Space Planning Policy
Service First Collocation
And
BLM OR/WA Space Policy

USDA FOREST SERVICE, REGION 6
DOI BUREAU OF LAND MANAGEMENT, OR/WA

June, 2006
# SPACE MANAGEMENT HANDBOOK

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CHAPTER 1
SPACE ALLOCATION ALLOWANCES

I. Introduction

This policy sets space utilization standards for the Bureau of Land Management, Oregon/Washington (BLM), there is a necessity to provide a consistent policy to be used for collocations with units of Region 6, US Forest Service (FS). This Policy will be used for the construction of new owned or leased facilities, including the design, development, and occupancy phases. This Policy will also be used for major remodeling or reconfiguration of existing owned, leased office space. The purpose of the policy is to provide employees with adequate, productive workspace at a reasonable cost, designed and occupied in a consistent manner.

II. Description

This document sets forth the space allocation allowances and general requirements for agency facilities. This policy is not intended for buildings that are Leadership in Engineering and Environmental Design (LEED) projects. LEEDS will not be used when developing requirements for collocated facilities.

III. General Office Space and Unauthorized Space

The standard for all office space in excess of 20,000 Gross Square Feet (GSF) shall be calculated as follows:

- The space shall not exceed 200 GSF per person, defined as budgeted full-time equivalent (FTE) plus ½ an FTE for each contractor meeting the criteria for space allotment. The 200 GSF includes rest rooms, janitorial, mechanical, corridors, circulation, vestibules, office space, support space, and special space.

For offices less than 20,000 GSF the space shall be calculated as follows:

- The space shall not exceed 230 GSF per FTE plus ½ an FTE for each contractor meeting the criteria for space allotment. The 230 GSF includes rest rooms, janitorial, mechanical, corridors, circulation, vestibules, office space, support space, and special space. This additional space is only to allow for building code and accessibility requirements which must be met in smaller facilities.

Development of the overall space plan begins with a current Table of Organization (TO). The Forest, Supervisors Office and District Offices will provide the Regional and State Offices an electronic TO with the following information:
• Position
• Name of the person in the position
• Type of Appointment (PFT, Other)
• Identification of Other types of Appointments (Term, Temporary, Contractor, etc.)
• Percentage of time spent in the field and office
• Location of current workstation (office, warehouse, off-site, etc.)
• Location of future workstation (office, warehouse, off-site, etc.)

The following decision guide is to be used to determine the space allocation for all contractors. Answer each question in the order presented until the end of the guide to determine if the Contractor is included in the space allocation:

• Is the contractor required to be on site due to customer service, access to records, confidential or security issues, or any other sensitive or proprietary reasons?
  If No, proceed to next qualifier
  If Yes, include
• Is contract a 300B (process) development work?
  If No, proceed to next qualifier
  If Yes, do not include
• Is contract a Multi-year award?
  If Yes, proceed to next qualifier
  If No, do not include
• Does contractor spend 60% or more time in the field?
  If Yes, do not include
  If No, proceed to next qualifier
• Are contract functions outsourced?
  If Yes, do not include
  If No, include

Open space planning concepts are to be used in all agency spaces. For all collocations, systems furniture will be utilized to meet space requirements. The space design reserves window, exterior space for the majority of employees housed in open space, special type spaces and private offices shall be based on space allowances identified in Section IV and are to be placed in the core area of the building. Space is to be designed in such a manner to allow after-hours use of the building for public meetings. The secured design will be equipped with SMART card access (or higher technology) and will require the use of public restrooms, the public room (if any) and the main conference room without access to the remainder of the building.

Space which can be replaced by commercial activities in the area or outsourced such as darkrooms, garages, shops, wash racks, etc. are not to be duplicated in government facilities. These are private sector services provided through other procurement means.
IV. **Space Allowances**

A. **Private Offices**

At the Regional and State Offices, private offices will be provided for the FS Regional Forester, Deputy Regional Forest, BLM State Director and Associate State Director and shall not exceed 200 Square Feet (sf) per office. Deputy State Directors, Branch Chiefs and Directors may be provided privates offices not to exceed 150 sf.

At the field and District offices, the Forest Supervisor and BLM District Manager private offices shall not exceed 180 sf. The FS Deputy Supervisor and the BLM Associate District Manager shall also be provided private offices not to exceed 150 sf.

Law Enforcement Officers shall be provided private offices not to exceed 150 sf.

In detached resource area offices, a private office, not to exceed 150 sf, shall be provided for the BLM Field Manager and/or Forest Service District Ranger.

Nothing in this policy modifies any existing agreements with the unions or the ability of either party to discuss impacts and implementation of this policy.

B. **Employee Workstations**

Systems furniture will be utilized for employee work stations when collocating. Provide 80 sf for each permanent full time (PFT) employee who is in the office more than 60% of the time. For employees in the office less than 60% of the time, a maximum workstation of 50 sf shall be provided. Provide 50 sf for other appointments, i.e. Temporary, Term, etc.

The unit manager may make adjustments to individual workspaces as long as they meet the overall guidelines of the space policy.

C. **Joint Work Areas**

If required due to the nature of a work function, joint work areas may be provided in open space for employee work areas, drafting table joint use area, team roundtable meeting areas, etc. Use 150 sf for every 10 employees as a guide. This space is included in the overall utilization rate.
D. **Conference Room(s)**

Designated conference rooms should not be planned for any individual employee. Determine the total conference area (space may be allocated in one or more rooms) requirement using the following formula:

\[
\text{Number of FTE in office area} \times 15 \text{ sf per seat} = \text{Total conference area.}
\]

Add conference room storage space for equipment at 100 sf for every 1200 sf of conference room space.

E. **Interview Rooms**

Interview Rooms may be provided to meet counseling/conferencing/meeting needs. Provide one interview room consisting of 150 sf for every 50 FTE.

F. **Employee Room**

Provide a minimum of 150 sf for a break/lunch room or multiply 25 percent of FTE by 10 square feet, plus 60 sf for vending machines and a refrigerator.

G. **Mail Room**

Provide 150 sf for a mail room for the first 75 FTE. Provide an additional 50 sf for each additional increment of 50 FTE, up to a maximum of 250 sf.

H. **Copy Room**

Provide 150 sf for a copy room for the first 75 FTE. Allow another 15 sf for each additional increment of 50 FTE, up to 200 sf maximum. Copy/printer alcoves can be used throughout the space rather than having such a large copy room.

I. **Supply Room**

Provide 150 sf for an office supply area for the first 50 FTE. Allow another 15 sf for each additional increment of 50 FTE, up to 250 sf maximum.

J. **Computer/Telecommunications Room**

Provide 150 sf for a telephone/Automated Data Processing (ADP) room for the first 50 FTE. Provide an additional 25 sf for each additional increment of 50 FTE, up to 250 sf maximum. Digitizing tablets or similar Geographic Information System (GIS) equipment are not to be placed in ADP rooms. This type of equipment is well suited for open office space or a GIS room.
K. **SMART Card Closet**

*When required*, provide necessary square footage for a closet to secure the SMART card computer and panel.

L. **Proprietary File Room**

Provide 200 sf for proprietary files for the first 50 FTE. Allow another 50 sf for each additional increment of 50 FTE, up to 300 sf maximum. Or, allow 12 sf for each 4 to 5 drawer lateral file cabinet. Storage and retrieval systems (S&RSs) can reduce floor filing space significantly, but may have floor load restrictions. Allow 150 sf for each S&RS.

M. **Reception Area**

The standard size is 350 sf. This area shall be designed to meet security standards of the FS, Region 6 for counter height, effective barrier to protect receptionist and emergency escape route. This standard is used as it is the most stringent. If it is determined that a larger reception area is needed, the additional space shall not exceed 750 sf and will be approved by the FS Regional Office and BLM OR/WA State Office.

N. **Public Room**

To be provided in offices with high public contact. When not in use by the public, the area can double as additional conference space. Provide 150 sf in field locations and 250 sf at State/Regional Offices.

O. **Central Files/Library**

To be kept to a minimum. Library information shall be stored only if the information is not readily available in electronic format or single use copy for shared use. When central files are required, allow 12 sf for each 4 to 5 drawer lateral file cabinet. All S&RSs can reduce floor filing space significantly, but may have floor load restrictions. Allow 150 sf for each S&RS. All central files and library space should be located in open areas.

P. **Evidence Storage Room**

Provide a closet within the Law Enforcement office or a separate room, depending on need, when law enforcement personnel are domiciled at the location and a secured file cabinet/safe is not sufficient.

Q. **GIS/Map**

*When required*, provide 200 sf for a GIS/Map room or area in general open area.
R. Radio/Electronics Closet

*When required*, provide a maximum of 150 sf for a radio/electronics room.

S. Finance Room

*When required*, provide a 150 sf secured room to count and process funds received from transactions.

T. Laboratory/Minerals Workroom

*When required*, provide 200 sf minimum for a laboratory/minerals workroom. Space over 200 sf must be justified and approved at the Regional/State Office.

U. Other/Special Areas

*When required*, provide other and special space such as displays, print centers, computer/radio workrooms, training room, etc. This space is included in the overall utilization rate.

V. Circulation Factor

A circulation factor of 25% accounts for all hallways and corridors, including open areas, and must be added for all office space. This circulation factor is a part of the utilization rate.

W. Restrooms

1. Employee Restrooms – Plan space for restrooms as shown below. For locations with less than six employees (combined male and female), provide one restroom of 65 sf.

<table>
<thead>
<tr>
<th>No. of Peak Hour Employees</th>
<th>No. of Toilets</th>
<th>No. of Sinks</th>
<th>Square Feet Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 10</td>
<td>1</td>
<td>1</td>
<td>65</td>
</tr>
<tr>
<td>11 to 24</td>
<td>2</td>
<td>2</td>
<td>85</td>
</tr>
<tr>
<td>25 to 35</td>
<td>3</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>36 to 55</td>
<td>4</td>
<td>3</td>
<td>130</td>
</tr>
<tr>
<td>56 to 75</td>
<td>5</td>
<td>4</td>
<td>190</td>
</tr>
<tr>
<td>76 to 95</td>
<td>5</td>
<td>5</td>
<td>225</td>
</tr>
<tr>
<td>96 to 114</td>
<td>6</td>
<td>5</td>
<td>250</td>
</tr>
<tr>
<td>No. of Peak Hour Employees</td>
<td>No. of Toilets</td>
<td>No. of Urinals</td>
<td>No. of Sinks</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>0 to 10</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>11 to 24</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>25 to 35</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>36 to 55</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>56 to 75</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>76 to 95</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>96 to 114</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Multiple locations of restrooms should be considered in the design process or when total employee complement reaches beyond 115 employees. (Note: The above criterion is for space planning purposes. The final design including accessible requirements will depend on codes and ordinances.)

**X. Public Restrooms** – If the above restrooms are not projected to be accessible from the public space, provide space in addition to what is required by code for separate male and female restrooms in the public area consisting of 65 square feet each with one toilet and one sink. A total of 165 sf design includes a drinking fountain and privacy vestibule.

**Y. Building Support** - The following are provided for planning purposes in determining the size of the building:

1. Custodial Closet – Provide 50 sf for every 20,000 GSF of total office space.
2. Entry Vestibule(s) – Provide 125 sf for every 10,000 GSF of total office space.
3. Mechanical Room – Allow 1.5% of total office space for mechanical equipment.

**NOTE:** The various types of space in this section are not entitlements nor are they necessarily present at each location and/or all inclusive of the different types of space that may be required. These types of space are provided when there is a need that can be justified by sound business rationale. *All of these office spaces are a part of the overall utilization rate and should be kept to a minimum.* No partitioned space should be built smaller than 150 usable sf. Any sizes that are provided are for the average size agency office and will need to be adjusted for small agency offices (under 20,000 GSF) or for very large agency offices (over 20,000 GSF). All above-standard enhancements are funded by the requesting office as a lump sum item with the approval of the State and/or Regional Office.
V. General Space – Fire Program

If fire dispatch or fire personnel are located in the same building, the utilization rate may be increased to accommodate these uses as follows:

1. **Fire Dispatch Office** – Provide a minimum of 250 sf for a fire dispatch office. For each person above a two person operation, add an additional 40 sf per person.

2. **Expanded Dispatch/Conference Room** – Provide 250 sf for expanded dispatch and/or conference room.

3. **Fire Ready Room** – Provide a fire ready room of 300 sf when required for up to ten people. Add 15 sf per person additional.

4. **Fire Restroom/Showers** – Provide separate restrooms and showers for male and females fire fighters when applicable. The restrooms should be adjacent to the dispatch area and sized in accordance with the table(s) in Section G above. Consider the use of unisex showers when there is a change in staffing which produces a significant difference in the number of males and females. Add 35 sf per shower in each of the male and female restrooms as follows:

<table>
<thead>
<tr>
<th>No. of FTE Employees</th>
<th>No. of Stalls</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 10</td>
<td>3</td>
</tr>
<tr>
<td>11 to 24</td>
<td>4</td>
</tr>
<tr>
<td>25 to 35</td>
<td>5</td>
</tr>
<tr>
<td>36 to 55</td>
<td>6</td>
</tr>
</tbody>
</table>

5. **Exercise Room** – *When required*, provide an exercise room consisting of 250 sf. If commercial facilities are available in the area, this will not be provided.

VI. Warehouse

Warehouse space should be provided based on justified need and local requirements. However, the warehouse will not exceed thirty-five percent of the overall office GSF. Caging and vertical storage systems should be considered to maximize capacity. Warehouse space is not included in the utilization rate, however office space within the warehouse area is included in the utilization rate.

VII. Standard vs. Above-Standard Items

Often times, requests are made to include items in the building that would be considered upgrades or above-standard to a normal office environment. When that occurs, the requesting office will be responsible for paying for the items outside the lease on a lump sum basis. The following is an attempt to clarify standard vs. above-
Standard, or upgrades.

Standard build out will include:

- Handicap Accessibility
- Fire & Safety General Requirements
- All items covered by Code
- Environmental Preferences – Greening Requirements
- Energy Conservation
- Heating, Ventilation & Air Conditioning
- Lighting – automatic interior & exterior
- Restrooms
- Drinking fountains
- Door & door hardware
- Vestibules
- Painted drywall walls
- Wall coverings in the main conference room and break room
- Carpet or vinyl floor coverings (ceramic tile in rest rooms)
- Lay in acoustical tile ceilings or drywall ceilings in such areas as restrooms
- Chair rails in main conference room and break room
- Typical break room counter space
- Typical reception area/public area counter and product storage cabinets
- Privacy locks or Smart Card Readers where appropriate (private offices, mail rooms, law enforcement, proprietary file room, comp/telecomm room, etc.)
- Four duplex outlets per private office/workstation
- Two multi-port data/telephone outlets per private office/workstation
- Accordion or panel room divider(s) in conference room(s)
- Automatic projection screen in main conference room
- Sound conditioning in walls where appropriate (e.g. conference rooms, break room, and restrooms)
- Smart Card Facility Access & Control System
- PA system
- Data and Telephone wiring per national specification
- Eyewash stations
- Satellite dish base and wiring (does not include dish or connections)
- Outdoor patio/break area slab (no furnishings)
- Covered parking for Government vehicles for locations in extreme weather areas
- Striped asphalt parking (customer, government, and employee vehicles)
- Stationary bicycle rack
- Identification sign base
- Flag pole(s)
- Wareyard fencing (w/3-strands barbed wire)
- Windows, sidelight windows & window coverings (mini blinds)
- Panic button at the front desk
• Radio tower base

Above-standard or upgrade (lump sum) items may include:

• Any item that exceeds those listed as standard
• Additional electrical or data/telephone wiring
• Raised flooring
• Electronic room dividers
• Lofts
• Wood shops, metal shops, etc.
• Wash racks
• Explosion proof storage equipment
• Heated exterior concrete entries
• Isolated ground outlets in work spaces
• Solid block or brick walls or slats in chain-link fencing
• Specialty window coverings beyond mini blinds
• Additional cabinetry & shelving.
• Front counter upgrades
• Exhaust systems

VIII. Exterior Areas

A. Parking

The following types of vehicle parking are included in space requirements packages:

1. Agency Owned and/or Leased Vehicles and Equipment

Agency owned or leased vehicles/equipment are generally provided with secured wareyard type space. The wareyard should have two separate entrance/exit locations to facilitate ingress/egress of official vehicles while loading/unloading operations are in progress. The size of the wareyard is to be kept as small as possible while still meeting the minimum needs of the using function. For security purposes both the entrance and the exit wareyard gates are to be equipped with SMART card access. The wareyard usually has one personnel gate. Consider a second gate for security/safety concerns.

In areas of extreme climate conditions, covered parking may be provided for small vehicles. Larger vehicles may be parked in three-sided storage sheds to provide protection from the elements. Heated vehicle storage will not be provided. Provide parking spaces in accordance with the following table:

<table>
<thead>
<tr>
<th>Parking Spaces by Size of Vehicles</th>
</tr>
</thead>
</table>

Attachment 1-13
<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Square Feet Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger</td>
<td>300</td>
</tr>
<tr>
<td>1-ton truck</td>
<td>300</td>
</tr>
<tr>
<td>2 1/2-ton truck</td>
<td>330</td>
</tr>
<tr>
<td>5-ton truck</td>
<td>500</td>
</tr>
<tr>
<td>7 to 9-ton truck</td>
<td>550</td>
</tr>
<tr>
<td>Semi Tractor</td>
<td>350</td>
</tr>
<tr>
<td>Trailer (20-30 ft)</td>
<td>400</td>
</tr>
<tr>
<td>Trailer (30-40 ft)</td>
<td>600</td>
</tr>
<tr>
<td>Trailer (more than 40 ft)</td>
<td>800</td>
</tr>
</tbody>
</table>

2. **Visitor Vehicles**

A minimal number of visitor parking spaces in areas where public or commercial in and out parking facilities are not available in close proximity to the Agency office should be provided. At remote offices which have significant recreational vehicles towing trailers, a limited number of pull-through visitor parking spaces are provided.

Provide visitor parking, following consultation with local management, in accordance with the following table:

<table>
<thead>
<tr>
<th>Visitor Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Vehicle</strong></td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Passenger</td>
</tr>
<tr>
<td>Disabled Parking</td>
</tr>
<tr>
<td>Motorcycle</td>
</tr>
<tr>
<td>RV</td>
</tr>
</tbody>
</table>

3. **Employee Vehicles**

Employee parking is generally provided. However, the following conditions should be considered when determining the number of spaces:

a. The office facility is not served by a public transportation system.
b. No commercial parking facility exists, or is available, within a three-block radius of the office.
c. All day unrestricted parking spaces are not available, or parking is not allowed, on adjacent streets or highways within a three-block radius of the office facility.
d. Local building codes require a commercial or office facility to provide off-street parking onsite.

When required, provide parking spaces in accordance with the following table:

<table>
<thead>
<tr>
<th>Employee Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Vehicle</strong></td>
</tr>
<tr>
<td>Passenger</td>
</tr>
<tr>
<td>Accessible Passenger</td>
</tr>
<tr>
<td>Motorcycle</td>
</tr>
<tr>
<td>Bicycle</td>
</tr>
</tbody>
</table>

4. Parking for Those with Disabilities

Provide parking for both Employees and Visitors independently based upon the following table:

<table>
<thead>
<tr>
<th>Parking for Those with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No. of Parking Spaces</strong></td>
</tr>
<tr>
<td>1 to 25</td>
</tr>
<tr>
<td>26 to 50</td>
</tr>
<tr>
<td>51 to 75</td>
</tr>
<tr>
<td>76 to 100</td>
</tr>
<tr>
<td>101 to 150</td>
</tr>
<tr>
<td>151 to 200</td>
</tr>
</tbody>
</table>

Note: The number of parking spaces shown above is for planning purposes only. Local codes and ordinances may dictate a change in the requirement. (One in every 8 disabled spaces, but not less than one, shall be van accessible.)

5. Circulation Factor

Add a 15% circulation factor in all parking areas.

B. Snow Storage
When in snow areas, provide 500 sf of gravel or lawn area for every 4,000 sf of paved area for snow storage. Adjust, based on annual snow fall.

C. **Landscaping**

For planning purposes, allow for a minimum of 10% of all paved surfaces for landscaping. Local codes and ordinances may dictate otherwise.

D. **Setbacks and Easements**

Allow for thirty percent of total site requirements, including building footprint for setbacks and utility easements.

E. **Miscellaneous Areas**

**Outdoor Break Area**

Allow up to 250 sf of patio type space adjacent the break/lunch room for an outdoor eating area when requested.

IX. **Calculation of Space Needs**

Once the total amount of space that is required for each agency’s personnel is determined, the two amounts of space are combined to form the basis of the prorata sharing of joint space. The prorata percentage is then used for determining each respective agency’s prorata amount of all joint use space, including the circulation amount. This formula shall be utilized for each type of space. i.e. office, warehouse, etc.

**Example:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total BLM Personnel Space</td>
<td>5,550 sf</td>
</tr>
<tr>
<td>Total FS Personnel Space</td>
<td>3,450 sf</td>
</tr>
<tr>
<td>Total Personnel Space</td>
<td>9,000 sf</td>
</tr>
</tbody>
</table>

**Divide individual personnel space by total personnel space to arrive at the pro rata percentage**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BLM Pro rata Portion of Joint Use Space</td>
<td>61.666 %</td>
</tr>
<tr>
<td>FS Pro rata Portion of Joint Use Space</td>
<td>38.333 %</td>
</tr>
</tbody>
</table>

Continue the spreadsheet determining the total amount of the joint use space, create a formula using the pro rata portion for each agency’s percentage of joint use space in order to determine each agency’s total amount of the joint use space and ultimately the total agency specific space request.
Example of suggested spreadsheet column headings as follows:

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Type of Space</th>
<th>BLM FTE</th>
<th>FS FTE</th>
<th>Total Space Requirements</th>
<th>Joint Use Space</th>
<th>BLM Space</th>
<th>BLM Joint Use Space</th>
<th>FS Space</th>
<th>FS Joint Use Space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the total amount of space is determined the overall utilization rate should be calculated using the formula as outlined in Chapter 1.

Submit this information to the appropriate Contracting Officer. The SF81, Request for Space, is completed based on the above calculated information. The signed SF81 is required before the leasing process can begin.

At the end of each fiscal year, the Oregon State Office and Forest Service Regional Office will review collocation expenditures with the overall objective of balancing each agency’s contributions. This will be based on information provided by both agency’s collocated field offices and reconciled at the State Office/Regional Office level.

X. SPACE PLANNING AND LAYOUT

A. Issues Easily Overlooked in Space Planning.

- If Overall Utilization rate **exceeds** 200 sf per person, then the Telephone/Data Cabling System is included in the new lease requirement but on a reimbursable basis and is fully funded by the occupying agency(s) on a lump sum basis.
- If the Overall Utilization rate is **no more than** 200 sf per person, then the Telephone/Data Cabling System is included in the new lease requirement.
- Collocation Opportunities.
- State funding and responsibility for:
  - Move costs and procurement
  - Satellite moving and reinstallation
  - Free Standing Screens for New Space
  - Lump sum items as identified in the Special Requirements
- Purchase of Furniture.
- Security needs.
- Developing a plan for “House Cleaning” of present space:
  - Plan more than one time of clean-up prior to moving
- Budget for purchase of Times-2 Speed Filing Systems and/or other Filing Space Savers.
- Budget for painting of existing old furniture.
• Selection of a motivated, responsible, and interested Person to Coordinate all issues associated with moving to new space. Someone who will go the extra mile!

XI. **To Reduce Space Costs**

• Excess and/or obsolete items shall not be maintained.
• A bi-annual office clean-up day is suggested to foster an efficient environment.
• Encourage regular disposal of outdated materials or hard copies and duplicate copies available in electronic format.
• Systems furniture is to be utilized whenever possible.
• Times-2 Speed Filing Systems (available on General Services Administration schedule) and/or other Filing Space Savers should be used in filing areas or where ever there is a need for mandatory records storage.
• Whenever possible paper copies of files should be reduced by utilization of electronic copies of files.
• No workstation shall be allocated more furniture than required to function. All furniture is to be properly utilized, i.e. are tables being used as bookcases? Are drafting tables being used as paper storage areas?
• Share under-used furniture i.e. drafting tables, bookcases, file cabinets, map cabinets, etc.
• Stored furniture units shall not exceed the amount required to equip a maximum of two percent of the total authorized position ceiling housed in the office space.
• Part time or field positions spending 60% or more time in the field should share workstation space.
• All types of space saving furniture configurations should be considered especially for telecommuting type of positions.
• Private Offices should be kept at a minimum.
• Alternative workstation configurations shall be considered to ensure adequate work space for employees.

This policy is approved and accepted.

DOI, Bureau of Land Management                              USDA, Forest Service, Region 6
Oregon/Washington                                             

By: /s/ Elaine M. Brong                               By: /s/ Linda Goodman
Date: 06/30/2006                                           Date: 06/30/2006
Appendix A
GLOSSARY OF TERMS

**Circulation Factor**

A percentage that is used to determine the amount of space that is required to have passage between workstations and partitioned areas in order to provide safe ingress and egress.

**Common Area Factor**

The Common Area Factor is a conversion factor(s) determined by the building owner and often applied by the owner to the usable area of space common to all tenants of a building.

**Gross Square Feet**

This is the outside foundation measurement of the building (for a one story building).

**Interview Room**

Interview rooms are used in lieu of private office areas to provide a shared privacy space, or another name for small conference room.

**Open Space**

Open space is space with no partitioning other than partitioning that is required by building code for fire and life safety requirements.

**Rentable Space**

The area the tenant is charged rent and includes all space accessible only by the individual tenant. The rentable space may also include all or a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas.

**Service First**

In 1998, Service First was defined as the next steps for the Forest Service and the Bureau of Land Management Partnership for seamless Natural Resource Management. The Forest Service and the Bureau of Land Management must deliver significantly better public service while protecting the resources in their custody. The goals are to achieve dramatic increases in Customer Service, Operational Efficiency, and Quality of Resource Stewardship. To accomplish this mission reliance will be made on combined
strengths. The agencies are to be partners in providing better and more convenient service and to share resources for more cost-effective delivery of services. It is about working together doing the right thing, in the right place, at the right time.

**Sidelight Window**

A window that is placed in interior offices adjacent to the door. The window is 12 inches wide and extends from 12 inches above the finished floor to the height of the top of the interior door.

**SMART Card**

Proximity card access system that will be used agency wide to secure all facilities. The SMART Card system accepts a multi tasking card that will be programmed with a computer chip for desired tasks. The system will have future capabilities of being programmed to allow any agency employee access to facilities; in addition, the system will eventually be used for personnel computer access and replacement for government credit cards and as government identification.

**Times-2 Speed Filing Systems**

Times-2 Speed Files are double-depth file cabinets that rotate for fast access from either one or two sides. The double-depth design allows Times-2 to deliver more capacity and faster access than lateral or vertical files, track files or shelving systems.

**Utilization**

Utilization is the manner and the degree of efficiency with which Government-owned and leased facilities are occupied.

**Utilization Rate**

The utilization rate is a space efficiency index derived by dividing the personnel housed into the square feet occupied. In order to determine the utilization rate, the total gross square footage is divided by the total FTE plus 1/2 of the total of all other types of appointments and contractors.