



STATE OF NEW MEXICO

State Space Standards

CAPITOL BUILDINGS PLANNING COMMISSION

Status Update



September 15, 2015

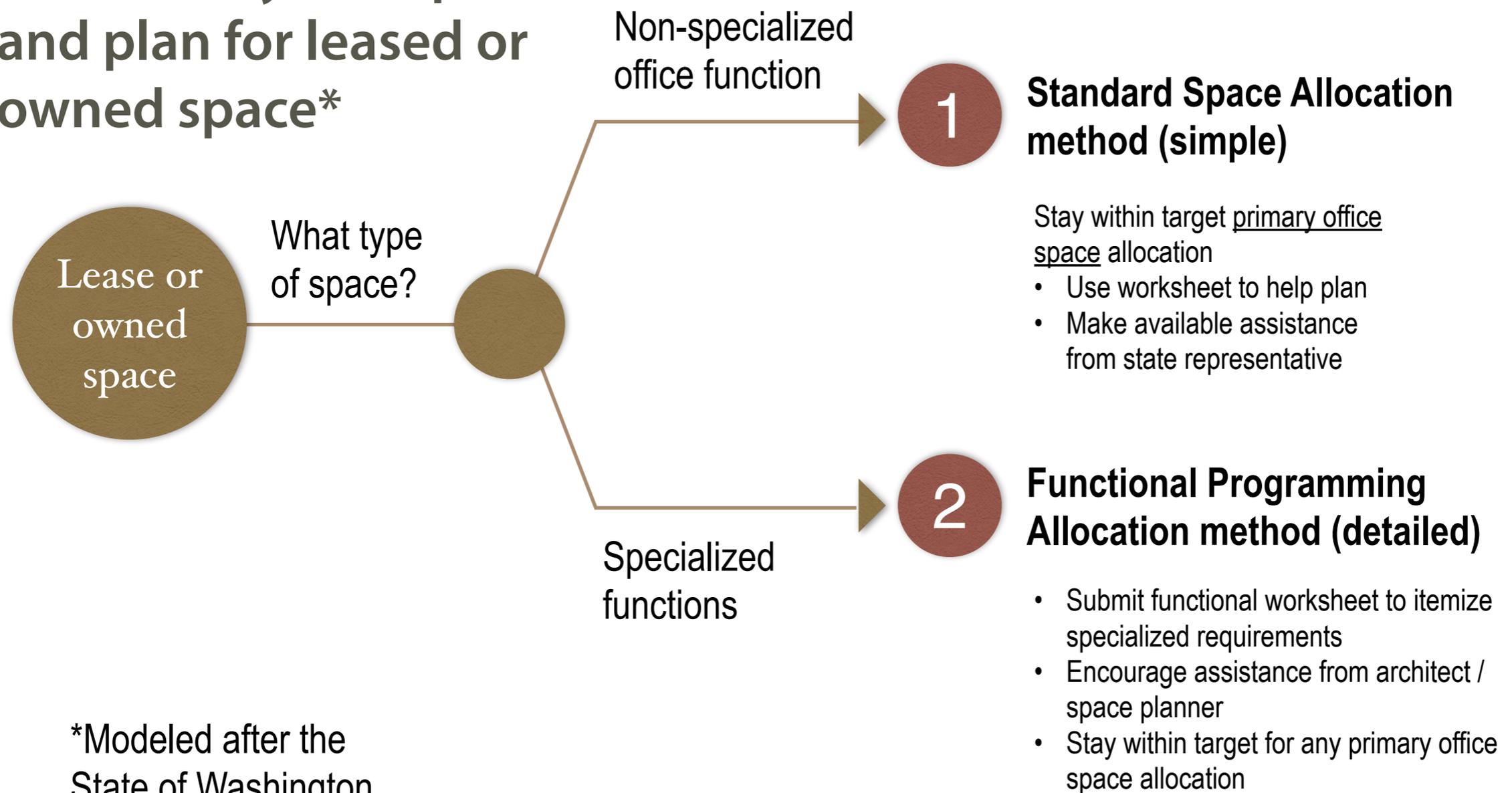


Architectural Research
Consultants, Incorporated



RECOMMENDATIONS

Provide a simpler, more flexible way to request and plan for leased or owned space*



*Modeled after the State of Washington



RECOMMENDATIONS

Establish maximum square foot allocation for primary office space

215 RSF (185 USF) for primary office space*
(not including specialized space)

The standard does not entitle employees to specific workstation sizes. Instead it is a method for determining the overall requirements of a group or agency and for determining how that space is allocated. Actual individual space allocations are based on:

- functional requirements
- priorities of the organization, and
- total space within the budget available.

The total space allocated via statewide space allocation standards should be considered as a maximum space allowance or footprint. Agencies are encouraged to use strategies to ensure their functional needs are met in the most efficient and effective manner.

Based on State of Washington and within range recommended by recent Santa Fe Space Use Assessment Study

*includes all office and office support areas (does not include special areas)



RECOMMENDATIONS

Guidance on number and type of occupants to accommodate present and future requirements

Recommendations are
based on Method 3

*If there are multiple shifts, planning should be based on the maximum number of employees occupying a space at one time. The State expects that multiple shift employees will share space except in rare circumstances.

Shared work areas may be provided for staff who are assigned to a location but primarily work elsewhere.

Possible methods:

1. Self-report - This is the State of Washington method. The biggest con to this method is there is no reliable basis to make staffing projections (historic or budget projections)
2. Percentage Increase – Provide (or build in) a standard % increase for 5 year and 10 years. The pro is that this is pretty simple, but has the same con as 1.
3. Only Allow for Present (or next year) Budgeted FTE
Growth would be accommodated within the average of 15% vacancy of budgeted personnel* in existing leased and owned space.
The pro is that this method would be unambiguous. The more detailed programming method could be used if there are specific personnel projections that can be validated.

Identify Temporary or Other FTE as a “Special Area” need with documentation



RECOMMENDATIONS

Continue to encourage Open Office space layout concepts

Open Offices

The State of New Mexico Space Standards encourage the open office concept for office layouts because of its inherent flexibility, space efficiency, cost effectiveness and optimization of heating, ventilating, and air conditioning systems. In addition, peripheral circulation and locating private offices in the center or adjacent to the core of the building, leaves the window areas open and allows more people to benefit from natural daylight.

Properly designed open office layouts require less floor space, allow simpler, more efficient air distribution and maximize the availability of natural light. Smaller conference rooms can provide intermittent privacy when required.

Draft language modified from State of WA



RECOMMENDATIONS

**Encourage
Private
Office space
only when
functionally
required**

Private Offices

The need for private office should be based upon the functional requirements of the occupant

- Responsibility level of at least a deputy director at division level, supervising 40 or more staff
- Responsibility for sensitive investigations on a daily basis; or
- Personnel compensation and performance reviews for a daily minimum of four hours; or
- At least five hours per day of documented confidential meetings; or
- Supervision of 1- or more staff; 25 percent of time spent in confidential counseling; or
- Five hours per day of confidential conversations.

Ideally private offices should be located in the interior with surrounding open offices so as not to obstruct staff access to natural light. Consider interior windows to enhance the availability of daylight.

Draft language modified from State of WA

WA also sets a target that private offices shouldn't be more than 10% of the total. The space standards worksheet sets a private office target of 30%



RECOMMENDATIONS

Adopt a consistent method for identifying, measuring, and assigning space for both owned and leased space use

- Recommend using BOMA* definitions of Usable Square Feet (USF), Rentable Square Feet (RSF), and Gross Square Feet (GSF)

*Building Owners and Managers Association



RECOMMENDATIONS

Provide
“user-
friendly”
planning
forms

Project Summary Information	
Primary Office Space	
Workspaces: Private Office / Workstation	3,270
Meeting / Conference / Conference Rooms	0
Equipment, Storage and Workrooms	150
Other Office Support Areas	640
Total Primary Office Area	4,060
Internal Circulation (40% x Total Primary Office Area)	1,624
Usable Square Feet (USF: Total Primary Office Area + Internal Circulation)	5,684
Non-Assignable Common Areas (10% of Usable Square Feet)	568
Total Primary Office Area Rentable Square Feet (RSF)	6,252
Special Areas (require justification)	
Total Special Areas	0
Internal Circulation (40% x Total Special Area)	0
Usable Square Feet (USF: Total Special Areas + Internal Circulation)	0
Non-Assignable Common Areas (10% of Usable Square Feet)	0
Total Special Areas Rentable Square Feet (RSF)	0
Total Rentable Square Feet (RSF)	
= Primary Office + Special (Usable + Non-Assignable Common Areas)	6,252
Total Workspaces	24
Primary Office RSF Per Workspace	261
Primary Office Space RSF Target*	215
Difference from Target	-46
Primary Office Space USF Target*	195
Primary Office USF / Occupant	237
Difference from Target	-42
% Private Office Target*	30%
Percent Private Office to Total Workstations	21%
Difference from Target	9%
Total USF (Primary Office + Special Areas)	5,684
% USF / RSF	91%
Total NASF	4,060
% NASF / USF	71%
% Total Primary Office Area / Total Primary Office RSF	65%
Approximate GSF	7,100
Budgeted FTE	24
Temporary FTE	0
Other FTE	0
Total Positions	24
There are multiple Shifts	No
Maximum Number of Persons Per Shift	0

A space planning worksheet has been used in several rounds of testing

(see NM_Space_Needs_Questionnaire_V16.xlsx)



RECOMMENDATIONS

“User-Friendly”

- ▶ Worksheets for two space request approaches
 - ▶ Standard Space Allocation Method (Simple)
 - ▶ Functional Programming Allocation Method (Detailed)
- ▶ Instructions and help prompts
- ▶ Simplified inputs
 - ▶ Color coded input cells
 - ▶ Added drop-down lists and automatic fills to limit and focus input



RECOMMENDATIONS

Provide space allocation guidance

Workstations: Can use existing standards and other examples

Other common spaces: Provide examples

Specialized areas: As per Functional Programming method

Normal Use – Space allocation should be based on normal use assumptions and should not attempt to satisfy worst-case conditions (e.g., reception areas, customer service areas, lobbies). If there are multiple shifts, space planning should be based on the maximum number of employees occupying space at any one time.

Space Allocation Guidelines	SF Allocation				
Meeting with fixed Seating			as needed	15	sf / person
Large Conference	1 per	90	people (40)	20	sf / person
Small - Medium Conference	1 per	30	people (5- 10)	25	sf / person
Classroom Training			as needed	30	sf / person
Other (describe in Notes area)			as needed		

Examples
(provided in worksheet:
NM_Space_Needs_
Questionnaire_V16.xlsx)



STATUS UPDATE

Met with representatives from GSD FMD, DOT, DFA, LFC on September 1, 2015 to discuss path forward

Meeting outcomes:

- GSD can implement under current authority – no need to establish a new rule at this time**
- Standards apply to agencies under GSD purview**
- Standards will apply to new construction, new leases, and major renovations**
- Standards will not apply retroactively to agencies already occupying state space**