

Customer Guide to Space Planning



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I. Introduction

The Commissioner of Administration is granted authority for leasing real property for agency use in accordance with Minnesota Statutes 16B.24, Subdivision 5(e) for state owned buildings and 16B.24, Subdivision 6 for non-state owned buildings. The responsibility for leasing space is delegated to Real Estate and Construction Services (RECS), a division within the Department of Administration. Within RECS, the Space Management section is responsible for space management functions.

Space management is the process by which administrators and managers are provided with information on space utilization and space needs to make significant facility planning-related decisions in a cost effective manner. Specifically, space management is the systematic method of inventorying, allocating, planning, designing and maintaining space, equipment and furniture for general or special purpose facilities that are subject to such needs as flexibility or an accommodation for future growth. Flexibility, functionality and efficiency require an effective space management system, for which space planning is an effective tool.

This guide is intended to define workplace standards that will help improve productivity, help leverage real estate assets, help reduce workplace expenses and help align workplace functions with space types, technology and workstations. The complexity of variables that can be adjusted to help improve workplace productivity is dependent on the resources and composition of each work group as well as the management practices and workplace standards that establish the right setting.

The purpose of this Guide is to provide state agencies with a useful tool for space planning and to define the working relationship between the requesting agency and RECS. RECS Leasing and Space Management will coordinate the necessity and extent of space planning needs on a case-by-case basis. RECS Space Management ensures efficient and effective use of space in the most economical manner while meeting the agency's space requirements.

II. Real Estate and Construction Services Contacts

Main Number	651.201.2550 651.215.6245 (fax)
Director	Bev Kroiss 651.201.2540 email: Bev.Kroiss@state.mn.us
Space Management	Crystal Bergstrom 651.201.2546 email: Crystal.Bergstrom@state.mn.us
Lease Supervisor	Susan Estes 651.201.2541 email: Susan.Estes@state.mn.us
Address	309 Administration Building 50 Sherburne Avenue St. Paul, Minnesota 55155

III. Preliminary Estimate of Space Need

When an agency needs to determine a budget for a potential program or move, the following process can assist in determining the preliminary square footage necessary along with the associated lease costs. Once the decision is made to go forth with the project, the agency should complete the space planning process as outlined in the next section.

1. Determine the number of **Resident Employees*** – employees who work in the office and require assigned dedicated workspace (# of people). A Full Time Resident Employee has an FTE value of 1.0
2. Determine the number of **Mobile Internal Workers*** – employees who work in the office without a need for dedicated workspace (# of people). A Full Time Mobile Internal Worker has an FTE value of 1.0
3. Determine the number of **Mobile External Workers*** – employees who work outside the office 1-3 days per week without a need for dedicated workspace (# of people). To determine a Full Time Equivalent value, complete the following equation:

$$(\text{number of hours employee works in the office per week}) / (40 \text{ hours/week})$$

4. Determine the total amount of support space needed. Support space consists of areas such as workrooms, reception areas, copy/printer areas, files, conference space, libraries, mail, etc.
 - a. 125-175 square foot per person - low support space needs with high # of mobile workers
 - b. 175-200 square foot per person - average support space needs with balance of resident workers and mobile workers
 - c. 200-230 square foot per person - high support space needs with high # of resident workers
5. Multiply the average number of people working in the office on a daily basis (steps 1-3) by the square foot per person (step 4).
 $(\# \text{ of people}) \times (\text{sf/person}) = \text{total useable square footage required}$
6. Contact RECS Lease Supervisor for the current market rates to determine rental budget.

* Recommend collecting data through observation, surveys and discussions with potential mobile workers.

IV. Space Planning Process for State Owned Buildings

For small scale space planning projects in state owned buildings involving space programming and furniture reconfiguration, the agency must contact the Department of Administration Materials Management Division at www.mmd.admin.state.mn.us to contract with an interior design consultant.

If remodeling and/or renovation is necessary, the agency must contact Gordon Christofferson with the Department of Administration, Real Estate and Construction Services at Gordon.Christofferson@state.mn.us for design and project management.

Dependent on the size and complexity of the project, it may be subject to the Predesign Requirement as set forth in Minnesota Statutes 16B.335, Subd. 3. Predesigns are also coordinated with Real Estate and Construction Services at www.admin.state.mn.us/recs/cs/mg-pred-toc.html.

All space programs for all of the above processes must comply with the Space Guidelines, Appendix A. RECS Space Management will review for compliance.

V. Space Planning Process for Non-State Owned Buildings

The space planning process for non-state owned buildings involves communication between the requesting agency and RECS Space Management. In order to assure a timely process, priorities and good communication need to be established from the beginning of the project. The estimated time frame for each project varies on a case-by-case basis, depending on such variables as the amount of square footage, the number of employees the project will encompass, and the response time for reviews and requests for information.

A. When a decision is made to commence with a space planning project, the requesting agency should send a written request to the director of RECS, including the following:

1. A statement as to why the request is being made. The following are some reasons space planning is needed:

- A significant increase or decrease in personnel;
- Work flow/operations/programs have changed;
- Additional space is required;
- Internal traffic is restricted or congested;
- Overcrowding of personnel or equipment;
- Relocation;
- Merger/consolidation/collocation;
- New Program;
- A lease is due to expire;
- Current space condition does not meet program needs.
- Implementation of Flexible Work Environments

2. The agency's objectives.

3. The agency contact for the project, including telephone number and email address.

B. Concurrently, the agency needs to determine how to approach the process internally. Space planning can require a significant amount of agency involvement. The agency needs to determine what its decision making process will be, how the internal communication will work and what the participation involvement will entail. At this point, the agency should concentrate on the conceptual process rather than people to accomplish this. Once the internal process is determined, the agency should assemble an internal agency team.

C. Once the agency internal process and team is determined, the agency needs to appoint one main agency contact. This individual will serve as the coordinator between the internal agency team and RECS Space Management.

D. RECS Space Management will meet with the agency contact to determine the course the project should follow. RECS Space Management will collect and evaluate a variety of data and will suggest solutions to meet the agency's space needs. The agency and RECS Space Management will generate a schedule to determine timeframes and responsible party for each phase of the project.

E. Data Collection:

1. Information regarding an agency's operation is needed to develop a space plan. The gathered data will present an overall picture of office operations. RECS Space Management will determine whether initial information will be collected through the interview process, the use of forms and/or surveys, or a combination of both. Information gathering includes, but is not limited to:

- Goals and objectives of the agency
- Agency organizational chart
- Existing floor plans
- Current and projected staff requirements, functions and tasks including historical data
- Current and future equipment and furniture needs
- Individual and work group adjacency requirements
- Work flow progression
- Office operations
- Requirements for shared support areas within tenant space: conference rooms, reception areas, file areas, machine rooms, shared work areas, storage areas, etc.

See Appendix C for the [Space Analysis Form](#) and Appendix D for a variety of [Survey Forms](#) that will assist with the data collection. It is encouraged that these survey forms be shared with employees as appropriate to determine work styles and space needs. It is recommended that a manager or the design team observe the existing work styles in coordination with the review of the completed survey forms to further understand the opportunities for improved space and productivity efficiencies.

2. Site visits are conducted to examine the existing space and potential new space, if applicable, to determine the condition of the space and feasibility of the project.

F. Space Guidelines

The Department of Administration developed space guidelines to assist in space planning. By establishing these guidelines, workspaces are designed to be flexible and adapt to the position and job function. By being flexible, any type of reconfiguration should be minimal resulting in less economic impact.

See Appendix A for the full [Space Guidelines](#) and Appendix B for the [associated workstation and private office layouts](#).

G. Programming

1. Once all the information is gathered, RECS Space Management will use it to define the space requirements.
 - The survey forms will allow RECS Space Management to determine the square footage for workspaces, all support spaces and any special areas, i.e. laboratory, library, Emergency Operation Center (EOC), etc. When there is a question on the Survey forms, RECS Space Management may contact the agency for clarification.
 - When more than one unit is involved, the Space Analysis and interviews with the agency contact will also allow RECS Space Management to determine potential space savings with sharing of support spaces.
 - A space program will be developed for each work group and take into account all associated spaces, shared spaces and circulation. See Appendix E for a [sample space program](#).
2. The space program will determine the square footage necessary to accomplish operations and assist in developing floor plan layouts.
3. The space program will contain a recommendation relative to the Space Analysis, interviews and other agency criteria based on the application of the Space Guidelines.
4. The program is then reviewed with the agency.
5. If the program needs revision, RECS Space Management will adjust it accordingly after another review with the agency representatives. This process may take several reviews in order to assure all space needs are met in the space program. This is an interactive and timely process for both RECS Space Management and the agency. The agency needs a conceptual understanding of what the space program states.
6. Once the final space program is determined, a decision can be made as how to proceed. Alternatives are reviewed in context of the space program, cost, market availability and other agency criteria. RECS Leasing and Space Management sections will assist in reviewing the alternatives. Alternatives include:

- Reduce existing space
 - Expand the existing space
 - Relocate to another facility
 - Remodeling/Furniture reconfiguration
 - Implementation of Flexible Work Strategies
7. Once the decision is made on how to proceed, RECS Leasing and Space Management sections will coordinate the application of the space program with the determined alternative.

VI. Design, Construction/Remodeling and Move-In for Non-State Owned Buildings

Once the space program and location are determined, there are several steps before the space can be occupied. The space program may require one or all of the following steps depending on the status of the facility or if relocation is required. The timing of the project is dictated by the size of the project.

RECS Leasing should be notified of any remodeling requirements. See RECS Leasing Guide, pages 11 and 12, for assistance on how to proceed. <http://www.admin.state.mn.us/recs/lc/lc-nso-e.html>

RECS Leasing and Space Management will be responsible for the coordination with the Lessor. The Lessor will be responsible for hiring its own certified architect to design the building layout as determined by the state's space program.

For smaller projects requiring only furniture reconfiguration and no remodeling or construction, the agency may need to hire a certified interior design consultant. RECS Leasing and Space Management will assist in determining this on a case-by-case basis.

Once a certified interior design consultant is hired, they will meet with the agency contacts, the Lessor and RECS Space Management to determine the process for the design layout and become familiar with the space to be designed. This is an interactive process between the certified interior design consultant, the agency, the Lessor and RECS Space Management.

The following steps may be required dependant on the project scope:

A. **Schematic Design:** Preliminary floor plans based on the space program. It is typically in the form of block diagrams and begins to define areas within the building. The layout needs to be approved by the agency and RECS Space Management before it can proceed to the design development phase. The block diagrams may focus on many different aspects, such as:

- Organizing the agency (s)/major work groups within the base building configuration and are based on the approved space program. The block diagrams can also be used in a multi-story building, placing the work groups into a vertical relationship within the building. Primary circulation patterns are also established.
- Organizing the space defined for work groups into individual work areas and special areas as determined in the space program by permanent wall locations. Circulation patterns are further developed.

B. **Design Development:** The block diagrams from the Schematic Design are further developed to determine a final plan on which to create construction documents. These final plans must meet ADA and Building Code compliance as well as locate all personnel, furniture, equipment, permanent walls, electrical, voice/data, etc. The final design development plans must be approved by the agency and RECS Space Management before they can proceed to construction documents.

C. **Construction Documents:** Detail exactly how the space will be built and describe how the finished space is to function and appear. Depending on the complexity of the project, the construction documents will include, but are not limited to, plans showing:

- Hard wall/partition location, types, and openings;
- Room finish schedules with finish selections;
- Door and hardware requirements;
- Interior elevations and details;
- Millwork design and elevations;
- Reflected ceiling plans for light fixture and locations
- Electrical, including light switch, receptacle, voice/data outlet locations;
- Mechanical and plumbing
- ADA and Building Code compliance

D. **Furniture:** Furniture design is coordinated by the agency. This includes the specifications and installation of using new or existing furniture. The project management of the furniture installation is also the responsibility of the agency. This can include, but is not limited to: coding and tagging of furniture to be moved, overseeing the installation of new or reconfigured furniture, transfer of existing furniture, boxes and personal property. RECS Space Management will provide oversight when

necessary. See section I: **Move In** below for further move related issues.

- Existing Furniture: If the agency will be maintaining their existing furniture, it must coordinate the design, reconfiguration, moving, cleaning and installation.
- New Furniture: If the agency will be purchasing new furniture, it must be designed, specified and priced. The agency should contact their respective contracting entity to ensure whether the new furniture and designer is on state contract. The furniture designer will use the approved space program to layout the new furniture and provide pricing information. When the design is complete and approved by the agency, it needs to determine the ordering, shipping dates and installation of the furniture to coordinate with the move and/or remodeling of the space.

E. **Finish Selections:** These are chosen by the agency from standard sets or building standards. This is typically accomplished while the construction documents are being developed. Typical finish selections are floor and wall finishes, miscellaneous finishes of countertops, doors and frames, millwork, and furniture.

F. **Cost Estimates:** Cost estimates are gathered to determine the project budget. Prior to commencement of construction, a final cost estimate is obtained for the entire project based on costs of the following:

- Construction Cost: The cost to build out the space. It includes, but is not limited to: mechanical, electrical, hard walls, doors, built in cabinets, floor and wall finishes, etc.
- Design fees: The cost for architectural or interior design services. It can include, but is not limited to: collecting and compiling the space program data, developing schematic, design development and construction documents, furniture layouts, assisting in material selection and project management.
- Furnishings: The cost to furnish the space. It can include, but is not limited to: any new furniture, existing furniture to be reupholstered or refinished, accessories and artwork.
- Miscellaneous: The cost of any additional equipment, etc. to complete the project based on the construction documents.

G. **Construction Management:** The Lessor usually coordinates the construction management. Construction Management involves monitoring the renovation/construction project through to completion including but not limited to: hiring vendors, interior designers or architects, reviewing shop drawings, product data and samples, site inspection and assurance of compliance to the construction and lease documents. RECS Leasing and Space Management will assist in construction monitoring on behalf of the lessee agency.

- H. **Walk Through:** The Lessor, the contractor, RECS and the agency representative usually conduct the project walk through. It is conducted when the project is complete in order to ensure the project complies with the construction and lease documents, the space has been cleaned and generally meets the approval of the agency. During the walk through, a punch list of items to be completed or repaired is created. The punch list is an agreement between the Lessor, the contractor and the agency representative that certain items need to be completed or repaired. A schedule for completion of the punch list is established. The project is not complete until such time as all items on the punch list are complete. A follow up walk through will be conducted, if necessary.
- I. **Move In:** It is the agency's responsibility to contact the Agency Relocation Team (ART) to ensure the smoothest possible move. This should be done at the time the agency commences planning and makes the decision to move. The ART is comprised of the following:
- Department of Administration, Risk Management Division (651.201.2591) for any insurance needs.
 - Department of Administration, Materials Management Division (651.201.2448) if a contract mover will be required. A requisition containing pertinent information on the move should be sent in sufficient time to obtain bids and award a contract well in advance of the move.
 - Department of Administration, Risk Management Division, Safety and Loss Control (651.259.3830) for any safety or health issue.
 - Office of Enterprise Technology (OET) at (651.201.1051) for any technology issues. OET should be contacted as planning commences to determine telecommunication requirements to be incorporated into the construction documents. Contact RECS Leasing or OET for a copy of Wiring Guidelines for Lease Facilities.
 - Department of Administration, Central Mail (651.296.6802) for mail service at the new location and, if necessary, to permit any rescheduling of mail routes.
 - Other state agencies and public contacts of the agency's new address and phone number.

The move may take several days or weeks. The agency may want to develop a phasing plan to assure an efficient move and eliminate the possibility of long "down times". RECS can assist with the development of the phasing plan. The phasing plan should also be coordinated with the Lessor. On the day(s) of the move, the agency should have one or more individuals who are familiar with the project at both the old and new locations to advise and direct the movers. They will need to be informed of the schedule, what furniture and equipment is moved and where to place it in the new location, and what furniture and equipment will stay at the old location.

VII. Definitions

Agency: In accordance with Minnesota Statute 16B.01, Subd.2., an agency means “Any state office, employee, board, commission, authority, department or other agency of the executive branch of state government...”

As-Is: The existing condition of real estate, prior to any improvements contemplated under a lease.

Build-out: Refers to the interior construction of a lessee’s space whether new construction or the remodeling of the existing space. Also referred to as “Leasehold Improvements”.

Common Support Space within the Building: Space devoted to common support services. Common Support Services are generally not attributed to any one occupant, but provide support for several or all occupant groups. Examples of common support spaces include, conference rooms, training rooms, computer rooms, storage rooms, cafeteria and fitness facilities.

Demising Wall: The wall, which separates a lessee’s space from another lessee’s space or the building common areas.

HVAC: Acronym for heating, ventilation and air conditioning.

Individual / Resident Work Areas: Workstations or private offices that an employee (working in the office most/every day) uses to carry out their work. See [Space Guidelines](#), Appendix A.

Leasehold Improvements: Improvements made to the lease premises for the lessee. Improvements permanently attach to the premises unless they are trade fixtures and they remain within the premises after the end of term of the lease.

Lessee: The user of the space, often referred to as the “tenant”. The State of Minnesota, Department of Administration, is the lessee, acting for the benefit of a state agency.

Mobile / Flexible Work Areas: Unassigned workspaces for mobile (internal or external) employees to use when they are working in the office. These workspaces may be workstations, private offices, conference rooms or open collaborative areas throughout the office. See [Space Guidelines](#), Appendix A.

Partition Wall: A wall constructed within the tenant space to create work areas such as offices or conference rooms within the space, and is distinct from the demising walls that encircle the space.

Punch list: A list of incomplete remodeling items or construction items, which are unacceptable to the

lessee, which upon remedy and completion will usually complete the obligations of the contractor under a construction contract. It is the lessor's responsibility to satisfy the lessee's concerns and motivate the contractor to correct all the items on the punch list.

Rentable Space: All potential leasable floor space in a building. It is the sum of useable and service spaces.

Service Space: The area for all of the non-occupiable space that cannot be easily reconstructed as another type of space. Examples are common corridors, lobbies, restrooms, copy rooms, mechanical rooms, electrical rooms, etc.

Shaft Space: Vertical penetrations spanning more than one floor. Such types of spaces are stairwells, elevators, mechanical and plumbing shafts.

Shared Support Areas within Tenant Space: Spaces that are shared by staff or work groups. They are not part of the individual work areas and can be located in an open area or within walled in areas. Examples are conference room, computer rooms, training rooms, collaborative meeting areas, etc. Size is based on equipment and use requirements of the specific space.

Substantial Completion: The point during construction at which the contractor is ready to turn the property over to the lessee or client for acceptance and final punch list. Usually occurs upon the issuance of a certificate of occupancy.

Useable Square Feet: Useable square feet is computed by measuring the inside finished surface of exterior walls to the inside finished surface of building corridor and other permanent walls or to the center of wall separating the Leased Premises from other tenant space. If more than 50% of an exterior wall is glass, the dimension is taken from the glass line. Vertical shafts, elevators, stairwells, dock areas, mechanical rooms and utility and janitor rooms are excluded. Restrooms, corridors, lobbies and receiving areas, which are accessible to the general public or used in common with other tenants are also excluded. No deductions are made for columns, pilasters or other projections to the building if each is less than four (4) square feet.

Appendix A - Space Guidelines

Introduction

The State of Minnesota is responsible for a wide variety of functions and state business that is matched with an equally diverse set of workplace conditions. These workplaces can be a valuable asset for producing the state's business. These workplaces are also composed of a wide range of employees and work styles as well as a mixed set of technology applications. The purpose of these guidelines is to define workplace standards that help improve workplace productivity, help leverage real estate assets, help reduce workplace expenses and help align workplace functions with space types, technology and workstations.

Today's workplaces are dynamic and faced with pressures for improved productivity and performance. The complexity of variables that can be adjusted to help improve workplace productivity is dependent on the resources and composition of each work group as well as the management practices and workplace standards that establish the right setting. Some of these variables include:

- Technology
- Workgroup culture
- Workgroup functions
- Workgroup demographics
- Workstation standards
- Churn rate
- Turnover and employee attrition
- Management practices
- Multipurpose spaces
- Ergonomics
- Collaborative work environments
- Thermal comfort
- Acoustic privacy
- Security
- Workplace protocols

Purpose

Space Guidelines for individual workspace and support space are intended to provide the employee and the entire agency adequate space to work efficiently. Additionally, space guidelines can be utilized to create an environment supportive of Flexible Work Environments. Flexible Work Environments provide a workplace dedicated to improving productivity and well-being of the employee as well as a reduction in overall real estate costs.

Instead of designing a workspace based on job title, position description or specifically for one individual, Flexible Work Environments are designed to include a variety of workspaces to be used by any employee. The Flexible Workspace challenges the notion that one workstation equals one employee. Every workstation, conference room seat, and open collaborative space is counted as a workspace. Employees can choose a

workspace that allows them to work most efficiently by taking into consideration individual work styles and job tasks. Flexible Work Environments plan for:

- Quiet work zones
- High energy environments
- Thermal comfort
- Daylight views
- Storage requirements
- Meeting rooms
- Collaborative work areas
- Working from home
- Working outside the office (other office buildings, coffee shop, library, etc.)

Footprint Guidelines for Individual Spaces

The typical workstation for a Resident Employee is based on a 6' x 8' workstation. The typical workstation for Mobile Employees (Free Address / Flexible Workspace) is based on a 6' x 6' workspace. Typical panel heights range from 39" to 53" to allow access to daylight views. The typical private office is based on a 10' x 12' space. Private offices should be located along interior walls.

The workstation and private office layout is subject to variation depending on the task and functions unique to the job, agency and the complete workspace. Features of the physical space (existing walls, column size and configuration, the spacing of windows, location of mechanical vents, office workflow requirements, etc.) are taken into account and may prevent exact adherence to the workstation and/or private office layout. Certain tasks and functions may also require alternative design solutions.

Support Space

Agencies may require additional spaces not considered individual work areas. These are often used for equipment and other functions. Conference rooms, collaborative areas, reception space, file areas, and shared work areas are examples.

Allowances for support space are calculated independently of individual work areas. There are no specific square footage guidelines for these areas as each can be unique in its own right dependent on the agency's needs and space availability. During the Space Programming phase of the project, support space and individual work areas are incorporated.

Reduction in the duplication of spaces that could be shared, either within the Agency or with others in the same building, is encouraged. Sharing conference rooms, lunch areas, and training rooms can effectively reduce costs and improve space use efficiencies.

Special Use Areas

Spaces for special use, such as laboratory space, library space, and concentrated filing systems are estimated by using specialized industry standards. Distributors, manufacturers and/or representatives of this equipment can provide information on space or any other requirements particular to the equipment.

Unfinished Storage

Separate storage rooms for the bulk storage of furniture, equipment, file retention and supplies, are considered after evaluating the agency's space needs and taking into consideration warehousing techniques and options.

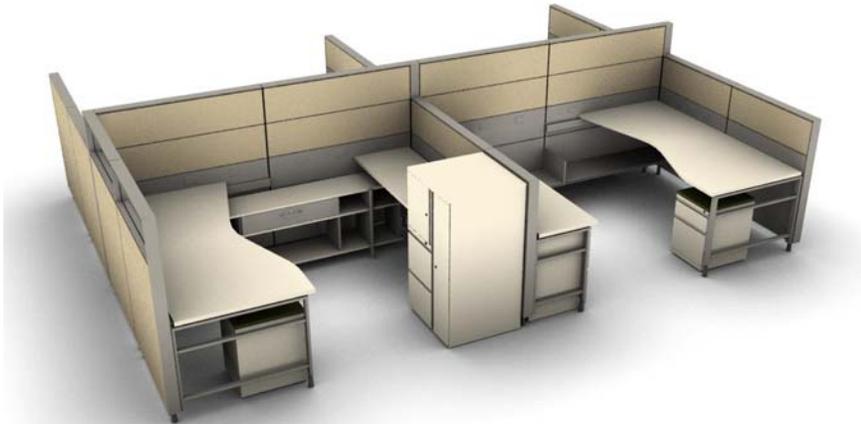
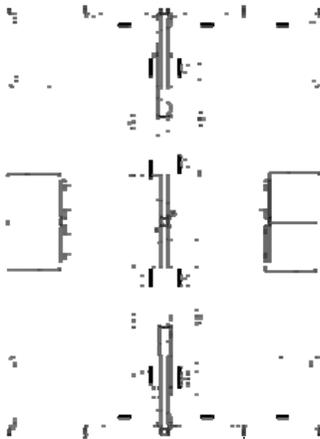
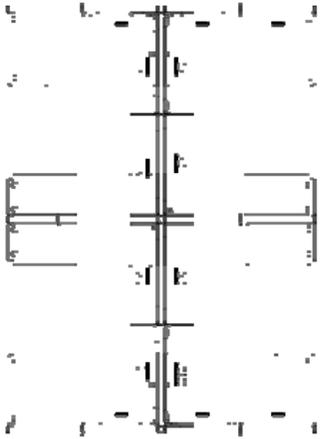
Circulation Space

Circulation space (hallways and corridors) is required for the movement of people and equipment. There are no specific square footage guidelines for circulation. It is determined by the space available, features of the space (i.e. existing walls, columns, window and mechanical locations, etc.), workflow requirements, and furniture layouts. Circulation space must adhere to all state and local codes, such as exiting, and ADA accessibility requirements.

Appendix B – Typical Workstation and Office Layouts

Resident Workstation 6'-0" x 8'-0"

Workstation is designed to provide individual workspace and storage comparable to the previous standard 8' x 8' workstation.



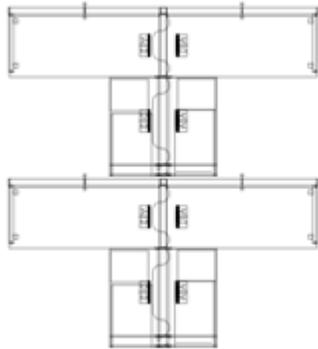
Herman Miller, Grand Rapids, MI and Intereum Partners, Plymouth, MN has provided images.

Mobile Workstation 6'-0" x 6'-0"

Option A1 - A shared work surface provides a collaborative workspace.



Option A2 – Workstations are designed to provide individual workspaces.



Herman Miller, Grand Rapids, MI and Intereum Partners, Plymouth, MN has provided images.

Mobile Workstation 6'-0" x 6'-0"

Option B1 – Workstations are designed to provide an individual workspace. The 120° work surface accommodates the natural reach zones.



Option B2 – Workstations are designed to provide a collaborative workspace that can be modified to create a team workspace configuration. The 120° work surface accommodates the natural reach zones.



Herman Miller, Grand Rapids, MI and Intereum Partners, Plymouth, MN has provided images.

Mobile Workstation 6'-0" x 6'-0"

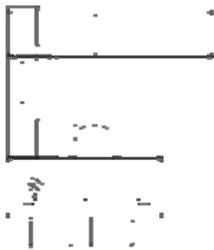
Option C (with or without freestanding table) – Workstations are designed for either collaborative or individual work.



Herman Miller, Grand Rapids, MI and Intereum Partners, Plymouth, MN has provided images.

Private Office 10'-0" x 12'-0"

The private office is designed to provide individual or collaborative workspace for 2-3 people. Larger meetings can be accommodated in conference rooms or open meeting areas.



Herman Miller, Grand Rapids, MI and Intereum Partners, Plymouth, MN has provided images.

Appendix C – Space Analysis Form

The purpose of this space analysis form is to capture your agency’s space requirements as completely as possible. When filling out this form, please keep in mind that your agency’s actual space requirements may differ from your current space. If you have questions regarding the completion of this form, please contact Crystal Bergstrom in Real Estate and Construction Services at (651)201-2545 or email at Crystal.Bergstrom@state.mn.us

1. Agency Information

Contact Information	
Agency	
Division/Work Unit	
Contact	
Telephone	
Email	
Current Address	
Date Completed	

Division/Work Unit (list all divisions/work units to be included in this space analysis. If desired, please fill out a separate space analysis form for each division/work unit.)	Number of Employees

What is the function of your division?

What is the image you want your division to portray?

Is your agency interested in implementing a Flexible Work Environment? ____

Would you like more information on Flexible Work Environments? ____

2. Adjacency Requirements

Should employees within your division be located adjacent to each other? If yes, please explain.

If your division/work unit should be located adjacent to another agency or division, please list below:

Division/Work Unit	Reason

5. Co-location

If your agency were co-located with other state agencies, could any of the following areas be shared?

Type of Space	Yes	No	Type of Space	Yes	No
Reception			Conference Room		
Kitchenette			Training Room		
Lunch Room/Break Room			Server Room		
Food/Coffee/Vending Service			Filing Room/Area		
Print/Copy Area			Storage		
Work Room			Loading Dock		
Central Mail Area			Other:		
Central Recycling Area			Other:		

If a program were developed to co-locate state agencies, would your agency be interested in participating? If no, please explain.

If a program were developed to implement a multi-tenant Flexible Work Environment, would your agency be interested in participating? If no, please explain.

6. Shared Spaces

All office equipment and furnishings require space. These spaces are commonly shared areas and are typically accessed by more than one staff person. These spaces may be open areas (small meeting areas, central filing locations, printer locations) while other spaces may be enclosed by walls (conference rooms, server rooms, secure storage rooms).

The most commonly used space types are listed below. Please complete **Tables A-F** to determine spaces required by your agency. If additional spaces are required by your agency, please list them in **Table G** at the end of this section.

A. Reception

Number of Reception Staff	Number of Guests to Seat	Specific Requirements

B. Amenities

Type of Space	Quantity	Specific Requirements
Coffee Area		
Kitchenette		
Break Room		
Coat Closet		
Water Cooler		

C. Work Areas

Type of Space	Quantity	Estimated Size of Space (L x W)	Equipment	Specific Requirements
Print Area				
Print Room				
Copy Area				
Copy Room				
Work Area*				
Work Room*				
Mail Area				
Central Recycling Area				

*Work area/room may contain printers, copiers, mail and/or recycling. Please note contents of room in the Equipment column.

D. Meeting Spaces. (Meeting spaces can include informal gathering/meeting spaces, collaborative work spaces, counseling rooms, interview rooms, conference rooms, training rooms, etc.)

Type of Space	Number to Seat	Option to Divide	Video Conferencing	Projector	Dedicated for Agency Use	Shared with Other State Agencies	Shared with Other Building Tenants	Type of Storage (i.e. freestanding cabinets, built-in cabinetry, etc.)	Specific Requirements

E. Filing/Storage. Do not include files that are located within individual workstations/offices.

Type of Storage	Quantity Required	Length & Width	Specific Requirements (i.e. lockable cabinet, secure room, location of files or area, contents, etc.)
File - Vertical			
File - Lateral			
Storage Cabinet			
Bookcase			
Storage Area			
Cold Storage			

Is your agency in the process of purging files that have reached or surpassed their retention date? ____
 Is your agency in the process of scanning files to be used electronically? ____

F. Computer/Server

Type of Space	Quantity	Estimated Size of Space (L x W)	Equipment	Specific Requirements
Server Room				
Computer Assembly				
IT Work Area				

G. Special Requirements

Type of Space	Quantity	Estimated Size of Space (L x W)	Specific Requirements

7. Building Location Requirements

What are your building location requirements? (i.e. city/county, near public transportation, near state, county or city offices, etc.)

Parking Requirements	
Number of Stalls for state owned vehicles	
Number of stalls for employee vehicles	
Number of stalls for visitor vehicles	
Other parking requirements	

8. Additional Comments

--

Thank you for your cooperation!

Appendix D – Survey Forms

Survey Form 1

Mobility

Department/Division: _____

Position: _____

Tenure with Department/Division : _____

Tenure in Current Position: _____

Date of Birth: (1978-1995)___ (1966-1977) ___ (1946-1965) __ (1945 – before)_____

Help us understand where you work.

1. On average, what percentage of your time is spent working in the following locations:

Working in your primary office building	_____%
Working at other Agency office buildings	_____%
Working in the field	_____%
Traveling to other cities	_____%
Working at home	_____%
Working at other locations (coffee shops, library, etc)	_____%

2. If you do not currently work outside the office and if you had access to the proper technology (laptop, cell phone, network, etc.), what percentage of your time do you feel could be spent working in the following locations:

Working in your primary office building	_____%
Working at other Agency office buildings	_____%
Working in the field	_____%
Traveling to other cities	_____%
Working at home	_____%
Working at other locations (coffee shops, library, etc)	_____%

Survey Form 2

Time Use

Department/Division: _____

Position: _____

Tenure with Department/Division : _____

Tenure in Current Position: _____

Date of Birth: (1978-1995)___ (1966-1977) ___ (1946-1965) __ (1945 – before)_____

1. Estimate the number of minutes you lose on an average day due to the following:

	0-5 min	5-15 min	15-30 min	30-60 min	60+ min
Distractions in or near your work space	<input type="radio"/>				
Finding a place to meet	<input type="radio"/>				
Finding the people you need to work with	<input type="radio"/>				
Looking for or putting away files/information (in electronic format)	<input type="radio"/>				
Looking for or putting away files/information (in paper format)	<input type="radio"/>				
Getting access to technology (for conference calls, video conference meetings, Web-Ex meetings, Wi-Fi)	<input type="radio"/>				
Travel between buildings	<input type="radio"/>				
Travel to meetings	<input type="radio"/>				
Dealing with physical discomfort (headache, backache, other ergonomic issues)	<input type="radio"/>				

2. Chart a typical day:

Time spent at your desk on your computer:_____

Time spent at your desk on the telephone:_____

Time spent in meeting rooms:_____

Time spent in collaborative conversations at your desk:_____

Time spent in collaborative conversations away from your desk (not in a meeting room):_____

Other:_____

Survey Form 3
Meeting Spaces

Department/Division: _____

Position: _____

Tenure with Department/Division : _____

Tenure in Current Position: _____

Date of Birth: (1978-1995)____ (1966-1977) ____ (1946-1965) __ (1945 – before)_____

1. Help us understand your meeting space requirements.

	Never	Sometimes	Frequently
I require access to space for unplanned or impromptu meetings	o	o	o
I require access to quiet, private spots for confidential conversations.	o	o	o
I require access to technology in unplanned or impromptu meetings.	o	o	o
I require access to technology in meeting rooms.	o	o	o

2. What percentage of your time is spent working:

- Alone _____%
- With one other person _____%
- With 3-6 people _____%
- With 7-12 people _____%
- With 12 or more people _____%

3. What percentage of your time is spent:

- Conference calls at your desk _____%
- Conference calls in a Conference Room _____%
- Video Conference Meetings at your desk _____%
- Video Conference Meetings in Conference Rm _____%
- Utilizing Web-Ex type meetings _____%

4. When meeting with one other person, where you meet?

- In your individual, personal workspace _____%
- In the workspace of a co-worker _____
- In an impromptu meeting space adjacent to your workspace _____%
- In a designated scheduled meeting room _____%
- Other _____%

5. Please select the three most frequent activities performed when meeting with one other person:

- Assembling documents
- Sharing and exchanging ideas or knowledge
- Participating in confidential discussions
- Meeting with customers or other visitors
- Prototyping ideas or constructing models
- Attending training sessions
- Participating in informal or impromptu meetings, work sessions
- Participating in formal meetings
- Planning, creating or rehearsing activities or presentations
- One-on-one learning or mentoring
- Brainstorming, creative learning
- Concentrated work (writing or editing documents)
- Other _____

6. When meeting with 3-6 people, where do you meet?

- In an impromptu meeting space adjacent to your workspace _____%
- In a designated scheduled meeting room _____%
- Other _____%

7. Please select the three most frequent activities performed when meeting with 3-6 other people:

- Assembling documents
- Sharing and exchanging ideas or knowledge
- Participating in confidential discussions
- Meeting with customers or other visitors
- Prototyping ideas or constructing models
- Attending training sessions
- Participating in informal or impromptu meetings, work sessions
- Participating in formal meetings
- Planning, creating or rehearsing activities or presentations
- One-on-one learning or mentoring
- Brainstorming, creative learning
- Concentrated work (writing or editing documents)
- Other _____

8. When you meet with 7-12 people, where do you meet?

- In an impromptu meeting space adjacent to your workspace _____%
- In a designated scheduled meeting room _____%
- Other _____%

Reference: Steelcase, Studio 2030

9. Please select the three most frequent activities performed when meeting with 7-12 other people:

- Assembling documents
- Sharing and exchanging ideas or knowledge
- Participating in confidential discussions
- Meeting with customers or other visitors
- Prototyping ideas or constructing models
- Attending training sessions
- Participating in informal or impromptu meetings, work sessions
- Participating in formal meetings
- Planning, creating or rehearsing activities or presentations
- One-on-one learning or mentoring
- Brainstorming, creative learning
- Concentrated work (writing or editing documents)
- Other _____

10. Please select the three most frequent activities performed when meeting with 12 or more people:

- Assembling documents
- Sharing and exchanging ideas or knowledge
- Participating in confidential discussions
- Meeting with customers or other visitors
- Prototyping ideas or constructing models
- Attending training sessions
- Participating in informal or impromptu meetings, work sessions
- Participating in formal meetings
- Planning, creating or rehearsing activities or presentations
- One-on-one learning or mentoring
- Brainstorming, creative learning
- Concentrated work (writing or editing documents)
- Other _____

	Very Important	Somewhat Important	Not Important
11. How important is it for you to be able to see/overhear and be part of discussions around you to stay up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. What other ways do you keep up with what's going on in your department and division?

- Intranet
- Internet
- Team Meetings
- Newsletters
- Lunch/coffee breaks
- Conference calls
- Email correspondence
- Voicemail broadcast messages
- Other _____

Reference: Steelcase, Studio 2030

Survey Form 4

Individual Workspace

Department/Division: _____

Position: _____

Tenure with Department/Division : _____

Tenure in Current Position: _____

Date of Birth: (1978-1995)____ (1966-1977) ____ (1946-1965) __ (1945 – before)_____

Please indicate your office space preferences:

1. We understand that there are a number of issues that contribute to a good work environment. However, please select 1-3 top priorities based on the work you do.

- | | |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="radio"/> Amount of overhead lighting in my area | <input type="radio"/> Glare |
| <input type="radio"/> Task lighting | <input type="radio"/> Ability to move / re-arrange my work area |
| <input type="radio"/> Access to natural light | <input type="radio"/> Monitor viewing height / distance |
| <input type="radio"/> Control over the temperature | <input type="radio"/> Ergonomics (chair comfort, work surface height, keyboard height) |
| <input type="radio"/> Noise levels - quiet | |
| <input type="radio"/> Noise levels - high energy | |

2. Please indicate the type of workspace you currently work in:

- | | |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="radio"/> Assigned workstation – near window | <input type="radio"/> Interior work room / support area |
| <input type="radio"/> Assigned workstation – interior | <input type="radio"/> Private office – with exterior window |
| <input type="radio"/> Non-dedicated workspace (flexible or shared workstation, team workspace or hoteling workspace) | <input type="radio"/> Private office – with interior window |
| | <input type="radio"/> Private office – no window |
| | <input type="radio"/> Home office |

3. Please tell us how often you have moved workstations in the last two years:

- | | |
|-------------------------------|---------------------------------------|
| <input type="radio"/> 0 times | <input type="radio"/> 3 times |
| <input type="radio"/> 1 time | <input type="radio"/> 4 or more times |
| <input type="radio"/> 2 times | |

4. Please indicate any technology you require in your individual workspace. If not listed, please note additional items below.

- | | |
|-----------------------------------------------|--------------------------------------------|
| <input type="radio"/> Laptop | <input type="radio"/> Landline telephone |
| <input type="radio"/> Docking station | <input type="radio"/> Mobile telephone/PDA |
| <input type="radio"/> Desktop computer | <input type="radio"/> Personal printer |
| <input type="radio"/> Flat screen monitor | <input type="radio"/> Fax/scanner |
| <input type="radio"/> Traditional CRT monitor | <input type="radio"/> Network connection |
| <input type="radio"/> Multiple monitors | <input type="radio"/> Wireless access |
| <input type="radio"/> 26" or larger monitor | <input type="radio"/> Other _____ |
| <input type="radio"/> Headset | |

Reference: Steelcase, Studio 2030

5. Please tell us about any unusual items you need to store in or around your workspace.

6. Please tell us about your workspace requirements

	Never	Sometimes	Frequently
I utilize multiple areas or zones to support a variety of work (computer, reading, conversations, etc.)	0	0	0
I perform contemplative work at my desk throughout the day that does not require a computer	0	0	0
I require designated piling areas in my workspace that allow me to stack and layer information	0	0	0
I alternate between different postures during the day in my workspace – sitting, standing	0	0	0
I work with confidential material on my computer and/or in written form in my workspace.	0	0	0
I move my technology to better accommodate meeting formats and my work style	0	0	0
I utilize multiple computer screens	0	0	0
I require a flexible workspace that can easily support changing activities (individual work, team work, meeting space, etc.)	0	0	0
I host meetings for 1 additional person within my workspace.	0	0	0
I host meetings for 2-3 additional people within my workspace.	0	0	0
I utilize a whiteboard within my workspace	0	0	0
I utilize tack boards within my workspace	0	0	0
I modify my personal workspace by bringing in personal items and/or displaying work-related accomplishments	0	0	0

Reference: Steelcase, Studio 2030

7. Please tell us about your filing/storage requirements

	Never	Sometimes	Frequently
I store documents electronically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I store documents in a shared filing location (file cabinets, file room, storage room)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would keep documents in a shared filing location if files were located near my workspace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I require access to relevant documents and materials within eyesight and reach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I require file drawers and/or closed cabinets within my workspace to store and retrieve information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I share documents and information on a computer in meeting areas (team work, presentations, training, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. On average, do you have piles of paper on your desk for:

	Never	Sometimes	Frequently
Work you anticipate starting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work in progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reference information from past projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information to be filed or recycled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. How do you organize work papers on your desk? (pick one that is most like you):

- A few short piles
- A few tall piles
- Many short piles
- Many tall piles
- I use my desktop accessories (vertical racks, letter trays, etc)
- I file almost everything in drawers/cabinets within my workspace
- I file almost everything in drawers/cabinets outside my workspace (shared file location)

Reference: Steelcase, Studio 2030

Appendix E – Sample Space Program

Recommendation per Space Guidelines & Space Analysis

Employee Count	Quantity		
Resident employees (assigned workspace)	13		
Mobile employees (unassigned workspace)	23		
Employees working from home 2 days/week	6		
Total Employee Count	42		

Employee Space	Quantity	Square Feet	Area
10x12 Assigned Office	1	120	120
10x12 Unassigned Office	2	120	240
6x8 Assigned Workstation	6	48	288
6x8 Unassigned Workstation	6	48	288
6x6 Unassigned Workstation	18	36	648
Team Workstation (6 employees) ¹	1	300	300
Collaborative Space (table to seat 6)	1	150	150
Total Employee Space			2,034

Support Space	Quantity	Square Feet	Area
Printers	1	25	25
Office Supplies/Work Room ²	1	200	200
File Cabinets	22	10	220
Recycling	4	5	20
Kitchenette ³	1	40	40
Conference Room (seats 8) ⁴	1	175	175
Total Support Space			680

Agency Subtotal	2,714
Additional Space for Panel Creep, etc.	630
Circulation (40%)	1,338

Total Space Required	4,682
Square Foot Per Person	111

Notes:

1. Team Workstation includes space for 6 employees, one table and one printer.
2. Office supplies/work room contains 2 printers, scanning equipment and one large copier. Copier can be shared with other state agencies.
3. Kitchenette can be shared with other state agencies or building tenants.
4. Conference room can be shared with other state agencies or building tenants.

Space Requirements

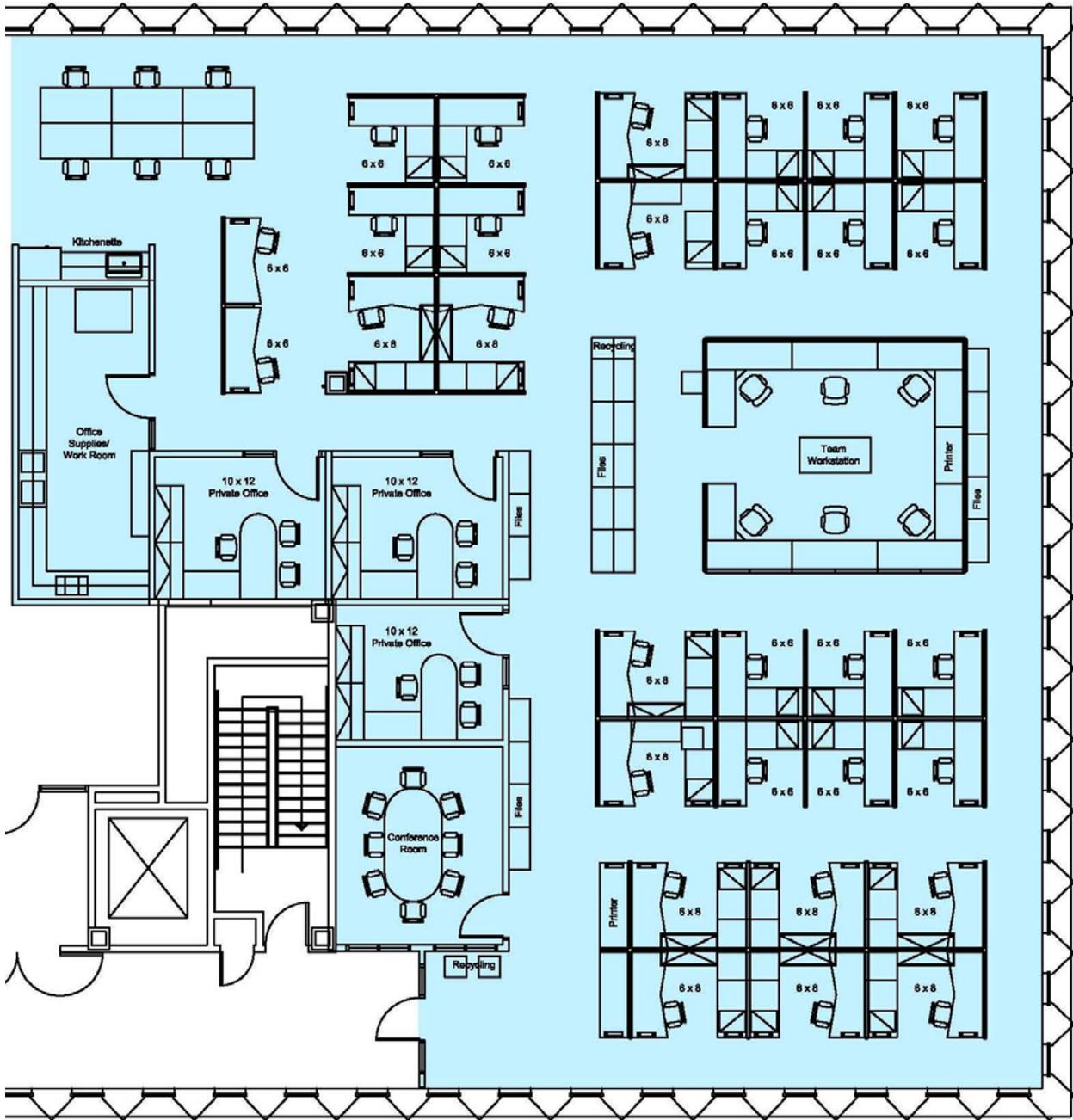
Date

Department/Division

Contact

Phone Number

Appendix F – Sample Floor Plan



4,500 Sq. Ft. Office