
State of New Mexico Space Standards

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FINAL



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1.

SPACE STANDARDS POLICY

1.1 INTRODUCTION

New Mexico's Space Standards, along with those of many other states and various federal agencies, have been evolving to:

- Keep pace with the commercial technology now available that allows the maximization of the management of existing and new space, and
- To maximize limited financial resources to supply office space to perform the many functions of state government.

Current technology in furniture, furniture systems, equipment, computers, job and team interaction, and building layout now allows very efficient use of building space while, at the same time, providing state personnel the space needed to adequately and comfortably accomplish their particular job function and to accommodate the visiting public. These standards reflect changes in the office environment and will be the foundation for estimating office space needs. New Mexico space standards are based upon position function and position requirements. The standards will be used by architects, planners and the Property Control Division (PCD) in determining space requirements for state building projects and for reassignment of space in existing facilities where the existing configuration will allow. These standards apply to new building and renovation projects throughout New Mexico. Architects and planners for other departments beyond PCD are also encouraged to follow these standards for new or renovated space.

The purpose of this document is to establish policies, standards and processes which will provide state employees with functional work environments appropriate for required tasks and maximize the efficient use of space. The standards are a tool to assist in the programming and planning of new projects, major remodeling, space reassignment and leased space. Further, department's annual capital outlay requests through PCD and Department of Finance and Administration (DFA) will reflect use of these new standards.

1.2 SCOPE AND APPLICATION

These space standards apply only to New Mexico State office space and office support space and include:

- Office space area standards for state positions;
- Space standards for conference rooms and reception areas; and
- Space standards for commonly used furnishings and equipment, commonly used in support areas.

Spaces other than offices and office support spaces are more specialized by agency and must be dealt with on a project-by-project basis by PCD.

1.2.1 Agencies Affected

This volume of the New Mexico State Space Standards applies through PCD to all State agencies and institutions except the following:

- state highway department
- state fair commission
- state institutions of higher learning
- New Mexico School of Deaf
- New Mexico School of Visually Handicapped
- Supreme Court
- Commissioner of Public Lands
- State Armory Board
- the building in which the legislature is housed and adjacent utilities plant and surrounding grounds
- The museum of New Mexico
- state library building.

1.3 KEY IDEAS

1.3.1 Space Standards are Based on Position Function and Requirements

The application of office space standards allows for the uniform assignment of space from agency to agency so that space is equally distributed to similar position descriptions across state government. The standards are functionally based with the primary determinant being the activities and tasks performed in a particular position. The standards are appropriate and supportive of most functions and provide space necessary to permit efficient performance of tasks. Position titles, pay classifications, seniority or rank are not as relevant to space assignment determinations as are the

activities and duties performed by personnel occupying office space. The space allocations should also be adequate for the furniture and equipment needed by employees to perform assigned tasks.

1.3.2 Private vs. Open Offices

It is State policy that employees will have open office workstations with few exceptions. It is recognized that application of these standards is unworkable without the provision of an adequate amount of conference space to accommodate less frequent privacy requirements for staff supervision and discussion of confidential matters.

Private offices generally will be assigned on the basis of functional need. By far the most common functional need for privacy is frequent discussion of confidential matters in person or on the phone. Other occasional needs for privacy are as an aid to concentration or for security and for isolation of confidential documents. Needs for privacy can also be accommodated by special furniture and equipment on a case-by-case basis.

A position must meet one of the following criteria in order for a private office to be permitted. Adequate conference space must be assumed (and provided) as part of these criteria.

- Position requires regular, confidential meetings with citizens or clients of a frequency and duration which cannot be accommodated in conference space.
- Position requires engagement in confidential conversations relative to agency internal matters or supervision of a number of personnel which involves dealing with sensitive personnel matters with a frequency and duration that cannot be accommodated in conference space.
- Position is responsible for sensitive investigations involving regular and frequent interviews or phone conversations in the work place that cannot be accommodated in conference space or separate interview rooms. Such investigations involve hearings, trials, actions against or on behalf of citizens of the State, or sensitive personnel investigation matters.

The standards indicate which positions have been assigned private offices. If it is concluded by an agency that a private office is needed for a position for which a private office is not assigned in the standards, a "Request for Deviation from Space Standards" form must be submitted to PCD signed as required.

1.4 EXCEPTIONS TO THE STANDARDS

It is recognized that the standards may not be applicable in every situation. Where necessary and justified, exceptions can and will be made for special requirements or activities related to a particular position, existing furniture, existing building configuration or other physical constraints. Exceptions shall be approved by PCD.

The space standards do not apply to existing spaces as presently configured except where there is a need for additional space and the existing building configuration will allow their application. Existing space will not be required to be remodeled solely to satisfy the space standards. It is recognized that the use of the standards in programming space will usually be related to the acquisition of new space (through new construction or leases) or the reconfiguration and substantial renovation of existing space. Upon requests for new or additional space, the standards will be used to evaluate utilization of existing space by PCD.

2.

SPACE STANDARDS

2.1 INTRODUCTION

The Space Standards have the following components. These include standards for:

- individual private and open office spaces;
- furniture and equipment within office support areas such as copy areas;
- conference rooms;
- reception areas.

Factors are included for allocating space for internal circulation and partitions and for other non-useable spaces that make up the total gross area in a building.

- The *internal circulation factor* when multiplied by the offices and support spaces results in *Net Useable Area*.
- Multiplying the *Net Useable Area* by the *Gross Area Factor* will give a total gross building area. The Gross Area Factor intended for use for rough preliminary calculations.

See Section 5.0 for definitions of terms used.

Space standards for open-office work stations are based on the use of “systems” or conventional furniture. Space standards for private offices assume that “systems” or conventional furniture will be used. Systems furniture is more efficient and uses less space than conventional furniture. Therefore, the standards include a “conventional furniture factor” which is an upward adjustment in the size of open-office work stations if conventional furniture is used..

The space standards are to be used when requesting additional space. Forms incorporating the standards into the space request process are included in Section 3.

Diagrams illustrating space standards for office space, furniture and equipment, conference rooms, waiting areas are included in Section 4.

2.2 GENERAL OFFICE SPACE STANDARDS

Space standards for various position categories in New Mexico State government are described as follows. Written request must be made to PCD for deviation from these general assignments.

2.2.1 Administrative Positions

A Group Position usually requiring administration of several groups which report directly to it. Most of these positions report directly to the governor. Position has conference needs for six to eight people within office. Larger meetings will be held in a separate conference room. Visual and audio privacy is an important concern. Equipment and storage needs are generally modest. Examples: Commissioner, Department Executive Director, Deputy Director of large department, Division Director of a large division.

Space Standard: 280 net square feet private office.

B Group Position usually requiring administration of a number of subgroups and reporting directly to an "A Group" position. Position has conference needs for four to six people in office. Larger meetings will be held in a separate conference room. Visual and audio privacy is an important concern. Equipment and storage needs are generally modest. Examples: Department Deputy Director, Division Director.

Space Standard: 220 net square feet private office.

C Group Position usually responsible for a specific subgroup and reporting directly to a "B Group" position. Position has conference needs for two to four people within office. Larger meetings will be held in a separate conference room. Visual and audio privacy may be an important concern. Equipment and storage needs are generally modest. Examples: Assistant Division Director, Deputy Commissioner.

Space Standard: 144 net square feet open-office work station.

A private office of up to 150 net square feet. can be considered for positions which meet the criteria for private offices.

2.2.2 Supervisory Positions

D Group Position overseeing a large number of professional or technical personnel. Position has conference needs for two to four people within the office on a regular basis. Larger meetings will be held in separate conference room. Visual and audio privacy is not an important concern. Standard office equipment, filing, storage and work surface needs can be met. Examples: Bureau or Section Manager.

Space Standard: 120 net square feet open-office work station.

An open-office work station of up to 144 net square feet can be considered if the position:

- involves meetings with a minimum of four people on a regular, daily basis that cannot be reasonably held in separate conference space; and
- has extraordinary equipment requirements.

A private office of up to 150 net square feet can be considered for positions which meet the criteria for private offices.

E Group Position overseeing a limited number of personnel with conference needs for one or two people within office. Larger meetings will be held in separate conference room. Standard office equipment, filing, storage and work surface needs can be met. Visual and audio privacy is not an issue. Examples: Managers, Senior Professionals.

Space Standard: 100 net square feet open-office work station.

A private office of up to 120 net square feet can be considered for positions which meet the criteria for private offices.

2.2.3 Professional/Technical Positions

F Group Full-time-professional position requiring extensive training. Conducts conferences with one to three visitors in office. May have supervision of a limited number of personnel. Larger conferences will be held in separate conference room. Visual and audio privacy is an important concern. Standard office equipment, filing, storage and work surface needs can be met. College and university faculty need ample book shelving and file space. Examples: Attorneys, Administrative Law Judges, Hearing Officers.

Space Standard: 120 net square feet private office.

A private office of up to 150 net square feet can be considered for similar positions which:

- conduct regular hearings within their office; or
- meet regularly with four visitors and the meetings cannot be accommodated in separate conference space; or
- which meet with up to three visitors but have extraordinary needs for work surface or other furniture and equipment.

G Group Full-time-professional/technical position requiring specialized training. Visual and audio privacy may be an important concern. Confers with one or two visitors within office. Larger meetings will be held in a separate conference room. Standard office equipment, filing, storage and work surface needs can be met. Examples: Counselor, Case Worker.

Space Standard: 81 net square feet open-office work station.

Open-office work stations of up to 100 net square feet can be considered for positions which:

- involve regular meetings with one or two visitors; and
- have extraordinary in-office equipment, filing or storage needs.

A private office of up to 120 net square feet can be considered for positions which meet the criteria for private offices.

H Group Full-time-professional/technical position requiring specialized training, without special visual and audio privacy needs. May have supervision of a limited number of personnel. Confers with one or two visitors within office or requires a generous amount of work surface. Standard office equipment, filing, storage and work surface needs can be met. Examples: Educational Specialist, Architect.

Space Standard: 81 net square feet open-office work station.

An open-office work station of up to 100 net square feet can be considered for positions that require special equipment such as a drafting table or several items of electronic equipment in addition to the work surface and visitor requirements outlined for this Group.

I Group Full-time-professional/technical position requiring specialized training, or paraprofessional position without special visual and audio privacy needs. Meets with a single visitor or no visitors within the work station. Standard office equipment, filing, storage and work surface needs can be met. Examples: Accountant, Analyst, Data Processing Programmer.

Space Standard: 64 net square feet open-office work

station.

An open-office work station of up to 81 net square feet can be considered for positions with:

- extraordinary equipment, filing, storage or work surface requirements.

2.2.4 Clerical Positions

J Group Full-time-senior position involving clerical responsibilities (word processing, filing, screening phone calls, data entry, etc.). May include overseeing a limited number of personnel. Does not require visual and audio privacy. Meets with a single visitor or no visitors within work station. Standard clerical equipment, filing, storage and work surface needs can be met. May include a stand-up service counter. Example: Secretary.

Space Standard: 81 net square feet open-office work station.

K Group Full-time-clerical position (word processing, filing, data entry, etc.). No visitor accommodation within work station. Equipment, filing, work surface and storage needs must be considered and will vary. Position involves paper-intensive tasks which require large work-surface area. Example: Clerk/Tech.

Space Standard: 64 net square feet open-office work station.

A smaller open-office work station of no less than 49 net square feet can be considered for positions which:

- do not involve not paper-intensive tasks (such as data entry or filing); and/or
- adjacency to common file or work area is provided.

2.2.5 Field, Shop/Lab/Warehouse, and Intern Positions

L Group Full or part-time position where personnel are out of the work station more than 50 percent of the time or are present only seasonally. Visual privacy is not required. Applicable also to positions requiring a work station in a shop, lab or warehouse, for data entry, record-keeping and communication. Standards office work surface needs can be met. Examples: Inspector, Lab Technician, Intern, Warehouse Supervisor.

Space Standard: 36 net square feet open-office work station.

An open-office work station of 49 net square feet can be considered for similar positions with:

- extraordinary equipment, filing or work-surface needs.

2.2.6 NA - Positions Not Requiring Assigned Office Space

Positions not requiring assigned office space. Examples: Electrician, Maintenance Worker, Driver License Examiner.

GENERAL OFFICE SPACE STANDARDS SUMMARY*
(in net Square Feet)

Designation	Open Office Work Station	Private Office
A Group		280
B Group		220
C Group	144	
D Group	120	
E Group	100	
F Group		120
G Group	81	
H Group	81	
I Group	64	
J Group	81	
K Group	64	
L Group	36	

*Graphic representation follows in Section 4.

2.3 FURNITURE AND EQUIPMENT SPACE STANDARDS FOR SUPPORT SPACES

Furniture and equipment space standards are for determining areas of support spaces which differ among individual State agencies. Examples are file, copy and storage areas and common work areas. Because the needs of agencies differ, it is not possible to have a single space standard for a "file area," a "copy area," a "storage area," or a "common work area." Support space will be determined by PCD on a case-by-case basis in conjunction with the agency.

The space standards are for individual items of furniture and equipment. The standards can be translated into an area for a particular space by listing each type of furniture or equipment required, determining the quantity of each type, and then multiplying each quantity by the space standard for the specific item. Do not use the furniture and equipment space standards to determine office areas; use the office space standards.

Diagrams showing how furniture and equipment space standards were derived are included in Section 4, "Diagrams Illustrating Space Standards."

Type of Furniture or Equipment	Designation	Length (Inches)	Area Allowance (Square Feet)
Bookcase	BC1	30	8
	BC2	36	10
	BC3	42	11
	BC4	48	13
	BC5	60	16
Storage Cabinet 18 Inches Deep	SC1	24	10
	SC2	30	13
	SC3	36	15
	SC4	42	18
	SC5	48	20
Storage Cabinet 24 Inches Deep	SC6	24	11
	SC7	30	14
	SC8	36	17
	SC9	42	19
	SC10	48	22

Type of Furniture or Equipment	Designation	Length (Inches)	Area Allowance (Square Feet)
Work Table or Counter -- 24 Inches Wide Access One Side *	1T/C1	30	11
	1T/C2	36	14
	1T/C3	48	18
	1T/C4	60	23
	1T/C5	72	27
Work Table or Counter -- 30 Inches Wide Access One Side *	1T/C6	48	20
	1T/C7	60	25
	1T/C8	72	30
	1T/C9	84	35
	1T/C10	96	40
Work Table or Counter -- 36 Inches Wide Access One Side *	1T/C11	48	22
	1T/C12	60	28
	1T/C13	72	33
	1T/C14	84	39
	1T/C15	96	44
Work Table or Counter -- 24 Inches Wide Access Two Sides *	2T/C1	30	18
	2T/C2	36	21
	2T/C3	48	28
	2T/C4	60	35
	2T/C5	72	42
Work Table or Counter -- 30 Inches Wide Access Two Sides *	2T/C6	48	30
	2T/C7	60	38
	2T/C8	72	45
	2T/C9	84	53
	2T/C10	96	60
Work Table or Counter -- 36 Inches Wide Access Two Sides *	2T/C11	48	32
	2T/C12	60	40
	2T/C13	72	48
	2T/C14	84	56
	2T/C15	96	64

* A work counter has storage cabinets below it; a work table is open beneath.

Type of Furniture or Equipment	Designation	Length (Inches)	Area Allowance (Square Feet)
Work Table or Counter -- 24 Inches Wide Access Four Sides *	4T/C1	30	53
	4T/C2	36	56
	4T/C3	48	63
	4T/C4	60	70
	4T/C5	72	77
	4T/C6	84	84
	4T/C7	96	91
Work Table or Counter -- 30 Inches Wide Access Four Sides *	4T/C8	48	68
	4T/C9	60	75
	4T/C10	72	83
	4T/C11	84	90
	4T/C12	96	98
Work Table or Counter -- 36 Inches Wide Access Four Sides *	4T/C13	48	72
	4T/C14	60	80
	4T/C15	72	88
	4T/C16	84	96
	4T/C17	96	104
Lateral File	LF1	30	13
	LF2	36	15
	LF3	42	18
	LF4	48	20
Vertical File Letter Size	VF1	15	7
Vertical File Legal Size	VFG1	18	9
Shelving 18 Inches Deep	S1	36	11
	S2	42	12
	S3	48	14
Shelving 24 Inches Deep	S4	36	12
	S5	42	14
	S6	48	16
Printer Stand 24 Inches Deep	PS1	30	13
	PS2	36	15
	PS3	48	20
Printer Stand 30 Inches Deep	PS4	30	14
	PS5	36	17
	PS6	48	22

* A work counter has storage cabinets below it; a work table is open beneath.

Type of Furniture or Equipment	Designation	Length (Inches)	Area Allowance (Square Feet)
Copier - Small	CS		30
Copier - Medium	CM		40
Copier - Large	CL		60
Coat Rack	CR1	36	9
	CR2	48	12
	CR3	60	15
Flat File 36 Inches Deep	FF1	48	32
Flat File 48 Inches Deep	FF2	60	50
Fax Machine	FX1		14
Laser Printer	LP1		9

* A work counter has storage cabinets below it; a work table is open beneath.

2.4 CONFERENCE ROOM SPACE STANDARDS

Conference rooms are enclosed spaces in an office environment where meetings at a table may be held in privacy. When open office work stations are the predominant type of office in an agency, it is critical to the success of the arrangement that there are enough conference rooms of appropriate sizes to meet the needs for private meetings. Adequacy of number and size of conference rooms is critical to the success of an open office plan.

Sometimes for small meetings of a non-confidential nature, conference areas do not need walls from floor to ceiling but can have low partitions. Space standards for open conference areas are the same as for conference rooms.

The space standards below are for conference rooms for up to 20 people. Conference rooms for more than 20 people are considered specialized space and should be dealt with on a case-by-case basis.

Designation	Number of People	Space Standard (Square Feet)
CR4	4	120
CR6	6	150
CR8	8	200
CR10	10	230
CR12	12	260
CR16	16	340
CR20	20	460

It may be noted that the area per person in a conference room for 20 people is greater than the area per person for some smaller groups of people. This occurs because a "square donut" configuration appropriate for larger groups requires increased area per person.

Examples of conference room layouts are shown in Section 4, "Diagrams Illustrating Space Standards." The layouts do not have the exact areas of the space standards, but they show arrangements and clearances that are possible within the limits of the space standards. All conference room diagrams shown include space for a five-foot wheelchair turning circle (requiring moving chairs in some cases).

2.5 RECEPTION AREAS SPACE STANDARDS

Reception areas are areas in an office environment where visitors received and may sit while waiting. These space standards for reception areas apply to the visitor seating areas only. Standards for receptionists' work stations are included in the standards for offices. Circulation space within reception areas is allowed for in the internal circulation factor which is described in Section 3.6. The space standards below are for up to 8 visitors. Reception areas for more than 8 visitors are considered "specialized space" and should be dealt with on a case-by-case basis.

Examples illustrating the derivation of the reception area space standards are shown in Section 4, "Diagrams Illustrating Space Standards."

Designation	No. of Visitors	Space Standards (Square Feet)
RA2V	2	50
RA4V	4	100
RA6V	6	130
RA8V	8	180

2.6 SPACE FACTORS

2.6.1 Internal Circulation And Partition Factor

The internal circulation and partition factor is very important because it is multiplied by the net areas of office and support space to give a large component of the space required by an agency. Adding the area of office and support spaces to the area allowed for internal circulation and partitions gives the "Net Useable Area."

Offices and open office workstations and their support spaces require aisles and halls for internal circulation within department or agency areas. Internal circulation usually will not include building lobbies, but is the area inside the front door of a department or agency. Some additional area will also be required for walls and partitions. An "internal circulation and partition factor" multiplied by the total assignable area of offices, workstations, and support areas will give the area required for internal circulation and partitions. This factor should be between 30 percent and 35 percent. Use the 30 percent factor in all calculations except when two thirds or more of office, work station and support spaces are 100 net square feet. or less in area. In this case, a 35 percent factor should be applied.

2.6.2 Gross Area Factor

A "gross area factor" is a multiplier which can be applied to net useable area at the early stages of the planning process to arrive at a very approximate gross or total overall area of a building. In actual buildings, gross area factors vary significantly for many reasons. Use a factor of 1.3 in early planning to estimate this figure.

2.6.3 Conventional Furniture Factor

New Mexico State Office Space Standards are based on use of "systems furniture" in open office work stations and "conventional furniture" for private (closed) offices.

"Systems furniture" refers to systems of interconnecting components (work surfaces, drawers, keyboard trays, divider panels, etc.) from which entire work stations can be assembled as single integrated pieces of furniture. "Conventional furniture" refers to separate freestanding items of furniture such as filing

cabinets, desks, and bookcases.

Although the State's goal is to use only systems furniture in open office work stations, this can only gradually be achieved as the State's inventory of conventional furniture is phased out. Some open office work stations will continue to incorporate conventional furniture. (It should be noted that in practice, systems furniture often will be used in closed offices and that this generally will result in more efficient use of space).

Conventional furniture generally requires more floor area than systems furniture, especially in smaller offices, and a factor must be used to increase open office work station standards when conventional furniture is used in open office work stations 100 square feet or less in area.

Space Standards for open office work stations 100 square feet or less in area should be multiplied by 1.15 when using conventional furniture for open-office work stations.

3.

USE OF STANDARDS IN THE SPACE REQUEST PROCESS

3.1 REQUEST FORMS

The New Mexico State Office Space Standards are the starting point for space planning and programming. As such, it is important to recognize that the space planned and built may differ from the standards as a more specific understanding of functions and special requirements is developed. However, no deviation from the standards is allowed without the appropriate agency justification and approvals by PCD. Therefore, the standards include a mechanism for requesting changes or modifications to the standards as part of the space request process.

This section includes a series of forms for calculating space requirements using the standards for workstations, furniture and equipment, and support spaces. The forms include:

- **Office and Workstation Request Form (Form "A")** which summarizes the space needs related to the number of Full Time Equivalent (FTE) employees by position type;
- **Office Support Space Request Form (Form "B")** which deals with support spaces such as reception areas, conference space, space for special equipment and furniture and specialized spaces such as libraries, break areas/rooms, etc.;
- **Total Current Space Request Summary Form (Form "C")** which subtotals the workstation, support space, and specialized space requests; and
- **Deviation From Space Standards Request Form (Form "D")** for presentation of reasons for any requested modifications to any of the standards.
- **New Position Form (Form "E")** to describe a position to which a space standard has not been assigned. Submit the completed form to PCD for assignment of a space standard, which will include a group designation ("A", "B", etc.), an area in square feet, and a determination as to whether the office should be open or private. Space standard assignments will be reviewed for appropriateness with the agency/institution.

Instruction sheets follow forms "A" through "D."

Department/Agency _____ Division or Other Component _____

Date _____

[illegible]

Page No. 1 of 1

Department/Agency _____ Division or Other Component _____

Date _____

[illegible]

Page No. 2 of 2

**General Services Department Property Control Division
Space Request Summary Form (Form "C")**

Department/Agency _____ **Division or Other Component** _____

Date _____

A. Subtotals of Space Requested from Office and Workstation Request Forms (Form "A," Column D)		Page 1	0
		Page 2	0
		Page 3	0
		Page 4	0
Total Line A:			0
B. Subtotals of Space Based on Space Standards from Office and Workstation Request Forms (Form "A," Column E)		Page 1	0
		Page 2	0
		Page 3	0
		Page 4	0
Total Line B:			0
C. Difference Between Standards and Space Requested (Total Line A less Total Line B). If difference is a complete Form "D," Deviation From Space Standards Request Form.			0
D. Subtotals of Office Support Space Request Forms (Form "B," Column B)		Page 1	0
		Page 2	0
		Page 3	0
		Page 4	0
Total Line D:			0
E. Total Area of workstations and Support Space requested (Sum of Totals Line A and Line D)			0
F. Area of Internal Circulation and Peripherals (Internal Circulation and Peripherals Factor			0%
G. Total Space Requested (Net Usable Area) (Sum of Lines E and F)			0
H. Gross Area Factor (Area for major circulation, restrooms, building support)			0
I. Total Preliminary Gross Area of the Building (G + H)			0

Page 1 of

Department/Agency _____ Division or Other Component _____

1000

Approval of Division Director: _____

Approval of Department Director: _____

Approval of PCD: _____

Page _____ of _____

• 3-6 •

NEW JOB TITLE FORM (FORM "A")

The purpose of the questionnaire is to find out the office space needs for this particular job title. There are questions about furniture and equipment and visitors to be accommodated. Because we are concerned about area, we ask the class of same furniture and equipment of current office space. The goal is to find out the right office space area, the required character of the space, and any special space needs.

I. IDENTIFICATION

- Classification code _____
- Job Title: _____
- Agency/Department: _____
- Division or other Component: _____
- Is the position currently filled? ☐ YES ☐ NO
- How many employees hold this position within the organization? _____
- Questionnaire answered by: _____
- Phone: _____
- Date: _____

II. JOB FUNCTION/CHARACTERISTICS

- Which of the following best describes a typical employee with this job title?
 - Management _____
 - Professional Staff _____
 - Technical Staff _____
 - Technical Support Staff _____
 - Other, please describe: _____
- Please check the descriptions applicable to a typical employee in this job.
 - Does not supervise other employees. _____
 - Supervises other employees. How many?
 - 1 to 5. _____
 - 6 to 20. _____
 - More than 20. _____
 - Receives work-related visitors on a regular daily basis in his/her office/workstation. How many?
 - 1 or 2 at a time. _____
 - More than 2 at one time. _____
 - For how long?
 - Less than one hour per day. _____
 - 1 to 2 hours per day. _____
 - More than 2 hours per day. _____
 - Does not receive work-related visitors on a regular daily basis in his/her office/workstation. _____

- Does on a regular daily basis with visitors that must remain confidential form others in the office. How often?
 - Less than one hour per day. _____
 - 1 to 2 hours per day. _____
 - More than 2 hours per day. _____
- Does not deal on a regular daily basis with matters that must remain confidential. _____
- Works regularly with outside agencies larger than 11 x 17 inches. _____
- Does not work regularly with outside agencies larger than 11 x 17 inches. _____
- Please indicate the equipment required by this job in the individual office/workspace.
 - Furniture, located within individual office/workspace.
 - Primary work surface (such as a desk). _____
 - Please specify the length _____
 - Work surfaces (such as tables or counters) in addition to those listed above: _____
 - up to 5 feet in total additional length. _____
 - 5 to 10 feet in total additional length. _____
 - More than 10 feet in total additional length. _____
 - Computer keyboard tray. _____
 - Visitor chairs. Number: _____
 - Filing cabinets: _____
 - Lateral filing cabinets. _____
 - Total number of drawers: _____
 - Storage filing cabinets. _____
 - Total number of drawers: _____
 - Bookshelves: _____
 - Total linear feet of shelving: _____
 - Conference table seating in the individual office/workspace: _____
 - For 2 or 3. _____
 - For 4. _____
 - Other (please specify): _____
 - Other furniture (please specify): _____
 - Other furniture (please specify): _____
 - Other furniture (please specify): _____
 - Office equipment located within the individual office/workspace:
 - Personal Computers. How many? _____
 - Telephone set. _____
 - Printer: _____
 - Modem. _____
 - Dot-matrix. _____
 - Daisy Wheel. _____
 - Other (please specify): _____
 - Typewriter. _____

Equipment continued:

- 2-Way Radio.
- Optical Scanner.
- CAD Station.
- CAD Plotter.
- Miscellaneous Reader.
- Drawing Table.
- Typewriter.
- Printer.
- Other equipment (please specify):
- Other equipment (please specify):

D. Please indicate the size of the present typical office/workspace currently used for this job.

Width: _____ feet Length: _____ feet

ADDITIONAL INFORMATION

Is there anything else you can tell us about the office/workspace for this job which will help us in determining its space needs?

Department/Agency Approval:

3.2 REQUEST FORMS INSTRUCTIONS

3.2.1 Instructions For Completing Office And Work Station Request Form (Form "A")

Column 1, Position Title. For each applicable position in your department or agency, list the position title assigned by the State Personnel Office.

Column 2, Space Standard Group. List the Group ("A Group," "B Group," etc.) which has been assigned for this position. If an assignment has not been made, list the Group which best applies.

Column 3, Open or Private. List "O" if an open work station has been assigned for this position, "P" if a private office has been assigned. If an assignment has not been made, list "O" unless the criteria for a private office have been met.

Column 4, Space Standard Assignable Area. List the area in net square feet which has been assigned for this position. If an assignment has not been made, find the appropriate area in square feet under the Group. For example, if a position is in the "E Group" the assignment is an open office work station with an area of 100 net square feet. If a position is in the "H Group," the assignment is an 81 net square feet open work station, unless the requirements are met for 100 net square feet.

Column 5, Number of FTE's in Position. List the number of full time equivalent employees in this position.

Column 6, Total Assignable Area for Position (Col. 5 x Col. 4). This is the total assignable office area required for each position listed, following the Space Standards. The "Subtotal Column 7" gives the total assignable office area for the page.

Column 7, Actual Space Requested For Position. This is the total assignable office area actually requested for each position. Where deviations from the Space Standards are not requested, the numbers will be the same as those in Column 4. Where deviations are requested, insert the areas requested.

3.2.2 Instructions for Completing Space Resource Summary Form (Form "C")

Line A, Subtotals of Space Requested, from Office and Work Station Request Form (Form "A"), Column 8. From each page of Form "A" used, enter the subtotal for column 8, which is the subtotal of areas requested for each position. Enter the total for Line A.

Line B, Subtotals of Space Based on Space Standards, from Office and Work Station Request Form (Form "A"), Column 7. From each page of Form "A" used, enter the subtotal for column 7, which is the subtotal of areas for each position given in the Space Standards. Enter the total for Line B.

Line C, Difference Between Standards and Space Requested (Total Line A less Total Line B). If Total Line A exceed Total Line B, this is the amount by which space requested exceeds the amount assigned by the Space Standards.

Line D, Subtotals from Office Support Space Request Forms (Form "B"), Column 5. From each page of Form "B" used, enter the subtotal for Column 5, which is the subtotal of areas of each support space listed. Enter the total for Line D.

Line E, Total Area of Work Stations and Support Space Requested (Sum of Totals Line A and Line D). Add the office and work station area requested (Total Line A) to the total office support space requested (Total Line B) and enter the sum on Line #.

Line F, Area of Internal Circulation. Internal circulation is calculated as a percentage of the area of offices and work stations and support spaces. Determine from the Space Standards whether the internal circulation and partition factor is 30 percent or 35 percent. Enter the correct percentage. Multiply this percentage by the area on Line E to determine the area of internal circulation space.

Line G, Total Space Requested (Sum of Lines E and F). Adding the total net area requested for offices and work stations and support spaces (Line E) to the area of internal circulation

(Line F) gives the totals space requested. (This does not include areas of special spaces specific to a particular agency or institution.)

3.2.3 Instructions for Completing Deviation from Office And Work Station Space Standards Resource Form (Form "D")

Column 1, Position Title. Enter the position title corresponding to the position class code.

Column 2, Space Standard.

2.1, Group. List the Space Standard Group designation for the position ("A," "B," etc.)

Column 2.2, Open or Private. List "O" if an open office work station has been assigned for this position, "P" if a private office.

Column 2.3, Area (Net Square Feet). List the area assigned for this position in the Space Standards.

Column 3, Space Requested.

Column 3.1, Open or Private. List "O" if an open office work station is requested, "P" if a private office.

Column 3.2, Area (Net Square Feet). List the area requested for this position..

Column 4, Difference Between Standard and Request (Col. 3.2 less Col. 2.3). Subtracting the area of the Space Standard for the position (Col. 3.3) from the area requested (Col. 3.2) will show how much more space is requested than the Space Standard.

Column 5, No. of FTE's Affected. List the number of full time employees in this position for whom the deviation is requested.

Column 6, Total Difference Between Standards and Request (Col. 5 x Col. 6). Multiplying additional space requested for each

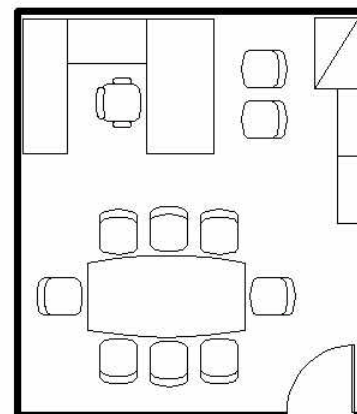
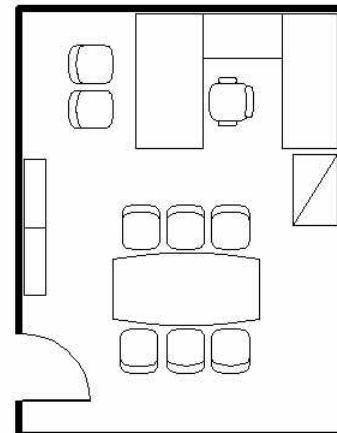
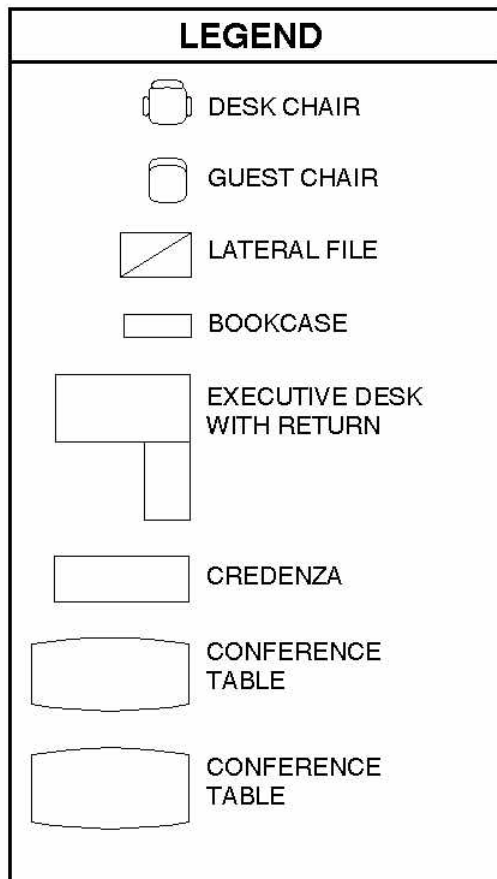
office or work station (Col. 5) by the number of employees affected (Col. 6) gives the total amount of net area requested for this position in excess of the Space Standards.

Reason for Request. Briefly list reasons for request for deviation. List specific numbers of visitors or specific items of furniture or equipment where appropriate. Use additional sheets of paper if necessary.





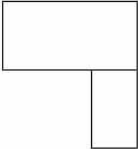


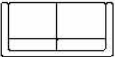

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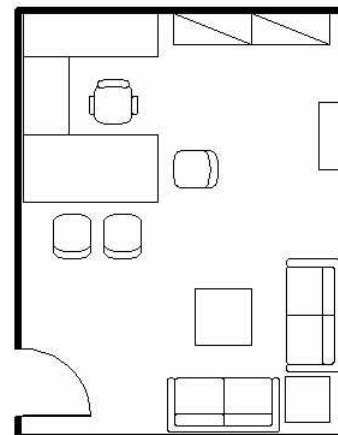
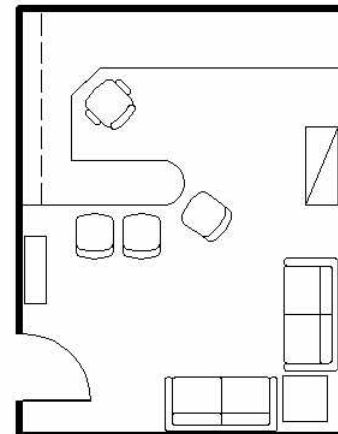
DIAGRAMS ILLUSTRATING SPACE STANDARDS

The following pages provide diagrams illustrating the space standards for open-office workstations, private offices, conference rooms, and reception areas. These layouts are not intended to plan the use of space, merely to illustrate possibilities within the standard areas. Also, included in this section are diagrams showing how the furniture and equipment space standards were derived.





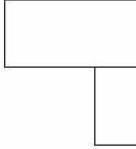



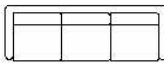

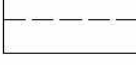



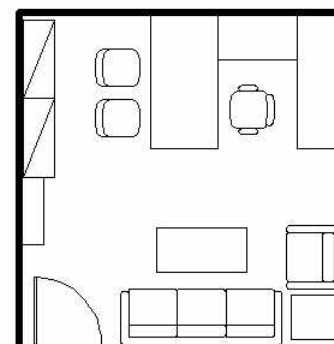
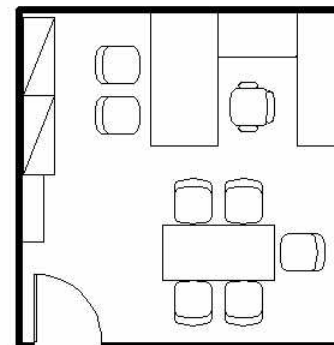
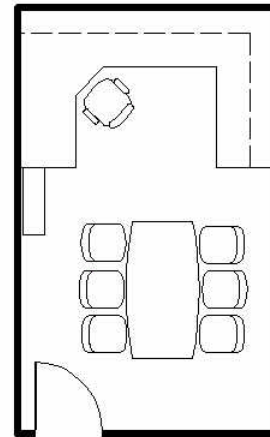
PRIVATE OFFICE
Group A 280 sq. ft.

LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	BOOKCASE
	EXECUTIVE DESK WITH RETURN
	CREDENZA
	TABLE
	TWO SEAT SOFA
	WORK SURFACE WITH BOOKSHELVES OVERHEAD






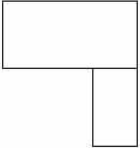




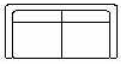
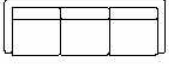
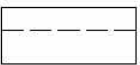


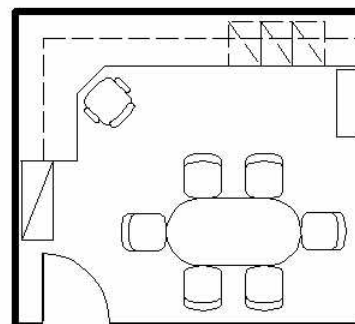
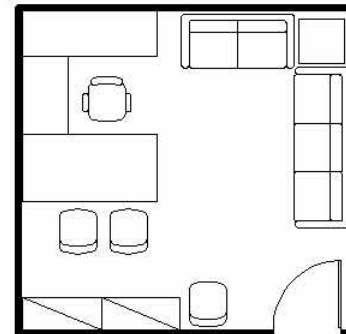
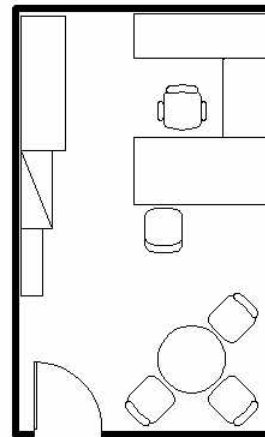
PRIVATE OFFICE
Group A 280 sq. ft.

LEGEND	
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	GUEST CHAIR
	LATERAL FILE
	BOOKCASE
	EXECUTIVE DESK WITH RETURN
	CREDENZA
	END TABLE
	COFFEE TABLE
	SOFA
	SINGLE SEAT SOFA
	WORK SURFACE WITH BOOKSHELVES OVERHEAD
	CONFERENCE TABLE

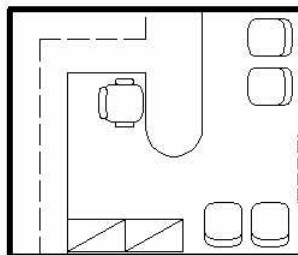
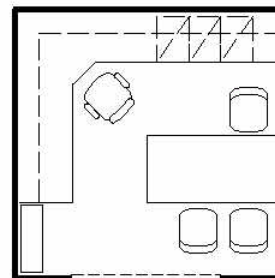
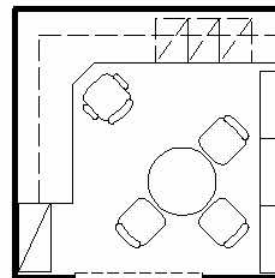
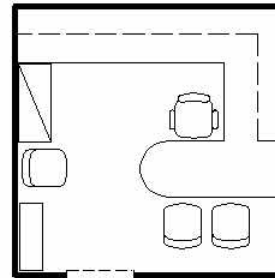
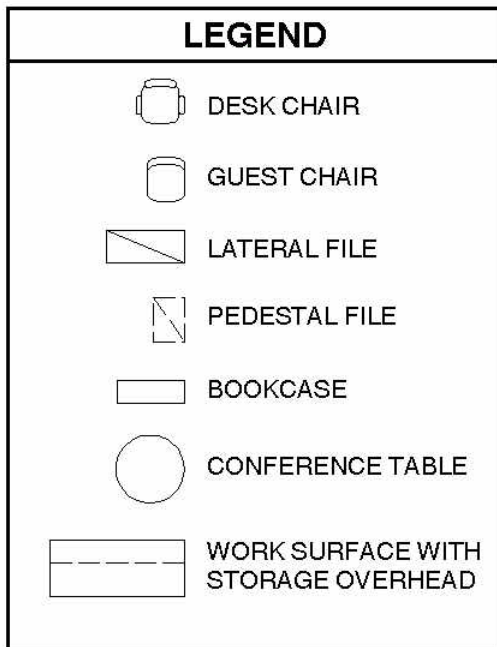


PRIVATE OFFICE
Group B 220 sq. ft.

LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	EXECUTIVE DESK WITH RETURN
	CREDENZA
	END TABLE
	CONFERENCE TABLE
	CONFERENCE TABLE
	TWO SEAT SOFA
	SOFA
	WORK SURFACE WITH BOOKSHELVES OVERHEAD

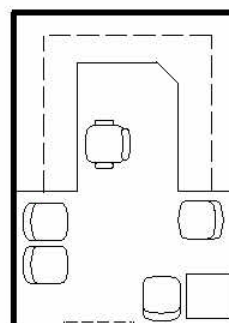
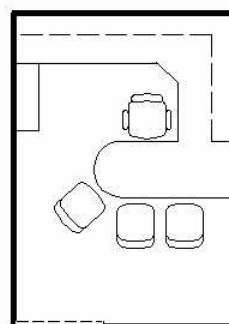
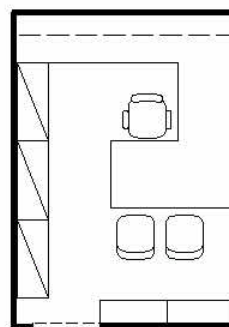
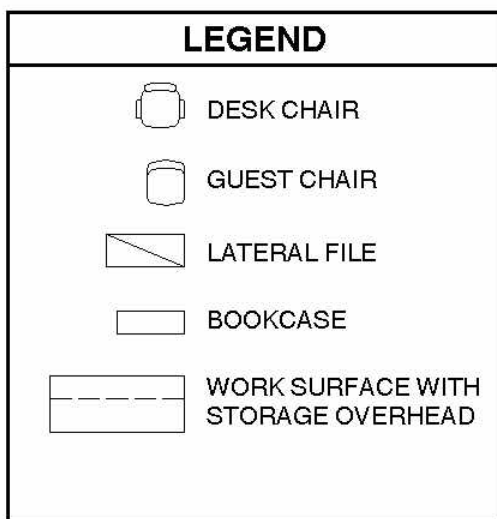


PRIVATE OFFICE
Group B 220 sq. ft.



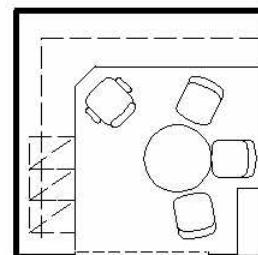
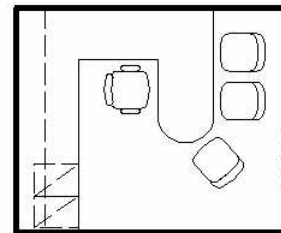
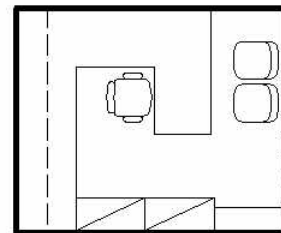
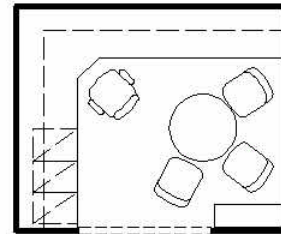
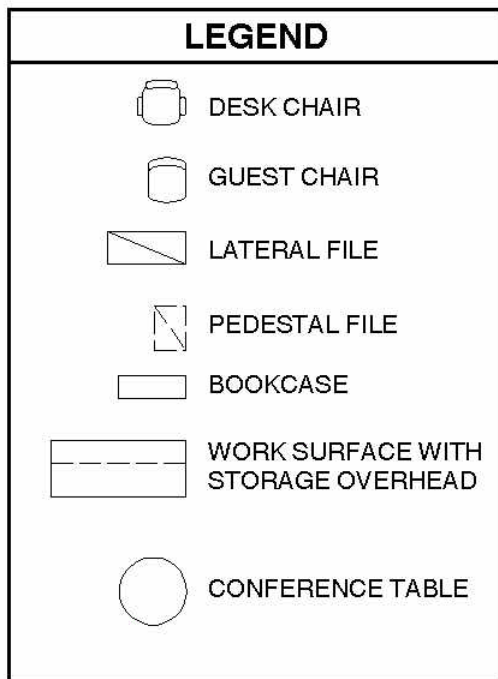
OPEN OFFICE
Group C 144 sq. ft.

Also D Group
When Listed Criteria are Met

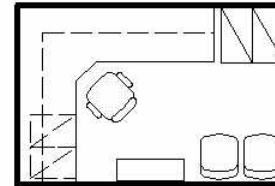
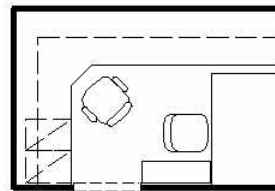
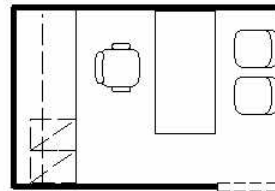
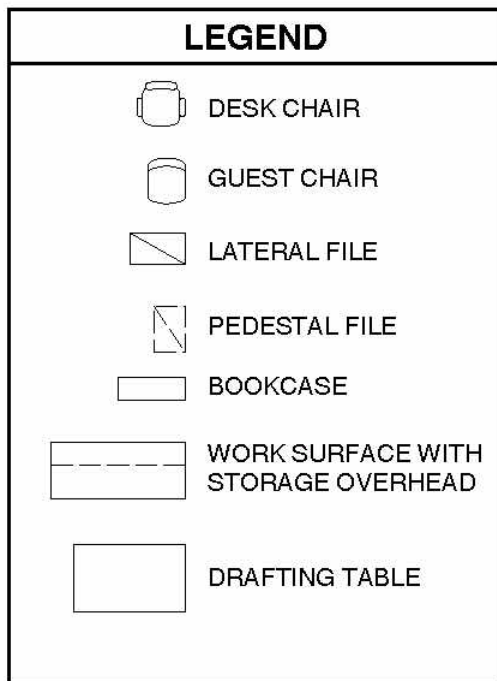


OPEN OFFICE
Group C 144 sq. ft.

Also D Group
When Listed Criteria are Met






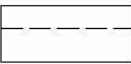



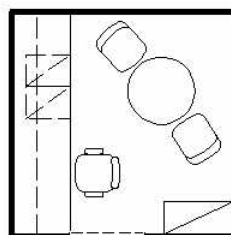
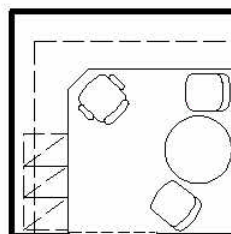
OPEN OFFICE
Group D 120 sq. ft.



OPEN OFFICE
Group E 100 sq. ft.






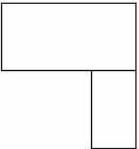


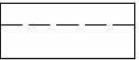
Also G Group and H Group
When Listed Criteria are Met

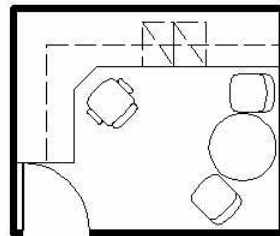
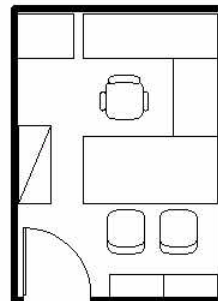
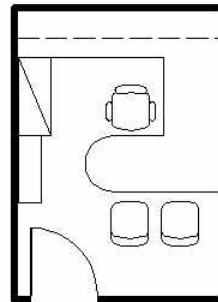
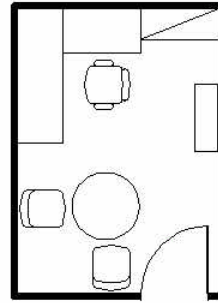
LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	WORK SURFACE WITH STORAGE OVERHEAD
	CONFERENCE TABLE



OPEN OFFICE
Group E 100 sq. ft.








Also G Group and H Group
When Listed Criteria are Met

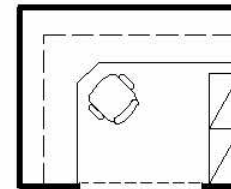
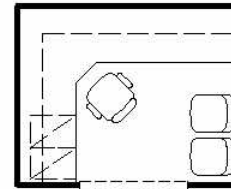
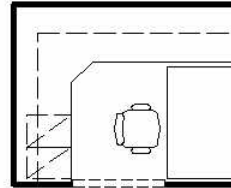
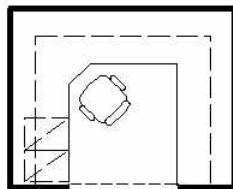
LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	EXECUTIVE DESK WITH RETURN
	CREDENZA
	CONFERENCE TABLE
	WORK SURFACE WITH BOOKSHELVES OVERHEAD



PRIVATE OFFICE
Group F 120 sq. ft.

Also E and G Group
When Listed Criteria are Met


LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	WORK SURFACE WITH STORAGE OVERHEAD
	DRAFTING TABLE




OPEN OFFICE
Group G, H, J 81 sq. ft.

Also I Group
When Listed Criteria are Met


LEGEND




DESK CHAIR




GUEST CHAIR



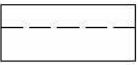
LATERAL FILE



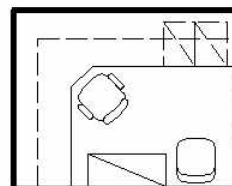
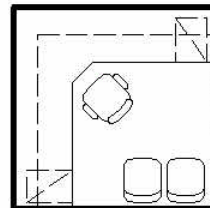
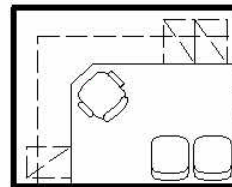
PEDESTAL FILE



BOOKCASE

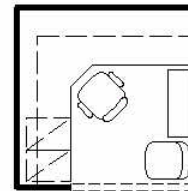
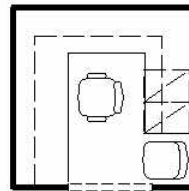
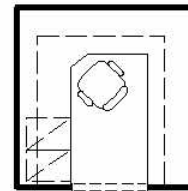
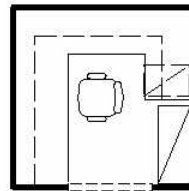
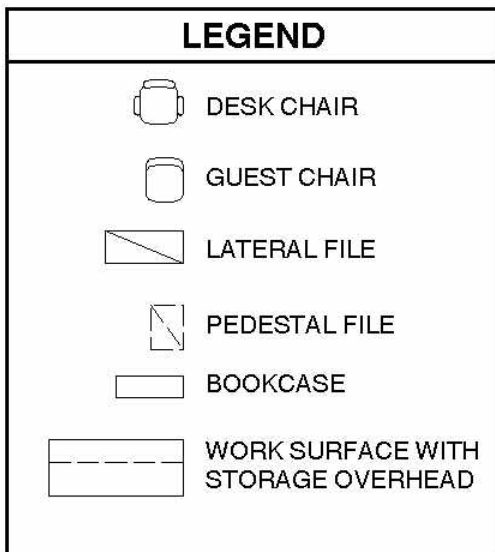


WORK SURFACE WITH STORAGE OVERHEAD

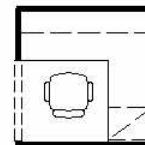
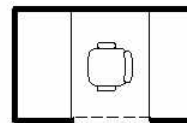
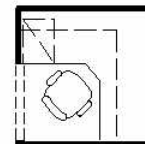
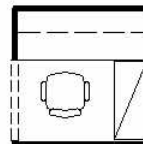
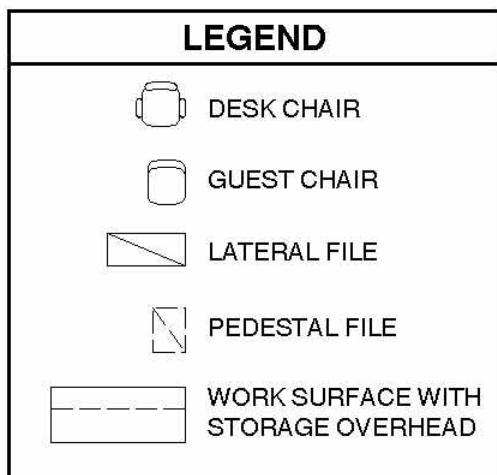


OPEN OFFICE
 Group G, H, J 81 sq. ft.







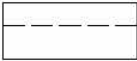
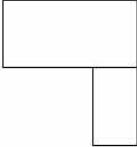
 Also I Group
 When Listed Criteria are Met

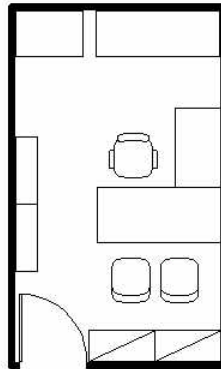
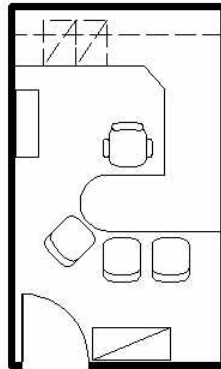
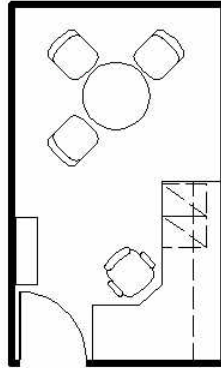


OPEN OFFICE
Groups K and I 64 sq. ft.

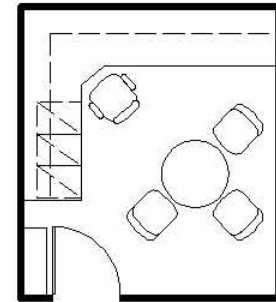
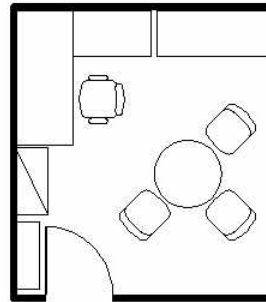
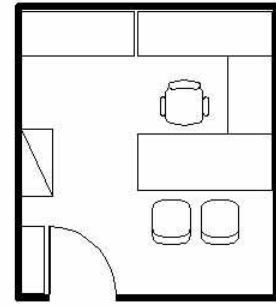
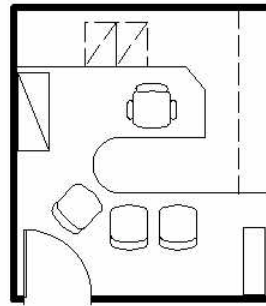
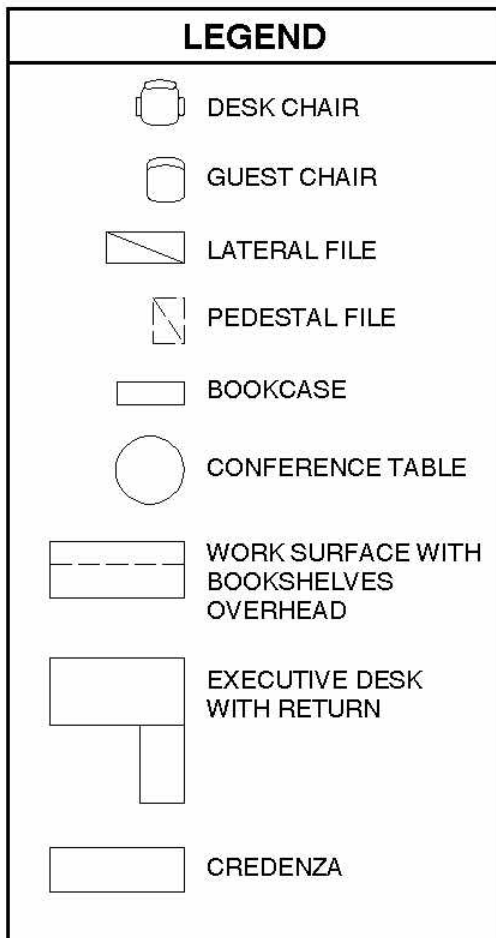


OPEN OFFICE
Group L 36 sq. ft.







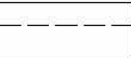


LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	CONFERENCE TABLE
	WORK SURFACE WITH BOOKSHELVES OVERHEAD
	EXECUTIVE DESK WITH RETURN

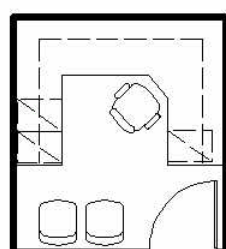
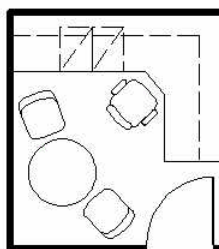
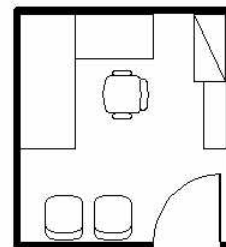
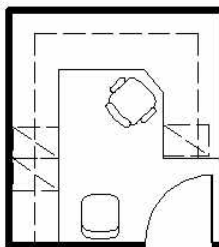


PRIVATE OFFICE
Groups C, D and F
When Listed Criteria are Met
150 sq. ft.






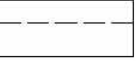
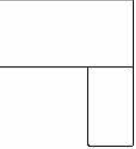



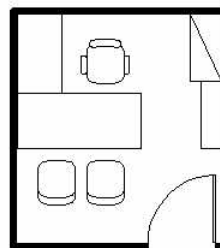
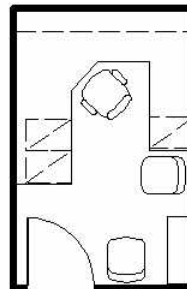
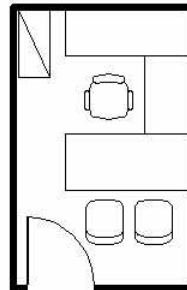
PRIVATE OFFICE
Groups C, D and F
When Listed Criteria are Met
150 sq. ft.

LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	CONFERENCE TABLE
	WORK SURFACE WITH BOOKSHELVES OVERHEAD
	EXECUTIVE DESK WITH RETURN
	CREDENZA

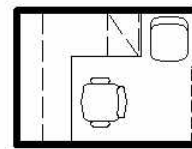
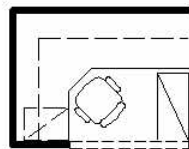
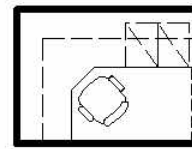
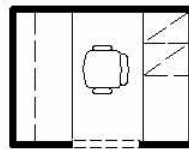
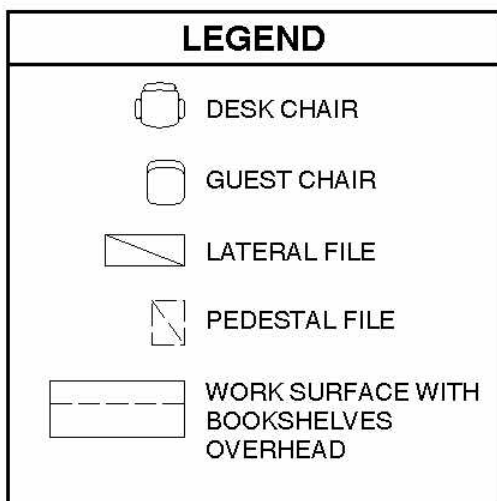


PRIVATE OFFICE
Group G
 When Listed Criteria are Met
 100 sq. ft.

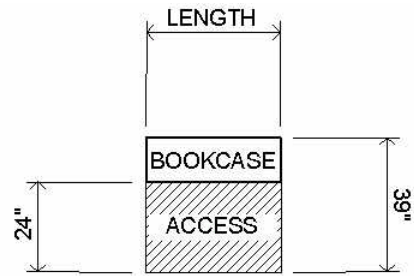
LEGEND	
	DESK CHAIR
	GUEST CHAIR
	LATERAL FILE
	PEDESTAL FILE
	BOOKCASE
	WORK SURFACE WITH BOOKSHELVES OVERHEAD
	EXECUTIVE DESK WITH RETURN
	CREDENZA



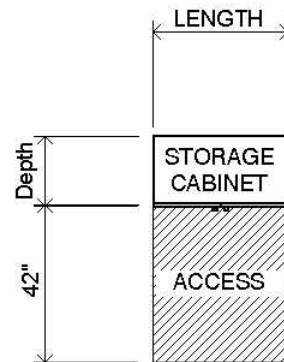
PRIVATE OFFICE
Group G
 When Listed Criteria are Met
 100 sq. ft.



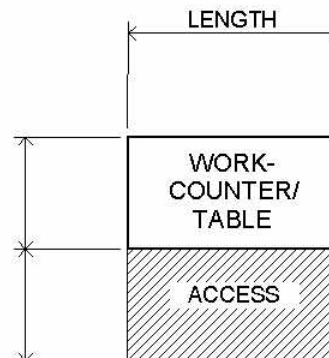
OPEN OFFICE
Groups K and L
When Listed Criteria are Met
48 sq. ft.



BOOKCASE



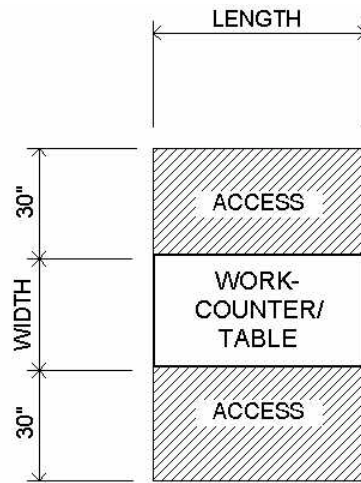
STORAGE CABINET



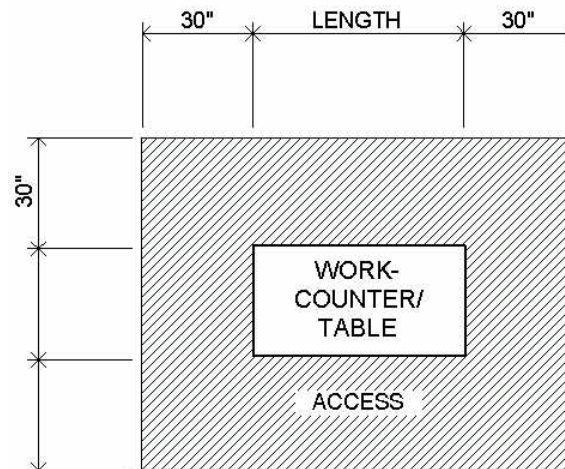
WORK TABLE OR COUNTER
ACCESS ONE SIDE

FURNITURE & EQUIPMENT

Diagrams Used in Determining
Space Standards for Furnishings
and Equipment



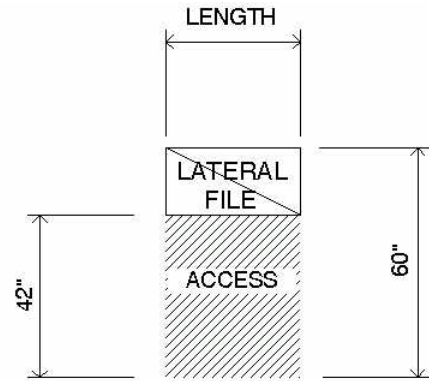
WORK TABLE OR COUNTER
ACCESS TWO SIDES



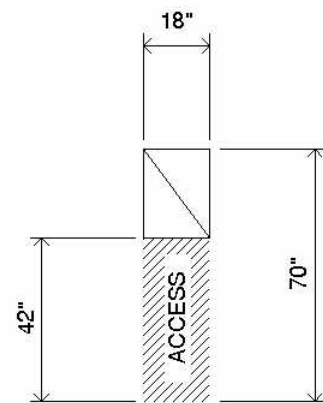
WORK TABLE OR COUNTER
ACCESS FOUR SIDES

FURNITURE & EQUIPMENT

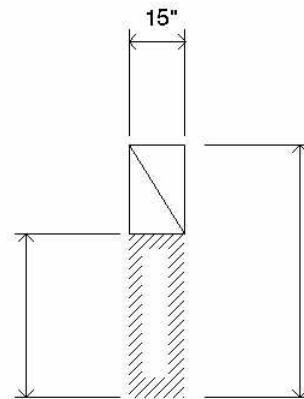
Diagrams Used in Determining
Space Standards for Furnishing
and Equipment



LATERAL FILE



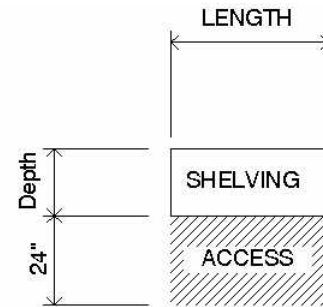
VERTICAL FILE LEGAL SIZE



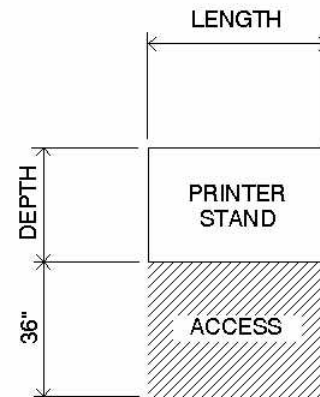
VERTICAL FILE LETTER SIZE

FURNITURE & EQUIPMENT

Diagrams Used in Determining
Space Standards for Furnishings
and Equipment



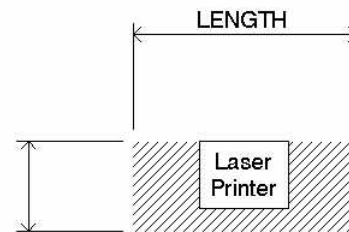
SHELVING



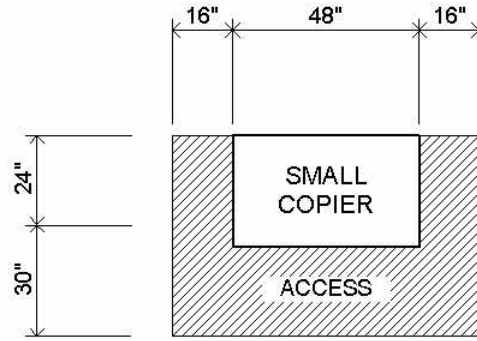
PRINTER STAND

FURNITURE & EQUIPMENT

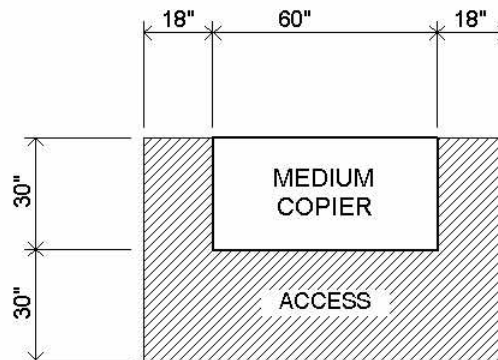
Diagrams Used in Determining
Space Standards for Furnishings
and Equipment



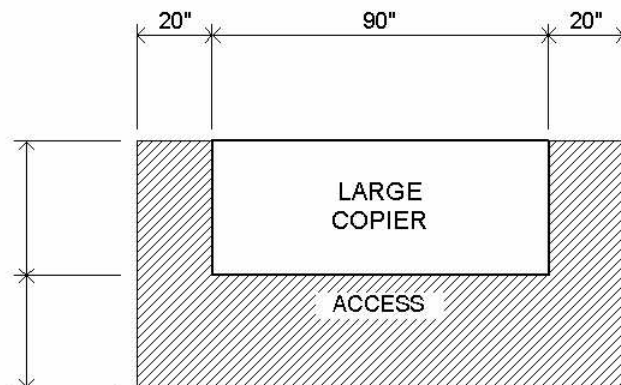
LASER PRINTER



SMALL COPIER



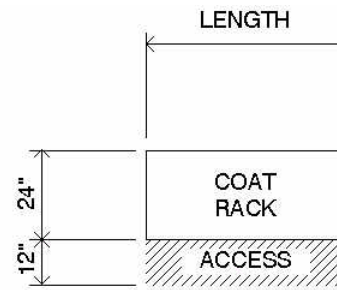
MEDIUM COPIER



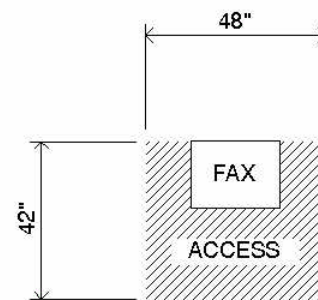
LARGE COPIER

FURNITURE & EQUIPMENT

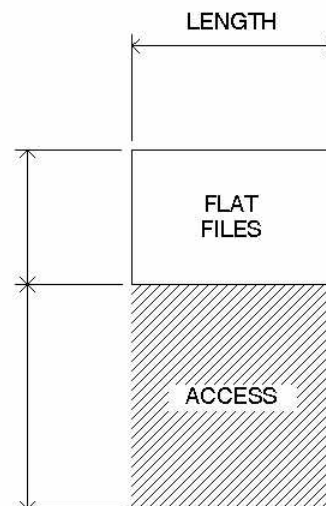
Diagrams Used in Determining
Space Standards for Furnishings
and Equipment



COAT RACK



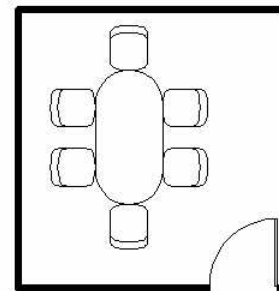
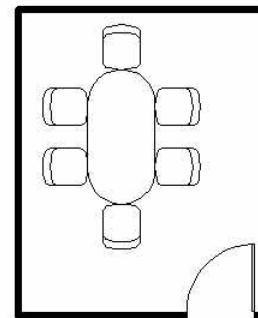
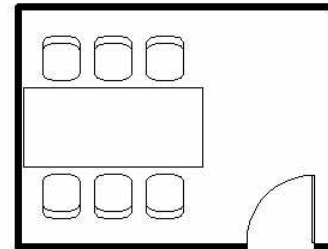
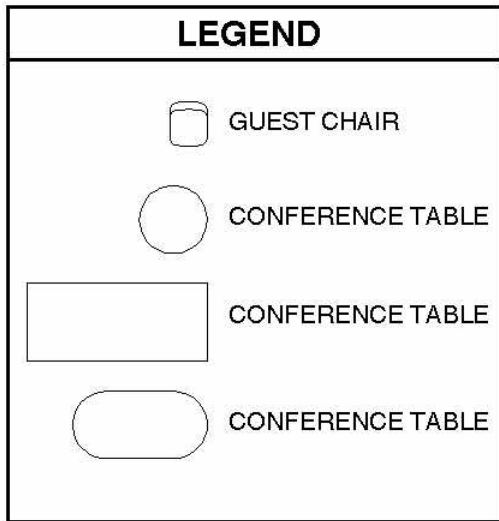
FAX



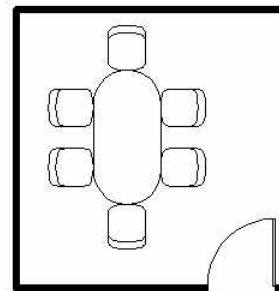
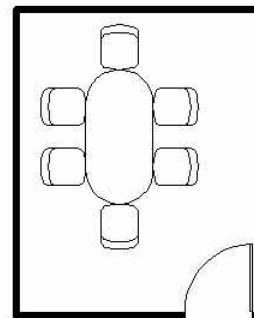
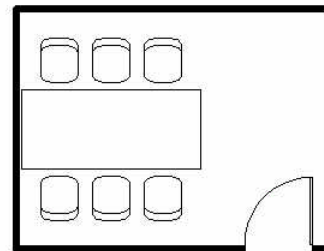
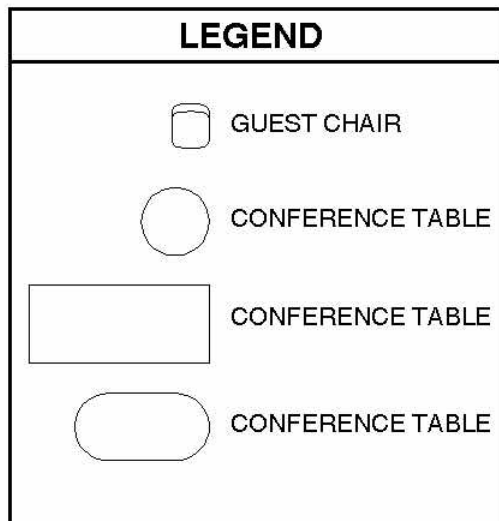
FLAT FILES

FURNITURE & EQUIPMENT

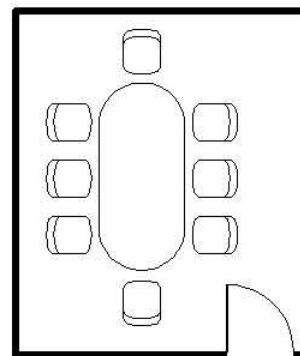
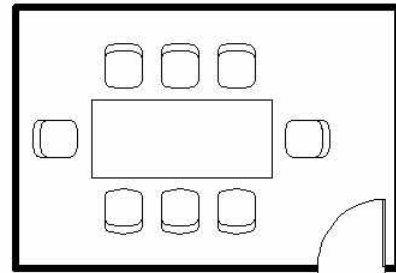
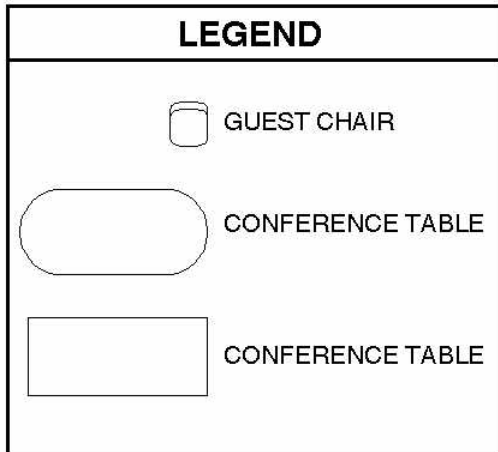
Diagrams Used in Determining
Space Standards for Furnishings
and Equipment



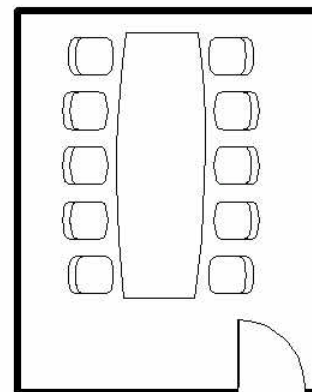
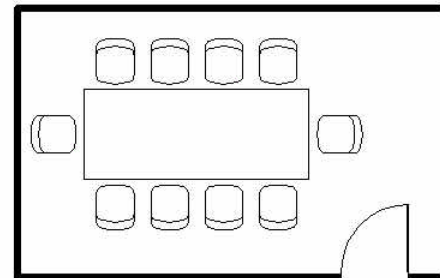
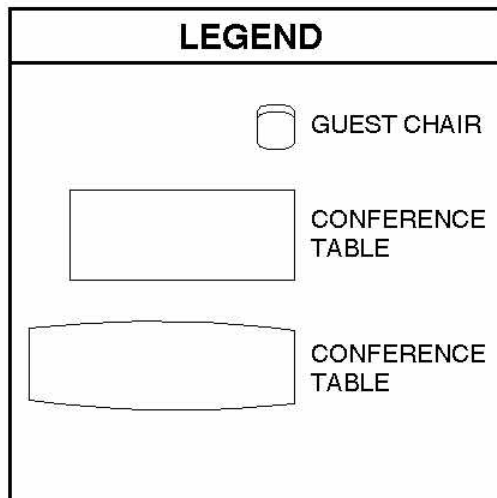
CONFERENCE ROOM
6 PERSONS
 Group CR6 150 sq. ft.



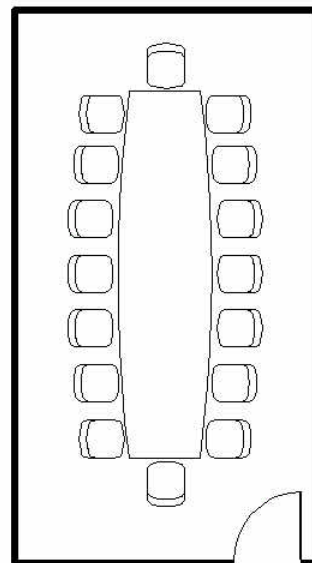
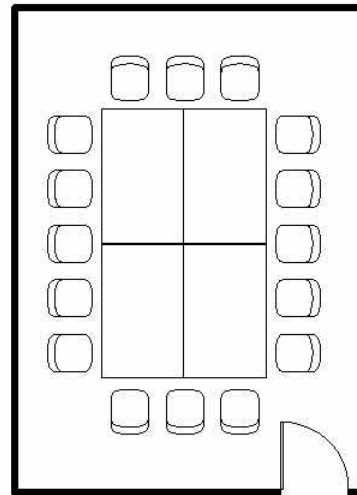
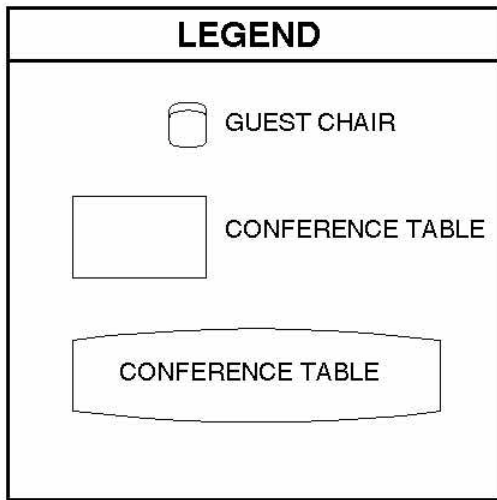
CONFERENCE ROOM
6 PERSONS
 Group CR6 150 sq. ft.



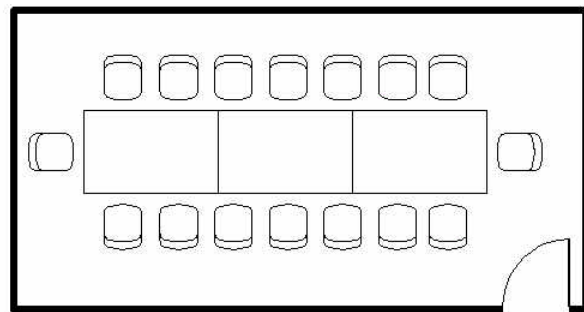
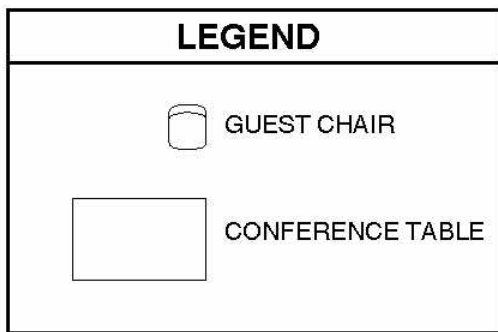
CONFERENCE ROOM
8 PERSONS
 Group CR8 200 sq. ft.



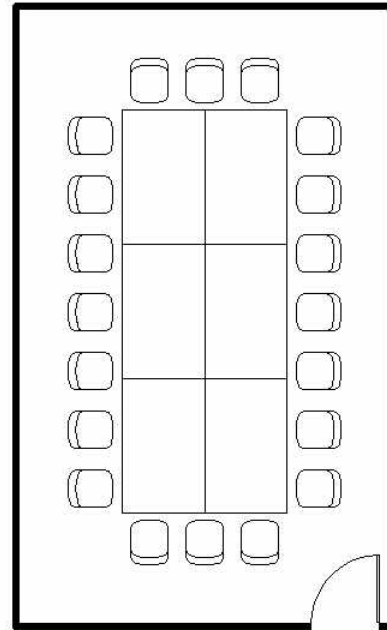
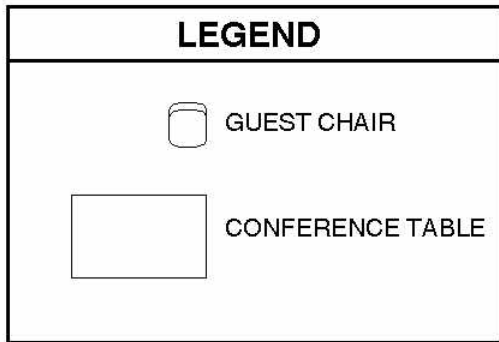
CONFERENCE ROOM
10 PERSONS
 Group CR10 230 sq. ft.





CONFERENCE ROOM
16 PERSONS
 Group CR16 340 sq. ft.

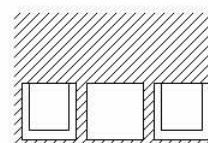
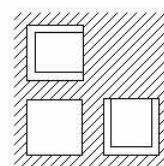


CONFERENCE ROOM
16 PERSONS
 Group CR16 340 sq. ft.





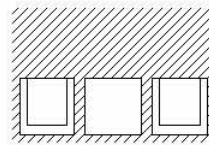
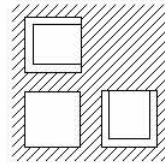
CONFERENCE ROOM
20 PERSONS
 Group CR20 460 sq. ft.

LEGEND	
	END TABLE
	SINGLE SEAT SOFA





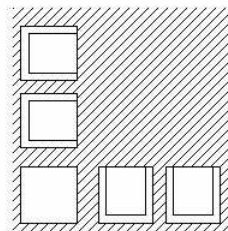
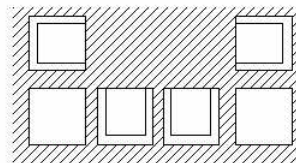
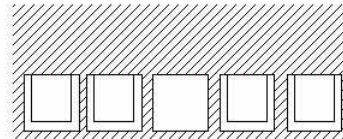
RECEPTION AREA
2 PERSONS
Group RA2 20 sq. ft.

LEGEND	
	END TABLE
	SINGLE SEAT SOFA



RECEPTION AREA
2 PERSONS
Group RA2 20 sq. ft.

LEGEND	
	END TABLE
	SINGLE SEAT SOFA



RECEPTION AREA
4 PERSONS
Group RA4 100 sq. ft.

5.

DEFINITIONS

Assignable Area:

The actual space required by programmed activities. Computed by measuring from inside finished surface to inside finished surface of an individual room or space. Assignable area does not include circulation or general building support spaces such as toilet and mechanical rooms. Note: Also known as: Net Area, Net Square Feet, Net Assignable Area or Net Assignable Square Feet.

Conventional Furniture Factor:

A percentage to be added to the space standards for open office work stations when conventional furniture is to be used. The space standards for open office work stations are based on systems furniture, and the "conventional furniture factor" is necessary because conventional furniture requires more space than systems furniture.

Conventional Furniture:

Separate freestanding items of furniture such as desks, credenzas, filing cabinets and bookcases.

Efficiency: The efficiency (including internal circulation and partitions) of a building is the ratio of the Assignable Area divided by the Gross Square Feet. The target efficiency of State Office Buildings is 75%. <verify>

Full-Time Equivalent Employees (FTEs):

State employees considered by the State Personnel Office or other monitoring agency to be employed full time.

Gross Square Feet (GSF): Is the sum of net assignable square feet plus all other building areas that are not assignable. This "left over" area is called Tare. Tare includes areas such as hallways, mechanical areas, restrooms and area of interior and exterior walls. Gross Square Feet is computed by measuring from outside face of outer building wall to outside face of outer building wall.

Internal Circulation and Partition Factor:

A percentage to be multiplied by the space standards for offices

and support spaces to allow for aisles, halls and partitions within a department or agency area.

Position Class Code:

A multi-digit number assigned by the State Personnel Office or other State agency to designate a specific State position.

Position Title:

The official name given to a position by the State Personnel Office or other designating agency. Each position title corresponds to a position class code. Multiple position class codes can have the same position title. A position title could be changed while the position could keep the same position class code.

Net Area (or Net Square Feet <NSF> or Net Assignable Square Feet <NASF>): Is the total of all assignable areas in square feet

Net Usable Area (NUA):

Computed by measuring from the inside finished surface of the outer building wall (usually glass) to the finished surface of permanent interior walls. Vertical penetrations, hallways and corridors, lobbies, toilet rooms, mechanical and electrical rooms are not included. No deduction is made for columns and necessary building projections.

Net Rentable Area (NRA):

Computed by measuring from inside finished surface of the outerbuilding wall to the inside finished surface of the outer building wall (usually glass). Vertical penetrations (stairs, elevators, shafts, etc.) are not included. No deduction is made for columns and necessary building projections.

Non-Specialized Space:

Assignable space which is found in most office environments. Non-specialized space includes closed offices, open office work stations, and office support spaces. The New Mexico State Office Space Standards apply to non-specialized space.

Office Support Spaces:

Spaces in addition to personal offices which are needed for the functioning of most office environments, such as conference,

reception, copy and file areas. Support spaces may be rooms with walls floor-to-ceiling or areas with low partitions in an open office plan.

Open Office Work Station:

A single person office space whose partitions do not extend to the ceiling and which is entered through a doorless opening. The most common partition height in New Mexico State facilities is about five feet. (Check: what is Steel Case?)

Private Office:

A single person office space, also called a "private" or "hardwall" office, with a door and floor-to-ceiling partitions.

Programming:

The process of documenting the space needs of an agency or institution in quantitative and qualitative terms for use by an architect or space planner. Note: Also referred to as Facility Programming or Architectural Programming.

Specialized Space:

Assignable space which meets special needs of specific agencies but is not found in most office environments. Examples are driver license examining areas and hearing rooms. The New Mexico State Office Space Standards do not include standards for specialized space.

Systems Furniture:

Systems of interconnecting parts or components (work surfaces, drawers, keyboard trays, divider panels, etc.) from which entire work stations including partitions can be assembled as single integrated pieces of furniture.

Efficiency: The efficiency of a building is the ratio of NASF/GSF.

Key definitions are illustrated in the chart below

