6. Interior Space Standards and Planning Guidelines

The Division of State Facilities (DSF) , Bureau of Portfolio Management (BPOM) has established the Interior Space Standards and Planning Guidelines to be used primarily in state-owned buildings and in larger leased office facilities. These guidelines are meant to be used in conjunction with DSF's Space Management Policy during the preparation process for any office space creation, movement, planning or rearranging,

6.1 Objectives

The objectives of the Interior Space Standards and Planning Guidelines are as follows:

- Provide a safe, comfortable and productive environment for all employees and visitors.
- Ensure efficient use of building HVAC, electrical and mechanical systems.
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees
- Ensure that new furniture and equipment do not exceed the building's HVAC and electrical capacity.

6.2 General Guidelines

- Color selection and finishes in state-owned buildings (carpet, wall covering, demountable wall, vinyl base, paint, fabrics and laminates, etc.) must be approved by the Bureau Portfolio and Operations Management.
- To improve space utilization and maintain required circulation, consideration should be given to designing and purchasing appropriate and efficient file systems and utilization of the state records center for long-term storage of required records.

6.3 Private Office Guidelines

- Private offices will be allowed for all positions indicated in the "Space Allocation by Job Position Categories" table. All requests for exceptions must be submitted in writing to the BPOM.
- Office suites will be allowed for executive level divisions or those requiring separation for security or confidentiality purposes. Example: Department Secretary's Office
- Administrator offices will be avoided in corner locations where they might occupy more than one window.
- Private offices in state-owned buildings, for deputy division administrators, attorneys, and bureau directors may not be located on the exterior window wall. These offices must be located toward the center of the space in order to meet the Sustainable Facilities Policy and the DSF Daylighting Standards.
- Clearstory glass, sidelights or door lights are encouraged wherever possible to increase light infiltration. These glazed units may not be covered with blinds or other window treatments.

6.4 Open Office Systems Guidelines

- To improve space utilization it is recommended that all agencies utilize or procure systems furniture to replace conventional furniture whenever possible.
- Open office system furniture take priority for window access in building planning.
- System furniture panels are to be 66" tall or less.
- Approximately 20-30% of the panels should be 42" tall or less. This allows for increased air circulation and light penetration.
- Orient 66" tall panels perpendicular to the window wall. Locate overhead storage units on these panels so they too are perpendicular to the windows.
- Lower panels should be located parallel to the windows.
- To reduce soiling wear, overhead flipper doors should not be finished with fabric.
- Heating/cooling/ventilating units must not be obstructed, use of open panel systems acceptable.
- A minimum of 36" is required for the entrance width into all workstations; long, dead-end corridors within work areas should be avoided.
- Shared workstations layouts and the creation of neighborhoods are encouraged for employees with similar job functions.

6.5 Alternative Workspace Concepts

- **Hoteling** – Hoteling workspaces for employees that travel or are not in the office 100 % of the time can be considered to save on floor space. Hoteling can be sharing of a cubicle between two 50% employees or sharing of several cubicles by a group of employees that check in to utilize the space with a calendar system. When implementing this type of plan it is important to consider scheduling procedures and storage for the employees.

- **Telecommuting** – Telecomuting is when an employee works primarily out of their home and does not have a space within the office building. Such arrangements are allowable under DSF policy and interested agencies should consult their human resources policies regarding implementation.

6.6 Support Area Guidelines

- Conference Rooms and other ancillary areas should be located on the interior of the building.
- Training rooms and related storage areas are recommended to be located on the first floor.
- All cafeterias and large break rooms should be located on the first floor with access to loading dock and staging area.

6.7 Fixtures and Furniture Specification Guidelines for State Facilities

Open Office Partition Systems Furniture

- Each workstation shall be keyed alike for overhead storage, lateral file and pedestals. Contractor shall provide two keys for each lock and shall coordinate final key schedule with Owner. A master key for all locks shall be considered an owner benefit and shall not be mandatory.
- Products shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements.
- All products shall be standard as available through published vender price lists and listed on the state furniture contracts as published on the DOA Bureau of Procurement VendorNet System or the University of Wisconsin-Madison Purchasing Services website.

Links to State Furniture Contracts:

Office Furniture:
http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=1913

Computer Furniture and Accessories:
http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=1921

Custom Made Matching Desks Credenzas and Bookcases (Metal and Wood):
http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=1919

Open Plan Systems and Private Office Furniture:
http://vendornet.state.wi.us/vendornet/asp/ContractDetail.asp?SystemContractNumber=2452

Links to University of Wisconsin Madison Furniture Contracts

Miscellaneous Educational Furniture Contract:
http://www.bussvc.wisc.edu/purch/contract/wp5665.html#KIMBALLK

Recycled Furniture Contract:
http://www.bussvc.wisc.edu/purch/contract/wp5177.html

Sustainable goals

- Open office system should be 25 percent recyclable at the end of its useful life.
- The open office system furniture should be comprised of a minimum of 20% recycled content. This is a combination of post-consumer and pre-consumer recycled content.
- Panel particle board components are to be from wood harvested in accordance with the Sustainable Forestry Initiative Program. All wood components are to be certified by the Forest Stewardship Council (FSC).
- Panel fabrics should have 100% recycled content.
- Recycled packaging should be used whenever possible.

- The systems furniture (excluding wood) should be GREENGUARD certified as a low-emitting product that meets current indoor air quality standards.

6.8 Space Allocation by Job Position Categories

Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Executive	Department Secretary	Private Office / Exterior Window	PO-1	(15' x15') **225 sq.ft.**
Executive	Agency Head	Private Office / Exterior Window	PO-1	(15' x 15') **225 sq.ft.**
Administrator	Deputy Secretary	Private Office / Exterior Window	PO-2	(12' x 16') **192 sq. ft.**
Administrator	Executive Assistant	Private Office / Exterior Window	PO-2	(12' x 16') **192 sq. ft.**
Administrator	Division Administrator	Private Office / Exterior Window - Office cannot be located in a corner where they will occupy more than one window.	PO-2	(12' x 16') **192 sq. ft.**
Managers	Deputy Division Administrator	Private Office - Locate toward center core of space, not on a window.	PO-3	(10' x 16') **160 sq. ft.**
Managers & Supervising Professionals	Bureau Director	Private Office - Locate toward center core of space, not on a window.	PO-4	(12' x 12') **144 sq. ft.**
Professional General	Attorneys	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') **120 sq. ft.**
Professional General	Budget Office Team Leader	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') **120 sq. ft.**
Professional General	District Supervisor or Director	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') **120 sq. ft.**
Professional General	Probation & Parole Functions	Private Office - Locate toward center core of space, not on a window. (Standard Under Review by DOC/DSF)	PO-5	(10' x 12') **120 sq. ft.**

Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Professional General	Human Resources EAP / AAO	Private Office - Locate toward center core of space, not on a window.	PO-5	(10' x 12') **120 sq. ft.**
Supervising Professionals	Section Chief	Workstation	WS-1	(8' x 12') **96 sq. ft.**
Supervising Professionals	Job Services Supervisor	Workstation	WS-1	(8' x 12') **96 sq. ft.**
Supervising Professionals	Assistant /Deputy Bureau Director	Workstation	WS-1	(8' x 12') **96 sq. ft.**
Supervising Architecture & Engineering	Team Leader Architect & Engineer	Workstation - Requires Conference Space	WS-1	(8' x 12') **96 sq. ft.**
Professional General	Probation & Parole Functions	Workstation - Requires Conference Space (Standard Under Review by DOC/DSF)	WS-1	(8' x 12') **96 sq. ft.**
Professional General	Human Resource EAP / AAO	Workstation - Requires Counseling Space	WS-1	(8' x 12') **96 sq. ft.**
Supervising Designer or Facilities Management Officer	Team Leader Designer or Facilities Management Officer	Workstation - Requires Conference Space	WS-1	(8' x 12') **96 sq. ft.**
Architecture & Engineering	Engineer	Workstation - Needs work surface space for large plan layout	WS-2	(8' x 9') **72 sq. ft.**
Architecture & Engineering	Architect	Workstation - Needs work surface space for large plan layout	WS-2	(8' x 9') **72 sq. ft.**
Architecture & Engineering	Landscape Architect	Workstation - Needs work surface space for large plan layout	WS-2	(8' x 9') **72 sq. ft.**
Architecture & Engineering	Building Code Reviewers	Workstation - Needs work surface space for large plan layout	WS-2	(8' x 9') **72 sq. ft.**
Architecture & Engineering	Facilities Designer	Workstation - Needs work surface space for large plan layout	WS-2	(8' x 9') **72 sq. ft.**
Architecture & Engineering	Facilities Management Officer	Workstation - Needs work surface space for large plan layout	WS-2	(8' x 9') **72 sq. ft.**

Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Prof. General & Paraprof.	Administrative Assistant	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Administrative Budget & Mgmt Officer	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Audit Specialist & Auditor	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Budget & Management Analyst	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Clerical Assistant	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Communications Engineer	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Community Services Specialist & Technician	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Computer Operator	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Contract Specialist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Data Entry Operator	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Data Processing Operations Technician	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Equal Opportunity Specialist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Executive Policy & Budget Analyst & Officer	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Fiscal Admin. Officer, Clerk & Supervisor	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Financial Specialist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Lottery Customer Service Specialist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Lottery Game & Drawing Specialist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Management Information Specialist, Supervisor & Technician	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Payroll & Benefits Assistant & Supervisor	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Personnel Administrative Officer, Assistant, & Specialist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Planning & Analysis Admin	Workstation	WS-3	(8' x 8') **64 sq. ft.**

Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Prof. General & Paraprof.	Probation & Parole OOA	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Program & Planning Analyst	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Program Assistant & Assistant Supervisor	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Publications Editor	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Purchasing Agent	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Revenue Agent, Auditor and Services Consultant	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Receptionist	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Research Analyst	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Shipping & Mailing Clerk	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Social Worker	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. General & Paraprof.	Specification Writer	Workstation	WS-3	(8' x 8') **64 sq. ft.**
Prof. Other	Auditor	Workstation	WS-4	(6' x6') **36 sq. ft.**
Prof. Other	Contractor	Workstation	WS-4	(6' x6') **36 sq. ft.**
Prof. Other	Intern	Workstation	WS-4	(6' x6') **36 sq. ft.**

Notes:

1) All Workstation Type Sizes Assume Systems Furniture. Open Office Conventional Furniture Allocations are as follows:

	Systems Furniture Allocation	Conventional Furniture Allocation
Supervising Professional	96 SF	100 SF
Architect & Engineer	72 SF	81 SF
Prof. General & Parapof.	64 SF	81 SF

2) Agencies can opt to place positions identified in the Code categories of PO-3, PO-4, &PO-5 in corresponding open office square footage arrangements on the window wall. The plan will require agency signature and DSF, BPOM approval prior to consideration. Future decision to provide the position a constructed office will be funded by the requested agency.

6.7 Space Allocation for Support Areas

Category	Description	Number of People	Code	Size
Conference Rm-1	Small - A	2 to 4	CR-1	(10' x 10') 100 sq. ft.
Conference Rm-2	Small - B	6 to 8	CR-2	(10' x 15') 150 sq. ft.
Conference Rm-3	Medium - A	8 to 10	CR-3	(12' x 20') 240 sq. ft.
Conference Rm-4	Medium - B	10 to 12	CR-4	(15' x 20') 375 sq. ft.
Conference Rm-5	Large - A	16 to 18	CR-5	(18' x 30') 480 sq. ft.
Conference Rm-6	Large - B	20 to 22	CR-6	(20' x 34') 720 sq. ft.
Conference Rm-7	Very Large Meeting Rooms	In excess of 24 persons	CR-7	15-20 sq . ft per person
Auditorium			Aud	10-12 sq . ft per person
Break Area -1	Coffee Bar, 12 lineal feet of counter included sink, and space for full size refrigerator, microwave and coffee maker.	One per 15,000 sq ft if cafeteria or larger break room is provided else ware in the building	BA-1	(5' x 15') 75 sq. ft.
Break Area-2	Small Break Area. Seating for four,12 lineal feet of counter included sink, and space for full size refrigerator for microwave and coffee maker.	For facilities with 1-20 people	BA-2	(12' x 12') 124 sq. ft.
Break Area-3	Medium Size Break Area. Seating for eight, 12 lineal feet of counter included sink, and space for full-size refrigerator, for microwave and coffee maker.	For facilities with 21-50 people	BA-3	(12' x 20') 240 sq. ft.

Category	Description	Number of People	Code	Size
Break Area-4	Large Size Break Area. Seating for 16, 18 lineal feet of counter included sink, and space for full-size refrigerator, for microwave and coffee maker.	For facilities with 50-75 people	BA-4	(18' x 20') 360 sq. ft.
Cafeteria / Dining	Provide seating for one - third of total staff. This assumes three shifts for each meal.		CAF/DIN	15-20 sq. ft. per person
Kitchen/ Storage/ Service Area			KIT/STOR	Size to be based on 25-30% of size of cafeteria /dining area
Training Rm-1	Small Training Room	Seating for 18	TR-1	(20' x 30') 600 sq. ft.
Training Rm-2	Medium Training Room	Seating for 30	TR-2	(25' x 40') 1000 sq. ft.
Training Rm-3	Large Training Room	Seating for 50	TR-3	(35' x 45') 600 sq. ft.
Reception/ Waiting Area-1	Small	Seating for 4	R/W-1	(10' x 10') 100 sq. ft.
Reception/ Waiting Area-2	Medium	Seating for 8-10	R/W-2	(12' x 16') 192 sq. ft.
Reception/ Waiting Area-3	Large	Seating for 14-20	R/W-3	(16' x 20') 100 sq. ft.
Reception/ Waiting Area-4	Very Large	Seating for 22-30	R/W-4	(24' x 24') 576 sq. ft.
Copy Area	Small	MFD & table	CA	50 sq. ft.
Work Room/Copy Area -1	medium	MFD & Counter Area & small mail area	WRCA -1	135 sq. ft
Work Room/Copy Area -2	Large	Production Copy & Counter Area Mail Area, supplies, etc.	WRCA -2	150 sq. ft.

Category	Description	Office Type or Requirements	Code	Size
Mail Room -1	Large	Division or departmental central mail distribution area	MR-1	225 sq. ft.
Mail Room-2	X-Large	Building-wide mail distribution center	MR-2	500 sq. ft.
Print Area	Very small	1 printer on small counter	PA	36 sq. ft.
T-File Room - 1	Small	Open shelving for files	TF-1	144 sq. ft.
T-File Room - 2	Medium	Open shelving for files	TF-2	216 sq. ft.
T-File Room - 3	Large	Open shelving for files	TF-3	288 sq. ft.
Open File Area - 30	Single 30” w lateral File	30” w x18”d x2	OF-30	7.5 sq. ft.
Open File Area - 36	Single 36” w lateral File	36” w x18”d x2	OF-36	9 sq. ft.
Open File Area - 42	Single 42” w lateral File	42” w x18”d x2	OF-42	10.5 sq. ft.
Vertical File	Single 15” w Vertical File	15”w x 30”d x2	VF	7.5 sq. ft.
UA Bathroom	Handicap Accessible single unisex restroom	Must include cabinet and small refrigerator	UA	75 sq. ft.

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