

ARTICLE I. IN GENERAL

Sec. 201-1. Office, Workstation and Furniture Standards.

- (a) *Purpose.* This procedure provides for effective and efficient use of space in all District buildings. These procedures are applicable to all employees, leased employees and contractors.
- (b) *Roles and Responsibilities.*
 - (1) The General Services Division Director, Facilities Planner, and the requesting organization's Space Coordinator will work collaboratively to implement appropriate private office or standard workspace/workstation allocations.
 - (2) The General Services Division Director and the Facilities Planner are responsible for designing, allocating, and maintaining space usage in an equitable, cost-effective manner. Additionally, they are responsible for office, conference rooms, workstations, furniture and furnishings.
 - (3) The Space Coordinator is responsible for obtaining director's approval prior to forwarding a request for change to the General Services Division.
 - (4) The General Services Division Director, and Facilities Planner evaluate all requests for change and are authorized to approve requests for changes to office and workstation size based on established criteria (see subsection (h)). For requests that exceed established criteria (see subsection (h)), the General Services Division will present the change request to the Space Planning Committee who provides a recommendation to the Deputy Executive Director, Corporate Resources for final approval.
 - (5) The Deputy Executive Director, Corporate Resources shall approve any deviations from the established criteria included in this procedure and is the final approval authority for such requests.
- (c) *Definitions.*

Space Allocation is the square footage provided for an employee's private office (hard wall) or standard workspace (cubicle) or workstation office area. Allocation is based on pay grade, requirements, need and site-specific conditions.

Systems Furniture consists of interconnecting furniture and panel components with painted metal and plastic or fabric-covered metal construction. Specific categories include:

 - (1) *Adjustable Work Surface* is a height-adjustable work surface with freestanding mobile drawer units/pedestals.
 - (2) *Conventional Furniture* refers to stationary components with laminated or hardwood veneer work surfaces with attached drawer pedestals, which may consist of wood or metal.
 - (3) *Executive Furniture* is constructed of high quality hardwood veneer with quality cabinetry finish.
 - (4) *Storage Furniture* includes freestanding bookshelves, credenzas or cabinets, which may consist of wood or metal.

- (d) *Requesting a Change that Meets District Criteria (See Criteria Section.)*
- (1) *Employee.* After obtaining manager's approval, have the Space Coordinator submit a change request to General Services via the following Web page: <http://web/webB501/bud/fam div.shtml>. (See "Submit a Work Order Request" link.)
 - (2) *General Services.*
 - a. Review the work order request.
 - b. If approved, generate a work order and forward it to the appropriate staff and contractors.
 - c. If disapproved, notify employee.
 - d. Note:
 1. Changes may require funding from the requesting department/division/office. Private office workspace/workstations currently in use will not be reconfigured solely to meet the criteria.
 3. Changes to current space allocation and reconfigurations will be reviewed on a case-by-case basis.
 4. Adjustments may be made as facilities staff and funding become available.
- (e) *Requesting a Change that is Outside of District Criteria (See Criteria Section.)*
- (1) *Space Coordinator.* After obtaining manager's approval, submit a request for facility modifications for work areas by completing a Proposed Facility Project Form via the following Web page: <http://web/webB501/bud/fam div.shtml>. Submit the form to the General Services Division Director and Facilities Planner who are authorized to evaluate and process for Space Planning Committee review.
 - (2) *General Services Director.* Present requests to the Space Planning Committee. Forward recommendation of the Space Planning Committee to the Deputy Executive Director, Corporate Resources, to obtain approval. The Deputy Executive Director, Corporate Resources is the final authority for requests exceeding established criteria. If approved, generate a work order and forward it to the appropriate staff and contractors.
- (f) *Request for Ergonomic Review.*
- (1) *Employee.* Contact Risk Management to schedule an Ergonomic Review.
 - (2) *Risk Management.* Advise General Services Division if any accommodations are necessary.
- (g) *Request for Electrical Non-Office Equipment.* Electrical non-office equipment is appropriate only in designated or approved areas. Approval must be obtained for non-designated areas.
- (1) *Employee.* After obtaining manager's approval, submit a change request to General Services via the following Web page for the use of appliances such as space heaters, toasters, and refrigerators: <http://web/webB501/bud/fam div.shtml>. (See "Submit a Work Order

Request" link.) The request must contain requestor's name, phone number, location and justification.

(2) *Note:* Special requests may be reviewed and approved by Risk Management and the Deputy Executive Director, Corporate Resources. (For safety purposes, stacking items on file cabinets or on top of flipper storage cabinets is not permitted.)

(h) *Criteria.* Office and workstation space allocation and furnishing type are based on employee position and pay grade .

TABLE INSET:

Max Space Allocated	Positions/Pay Grades	Office & Cube Type Standard Furnishings
50sf	Contractors, Students (Interns)	Open Cube - <i>TYPE A-2x4</i> , w/1-60x30WS, 1-open shelf, 1-flipper cabinet, 2-tack boards, 1-pencil drawer, 2-pedestal cab., 1-file tray, 1-office chair, 1-side chair, 2-task lights;
		OR
		Open Cube - <i>TYPE A-3x3</i> , w/1-90x30ws, 2-flipper cab., 1- open shelf, 2-tack boards, 1-pencil drawer, 2-pedestal cab., 1-file tray, 1-office chair, 1-side chair, 3-task lights
75sf	#1 thru #19	Open Cube - <i>TYPE C-3x4</i> , w/1 - 90x30ws, 1-60x30ws, 3-flipper cabinets, 2-open shelves, 4-tack boards, 1-pencil drawer, 2-pedestal cab., 2-file trays, 1-diagonal tray, 1-office chair, 1-side chair, 5-task lights
100sf	#20 thru #29	Open Cube - <i>TYPE D-4x4</i> , w/2 - 90x30ws, 4-flipper cabinets, 2-open shelves, 4-tack boards, 1-pencil drawer, 2-pedestal cab., 2-file trays, 1-diagonal tray, 1-office chair, 2-side chairs, 6-task lights;
		OR
		Open Cube - <i>TYPE D1-4x4</i> , w/1-90x30ws, 1-90x24ws, 1-60x30 penn ws, 4-flipper cabinets, 2-open shelves, 4-tack boards, 1-pencil drawer, 2-

		pedestal cabinets, 2-file trays, 1-diagonal tray, 1- office chair, 2-side chairs, 6-task lights
100sf	Senior Admin Resource Asst	Open Cube - <i>TYPE SA-4x4</i> , w/1-90x30ws, 2-60x30ws 1-counter cap, 3-flipper cabinets, 2-open shelves, 4-tack boards, 1-pencil dr, 2-pedestal cabinets, 2-file trays, 1-diag. tray, 1-office chair, 1-side chair, 5-task lights
125sf	<u>#23 thru #25 (Directors) / (Division Director)</u> <u>#18 Business Management Specialists / Sr. Resource HR Reps working in Resources Areas within Corporate Resources.</u>	Hard wall office with systems furniture or free standing furniture (case goods)
150sf	Contractors, Students 4 Seat Unit #26 thru #34 (Department Director / (Deputy Department Director)	Open Cube - <i>TYPE B-6x4</i> , w/4-90x30ws, 4-flipper cabinets, 8-open shelves, 8-tack boards, 4-pencil drawers, 8-pedestal cab., 4-file trays, 4-office chairs, 12-task lights
Unspecified	Business Services Director	Hard wall office with systems furniture or case goods
Unspecified	Senior Management #30 thru #34	Hard wall office with high quality hard wood veneer furniture

GRAPHIC LINK:[Type A 2 x 4](#)

GRAPHIC LINK:[Type A 3 x 3](#)

GRAPHIC LINK:[Group cube](#)

GRAPHIC LINK:[Type C 3 x 4](#)

GRAPHIC LINK:[Type D 4 x 4](#)

GRAPHIC LINK:[Type D1 4 x 4](#)

GRAPHIC LINK:[Click here](#)

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