1. Introduction and Purpose

The Office Space and General Facility Design Standards (DSF Space Standards) establishes interior design space layout standards and criteria for new buildings as well major and minor alterations of Department of Administration (DOA)-owned buildings. The purpose of these standards is to ensure that all DOA-owned buildings efficiently use space while also providing a safe and comfortable environment for employees and visitors. This document applies to all new facilities or alterations of DOA-owned facilities and contains policy and technical criteria to be used in the programming, design, and documentation of DOA buildings.

The ***DSF Space Standards*** are to be used in conjunction with the specific building program for each project, which delineate all project information, such as number and sizes of building spaces, and requirements for mechanical, electrical and other operating systems. The DSF Space Standards aim to ensure that all design components of a project are integrated to benefit facility operation, energy efficiency and fully realize other project criteria.

Since the ***DSF Space Standards*** contain general criteria, there may sometimes be conflicts between the ***DSF Space Standards*** and specific project requirements.

The provisions of this document are not intended to prohibit the use of alternative systems, methods, or devices not specifically prescribed by this document, provided DOA has approved such alternatives.

END OF SECTION