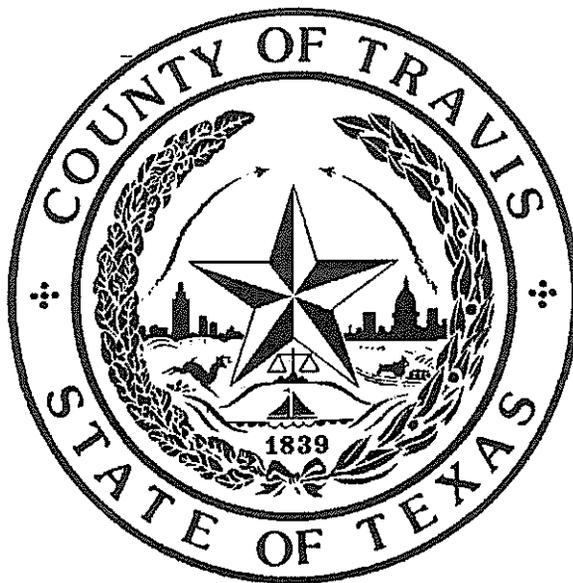


SPACE STANDARDS

REQUIREMENTS FOR PLANNING, PROGRAMMING, DESIGN,
CONSTRUCTION AND REMODELING OF GENERAL OFFICE
SPACE IN TRAVIS COUNTY FACILITIES



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General Office Space Standards
Travis County, Texas

1. Introduction

Space standards establish requirements for the planning, programming and design of County facilities classified as General Office space. Special function facilities and spaces, such as courts, detention facilities, warehouses, maintenance buildings and institutional kitchens will not be specifically addressed by these standards. General office areas that are part of these special function facilities shall comply with these standards. Special function facilities have unique requirements for which the planning, programming and design will rely on the judgment and experience of design professionals working with and within the County.

2. Goals

The standards will apply to County owned and leased facilities for planning, programming, design and construction. The goal is to provide appropriate space for the effective delivery of services to the public and to help create and maintain an image and environment consistent with the goals and legislative mandate of County government.

3. Policy

The Commissioners Court is the sole authority for the allocation of County facility space. This authority may only be delegated by specific action of the Commissioners Court. The Director of the Facilities Management Department (Director) is the appointed official representing the Commissioners Court for new facility design and for the remodel of existing facilities. Interpretation and application of these standards are the responsibility of the Director.

These standards shall be applied to the planning, programming, design and construction of new and remodeled facilities. Application of individual sections of these standards to an existing facility where no major alterations are involved will be limited to the extent feasible and economically practical as determined by the Director. Exceptions and adjustment of the space standards may be made by the Commissioners Court.

The square footage allocations included in these standards are to be interpreted as a maximum allowable and not as a square footage entitlement. Existing facilities have physical conditions and limitations that will require a case-by-case evaluation by the Director or designated representative. Because of these limitations there shall be no guarantee of strict adherence to the space allocation maximums in these standards.

4. Responsibilities

The administration of this policy is the responsibility of the Director of the Facilities Management Department (FMD).

5. Determining Square Footage

Building interior space utilization analysis shall be based on the IFMA/BOMA report: A Unified Approach for Measuring Office Space For Use in Facility and Property Management, 2007, which has been adopted as ASTM E1836-08: Building Floor Area Measurement for Facility Management, 2008. For exterior building area measurement the American Institute of Architects

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(AIA) document D 101, The Architectural Area and Volume of Buildings shall be used. These documents are widely recognized as defining standard methodology for consistently categorizing space as to type and then providing a consistent measurement for which accurate comparisons of building space can be made. The terminology and descriptions in the following paragraphs refer to portions of buildings that are defined by these standards.

Buildings can be divided into Tenant Area, Service Area, Amenity Area and Circulation Area, which includes Vertical Penetrations. The determination of what constitutes these areas will depend upon the configuration of a building or floor and the size and nature of the occupied spaces. More detailed definition of these areas can be found in the referenced standards.

Tenant Area is assigned to, and for the exclusive use by, the designated County User Group. The Tenant Area includes both perimeter and interior encroachments such as columns but excludes major vertical penetrations such as stairs, elevators and large mechanical and plumbing chases. Secondary Circulation is included within Tenant Areas and may change over time as Tenant Areas are remodeled. These are the pathways that connect programmed space with building Amenity and Service Areas.

Service Area is the portion of a building or floor that includes Mechanical, Electrical, MDF/IDF, Elevator Equipment Rooms, Public Restrooms; Loading Docks, Ground Floor Entry Lobbies, etc. Service Area can include vertical penetrations such as stairs and elevators. These areas are normally code required and code regulated.

Amenity Areas are spaces that provide additional services to Tenant Areas without being specifically assigned to those Tenant Areas. These would include shared conference rooms, shared break rooms, vending areas, security desks, building mail rooms, etc. These spaces are typically not code required.

Primary Circulation is the area of hallways and corridors that connect to main building elements such as stairs, elevators, building lobbies, toilet rooms, service docks and mechanical spaces. Primary Circulation space configuration and size are typically constant because it represents the minimum code required path to connect service areas, elevators and emergency exits.

Establishing initial programming and budget information will involve estimating the square footage of the various types of areas that will be required. To estimate these areas and arrive at a budget cost a circulation factor will initially be added to the cumulative net square footage as appropriate for each project. Circulation factors vary depending on the function and design of the building and the type of general office space to be used within the Tenant Area. Constraints such as site size and configuration, existing structures, purpose of the facility and budget can cause significant variance. Circulation factors can range from 25% to more than 50% for Secondary Circulation within Tenant Areas and an additional circulation factor for Primary Circulation Areas outside Tenant Areas should be determined case-by-case for each project.

The gross square footage will be used to calculate initial budget figures based upon the estimated cost per square foot. The cost per square foot is variable and depends on building usage, location, materials, technology, size and current construction market conditions.

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6. Amenity Area and Tenant Area Calculation

Spaces intended to be used by all departments occupying a facility or floor comprise Amenity Areas. Certain internal support spaces are also required in Tenant Areas. The following guidelines should be used to initially program these spaces:

| Space | Calculation | Comment |
|----------------------------|--------------------------------|--------------------------|
| Break Room | 60sf+ 25sf per Person | Note 1 |
| Coffee Bar | 6 linear ft. uppers and lowers | Note 2 |
| Conference Room | 50sf+ 25sf per Person | Note 3 |
| Covy/Print/Fax Room | 40sf+ 20sf per machine | Note 4 |
| File Room | 40sf+21sfper lateral file | Note 5 |
| File Area | 9sf vel' lateral file | |
| Storage Rooms | Analysis of Dept. need | |
| Waiting Room or Area | 15sfper verson + 30% | case-by-case evaluation |
| Vending Area | 8sf per machine + 15sfeire. | Approval by FMD required |
| Employee Shower Facilities | Per Building | Note 6 |
| Mail Distribution Space | 40sfeire. + shelves, etc. | Note 7 |
| Printer/Fax Areas | 40sf+ 6sf per machine + 4sf | Note 8 |

Notes:

1. Break Rooms can be shared among smaller departments occupying a single floor.
2. Coffee Bars may be included in smaller departments or in larger departments as a supplement to Break Rooms or in lieu of a f01111al Break Room if space is at a premium.
3. Larger Conference Rooms may be shared among users but should be supplemented by smaller Conference Rooms within a departmental space. Size and configuration determined by size of the table(s) and at the discretion of the designer.
4. Can be shared for high capacity copiers. Consideration given to sensitivity of materials to be copied, printed or faxed in determining locations and accessibility of users.
5. File Room need should be evaluated on a case-by-case basis by the designer depending on size of file storage required and level of security. Mobile File Storage Systems shall be similarly evaluated but in addition a floor structural analysis shall be done by FMD.
6. Employee shower/change areas are to be provided. In certain cases it may not be practical to retrofit showers/change areas in some facilities. This will be determined on a case-by-case basis by the Director. The number of shower/change areas should be evaluated by the designer as appropriate to serve an entire building or, in the case of very large buildings, may be provided for portions of a building. Lockers and benches should be provided.
7. Mail Distribution spaces will be dependent upon whether there is a need for this function to serve an entire building, a floor within a building or a single office suite.
8. In larger offices or within a building there may be a need for multiple printer/fax areas. These would typically be located within a space rather than being housed in dedicated rooms. These spaces should be identified and planned to avoid traffic obstruction.

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7. Service Areas

The configuration and size of most Service Areas are determined by code. The following data/communication spaces have County requirements in addition to code requirements. Main Distribution Facilities (MDF) (10'x10'=100sf for preliminary planning) and Intermediate Distribution Facilities (IDF) (8'x10'=80sf for preliminary planning) will be sized, configured and outfitted according to specifications developed in cooperation with the Information and Telecommunications Services Department (ITS). Prior to programming and design, the specifications for MDF, IDF and other data/communications infrastructure shall be reviewed with ITS to achieve the best integration of technology with other requirements of the facility.

8. Workspace Determination

Information in the following sections will be used to generate net square footage for private offices and open office environments. The guidelines below shall be followed for each employee in programming an appropriate workspace. Department Heads, or designated representatives will collaborate with FMD to ensure appropriate assignments are made.

The chart shows the space authorized under these standards. A decision tree diagram on the following page will help in determining to what type of space an individual should be assigned. These decisions should be made with the participation of the appropriate Elected Official, Department Head and the Director or assigned representatives.

| # | Description | Office | | | | | Cubicle | | | Locker Space |
|-------|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------|---------|----------------|--------------|
| | | Up to 240 S.F. | Up to 216 S.F. | Up to 180 S.F. | Up to 120 S.F. | Up to 100 S.F. | 102 S.F. | 64 S.F. | 26 S.F. Carrel | |
| SA-1 | Elected and Exec. Appointed Official | X | | | | | | | | |
| SA-2 | Department Director or Major | | X | | | | | | | |
| SA-3 | Division Manager, Director or Captain | | | X | | | | | | |
| SA-4 | Manager or Lieutenant | | | | X | | | | | |
| SA-5 | Professional Staff or Lieutenant | | | | X | | X | | | |
| SA-6 | Senior Staff, Supervisor or Sergeant | | | | | X | X | | | |
| SA-7 | Clerical or Administrative Staff | | | | | X* | | X | | |
| SA-8 | more than 50% Office Tech/Trade | | | | | | | X | | |
| SA-9 | less than 50% Office Tech/Trade | | | | | | | | X | X |
| SA-10 | Field or Non-office Personnel | | | | | | | | | X |

* This assignment must be justified on the basis of a specific requirement concerning privacy or security. The assignment shall be verified by the Department Head and will require the approval of the Facilities Management Department Director.

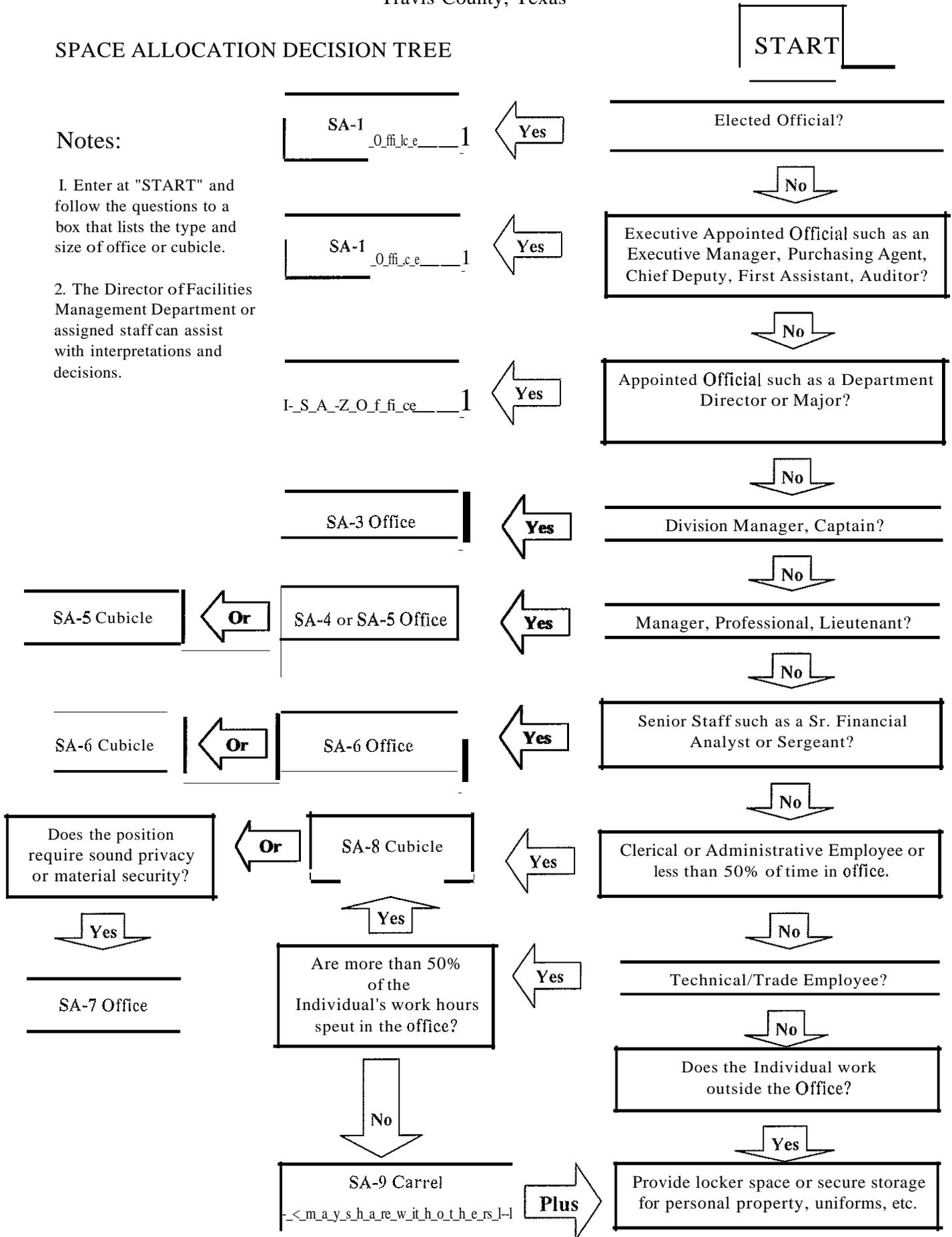
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SPACE ALLOCATION DECISION TREE

Notes:

1. Enter at "START" and follow the questions to a box that lists the type and size of office or cubicle.

2. The Director of Facilities Management Department or assigned staff can assist with interpretations and decisions.



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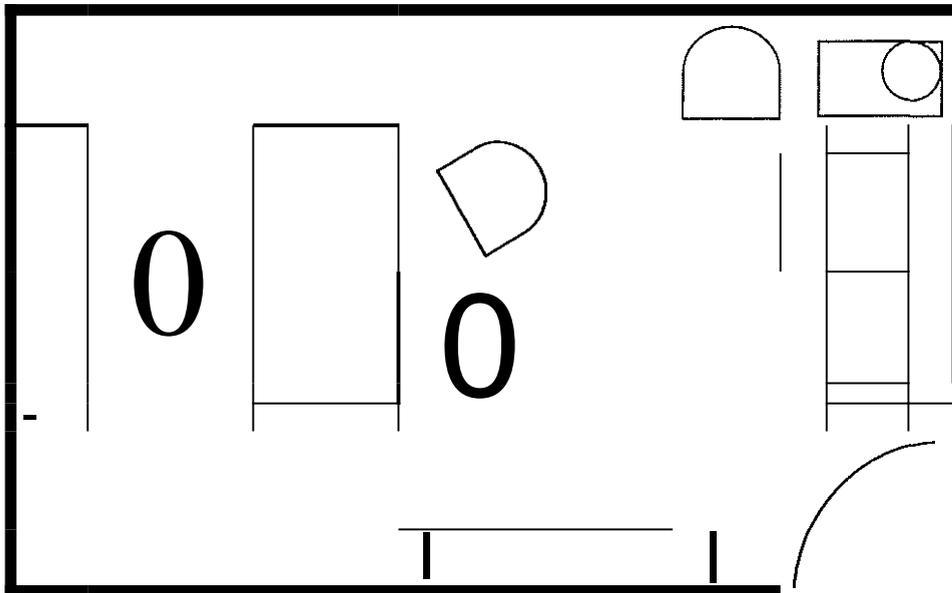
9. Offices

The determination of whether an office or cubicle will be assigned is based on an individual's job description and position within the organization. Factors such as confidentiality or security requirements, number of employees supervised and special equipment requirements will be evaluated.

Offices should be placed near the interior core space. This increases the penetration of natural light into the building and allows for more efficient interior environmental control. When it is impractical to locate offices near the interior core, door sidelites and borrowed lights should be considered to bring daylight into the interior spaces. Translucent glazing such as frosted or patterned glass can be used if there is a visual privacy need or in lieu of installing blinds that will negate the benefit of the borrowed lights.

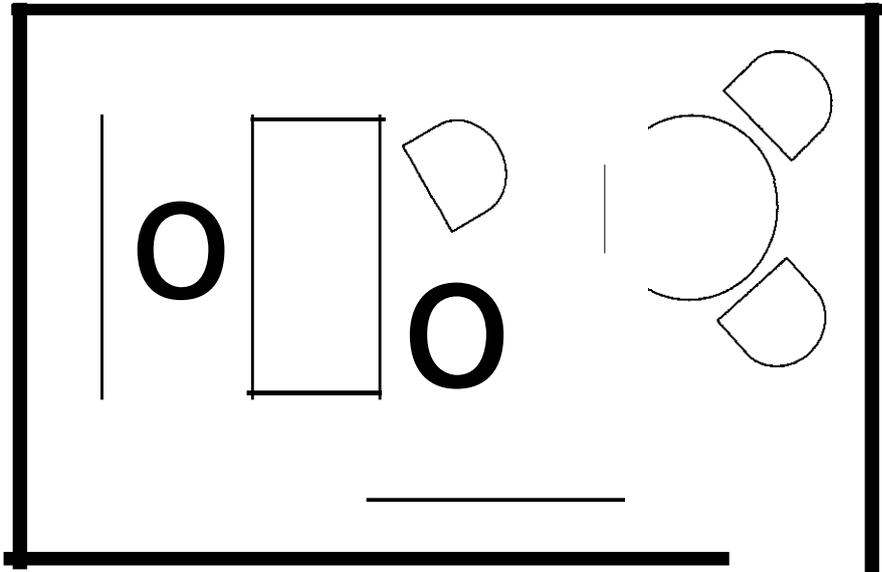
Offices located in the interior of the building space should be provided with a door/sidelight assembly or a borrowed light (interior window) in at least one wall at a height above the finished floor that allows visual privacy while transmitting light from the outside.

10. Office Schematic Diagrams: These diagrams are not intended to limit dimensional choices or design flexibility but are rather a guide to visualizing space.



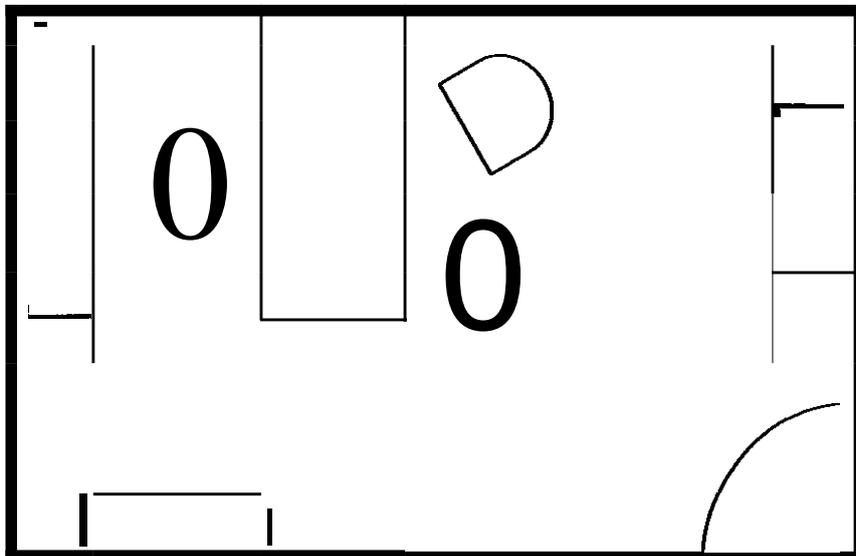
SA-1 Elected Official and Executive Appointed Official Office
12' x 20'::: 240 s.f. (shown) or 11' x 21.5' or 10' x 24'

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SA-2 Appointed Official Office

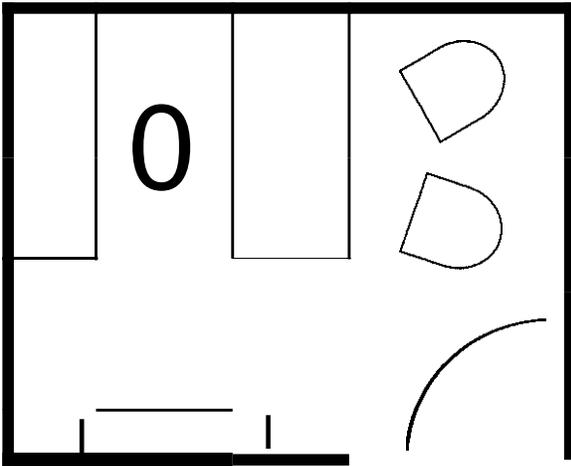
12' x 18' = 216 s.f. (shown) or 11' x 19.5' or 10' x 21.5'



SA-3 Division Manager Office

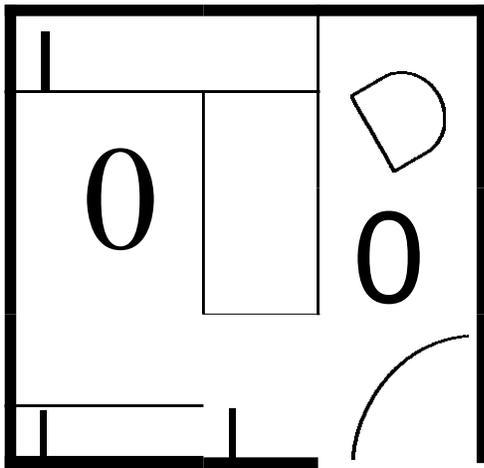
10' x 18' = 180 s.f. (shown) or 11' x 16.5' or 12' x 15'

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SA-4 Manager or Professional Office

10' x 12' = 120s.f. (shown) or 9' x 13.5' or 11' x 11'



SA-5 Senior Staff Office

10' x 10' = 100 s.f. (shown) or 9' x 11'

11. Open Office Environments

Systems furniture should be used to the greatest practical extent. Areas of open office created by cubicles should be enhanced with storage units, file cabinet areas, spaces for visitor seating and flexible conference spaces. Consideration should be given to including spaces for plants and artwork.

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Benefits of open office environments:

- The same number of employees can be accommodated in approximately 20% less floor space than with offices because of cubicle internal space efficiency, decreased corridor area and less area taken up by wall thickness.
- Faster and less disruptive remodeling for adding or reconfiguring office space.

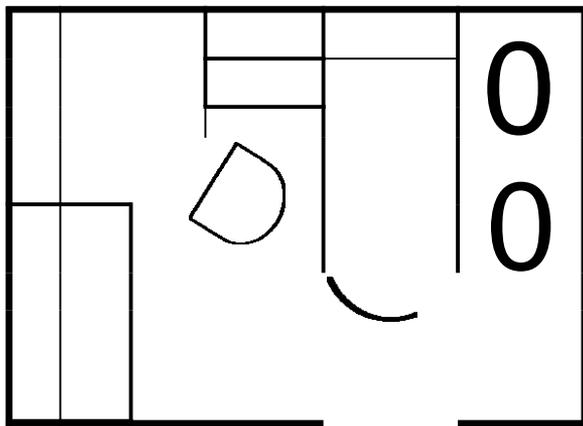
"Landscaping elements" such as storage cabinets, closet cabinets and tall lateral file groups should be used to break panel runs of more than 10 cubicles or when necessary to mask the use of power poles. Such elements should be coordinated with the standard finishes for the panels and work surfaces used in a particular installation. Printer and fax stations with overhead storage or library shelving for common office reference material may also be incorporated to break long panel runs. Elements that increase the functionality of the design as well as the aesthetic appeal of the installation should be considered.

Private meeting areas will be provided for staff housed in cubicles, particularly when the daily activities of the staff involve a number of contacts with other staff or visitors. These meeting rooms will provide a place for conferences of 4 to 6 persons and for use in evaluating and counseling staff. Such rooms are not to be assigned to an individual but are to be used to meet the privacy needs for all staff housed in cubicles as the need arises. These meeting areas should be equipped with the standard telecommunications cabling to support computers and telephones.

12. Systems Furniture

Any purchase, remodel, or moving of systems furniture components shall be coordinated through FMD. Warehouse inventory of surplus and used systems furniture will be maintained by the Purchasing Office and used when practical.

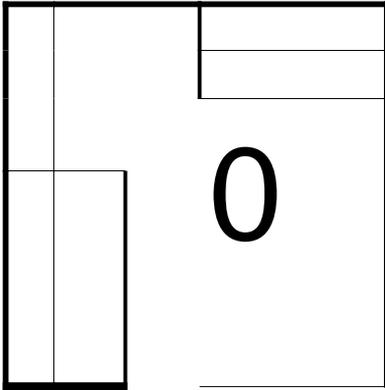
13. Cubicle Schematic Diagrams: These diagrams are not intended to limit dimensional choices or design flexibility but are rather a guide for establishing square footage limits and for visualizing space.



SA-6 (up to 102 SF. - Cubicle)

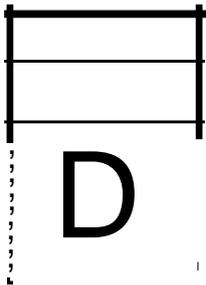
8.5' x 12' (shown) with other configurations possible

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SA-7 and 8 (up to 64 SF. - Cubicle)

8' x 8' (shown) also 7' x 9' and other configurations possible



SA-9 (up to 26 SF. - Carrel)

2.5' x 4' work surface with 16 s.f. of floor space

14. Courts and Special Function Spaces

Planning, programming and design of courts and special function spaces shall rely **on** the judgment and experience of design professionals working with County Offices and Departments to determine proper size, configuration and characteristics of these spaces. For courts and related spaces the design guidelines recommended by the National Center for State Courts shall be referenced. Much of this information is published in the book, "The Courthouse - A Planning and Design Guide for Court Facilities."

15. Site and Exterior Building Elements

- A. Parking for employees, visitors and County-owned vehicles will be planned for new facilities. Parking for employees will be provided according to the County parking policy. Where there is a difference between Regulatory Agency required parking and accommodation of public and visitors, the larger number of spaces will govern. Compact parking spaces are not to be used unless specifically approved by the Director.
- B. Bicycle Racks shall be provided in accordance with City of Austin regulations and by evaluating the need of each facility beyond the required minimum.
- C. Designated Smoking Areas should be provided and outfitted with snuffers, trash receptacles, signage and seating if space allows.