



Department of Energy
Washington, DC 20585

August 31, 2018

MEMORANDUM FOR DISTRIBUTION

FROM: SCOTT WHITEFORD
DIRECTOR
OFFICE OF ASSET MANAGEMENT
SENIOR REAL PROPERTY OFFICER

A handwritten signature in black ink, appearing to read "Scott T. Whiteford", written over the printed name of the Director.

SUBJECT: Implementation Guidance for the Revised Office Space Standard

ISSUE: Whether to approve implementation guidance for calculating Office Usable Area for offices and administrative workstations subject to the Department of Energy (DOE) revised Office Space Standard effective December 27, 2016.

BACKGROUND: On December 27, 2016, DOE issued a policy memorandum entitled, *Establishing a Revised Department of Energy (DOE) Office Space Standard for Future Space Acquisitions and Renovations*, which revised the previous DOE standard for office space by establishing an average of 180 square feet of usable area per person as the new standard for offices and administrative workstations. This new policy:

- extends the revised standard to all office and non-office facilities occupied by DOE employees and contractors, including support services and Management and Operating contractors;
- applies specifically to offices and administrative workstations in facilities that are subject to the revised standard;
- applies to acquisitions and major renovations of administrative office space in owned and leased buildings, including GSA Occupancy Agreements, executed after the effective date;
- provides high level guidance for determining which building areas are included in the calculation of the revised standard; and
- is optional for office space in buildings acquired or renovated prior to December 27, 2016.

During the 2018 Facility Information Management System (FIMS) annual training a need was identified to address lingering questions regarding implementation of the revised office space standard. Rather than address these questions on our own, the Office of Asset Management established an informal working group comprised of volunteers from the Program Offices and sites. This memorandum and the attachment provide implementation guidance for the revised office space standard, which is a direct result of the working group's effort and has received GSA's concurrence. The implementation guidance addresses how to calculate building area attributable to offices and



administrative workstations, defined in the revised standard as Office Usable Area and reported in FIMS under data element “Space Type Usable SF – Office.”

For buildings that predate the revised standard, Program Offices and sites may continue to calculate office space area using the methods that were in effect prior to December 27, 2016. However, once an existing building becomes subject to the revised standard, for example the building undergoes a major renovation – as defined in the attached guidance, the methodology for calculating Office Usable Area becomes subject to this guidance.

This guidance only pertains to the method for calculating the building area associated with offices and administrative workstations subject to the revised standard and in no way alters the intent, application or requirements of the standard. This guidance does not relieve Program Offices and sites from the reporting requirements for office space related data in accordance with FIMS reporting guidance.

Questions on this guidance may be addressed to Mr. Gordon Clark at (202) 287-1304 or Gordon.Clark@hq.doe.gov.

SENSITIVITIES: None.

POLICY IMPACT: None.

URGENCY: None.

RECOMMENDATION: Approve the implementation guidance for calculating Office Usable Area for offices and administrative workstations subject to DOE’s revised Office Space Standard.

APPROVE: SW DISAPPROVE: _____ NEEDS DISCUSSION: _____ DATE: 8/31/18

Attachment

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CC:

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Department of Energy Office Space Calculation Office Usable Area (FIMS Data Element: Space Type Usable SF – Office)

The Department of Energy’s (DOE) Office Usable Area space standard is an Office Usable Area/quantity of administrative workstations (assumes 1 person per workstation), and is an average of 180 square feet of usable area per person. The 180 square feet of usable area per person, on average, applies to all acquisitions and major renovations¹ of administrative office space in owned and leased buildings, including GSA Occupancy Agreements, executed after 27 Dec 2016. The below guidance details the DOE’s methodology for measuring administrative office space for the purpose of measuring the Department’s overall progress toward achieving the standard and for comparing individual building’s office space to the standard. Figure 1 provides an example of how the guidance for measuring administrative office space is applied and how the square feet of usable area per person is calculated.

Office Usable Area = Assignable to Office Space
 = FIMS Data Element: “Space Type Usable SF – Office”
 = Office Area (SF) + Administrative Workstations Area (SF) + Office Toilet/Restroom Area (SF) + Office Collaboration Area (SF) + Office Waiting Area (SF) + Office General Use Area (SF) + Secondary Circulation Area (SF).

Interior Useable Area		Space		
		Type	Category	Description
Rentable Area	Usable Area	Assignable to Office Space ² (included in calculation for Office Usable Area (e.g. FIMS “Space Type Usable SF – Office”))	Office ³	Office space fully enclosed by any combination of walls, windows, partitions, panels, or dividers. <u>Includes:</u> <ul style="list-style-type: none"> Offices occupied by or available for use by full-time, part-time, and temporary personnel, visitors, and short-term guests (e.g., visiting researchers, summer interns, project teams, etc.) regardless of duration. Offices spaces used, or intended for use, by DOE personnel, regardless of who else may share the building.
			Administrative Workstations ³	Cubicles, shared desks (e.g., hoteling), and any other type of workstation configured for administrative work. <u>Includes:</u> <ul style="list-style-type: none"> Administrative workspaces occupied by or available for use by full-time, part-time, and temporary personnel, visitors, and short-term guests (e.g., visiting researchers, summer interns, project teams, etc.) regardless of duration. <u>Excludes:</u> <ul style="list-style-type: none"> Administrative workspaces in non-office areas that are incidental to that area, such as a single desk in laboratory or a desk in a machine shop or shipping/receiving area. Short-term/temporary conversion of non-office areas to administrative office space to support temporary fluctuations in personnel, such as using a laboratory for office space for summer interns).

Rentable Area	Usable Area	Assignable to Office Space ² (included in Office Usable Area (e.g. FIMS “Space Type Usable SF – Office”))	Office Toilet/Restroom	Toilet/restroom associated with a single office or office suite and only accessible to DOE personnel, not general building visitors.	
			Office Collaboration	Conference rooms, meeting rooms and open area meeting space associated with a single office or office suite. <u>Includes:</u> Rooms with unclassified; telecommunications, LAN & Wi-Fi connections, projectors, and electronic “white boards.” <u>Excludes:</u> Rooms that are specialty configured with secure or specialized; communications, VTC, or IT equipment.	
			Office Waiting Area	Outer office and waiting areas area associated with a single office or office suite.	
			Office General Use	Space within, or associated with, offices and workspaces that support all occupants in a single office or office suite. <u>Includes:</u> Space for community printers, office supplies, file cabinets and shelves, pantry/lunch rooms, vending areas, etc.	
			Secondary Circulation	Aisles and other pathways between offices, administrative workstations, collaboration spaces, toilets/restrooms (associated with a single office or office suite), and outer office waiting areas and general use space (within, or associated with, administrative workspaces).	
		<i>The below are excluded from the calculation for Office Usable Area (FIMS Data Element: Space Type Usable SF – Office)</i>			
		Mission Specific & Specialty Areas ⁴	Labs	<ul style="list-style-type: none"> Wet, dry, high bay, power & ventilation. 	
			Secure & Limited Access Spaces	<ul style="list-style-type: none"> Vault Rooms. Operations Centers. Control Rooms. 	
			Training Centers	<ul style="list-style-type: none"> Dedicated classroom and training rooms – rooms that are specifically configured, and primarily used, for training & education. A conference room that is used for training may not be excluded, unless it meets the criteria of being “specifically configured” for training. Other spaces that are specifically configured for, and dedicated to, training. 	
			Other, non-administrative, Mission Areas	<ul style="list-style-type: none"> Warehouses. Hospitals/Clinics. Industrial. Shops and Services. 	

Rentable Area	Usable Area	Building Joint Use Space	Primary Circulation	<ul style="list-style-type: none"> • Main routes connecting building core and common spaces, such as hallways that connect entry lobbies to elevator lobbies, and exit stairs. • Pathways to all building and floor joint use spaces, such as custodial closets, mechanical rooms, restrooms (that are not associated with a single office or office suite), auditoriums, collaboration spaces that are available to all building occupants (these are spaces that are not associated with a single office or office suite). • Primary paths to mission specific spaces and rooms that are specialty configured with secure or specialized communications, VTC, or IT equipment.
			Building Common	<p>Spaces that are available to all building occupants and visitors and are not associated with a single office or office suite.</p> <p><u>Includes:</u> Auditoriums, exhibit space, collaboration and conference spaces, cafeterias, lunchrooms, vending, etc.</p>
		Building Joint Use Space	Building Support Services Space	Custodial closets, storage spaces for pest control, recycling, security check points, equipment storage, etc.
			Mechanical & Electrical Space	Spaces that are controlled access and support the operation of a building such as electrical and telecommunications closets, air-conditioning and air-handling equipment, etc.
			Toilets/Restrooms (Open to All)	Open to all occupants and visitors within a building or floor and are not associated with a single office or office suite.

¹ Major renovations, for the purpose of applying the Office Space Standard and calculating Office Usable Area, includes projects that change the amount, or configuration, of area for administrative office space and/or changes the number of offices and administrative workstations.

² Excludes buildings and building spaces that are subject to security measures greater than “Property Protection Areas (PPA)” and “Limited Areas (LA),” as defined in DOE Order 473.3A. PPA and LA are security areas that are established to protect employees and Government buildings, facilities and property, such as security check point(s) at building entrances and within buildings. Areas with security requirements greater than PPA and LA refer to areas within facilities that have more restrictive access requirements, like high security spaces. Buildings that are on a compound or campus, stand alone, or portions of buildings that have PPA and LA in place, such as security check point(s), prior to entry in the campus, building, or portions of buildings, is not, on its own, basis for exclusion. For example, the Forrestal and Germantown Buildings have security checkpoints to enter the building and/or the campus, but the entire buildings are not excluded. However, areas within those buildings, with security requirements greater than PPA and LA, are excluded.

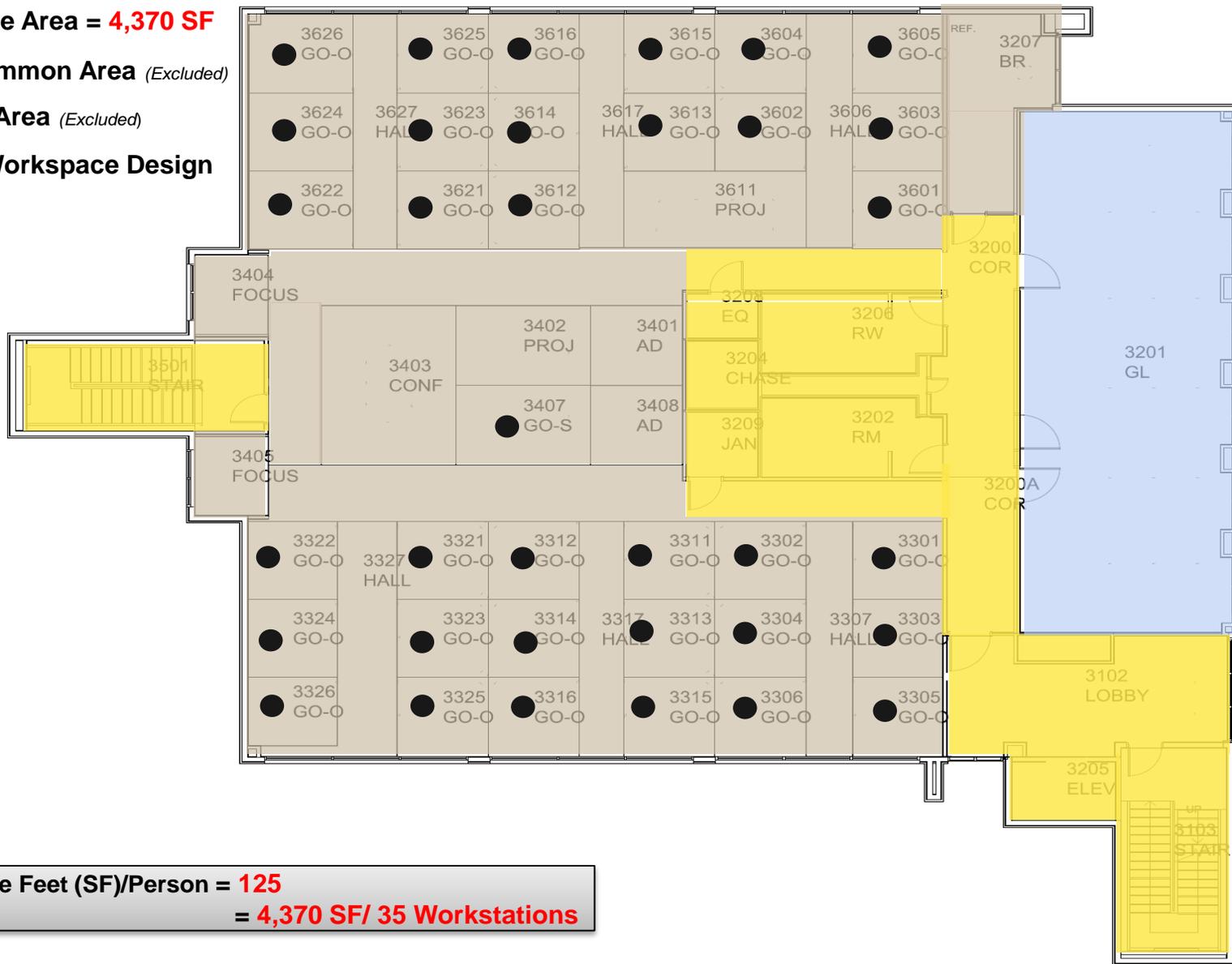
³ Inclusion in the calculation of the administrative workspace is irrespective of whether the space is occupied at any given time. Therefore, the calculation includes all administrative office spaces that are being used or available for use.

⁴ The calculation of Office Usable Area (FIMS Data Element: Space Type Usable SF – Office) applies to all administrative office areas for all buildings and trailers, regardless of predominant use. For example, in the case of a laboratory, the building area Assignable to Office Space (e.g., Office Usable Area) must be calculated using the methodology prescribed herein, and reported in FIMS under data element Space Type Usable SF – Office, but the actual lab area (SF) is excluded from the Office Usable Area calculation.

Figure 1. Example: Space Type Usable Square Feet - Office/Person

LEGEND

- Office Usable Area = **4,370 SF**
- Building Common Area (Excluded)
- Laboratory Area (Excluded)
- Individual Workspace Design Basis = **35**



Office Usable Square Feet (SF)/Person = 125
= 4,370 SF/ 35 Workstations