5. Definitions

Terms not defined here shall be interpreted as can be appropriately inferred and in and general common usage.

Building Common Support Space – A space allowance of support facilities that are shared by all groups within the facility. These include such areas as main building reception, security rooms, mailrooms, large meeting facilities and training rooms. Building common spaces may be located on any floor of the building. (These may also be referred to as building common areas.)

Building Common Area – A measure of all internal spaces of the building that provide service to building tenants (i.e. mechanical rooms, locker rooms, bathrooms, common conference rooms, etc).

Building Loss Factor- Usable area that is not available for use by the occupant to house furniture or personnel due to significant building impediments and or floor plate restraints. All floor plates will have some building loss, however the factor is only applicable when the loss can be measured or demonstrated to have a significant impact on the occupant's space requirements. Common building loss factors are excessive column size, curving walls, irregular or constrained floor plates which would require the occupant to require additional usable area in order to accommodate their functionally programmed requirements.

Circulation Space – Space allowances for the areas between landscape office workstations, semi-enclosed areas, enclosed areas, open work areas and support spaces.

Dedicated Support Space- A space allowance for files, equipment, storage, etc., that is shared with others and must be located adjacent to the individual's workplace.

Private Office - A workstation with four-sided, floor-to-ceiling enclosures using drywall, demountable or removable partitions.

Facilities Program- A statement in written and graphic form that defines the criteria for the design of a facility, at a particular point in time.

Floor Common Support Space- A space allowance for the support facilities that are shared by all groups on the floor. Examples include floor kitchens and copy areas

Floor or Building Assignable Area- A measure of all internal space on a floor or floors of a building, excluding vertical penetrations, building common areas, and circulation space. It is used in planning to determine functional space needs of employees, equipment and workspaces. When planning for space, a circulation factor is added to the calculated assignable area to account for hallways and accessibility, this number is then used as the useable office area required by the tenant.

ADD: Client Survey or Programed Needs – Per HOLLY
Floor or Building Useable Area- A measure of all internal space on a floor or floors of a building, excluding vertical penetrations and building common areas. The space that is actually useable

by an agency or department. It does not include accessory areas such as washrooms, janitor closets, electrical and telephone closets, public corridors and elevator lobbies. Corridors within the boundaries of a department's space are included in the useable space and are also termed circulation space. The useable office area is computed by adding circulation to the assignable area or by measuring the occupied space to the dominant portion of the finished surface.

Floor or Building Rentable Area- A measure of all internal space on a floor or floors of a building, excluding vertical penetrations. It is used in lease agreements. It may be calculated by measuring the actual or proposed space for rent or, by adding a percentage factor or multiplier to the required useable area to account for the tenant's use of common space in the building. All measurements will be in accordance with the Building Owners Managers Association (BOMA) and International Facility Management Association (IFMA) method of measurement. For a whole building the rentable area is measured to the dominant portion of the inside of the exterior walls. The factor or multiplier will vary according to the type of building and the type of tenancy, e.g., single tenant floor, multiple tenant floor, whole building, etc. The rentable area remains constant for the life of the building unless additional area is constructed.

Full-Time Equivalent (FTE) - A measure of labor utilization which approximates the number of persons employed by a department. Typically requires a workspace

Limited Term Employee (LTE) – An individual hired for a specific project on a short term basis or limited hourly basis, and is an employee of the state. Typically requires a workspace.

Functional Program - A detailed statement describing what is needed by a department to perform its activities efficiently, safely and comfortably. It includes a description about the occupant group's requirements for each workstation, support, circulation and special purpose spaces, based upon the approved space standards and guidelines. It also describes how the areas relate to each other functionally and may describe the type and size of furniture and equipment that needs to be accommodated. A functional program is used by a designer to complete a space layout.

Group Support Space- A space allowance for files, equipment, storage, enclosed rooms, meeting areas etc., which is shared by a group of workers.

General Office Space - Office space used to accommodate general administrative functions (workstation, support, and circulation space) and does not require special design and construction because of other special program delivery activities. General office space can usually be reallocated between departments with minimal changes required.

Integrated Workplace Strategies- An umbrella term that encompasses a holistic approach to accommodating work. This is done by not only looking at how and where people work but also the work process, technology and management policies that are required in order to achieve maximum utilization of personnel, facilities and all other resources to achieve the greatest return on the investment.

Open Workstation - A workstation with either no enclosures or two to three enclosures (such as screens or panels) below ceiling height.

Remote Support Space – Support space located off-site or at a remote location such as records, storage, meeting rooms and training facilities, etc.

Space Allocations- Allocations for floor area to accommodate individual people or groups, or specific furniture and equipment so that a particular function can be performed.

Space Utilization Program – A statement in written and graphic form, similar to a facilities program, but limited to a definition of required areas and their use.

Special Purpose Space - Additional, non-standard areas required by a department to accommodate specific activities which are unique and essential to delivery of the department's particular program. Examples include laboratories, health units or clinics, courtrooms, hearing rooms, staffed libraries, mainframe computer rooms, workshops, central mail operations rooms, radio/communications centers, survey and mapping rooms, public assembly areas, exhibit areas, conference or training complexes, central storage/warehousing areas, trade shops, etc. Special purpose space is not included in the space envelope allocation determined under these standards.

Support Space - Shared space containing furniture, equipment or materials used by a department. These include photocopier rooms, file cabinets, meeting rooms, coffee counters, etc. These shared spaces are located near the people that use them on a regular basis and may be enclosed or open depending on the type of equipment and the work performed in them.

Tenant Improvements (TI)–The construction of interior space to meet the requirements of the requesting agency or department. This includes wall partitions, screens, finishes, signage and modifications to telephone, lighting, electrical, heating and ventilation as necessary to service the office layout. The terms "fit up" or "finish out" are sometimes used to describe the construction of tenant improvements.

Work Space - Spaces provided to people to accommodate their individual furniture and equipment and allow them to perform their job functions. Work space may be enclosed or open depending on the confidentiality, security, visual and acoustical privacy requirements of the job.

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