

DEPARTMENT OF ADMINISTRATIVE SERVICES

GENERAL SERVICES ENTERPRISE

SPACE ALLOCATION FORM

REQUESTORS INFORMATION

Department & Unit: _____

Present Location: _____

Contact & Phone Number: _____

eDAS Code: _____

SPACE REQUIREMENTS

1. PERSONNEL SPACE REQUIREMENTS

See Space Allocation Form Page 4 - Office Space Standards

Table with 2 columns: Position Title and Space Requirement (s.f. x () _____). Rows include Department Director, Division Director, Gubernatorial Appointee, Division Administrator, Bureau Chief, Support Personnel, and another Support Personnel.

TOTAL POSITIONS: _____
PERSONNEL SPACE SQUARE FOOTAGE _____

Provide breakdown on personnel count as to whether employees are (Full time, Half-time or less daily, Full time out of office more than half-time, Contract or Seasonal staff).

Three horizontal lines for providing breakdown details.

ADDITIONAL REQUIREMENTS

Table with 4 columns: Room Type, # of Rooms, Square Feet, # of People Using Area, How Often Used. Rows include Conference Room, Hearing Room, Computer Room, Library, Reception Area, File Area, Storage Area, Break Area, Admin/Copy Area, and two Other- entries.

ADDITIONAL SQUARE FOOTAGE REQUIREMENT _____

SUBTOTAL SPACE REQUIREMENT (Personnel + Additional) _____

TOTAL SQUARE FOOTAGE (Multiply Space Requirement Subtotal by 1.3) _____

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2. FURNITURE NEEDS

Does the agency intend to reuse their current furniture? YES NO

Is there a need for new furniture? YES NO Brand

of furniture, if known: _____

3. SIGNAGE REQUIREMENTS

Space allocation requests not requiring a lease will stop at this point of the form.

LEASE REQUESTS

1. REASON FOR THE REQUEST

Include changes in FTE's or new programs, special equipment, and any special needs to be considered in this request.

2. DIVISION(S) AND THE NUMBER OF PEOPLE

Identify if positions are permanent FTE's, temporary employees or contract/seasonal.

3. LOCATION - Provide the city(s) and the geographical boundaries; North, South, East or West

4. ADDITIONAL FACILITY REQUIREMENTS - Proximity to Bus Stops, Interstate, Courthouse, etc.

5. PARKING REQUIREMENTS:

Employees _____

State Cars _____

Public _____

TOTAL PARKING REQUIREMENT: _____

Motorcycle Testing Area: YES NO

CDL Testing Area: YES NO

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6. EQUIPMENT REQUIREMENTS

Type of equipment and the quantity

Copier(s) _____

Printer(s) _____

Break Area _____

Computer Room _____

Other _____

7. VOICE AND DATA PROVIDER

List any special requirements

8. ADDITIONAL LEASE CONTRACT REQUIREMENTS (if applicable)

Lease Term _____

Funding Source _____

Desired Occupancy Date _____

Other _____

Please attach separate sheets of requirements if needed.

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Office Space Standards

- Department Director
 - Gubernatorial appointee; director of an Executive Branch State Department
 - Full time Employee
 - Private office
 - 300 square foot office *
 - Floor-to-ceiling office walls
- Deputy Director
 - Deputy director of an Executive Branch State Department
 - Full time Employee
 - Private office
 - 230 square foot office*
- Gubernatorial Appointee
 - Gubernatorial appointee to a state agency; other than a Department Director
 - Full time employee
 - Private office
 - 160 square foot office *
- Division Administrator
 - Department Director appointed to administer a department division
 - Full time employee
 - 140 square foot office *
 - 80" systems furniture
- Bureau Chief
 - Division Administrator appointed to administer a division bureau
 - Full time employee
 - 100 square foot office *
 - 62" system furniture
- Support Personnel
 - Professional / Technical department support personnel
 - Full time employee
 - Receives visitors in office area
 - 80 square foot office *
 - 62 " or lower systems furniture
- Support Personnel
 - Technical / Clerical department support personnel
 - Full time employee
 - 64 square foot office *
 - 62" or lower systems furniture
- Data Entry, Field Support Office, etc.
 - Data entry support personnel OR,
 - Field office used by multiple field personnel working out of a central office OR,
 - Similar use by a full time employee
 - 25 square foot to 48 square foot office *
 - 62" or lower system furniture
- Conference Room Space
 - 18x20 - 20-25 people
 - 15x18 - 12-15 people

* Office square footages are approximate