS
A. PERMANENT POSITION TO BE ESTABLISHED	FULL*	A1. IF THE DEPARTMENT REQUESTING THE SPACE PROVIDES A LETTER INDICATING THE FUNDING, POSITION APPROVAL**, AND SR RATING
	0	A2. IF CONDITION A1 IS NOT FULLY MET
B. STATE CONTRACT HIRE, EMERGENCY HIRE, FEDERAL FUNDED POSITIONS	FULL*	<p>B1. IF, AS OF DATE OF REVIEW:</p> <p>I. THE EMPLOYEE HAS MORE THAN 2 YEARS REMAINING IN CONTRACT, AND THE DEPT REQUESTING THE SPACE PROVIDES A LETTER INDICATING THE EQUIVALENT SR RATING OF THE POSITION, OR;</p> <p>II. IF THE EMPLOYEE HAS LESS THAN 2 YEARS REMAINING IN CONTRACT, THE DEPT REQUESTING THE SPACE PROVIDES A LETTER INDICATING THE EQUIVALENT SR RATING AND STATES THAT THE CONTRACT WILL BE OR INTENDS TO BE RENEWED FOR THE NEXT TERM, OR;</p> <p>III. IF IN THE CASE OF A NEWLY HIRED CONTRACT HIRE WORKER, THE DEPT REQUESTING THE SPACE PROVIDES A LETTER INDICATING THE FUNDING (FOR THE NEXT 2 YEARS), POSITION APPROVAL AND THE EQUIVALENT SR RATING OF THE POSITION</p>
	40	B2. IF, AS OF DATE OF REVIEW, CONDITIONS LISTED IN B1 ARE NOT FULLY MET.
	0	B3. IF CONTRACT WORKER HAS QUIT OR HAS BEEN TERMINATED.

C. CONSULTANT TO STATE	90	C1. IF THE CONSULTANT PERFORMS FULL TIME FOR 120 DAYS OUT OF THE YEAR IN THE OFFICE.
	0	C2. IF CONDITION C1 IS NOT FULLY MET
D. STUDENT INTERN, STUDENT HELPER, STUDENT HIRE	0	D1. THESE POSITIONS ARE NOT PERMANENT STATE POSITIONS AND THEREFORE, NO SPACE IS ALLOCATED TO THEM. HOWEVER, A MULTI-USE TABLE OF 40 S.F. PER STUDENT COULD BE PROVIDED UNDER MISCELLANEOUS AREAS.
E. BORROWED POSITIONS	0	D1. TO AVOID DOUBLE COUNTING..
F. SECURITY OFFICER	10	F1. IF THE SECURITY OFFICER IS FULL TIME
	0	F2. IF CONDITION F1 IS NOT YET MET

* FULL SPACE IS DEFINED AS THE AUTHORIZED SPACE AS INDICATED IN THE DAGS OFFICE SPACE STANDARD.

** POSITION APPROVAL IS DEFINED AS EITHER SF1 OR DPS 206 FORMS FILLED OUT COMPLETELY

NOTE:

THE LETTER AS A MINIMUM SHOULD BE ROUTED AT THE DIVISION LEVEL. (I.E. REQUESTING DIVISION HEAD TO DAGS' STATE PUBLIC WORKS ENGINEER)