




Department of Energy

Washington, DC 20585

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MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

DAVID M. KLAUS 
DEPUTY UNDER SECRETARY FOR
MANAGEMENT AND PERFORMANCE

SUBJECT:

Establishing a Revised Department of Energy (DOE) Office
Space Standard for Future Space Acquisitions and Renovations

In accordance with Administration policy, DOE has implemented strategies to more efficiently utilize office space. In March 2015, the Office of Management and Budget directed agencies to build upon their existing space standards by developing a maximum standard of useable square feet per workstation for *future* space acquisitions and major renovations. To accomplish this, in March 2016, the Department engaged the General Services Administration (GSA) Total Workplace Program Management Office to reevaluate the existing office space standard of an average of 200 square feet of useable area per person that was established in 2011.

This memorandum adopts the revised office space design standard based on the collaborative effort with GSA. The standard will be an average of 180 square feet of useable area per person, calculated as shown in attachment 1 and will apply to all acquisitions and major renovations of administrative office space in owned and leased buildings, including GSA Occupancy Agreements. The space design standard applies to both office and non-office facilities (e.g., labs, warehouses, etc.), occupied by DOE employees, support service contractors, and Management and Operating (M&O) contractors. All space assignments must be consistent with applicable Collective Bargaining Agreements and the Americans with Disabilities Act.

Effective immediately, each organizational entity shall work to achieve this office space standard for all office space acquisitions and major renovations that have not reached Critical Decision (CD-1) as of the date of this memorandum; all projects that have reached CD-1 may adhere to the 2011 standard. In the event a program encounters difficulties in meeting this standard, they will need to obtain a waiver from Carmelo Melendez, the DOE Senior Real Property Officer.

If you have any questions, please contact Mr. Melendez at (202) 586-4502.



Office Building Measurement Terminology

Building Gross Area

Interior Gross Area

Voids and Interstitial Space

Exterior Wall Thickness

Interior Useable Square Feet Classifications

Occupant Area

Occupant Storage

Building/Floor Amenity Area

Building/Floor Service Areas

Base Building Circulation

Major Vertical Penetrations

Interior Parking

Rentable Area

Occupant Area

Occupant Storage

Building/Floor Service Areas

Building/ Floor Amenity Areas

Base Building Circulation

Office Usable Area

The portion of a floor or building used to house personnel, equipment, fixtures, furniture, supplies, goods or merchandise.

Excludes the following **shared** spaces: cafeteria; auditorium; community conference, collaboration & exhibit space; computer server rooms.

Excludes mission specific specialty areas, such as labs (wet, dry, high bay, power & ventilation intensive), all secure & limited access spaces (SCIFs, limited areas, vault type rooms, operations centers, control rooms), training centers, etc.

If single tenant it includes primary & secondary circulation; if multi tenant it includes secondary circulation only.

Total USF – Mission Specific/Specialty USF = Office USF

Basis for DOE Office Space Standard