# Table of Contents

Section I. Introduction Design & Construction ................................................................. 2

Section II. Definitions and Terms ..................................................................................... 6

Section III. Guidelines and Process .................................................................................. 9

Section IV. Statutes .......................................................................................................... 21

Section V. Forms and Other Resources .......................................................................... 25
Section I. Introduction Design and Construction
Responsibilities, Duties and Other Services

AS/SBD uses this manual for code and non-code agencies for the purposes of planning and design. 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.

Planning and design 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.

Planning and design also includes other services, such as:

1. To coordinate comprehensive capital facilities planning, design and construction;
2. To assist AS/SBD and agency staff in specific design 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 and installation of systems furniture;
5. To coordinate power and communications installation to new space prior to the move date, staging equipment and furniture;
6. To maintain facility utilization records of all state owned, state occupied;
7. To address agency space needs through space analysis and design; (State occupied buildings)
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 visual privacy and security of materials. Application include executive offices, top 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 using panels from system furniture. Such enclosures provide seated or standing privacy and the higher panels are capable of providing storage above work surfaces. Applications include professional, management, supervisory or non-supervisory staff. The stations also provide high degree of flexibility and reconfiguration within the work spaces by changing components within the work space.
Open Spaces

Open spaces have absolutely no enclosures around the station. The only space dividers are open spaces, plants, or furniture. Applications include call centers, receptionists.

2. Usage of Space

Personal Spaces

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

Group Spaces

Group spaces are share facilities within the Department. The share facilities can be shared by work groups, by units, or by the entire Department.

Support Spaces

These are furniture, equipment or spaces required by the work groups within a department. 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 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 equipment within a 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 department. 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

Revised 06-10-2019
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 comprehensive plans.

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 planning and design process.

For further assistance in planning and design State owned or commercial space,
Contact AS/SBD Design and Construction Section.
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.

Circulation add definition

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 designer 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

Net Rentable Square Feet (NRSF)

It is not uncommon to include service spaces, such as restrooms or stairs, in planning and design 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.**

Revised 06-10-2019
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 space analysis and 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 2017" (Building Owners and Managers Association Standards, hereinafter "BOMA Standards") by the American National Standards Institute, Inc. (ANSI/BOMA Z65.1-2017).

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 Standards/Guidelines contained herein are a planning tool to be used by AS/SBD, consultants and agency managers. They represent average requirements.

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

For Design 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 is located in a leased facility and wishes to use the AS/SBD Design and Construction services, those services shall be billed.

Process – Office Move Request

The office move request begins when the requesting agency, submits the Move Request form to AS/SBD. Move Request form shall be completed for all space requests, whether for a single workspace or an entire Agency and forward the form to State Building Division, Attn: Design & Construction Section – E-Mail ASSBD.Designandconstruction@nebraska.gov or mail to, PO Box 98940, Lincoln, NE 68509-8940 or deliver to 1526 “K” Street, Suite 200, Lincoln, NE 68508. See Section V Forms.

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 Forms. 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 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.

Revised 06-10-2019
Process - Space Changes

Any and all changes to existing state-owned and commercially leased space shall be approved in writing by AS/SBD Designers 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 designers authorizing such change. See Section V Forms. 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 Design and Construction for review, approval, and written authorization, prior to any such change.

Evaluation Criteria

Upon receipt of the 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 design or relocation.

If "design 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 document.

The amount of space required is an integral component of the evaluation process. The decision to assign State-owned space, leased space, or merely design 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 right size agency space. AS/SBD encourages the use of modular furniture systems as a means by which such goals can be achieved; through the design of modular workstations.

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. Also, flexibility & adaptability to individual need.

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 and adjust to the individual needs.

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.

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 Move Request form to AS/SBD, Design & Construction.

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 analysis.

See RFP for geographical moves or check with leasing.

Revised 06-10-2019
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 designer. 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. Designer for the project will need to response 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 Department. 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.

The total square footage is the combination of the required areas plus 35% circulation.

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 director/point of contact 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.

Note: For space analysis and RFP use 10’x15’=150 sq.ft.

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.

Note: For space analysis and RFP use 10’x15’=150 sq.ft.
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

Note: For space analysis and RFP use 8’x12’=96 sq.ft.

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

Note: For space analysis and RFP use 8’x8’=64 sq.ft.

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.

![Diagram of workspace type]

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

Note: For space analysis and RFP use 8’x8’=64 sq.ft.

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).
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.

*Revised 06-10-2019*
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. For space analysis and RFP use 15’x15’=225 sq ft.

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 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 - 5’ x 10’ minimum.

Mother’s Room
10’x10’

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. Standard design lighting to IES (Illuminating Engineering Society) and to IE/CC (International/Energy Conversation Code).

**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 or LED 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 to provide as to the light source specified with electronic ballasts be used. LED exit signs to be required. 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.

**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 Requirements Worksheet**
The Worksheet provides 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 Agency's space needs, using the current Guidelines. The Worksheet utilize the same Guidelines and, for this reason, the results should be a good indication of AS/SBD’s final analysis.

**Worksheet Instructions**

**Space Requirements Worksheet:** 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 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**

See Section V Forms
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 off-street 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;

Revised 06-10-2019
(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 non-office 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

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>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 and Other Resources