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Section I. Introduction Space Planning

Responsibilities, Duties and Other Services

This manual is to be used by code agencies so that they may better understand the process and criteria used by AS/SBD to implement the planning and the providing of finished space. When adjustments in space requirements become necessary, AS/SBD shall be involved. Through its personnel or use of consultants, AS/SBD will assist and guide agencies through space selection and the usage process.

Space Planning shall include the following responsibilities and duties for all state-owned and commercially leased space, as follows: (i) to determine space needs of all Agencies and to establish space-allocation standards, (ii) to establish and define standards for all leased space so that needs may be summarized or projected in an efficient and consistent manner, (iii) to ensure efficient and effective use of resources, and (iv) to conduct annual audits of all State leased space for compliance of these space utilization standards.

Space Planning also includes other services, such as:

1. To coordinate comprehensive capital facilities planning;
2. To assist AS/SBD and agency staff in specific space planning projects, as requested or required;
3. To act as a consultant for Tenant Improvements;
4. To acquire components, schedule delivery and set-up, complete construction of and installation of systems furniture;
5. To coordinate power and communications installation to new space prior to the move date, staging equipment and furniture, and mid-project changes;
6. To maintain facility utilization floor plans, including revisions and develop solutions while conserving resources;
7. To address agency space needs, as required; and
8. To provide information on space usage by Agencies for the annual report to the Appropriations Committee, as requested.

OVERVIEW

1. Space Types

These standards focus primarily on office space. However, other types of space such as laboratories, classrooms, storage, and other non-office spaces are treated as special cases and may require additional information to allocate proper space allowance. The term "office space" refers to the total work environment, as opposed to an individual's work area, which is termed "work space."

Private Spaces

These areas have four-sided enclosures, with or without doors. These are full height enclosures from floor to ceiling using dry wall, demountable or removable partitions. The spaces provide conversational privacy, visual privacy and security of materials. Application include executive offices, management to mid-management offices or professionals offices that require frequent visual privacy, conversational privacy, confidential storage of materials or any combination of these.

Semi-Private Spaces

Areas with two to three sided enclosures. The enclosures are below ceiling height between 48 inches to 75 inches using panels from system furniture that can relocate easily. Such enclosures provide seated or

standing privacy and the higher panels are capable of providing ample storage above work surfaces. Applications include middle to low-management, supervisory or non-supervisory staff, professional or non-professional staff, or any personnel stations that require some degree of visual privacy, conversational privacy or a generous amount of storage capabilities. The stations also provide high degree of flexibility and reconfiguration within the work spaces by changing components within the work space. The common panel heights include:

- a) Seated Privacy - 48 inches to 55 inches high panels that provides some degree of visual privacy when seated. Storage overhead is not possible due low panel heights.
- b) Standing Privacy - 55 inches to 65 inches high panels that provides stand up privacy and some conversational privacy. The 60" panels allow users to utilize the panel heights for additional storage over head and still allow viewing above stations for higher degree of openings.
- c) Overhead Privacy - Over 65 inches high panels which provide maximum standing privacy and maximum conversational privacy. These high panels should only be used on stations greater than 100 square feet.

Open Spaces

Open spaces have absolutely no enclosures around the station. The only space dividers are open spaces, plants, or furniture. Applications include low or non-managements stations such as junior level professional staff, non-professional staff, secretaries, clerks, or operators.

2. Usage of Space

Personal Spaces

The personal spaces are individual work stations that include furniture, equipments and special requirements that allow the users to perform their task efficiently. Companies organize all personal spaces into standard work stations types according to the individuals' hierarchy within the company, job categories and functional needs.

Group Spaces

Group spaces are share facilities within the company. The share facilities can be shared by work groups, by departments or units, or by the entire company. They are grouped according to the frequency of use.

Support Spaces

These are furniture, equipments or spaces required by the work groups within a department or unit. These shared facilities are located in close proximity to the individuals that need them on a regular basis. Therefore, these shared areas are supporting spaces for individuals' work and are active spaces. The spaces are mostly semi-private or open spaces that can reconfigure easily within the department or unit. Examples are files, shelving, storage, equipment, work tables, counters, and miscellaneous items, such as carts, etc.

Special Use Spaces

The special use spaces are shared areas and equipments within a department or unit and they are usually

treated and planned as organized units due to their function or special treatments. These spaces are shared by all the individuals within the same department or unit. The spaces are semi-active and they are further away from the individuals. Since they require special treatments, grouping, they are less flexible and many of them are permanent areas. Examples are reception areas, conference rooms, file rooms, storage rooms, library, mail rooms and distribution areas, etc.

Common Use Spaces

Common shared spaces are spaces located outside of the department or unit. The facilities are shared by all individuals within the company. Since they are mostly inactive or get occasional uses, these spaces are furthest away from the individuals. They also require special grouping or treatments and are mostly permanent private spaces. Examples are archives, exhibits or museums, receptions, auditoriums, conference rooms, central file rooms for inactive files, central storage rooms, cafeterias, central copying and other services, first aid, training center, and locker rooms, etc.

3. Space Planning Authority

AS/SBD is the landlord for those Agencies under its statutory authority, “code agencies,” and who occupy leased space, both commercial and State-owned.

AS/SBD is responsible for a wide range of services, including designing security, repairs, maintenance, custodial services and utilities, and in directing the planning necessary to satisfy the long- and short-term space needs of Agencies. This includes overseeing all phases of construction and renovation, approving all space changes to existing space, determining space assignments in State-owned and commercial-leased space, as well as negotiating all leasing arrangements. In this way, AS/SBD manages the State's inventory of space with an eye towards the future.

Based on a recommendation of AS/SBD Administrator, the Director of Administrative Services (AS) approves or denies requests for new space. This decision may be affected by variables other than statutory authorities. These variables could include administrative planning and approvals based on need and expenditures prior to application for legislative capital appropriations, recognizing that there is a hierarchy of approvals required based on the dollar amount involved, ability to obtain project approvals from both state and local statutory authorities, and ability to comply with agency and state comprehensive plans. These considerations, which apply more readily to large scale projects, may affect a change in the desired scope or location of a request for space.

4. Goals

1. To evaluate, plan and implement so that long- and short-term space needs of Agencies are met;
2. To provide a healthy environment for employee productivity and efficiency and to keep Agencies consolidated, as much as possible;
3. To provide space appropriate in quality, type and location based on the end user's needs;
4. To encourage the efficient and economical use of space by Agencies; each agency shall cooperate in developing creative strategies to minimize personnel and equipment needs, using space-saving modular furniture and partitions;

5. To assure compliance with Fire/Life/Safety Codes, ADA Technical Requirements and all other applicable codes; and
6. To provide all of the above at the lowest reasonable cost to the State.

AS/SBD hopes you find the following information and materials helpful in the space planning process.

For further assistance in space planning State owned or commercial space,
please contact your AS/SBD Space Planning Team.



Section II. Definitions and Terms

Boundary Wall

The limit of the leased space that determines the separation of an area, i.e wall, cubicle, furniture.

Common Areas

All areas and facilities outside the Demised Premises and within the exterior boundary line of the building and grounds and interior utility raceways within the Demised Premises that are provided and designated by the Lessor from time to time for the general non-exclusive use of Lessor, Lessee/Tenant Agency and other tenants of the building and their respective employees, suppliers, shippers, tenants, contractors and invitees. Common areas may include mechanical/electrical areas, building service areas, public restrooms, public break areas, public corridors, vestibules, elevator lobbies, elevator shafts, escalators, stairways and stair towers, and receiving areas such as docks, etc.

Gross Square Feet (GSF)

If the requesting Agency is to be housed in **new construction**, the space planner shall determine the overall size of the building, including exterior walls. This is generally only done in the early stage of planning, before building design has begun. The GSF multiplier provided may prove useful for this purpose.

GSF represents the total square footage of the building, including exterior wall thickness (the footprint). GSF is the correct planning figure only in cases where a new building or addition is being considered.

GSF consists of six components:

1. Workspace - employee office and/or primary work area;
2. Ancillary Space - support spaces required for employee functioning in addition to workspace, e.g., conference rooms, reception areas, storage rooms, file rooms, copier space, special equipment, etc.;
3. Minor Circulation - circulation within an Agency's office area;
4. Major Circulation - main corridors, lobbies, etc.;
5. Core - elevators, stairs, restrooms, mechanical spaces, etc.; and
6. Exterior Walls - thickness of exterior walls.

Net Rentable Square Feet (NRSF)

It is not uncommon to include service spaces, such as restrooms or stairs, in space planning figures. Certain limited leasing arrangements include the service spaces in the basis for rent. Under these circumstances, determining the NRSF needed shall include all the space enclosed by the exterior walls even if this is not a sole tenant space. *NRSF represents total square footage requirements, excluding exterior walls. This number includes common areas.*

NRSF consists of five components:

1. Workspace - employee office and/or primary work area;
2. Ancillary Space - support spaces required for employee functioning in addition to workspace, e.g., conference rooms, storage rooms, reception areas, file rooms, copier space, special equipment, etc.;
3. Minor Circulation - circulation within an Agency's office area;
4. Major Circulation - main corridors, lobbies, etc.; and
5. Core - elevators, stairs, restrooms, mechanical spaces, etc.

Rentable Area – Commercial Space

Rentable area is determined by negotiation between the Lessor and Lessee at the time of the lease.

Rentable Area – State-Owned Space

The rentable area of the space shall be determined in accordance with the Standard Method for Measuring "Floor Area in Office Buildings, Approved June 7, 1996" (Building Owners and Managers Association Standards, hereinafter "BOMA Standards") by the American National Standards Institute, Inc. (ANSI/BOMA Z65.1-1996).

The following standards are the method for determining the actual rentable area of a building available to an occupant for their specific use, more commonly referred to as the Demised Premises, not including any Building Common Areas, which may or may not include entryways, lobbies and restrooms:

1. As a sole tenant, the rentable area shall include the interior floor space measured from exterior wall to exterior wall.
2. In a multiple tenant space, the rentable area shall include the space from exterior wall to one-half the wall thickness of the interior wall dividing the agencies, or when an exterior wall is not part of the rentable area, the rentable space will be determined by the distance from one-half the thickness of the boundary walls, including such areas as building support column footprints.

Space – Total Space, Workspace, and Office Space

The term "*total space*" refers to the total work environment, as opposed to "*workspace*" which is an employee's individual work area. The analysis of office space, however, requires that more precise definitions be introduced to describe the various levels of space assignment, whether it is determining workspace requirements only, or, at the other extreme, assessing total building needs. The term "*Space*" may refer to either *total space* or *workspace*.



Section III. Guidelines and Process

Uniform Method of Analysis

The purpose of this Section is the establishment of a uniform method of analyzing space and its components. By developing guidelines for each component, i.e. workspace and ancillary, overall space requirements can be tabulated.

The Guidelines contained herein are a planning tool to be used by AS/SBD, consultants and agency managers. They represent average requirements and, as such, are general guides only. When used correctly, they will produce comfortable work areas which, if necessary, can be reduced for expansion in the future.

Tenant Agency shall have the following Space Planning options for the creation and submittal of forms and drawings: (i) to hire AS/SBD Space Planners for consultation of space use and/or create drawings, (ii) to hire an outside consultant at the Tenant Agency's cost, or (iii) use Tenant Agency staff.

For Space Planning review and approval, CAD drawings are required; if submitted in a non-CAD format, an additional charge will be incurred by the Tenant Agency to convert the drawing.

If Tenant Agency wishes to use the AS/SBD Space Planner services, those services shall be billed at the then current work order rate.

Process – Space Move Request

The space move request begins when the requesting agency, submits the Space Move Request form to AS/SBD. Space Move Request form shall be completed for **all** space requests, whether for a single workspace or an entire Agency and mail the original form to State Building Division, Attn: Space Planning, PO Box 98940, Lincoln, NE 68509-8940 or deliver to 521 S 14th St, Ste 500, Lincoln, NE 68508. *See Section V - Space Move Request.*

Prior to this submittal, the requesting agency shall make a preliminary determination of their space needs by completing the Workspace/Employee Summary Worksheet. *See Section V Workspace/Employee Summary Worksheet.* Based on averages, the worksheet square footage totals are intended for informational purposes only and will not be the basis for space allocation. AS/SBD will make the final determination of an agency's space needs based on established guidelines and additional information.

As part of any budget request or budget recommendation involving new agency positions, the requesting agency shall obtain written confirmation from AS/SBD to verify the availability and/or cost of the space necessary to house the position and/or equipment.

Upon receipt of a Space Move Request, the evaluation process begins. In general, the request is reviewed relative to four major factors:

1. Type of Space
2. Location
3. Quality of Space
4. Total square foot of Space

Of course, any special needs are given due consideration. The four criteria discussed in this Section represent those issues relative to all requests.

Process - Space Changes

Any and all changes to existing state-owned and commercially leased space shall be approved in writing by AS/SBD Space Planners prior to the change. No contractor, vendor, or State employee shall move any fixture, furniture, cubicle, partition, or wall or make any change in the space without AS/SBD review, approval of internal and external CAD drawings and plans, and written documentation from AS/SBD Space Planners authorizing such change. *See Section V, Space Change Request and Authorization form.* If an Agency chooses to use an outside vendor to facilitate the change in design, the dimensional CAD drawing(s)/plan(s) shall be submitted to AS/SBD Space Planning for review, approval, and written authorization, prior to any such change, at no cost to the requesting agency.

Any fixture, furniture, cubicle, partition, or wall moved, or any change made in an existing state-owned or commercially leased space without prior AS/SBD review, approval, and written authorization, shall result in a violation of AS/SBD guidelines and such violation shall be documented by AS/SBD Space Planner(s) and forwarded to the Tenant Agency Director, Administrative Services Director and the State Building Division Administrator.

Evaluation Criteria

Upon receipt of the Space/Move Request form, AS/SBD shall review the document and meet with the requesting agency contact person to inspect the existing facility and discuss the request in more detail. In assessing the options, AS/SBD will first try to accommodate the additional space within the existing space. If this is not possible, the next option is the re-arrangement or relocation of neighboring office areas and/or Agencies.

If "re-arrangement or relocation" solutions appear to be unsatisfactory, AS/SBD may move the requestor or requesting agency to other State-owned space, if available or to a new space.

This decision is based on many factors, not least of which are the Guidelines, as shown below.

In choosing between these options, two concerns help guide the decision-making process: **the preference for State-owned space over commercial leased space and the desire to keep Agencies together.**

In general, the assignment of State-owned space is preferable to commercially leased space because of its lower long-term costs. Commercial leasing is not without its merits, however, which include availability, flexibility and relatively low short-term costs. For these reasons, commercial leasing is an integral part of these Guidelines.

AS/SBD must consider each request and its special needs individually and in terms of the entire State's office needs in a geographic area. It must balance the immediate needs of individual Agencies with the long-term plans and goals of State government.

Quality of Space

AS/SBD is responsible for the evaluation of the Agency's space requirements, using the Guidelines developed in this report. The requesting agency, however, can make a preliminary determination by using Worksheets 1, 2, and 3. *See Section V, Workspace/Employee Summary Worksheet, Individual Ancillary Space Needs, and Individual Employee Summary Sheet.*

The amount of space required is an integral component of the evaluation process. The decision to assign State-owned space, leased space, or merely re-arrange existing space is greatly affected by the amount of space requested relative to the amount of space available, whether State-owned or commercially leased. Similarly, the ability to keep a Agency together becomes difficult as it continues to grow and agency consolidation.

Modular Furniture

The efficient utilization of space translates both into decreasing costs and space savings. AS/SBD encourages the use of modular furniture systems as a means by which such goals can be achieved. Through the planning of modular workstations, a savings of space occupied by an employee can be achieved.

When an office reflects a state-of-the-art atmosphere in workspace design, people work better, smarter and faster. There are many factors to consider: lighting, heat and cooling systems, noise level, privacy, ease of communication and the furniture to be used.

Modular systems, as compared with conventional desks and tables, take up less space while offering ample storage and work surfaces. Suspended and freestanding components are designed to take advantage of vertical space. They also provide for ease of movement within the workstations by eliminating typical obstruction in conventional furniture.

Items normally stored on the desk can be efficiently placed on a shelf that hangs over the desk surface, allowing desktop depth to be narrower. This further compresses the required floor space while actually sustaining or increasing workspace availability.

Interchangeability, flexibility, standardization and the reuse of modular systems as compared to the traditional fixed wall layout play a large part in the recommendations by AS/SBD to consider a modular systems layout.

The ultimate determination whether or not to utilize modular furniture system will be based on the function of the workstations. For example, privacy, the need to have confidential meetings and communications and a position requiring extraordinary concentration would necessarily play a large part in the decision.

Office furniture and modular partition systems are available through Administrative Services/State Materiel Division (AS/SMD). These items can be obtained at competitive prices through contract arrangements made by AS/SMD.

Conventional Furniture

Conventional or non-modular freestanding furniture may be used or re-used as space and budgets permit. Conventional furniture will be most appropriate in floor-to-ceiling offices. AS/SBD will assist agencies in the analysis and function of all furniture types.

Communications

Office of Chief Information Officer (OCIO) shall provide all voice/data line installations. Tenant Agencies shall contact OCIO to ensure the timely coordination of all installations in the new space. Tenant Agencies shall be responsible for paying for their own voice/data systems.

Moving Process and Costs

AS/SBD shall coordinate the move with the Tenant Agency. The requesting Tenant Agency shall pay for all moving related costs. AS/SBD shall pay for all moving related costs in a mandatory move.

Request for Space Allocations and Move – Instructions and Form

Submit the Space Move Request form to AS/SBD, Space Planning.

Determine the specific amount of work and ancillary space by completing Worksheets 1, 2 and 3 (*See Section V, Forms*). These forms are not to be submitted as part of a request for space, but shall be required by AS/SBD to verify actual space needs for detailed space planning.

See RFP for geographical moves or check with leasing.

Employee Positions and Workspace Types

Guidelines have been developed for each component described in the previous Section (Workspace, Ancillary Space, etc.) from various sources.

Please note that all square footage (SF) in this Section includes the wall thickness of interior partitions.

Office Space Standards Overview

In office design, flexibility in planning is essential in order to accommodate changes of occupancy over time in a cost effective manner. For this reason, and due to the potential construction cost savings from the application of a repetitive geometry, it is always desirable to use a modular planning approach.

Most buildings these days work on a building module of 5' or 4'. The size of the building module in an office building is always defined by the architect. The factors that affect such module are based on varying factors such as site conditions, structural systems, spacing of window mullions, columns, ceiling layout, etc. Interior planner and designer for the project will need to respond to the same modularity in the design of the interior space. If the project consists mostly of enclosed spaces, the exterior wall and window design will become an important determinant of the room modules since the location of the interior partitions are governed by the mullion modularity along the perimeter walls. If the space is relatively open, then the ceiling module, lighting, telephone and electrical locations will be more of a determinant factor. Space standards are repetitive spaces that must be created using the similar building modularity in order to gain accessibility to building systems.

To achieve modularity, it is important to simplify the number of different spaces or standards used within an office. In addition to the personnel standards, the common group areas such as supporting area, special use areas or the common use areas can also be easily standardized.

Space Standard Features

A space standard is a study of the space size, furniture requirements and area arrangement for an area of activity that is responsive to the need of the company. The activity area may be a personnel space or a shared facility such as files, storages, conference room, reception area or etc. A typical space study should include:

- An illustration of all furniture requirements
- An approximate arrangement of all furniture used in the space
- An approximate space size as defined by an area boundary
- Furniture clearances and secondary internal circulation for use of the space. Each open and semi-private space includes part of a secondary isle which accounts for clearances and entry into the space. This partial isle will form into a full isle when the spaces are grouped into a work station cluster. This is not true with private spaces which are only accessible through primary isles.

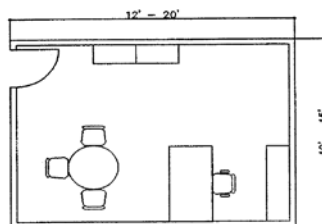
In order to provide for primary internal circulation to work stations and for access into various group areas, there is an extra 25% space allocations to all the space standards. This additional space will be accounted during the department square footage calculation. The circulation allocation varies with different projects based on the client's image, budget constrain, geometry of the space plan and etc. but the 25% average has been proven to be quite effective. In actual planning application, the distribution of primary circulation varies according to types of spaces with 30% for private spaces, 25% for semi-private spaces and 15% for open spaces.

Guidelines for Employee HR Position Classifications and Workspace Types:

Workspace Type is defined as the complete range of State employee positions organized into eight categories or types based on the type of work and level of responsibility for the position. Each Workspace Type, in turn, corresponds to an appropriate square footage. To determine what Workspace Type an employee is, it may be helpful to locate the employee's position name in the lists provided and note the "Type" indicated there (Human Resource Classification). Of course, the most accurate assignment will be made by a manager/supervisor who directly knows the employee's workspace needs.

1. Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual agencies or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis include agency heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs, coroners, and farm managers.

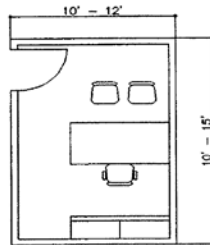


1, 2 Workspace Type: Officials and Administrators 120 - 300 Square Feet
(Directors, Deputy Directors)

2. Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge include personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers,

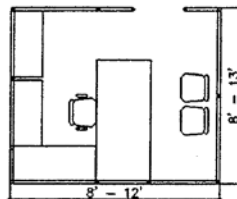
employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent and housing, fire, Agencies, Boards, and Commissions, license, dairy, livestock, transportation), assessors, tax appraisers and investigators.



3 Workspace Type: Professionals 100 - 180 Square Feet

3. Para-Professionals

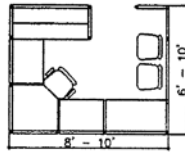
Occupations in which workers perform some of the duties of a professional or technician in a supportive role which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion, including research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers' aides, home health aides, library assistants and clerks, ambulance drivers and attendants.



4 Workspace Type: Para-Professionals -
64 - 156 Square Feet

4. Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized postsecondary school education or through equivalent on-the-job training include computer programmers, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, and inspectors (production or processing inspectors and testers).



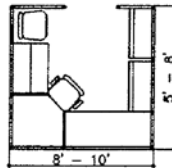
5 Workspace Type: Technicians -
50 - 100 Square Feet

5. Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs include mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, and water and sewage treatment plant operators.

6. Administrative Support

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office include bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, and toll collectors.



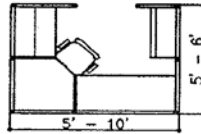
6 Workspace Type: Skilled Craft Workers/
Administrative Support -
40 - 80 Square Feet

7. Service – Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery, including, chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), and craft apprentices/trainees/helpers.

8. Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces include police patrol officers, fire fighters, security guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, patrol officers, game and fish wardens, and park rangers (except maintenance).



**7 Workspace Type: Service - Maintenance/
Protective Service Workers, Temp -
25 - 60 Square Feet**

Ancillary Space Type Guidelines - Within an Agency:

There are requirements needed to accommodate ancillary spaces that should be considered in any space plan layout. The determination of the need should be established by the Agency representative.

The following is a list of ancillary spaces with a general size guideline for each space. The final square footage allocation must be evaluated according to the actual need, the number of employees using the space and the function anticipated.

Conference Room/Training Area 15 to 20 sf per person

Reception Area 10 sf per person (Average Visitor Load)

Files

Standard	7 sf per file - 15"W x 18"D & 15"W x 29"D
Legal	8 sf per file - 18"W x 29"D
Lateral	14 sf per file - 36"W x 18"D & 42"W x 18"D
Flat	18 sf per file - 40"W x 30"D & 46"W x 30"D

Note: One standard 4-drawer upright file provides 1,000 linear inches of filing space.

Note: When planning filing areas, special attention should be given to the floor loading capabilities of the spaces to be utilized.

Copier/Reproduction

Small Copier - 30 sf and storage cupboard, side table and shelf
Large Copier - 45 sf and storage cupboard, side table and shelf

Note: For other equipment and storage cabinet, measure plan in accordance with Special Equipment standards listed below.

Office Supplies 12 sf minimum - depends upon demand

Coats .75 sf/Employee

Break Area 40 - 60 sf total or 10 sf/person using space.

Note: Locate off an internal corridor if possible and near a conference room.

Equipment: Small refrigerator, microwave, small sink, toaster, storage cupboards, soap dispenser, coffee maker.

Recycling Area As required.

Workroom/Library/Machines Within an Agency's space plan, consideration should be given to a space that can be designated "Workroom." The size can vary according to demand, usage and program requirements but a minimum of 100 sf may be allowed. Some of the special spaces mentioned in this Section can be collectively grouped in such a room, together with other essential functions required by each Agency e.g. mail room, general storage and supplies, copy machines, shipping/receiving, coats, etc.

Special Equipment and Spaces Any special equipment, furniture or space not included in the list above must be measured to determine the actual size of the item. The space required to use and service equipment, the space shall include three feet multiplied by the length of the side of the item with the operating doors open. This may be reduced if the "working space" is common to two or more items.

Circulation/Aisle Space All primary and secondary circulation paths within Agency areas must conform to ADA Technical Guidelines and Fire/Life/Safety Codes.

Special Space Type Guidelines - Within a Building (not part of an Agency):

Break Room - Food Service 10 sf/person using space plus kitchenette, vending machines and/or food service.

Recycling Room 240 sf minimum depending upon facility size and number of agencies using the facility; located adjacent to loading dock and wash-down area, if possible.

Vending Machines Space as required for equipment; allow 18 sf per machine.

Telephone and Data Room Locate one per floor, stacked vertically; size as needed for equipment, include space for work surface, shelf and plywood backer boards on walls. A dedicated computer room may become necessary, depending on equipment requirements.

Electric Panel Space 64 sf per floor minimum, sized to actual equipment required, include enough space for card access equipment, if utilized for building entry door lock system.

Janitorial Closets 1 per floor - 8' x 8' minimum.

Recommended Tenant Space Improvement Guidelines:

Ceiling White, 24" x 48" x 5/8" lay-in, Fireguard or equivalent

HVAC System Variable volume HVAC system with duct and diffuser distribution and zoned thermostatic

controls as designed by the building's mechanical engineer. This system is designed for year-round operation. Normal business hours are projected to be 7:00 a.m. to 6:00 p.m., Monday through Friday (State holidays excluded). The building HVAC capabilities may be available at additional cost to the Agency for computer installations and for overtime use. Extra variable air volume boxes shall be added for heat producing equipment or individual office temperature control. Current ASHRAE standard including 62-1989 are to be met.

Sprinkler System All of the leased property is to be protected by fire sprinklers in accordance with Fire/Life/Safety Codes or State Fire Marshal requirements.

Exterior Windows Building standard 1" decorative blinds to be installed at all exterior windows.

Lighting Building standard 2'x4'. At least one fixture for each 110 square feet of useable floor area shall be provided. T-8 fluorescent lights with electronic ballasts shall provide a range of 50 to 65 foot candles at the work surface depending on specific needs. Contrast ratios shall not exceed 3:1.

In areas with a high concentration of computer terminals, general lighting may require only 25 foot candles with supplemental task lighting.

In cases where major renovation is planned, it is required that T-8 lamps with electronic ballasts be used. Consideration shall also be given to using LED exit signs. Fully enclosed offices, conference rooms, etc. may also include individual occupancy sensors to reduce lighting levels when not occupied.

Tenant Area Perimeter Walls Tenant Agency side of corridor wall, party walls and the exterior wall below the window sill will be drywall-painted and include a vinyl base.

Tenant Partitions Lessor to install ten (10) linear feet of building standard partitioning per 100 square feet of rentable area or as required for individual lease specifications. Walls will be painted with a prime coat and two finish coats (eggshell finish). Tenant Agency to select paint from Lessor standard colors.

- A. Building Standard: 3 1/2" steel stud system with 5/8" drywall (fire-rated if required by Code) each side +/- 9' 0" high with two finish coats latex paint each side; "J" trim at ceiling; 4" vinyl base each side; and, insulate all walls.
- B. The above allowances to include one half of the dividing partition between the tenant area and the adjacent tenant space. The party wall and the corridor wall are to be insulated.

Doors Lessor to install one Building Standard solid core hardwood door per 220 sf of useable area or as required in lease specifications. Building Standard is defined as 3'-0" x 7'-0" x 1 3/4" plain slice white oak solid core door with metal welded door frame, two pair Schlage 4 1/2" x 4 1/2" hinges, or equivalent. Lever design passage set and floor stop. Hardware finish to be US 10B oil-rubbed bronze. Door frame painted and door stained in Building Standard finish.

Entrance Doors Lessor to install one Building Standard entrance door for office space under 2,000 sf and two doors for office space 2,000 sf or more. Building Standard is defined as doors for entrances shall be the same door as described above but will include LCN Smoothee #4114H bronze door closure, or equivalent, ball bearing security hinges, Building Standard series mortise lock with lever and concealed cylinders, and a 4' x 8" Building Standard glass panel shall be installed, if possible, next to the main entrance door with down lighting over the entrance.

Electrical Two duplex outlets per 100 usable square feet, normal circuit; and, one single pole switch per 220 usable square feet in open office areas. Closed office areas will conform to the National Electrical Code.

Carpeting All areas shall have carpet with a minimum of 28 oz. weight, cut and loop combination, with unitary or action backing, and constructed of a legacy-lumina nylon, with at least a 10-year warranty or equivalent. Tenant Agency shall select from Building Standard colors. All carpet shall meet NFPA requirements for commercial applications.

Design Preliminary plans and/or a final architectural plan shall be developed for the Tenant Agency and/or owner review and approval. Above standard finishes, if desired, shall be calculated and planned separately.

Approved construction plans shall determine the exact quantities of Tenant Agency's required improvements. The cost value of these improvements, included in the material schedule, that are not required by the Tenant Agency's plan, will be applied to any other permanent-type leasehold improvements, such as special wall finishes, cabinets, etc. This material schedule is subject to substitution or change, based on availability.

Space Needs Worksheets

These Worksheets provide the users with a quick and easy way to make a preliminary determination of their space needs. It is intended for the user's information only and will not be the basis for any space assignments. AS/SBD will make all final determinations of a Agency's space needs, using the current Guidelines. The Worksheets utilize the same Guidelines and, for this reason, the results should be a good indication of AS/SBD's final analysis.

Worksheet Forms

1. Workspace/Employee Summary
2. Individual Ancillary Space Needs
3. Individual Employee Summary Worksheet

Worksheet Instructions

Workspace/Employee Summary: Assign each employee to a Workspace Type and insert the total number of employees in each Workspace Type in the column labeled "Number of Employees." Multiply the column, "Square Footage," by total "Number of Employees" to obtain the total square footage and insert in the column, "Total Square Footage." Continue this process for all seven Workspace Types. Finally, add each column and total where indicated at the bottom of the table.

Individual Ancillary Space Needs: Complete as instructed on the form.

Individual Employee Summary Sheet: Indicate individual employees within an agency by name and position title as designated by the Division of State Personnel. The total number of employees in each Workspace Type should match the number listed under "Number of Employees Existing" on Workspace/Employee Summary.

Other Forms

Space Move Request: Complete those areas on the form applicable to requesting agency. SBD will complete all SBD designated areas.

Space Change Request and Authorization – Existing Space: Complete those areas on the form applicable to requesting agency. SBD will complete remaining areas.



Section IV. Statutes

Leased Space Statutes, Rules and Regulations, Codes and Requirements

Administrative Services/State Building Division (AS/SBD) has statutory responsibility for managing spaces occupied by State employees. This includes State-owned and commercially leased spaces. Part of this responsibility involves establishing functional, economical Space Planning Guidelines (“Guidelines”) so that Agencies are provided with consistent and efficient utilization of space. Governance is provided in Neb. Rev. Stat. §81-1108.15(2)(h) and (4)(d), as follows:

81-1108.15 State building AS/SBD; functions and responsibilities; facilities planning, construction, and administration.

(1) Except as provided in the Nebraska State Capitol Preservation and Restoration Act, the AS/SBD shall have the primary functions and responsibilities of statewide facilities planning, facilities construction, and facilities administration and shall adopt and promulgate rules and regulations to carry out this Chapter.

(2) Facilities planning shall include the following responsibilities and duties:

- (a) To maintain utilization records of all state-owned, state-occupied, and vacant facilities;
- (b) To coordinate comprehensive capital facilities planning;
- (c) To define and review program statements based on space utilization standards;
- (d) To prepare or review planning and construction documents;
- (e) To develop and maintain time-cost schedules for capital construction projects;
- (f) To assist the Governor and the Legislative Fiscal Analyst in the preparation of the capital construction budget recommendations;
- (g) To maintain a complete inventory of all state-owned, state-occupied, and vacant sites and structures and to review the proposals for naming such sites and structures;
- (h) *To determine space needs of all state agencies and establish space-allocation standards;* and
- (i) To cause a state comprehensive capital facilities plan to be developed.

(3) Facilities construction shall include the following powers and duties:

- (a) To maintain close contact with and inspections of each project so as to assure execution of time-cost schedules and efficient contract performance if such project's total design and construction cost is more than fifty thousand dollars;
- (b) To perform final acceptance inspections and evaluations; and
- (c) To coordinate all change or modification orders and progress payment orders.

(4) Facilities administration shall include the following powers and duties:

- (a) To serve as state leasing administrator or agent for all facilities to be leased for use by the state and for all state-owned facilities to be rented to state agencies or other parties subject to section 81-1108.22. The AS/SBD shall remit the proceeds from any rentals of state-owned facilities to the State Treasurer for credit to the State Building Revolving Fund and the State Building Renewal Assessment Fund;
- (b) To provide all maintenance, repairs, custodial duties, security, and administration for all buildings and grounds owned or leased by the State of Nebraska except as provided in subsections (5) and (6) of this Chapter;
- (c) To be responsible for adequate parking and the designation of parking stalls or spaces, including access aisles, in offstreet parking facilities for the exclusive use of handicapped or disabled or temporarily handicapped or disabled persons pursuant to section 18-1737;
- (d) *To ensure that all state-owned, state-occupied, and vacant facilities are maintained or utilized to their maximum capacity* or to dispose of such facilities through lease, sale, or demolition;

- (e) To report annually to the Appropriations Committee of the Legislature and the Committee on Building Maintenance regarding the amount of property leased by the state and the availability of state-owned property for the needs of state agencies;
- (f) To report monthly time-cost data on projects to the Governor and the Clerk of the Legislature;
- (g) To administer the State Emergency Capital Construction Contingency Fund;
- (h) To submit status reports to the Governor and the Legislative Fiscal Analyst after each quarter of a construction project is completed detailing change orders and expenditures to date. Such reports shall be required on all projects costing five hundred thousand dollars or more and on such other projects as may be designated by the division; and
- (i) To submit a final report on each project to the Governor and the Legislative Fiscal Analyst. Such report shall include, but not be limited to, a comparison of final costs and appropriations made for the project, change orders, and modifications and whether the construction complied with the related approved program statement. Such reports shall be required on all projects costing five hundred thousand dollars or more and on such other projects as may be designated by the division.

(5) Subdivisions (4)(b), (c), and (d) of this Chapter shall not apply to (a) state-owned facilities to be rented to state agencies or other parties by the University of Nebraska, the Nebraska state colleges, the Department of Aeronautics, the Department of Roads, and the Board of Educational Lands and Funds, (b) buildings and grounds owned or leased for use by the University of Nebraska, the Nebraska state colleges, and the Board of Educational Lands and Funds, (c) buildings and grounds owned, leased, or operated by the Department of Correctional Services, (d) facilities to be leased for nonoffice use by the Department of Roads, (e) buildings or grounds owned or leased by the Game and Parks Commission if the application of such subdivisions to the buildings or grounds would result in ineligibility for or repayment of federal funding, (f) buildings or grounds of the state park system, state recreation areas, state historical parks, state wildlife management areas, or state recreational trails, or (g) other buildings or grounds owned or leased by the State of Nebraska which are specifically exempted by the division because the application of such subdivisions would result in the ineligibility for federal funding or would result in hardship on an agency, board, or commission due to other exceptional or unusual circumstances, except that nothing in this subdivision shall prohibit the assessment of building rental depreciation charges to tenants of facilities owned by the state and under the direct control and maintenance of the division.

(6) Security for all buildings and grounds owned or leased by the State of Nebraska in Lincoln, Nebraska, except the buildings and grounds described in subsection (5) of this Chapter, shall be the responsibility of the Nebraska State Patrol. The Nebraska State Patrol shall consult with the Governor, the Chief Justice, the Executive Board of the Legislative Council, and the State Capitol Administrator regarding security policy within the State Capitol and capitol grounds.

(7) Each member of the Legislature shall receive a copy of the reports required by subdivisions (4)(f), (h), and (i) of this Chapter by making a request for them to the State Building Administrator. The information on such reports shall be submitted to the division by the agency responsible for the project.

Source Laws 1974, LB 1048, § 6; Laws 1976, LB 1006, § 9; Laws 1979, LB 322, § 47; Laws 1981, LB 381, § 19; Laws 1987, LB 32, § 2; Laws 1992, LB 1241, § 21; Laws 1995, LB 530, § 5; Laws 1998, LB 299, § 4; Laws 2000, LB 1216, § 25; Laws 2001, LB 666, § 2; Laws 2001, LB 809, § 10; Laws 2004, LB 439, § 18; Laws 2004, LB 1092, § 8.

Additionally, Space Planners act under authority of and in compliance with the following:

1. Sections 81-1108.15, 81-1108.16, 81-1108.21-22 and 81-1108.55-57, Reissue Revised Statutes of Nebraska;
2. Title 7, Nebraska Administrative Code, Chapter 2, Department of Administrative Services, State Building Division, *Rules and Regulations on Leasing Privately Owned Real Property* shall be prescribed by AS/SBD. These procedures are to be followed by all agencies, boards or commissions when requesting a commercial lease of real property, unless statutorily exempted (See RFP process in Leasing section);
3. Title 7, Nebraska Administrative Code, Rule 3, Department of Administrative Services, *Regulations Governing the Standards and Specifications to make all Applicable Buildings and Facilities Accessible to and Functional for the Physically Handicapped*, pursuant to Sections 72-1101 to 72-1124, Neb. Rev. Stat., by the Public Buildings Safety Advisory Committee, in care of State Fire Marshal;
4. Title 7, Department of Administrative Services – Building Division, Chapter 4, *Policies Governing the Installation and Operation of Concessions, Vending Machines, and Cafeterias*, pursuant to Sections 83-210.03 through 83-210.07, Neb. Rev. Stat., by the authority of the Department of Administrative Services, State Building Division, State Laboratory, and Rehabilitation Services for the visually Impaired, pursuant to Section 83-210.07, R.S., 1943 and Materiel Division as outlined in Sections 81-145 through 81-163 and State Building Division Sections 81-1145 through 81-163 for the contractual agreement;
5. Title 7, Nebraska Administrative Code, Chapter 6, Department of Administrative Services, State Building Division, *Rules and Regulations Governing Use of State Office Building*, 301 Centennial mall South, Lincoln, Nebraska, pursuant to Section 81-1108.17;
6. Title 7 – Department of Administrative Services – Building Division Chapter 7 – *Rules and Regulations Governing Procedures for Facility Construction Projects* pursuant to Sections 81-161.01, 81-1108.15-16, 81-1108.41-42, 81-1114.01, 81-1709 and 81-1711, 1943, Neb. Rev. Stat.;
7. All leased space whether in a State-owned facility or a commercial leased facility are governed by Fire/Life/Safety Codes and ADA Technical Requirements, AS/SBD guidelines, and current local, state and federal regulations.



Section V. Forms

ADMINISTRATIVE SERVICES/STATE BUILDING DIVISION
SPACE PLANNING



WORKSPACE/EMPLOYEE SUMMARY WORKSHEET

Date: _____ Survey Coordinator: _____
 Agency Name: _____ Person to Contact: _____ Phone No. _____
 Present Location: _____ Present Square Footage Total: _____
 Present No. of Employees: _____ Anticipated No. of Employees in 3 Years: _____

*Please provide current organizational chart with this form.

When using this form, calculate totals based on your agency size, as follows:

Workspace Type	Workspace Description	Private Semi-Private	Square Footage	No. of Current Employees	Growth 3 years	Total No. of Employees	Total Square Footage
1	Directors Administrators	Private	120-300				
2	Deputy Directors Deputy Administrators	Private	120-225				
3	Professionals	Private or Semi-Private	100-180				
4	Para-Professionals	Private or Semi-Private	64-156				
5	Technicians	Semi-Private	50-100				
6	Skilled Craft Workers Administrative Support	Semi-Private	40-80				
7	Service Maintenance Protective Service Workers, Temporary Employees	Semi-Private	25-60				
TOTALS							
						Estimated Internal Circulation (25%)	
						Total Sq Footage	

Note: Specific workspace sizes will be determined on an individual basis and will be adjusted according to ancillary space needs.

**ADMINISTRATIVE SERVICES/STATE BUILDING DIVISION
SPACE PLANNING
ANCILLARY SPACE NEEDS - Individual**



Date: _____ **Survey Coordinator:** _____

Employee Name: _____

Present Location: _____ **Present Square Footage Total:** _____

Area Description of Need	Requirements
Special Accommodations	
Conference Area – Seats _____	
Linear Feet Shelving	
Data/Voice Requirements	
Electrical Requirements	
HVAC Requirements	
Number of Files	
Equipment Used: Computer	
Printer	
Typewriter	
Other	
Miscellaneous:	

NOTE: Specific workspace sizes will be determined on an individual basis and will be adjusted according to ancillary space needs.

**ADMINISTRATIVE SERVICES/STATE BUILDING DIVISION
SPACE PLANNING
SPACE MOVE REQUEST**



Agency No.
Requesting Agency:
Current Address:

Point of Contact Name:
Phone No.
Space Design Work By SBD Space Planning
Other:
If Other, Provide Contact Name and Phone No.

APPROVED FOR PLANNING:

SBD Administrator

Date SBD Approved: _____

Assigned to: _____

Funding Source:
Desired Move Date:
Current Location:
Desired Location – Same or New:
If new, provide complete address:
Desired Length of Occupancy:
Type of Space Required (Office, Laboratory, Storage, Etc.):
Current No. of Employees: Anticipated No. of Employees:
Existing Space Deficiencies:

Special Requirements:

Description the function of this Space:

Justification for Request:

Date: _____

Requesting Agency Director Signature

For State Building Division Use Only

Recommendation: _____

Date: _____ Signed: _____

Date: _____ Assigned to: _____

Copies to: _____

Date: _____ Signed: _____

**ADMINISTRATIVE SERVICES/STATE BUILDING DIVISION
SPACE PLANNING**



SPACE MOVE REQUEST

-----EXAMPLE-----

Agency No. 99
Requesting Agency: Dept of Paperwork
Current Address: 1234 Easy St
Anywhere, NE
Point of Contact Name: Ima Manager
Phone No. (555) 555-1212
Space Design Work By SBD Space Planning: No
Other: Yes

If Other, Provide Contact Name and Phone No.

ABC Company, Tom Arnold, (402) 555-1212

Funding Source: General Fund (Prog 999)

Desired Move Date: July 1, 2011

Current Location: 301 Centennial Mall

Desired Location: Same or New

If new, complete address: 5678 Easier Street, Nearby, NE 68500-0000

Desired Term of Occupancy: 5 yrs

Type of Space Required (Office, Laboratory, Storage, Etc.): Office, storage and lab

Current No. of Employees: 167 Anticipated No. of Employees: 176

Existing Space Deficiencies: Poor work flow, lack of meeting space, new lab equipment to be added

Special Requirements: Close to bus route, need climate controlled storage area, and loading dock for palletized or oversized deliveries

Brief Description of Function of Space: Office staff performs clerical duties, lab staff receives and tests field samples which are stored in climate controlled environment for future use.

Justification for Request: Legislative mandate to have this in place by July 1, 2011

Date: _____

Requesting Agency Director Signature

For State Building Division Use Only

Recommendation: _____

Date: _____

Signed: _____

Date: _____

Assigned to: _____

Copies to: _____

Date: _____

Signed: _____

**ADMINISTRATIVE SERVICES/STATE BUILDING DIVISION
SPACE PLANNING
SPACE CHANGE REQUEST– EXISTING SPACE**



Agency No.
Requesting Agency:
Current Address:

Point of Contact Name:
Phone No.

Space Design Work By
SBD Space Planning:
Other:

If Other, Provide Contact Name and Phone No.

Funding Source:

Desired Move Date:

Current Location:

Desired Length of Occupancy:

Type of Space Required (Office, Laboratory, Storage, Etc.)

Current No. of Employees:

Anticipated No. of Employees

Existing Space Deficiencies:

Special Requirements:

Description the function of this Space:

Justification for Request:

Date: _____

Requesting Agency Director Signature

For State Building Division Use Only

Recommendation: _____

Date: _____

Signed: _____

Date: _____

Assigned to: _____

Copies to: _____

Date: _____

Signed: _____