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MEMORANDUM FOR DISTRIBUTION

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SUBJECT: Implementation Guidance for Measuring Usable Office Space

REFERENCE:
(1) Office of Management and Budget Memo M-25-25, "Implementation of the Utilizing Space Efficiently and Technologies Improvement Act", 21 Apr 2025
(2) Memorandum, "Department of Energy Policy on Office Space Design Standard, 3 April 2026
(3) Thomas R Carper Water Resources Development Act of 2024, Section Sec. 2302 – Utilizing Space Efficiently and Improving Technologies Act, 4 Jan 2025
(4) Office of Asset Management Memo "Implementation Guidance for Measuring Usable Office Space", 7 Nov 2024

The White House Office of Management and Budget (OMB) memorandum M-25-25 (Reference 1) requires agencies to update their office space design standards to 150 square feet per person (down from DOE's current standard of 180 square feet per person). In response to this requirement, DOE updated its office space design standard through a policy memorandum (Reference 2).

The OMB policy also requires agencies to begin tracking daily occupancy for office buildings and to report those occupancy numbers to OMB on a bi-weekly basis. The OMB policy reflects legislative requirements established by the Thomas R. Carper Water Resources Development Act of 2024 (Reference 3).

The purpose of this guidance (attached) is to assist DOE sites with measuring usable office space within their buildings in a manner consistent with and in support of these policy and legislative requirements. This guidance fully repeals and replaces the Office of Asset Management's prior space measurement guidance (Reference 4).

This guidance provides a recommended method to measure usable office space within DOE buildings in support of the new 150 square feet per person office space design standard.

If you have any questions about this guidance, please reach out to Eric Haukdal, my point of contact for this subject. You can reach Mr. Haukdal at: eric.haukdal@hq.doe.gov.

Attachment

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DOE Building Space Measurement Guidance

May 20, 2026

This guidance identifies various space types to include when determining a building's Gross Space area, Usable Space area, and Usable Office Space area and replaces the November 2024 version. The previous 2024 version of this guidance supported OMB's 2024-01 memorandum which OMB has since rescinded based on new legislation. This new version is based on OMB's memorandum M-25-25, "Implementation of the Utilizing Space Efficiently and Improving Technologies Act". The OMB memorandum sets a design standard of a maximum of 150 usable square feet (USF) of office space per person for new space acquisitions and also sets requirements to track building occupancy and utilization. This guidance also supports DOE's Office Space Design Standard policy issued on 3 April 2026.

For the Office Space Design Standard (i.e., 150 sqft of office space per person):

To determine the usable office space in a building, use the "Usable Office Space" column in Table 1 below as a guide for identifying which space types to include. To determine the planned number of people who will be working in the building, assume the number of people will equal the number of applicable workstations included in the design (i.e., the workstations located within usable office space). The last page of this guide provides an example of applying this standard to new space designs.

For tracking office building utilization (i.e., occupancy tracking):

A building's utilization rate compares the average number of actual daily occupants to the building's fully utilized office space capacity. Per OMB requirements, the fully utilized capacity is also based on the 150 sqft per person standard (even if it is an existing building that has not been designed to the new 150 sqft standard). The last page of this guide provides an example of calculating a building's utilization rate.

Table 1 on the following page lists various space types typically found in buildings. The categories and space types in the table generally fall in line with the American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) 65.1 2017 standard for office building measurement but also accommodate the OMB policy by including many additional types of office space and other space within the occupant use category that ANSI/BOMA does not address. For example, ANSI/BOMA does not specify space types such as labs, break rooms, copier rooms, secure compartmented information facilities (SCIFs), office work areas, etc. Also note that the table below does not specifically include every type of gross space identified in by ANSI/BOMA such as voids, interstitial space, connectors (e.g. skyways, tunnels), etc. This table is simply meant as a general guide – especially for how to determine what to include and not include in a building's usable office space in support of the DOE space policy. When conducting a full building measurement survey focused on more than just office space, consult the applicable ANSI/BOMA standard.

Table 1 – Space Types for Gross, Usable, and Usable Office Space

Category	Space Type	Gross Space?	Usable Space?	Usable Office Space?
Major Vertical Penetrations	Stairs	Y	N	N
	Elevators	Y	N	N
	HVAC/Utility Shafts	Y	N	N
Parking Areas	Indoor Parking Spaces	Y	N	N
	Indoor Ramps/Driveways	Y	N	N
Service Areas	Entry & Secondary Lobbies	Y	N	N
	Restrooms	Y	N	N
	Custodial Closets	Y	N	N
	Electrical & Telecom Rooms	Y	N	N
	Mechanical & Utility Rooms	Y	N	N
	Loading Docks	Y	N	N
	Primary Circulation[1]	Y	N	N
	Building Operations Offices[2]	Y	N	N
Storage Areas	Building Operations Storage[3]	Y	N	N
	Occupant Storage[4]	Y	Y	N
Amenity Areas	Food Prep & Food Service	Y	Y	N
	Health & Fitness	Y	Y	N
	Daycare	Y	Y	N
	Retail Shops	Y	Y	N
	Auditoriums and Exhibition Space	Y	Y	N
	Shared Conference Rooms & Break Rooms[5]	Y	Y	N
Occupant Use Areas	Operation Centers	Y	Y	N
	Laboratories[6]	Y	Y	N
	Training/Class Rooms[7]	Y	Y	N
	Public Customer Service Areas	Y	Y	N
	SCIFs, Limited Access, and other Secure Areas[8]	Y	Y	Y
	Office Work Areas (e.g. offices, cubicles)[9]	Y	Y	Y
	Non-Shared Conference Rooms & Break Rooms[10]	Y	Y	Y
	Office Waiting Areas[11]	Y	Y	Y
	Office Supply/Copier Rooms[12]	Y	Y	Y
	Office Secondary Circulation[13]	Y	Y	Y

[#]The superscript reference numbers in the table above indicate the space types that may not be self-explanatory. The following page provides descriptions of these space types to offer more clarity.

1. Primary Circulation – corridors/hallways available to and generally used by all building occupants and serve as main thoroughfares to access the buildings various suites, maintenance areas, etc.

2. Building Operations Offices – office areas where the building operations & maintenance staff perform their administrative duties.

3. Building Operations Storage – storage areas for holding equipment or supplies needed for the building management team to operate and maintain the building.

4. Occupant Storage – storage areas available for general occupants of the building to use to store equipment or supplies where the location or level of finish is not appropriate for routine office use.

5. Shared Conference Rooms and Break Rooms – conference rooms/meeting areas/break rooms not assigned to or located in a specific office or organization and available for all building occupants to use (generally accessible via primary circulation).

6. Laboratories – areas for conducting research, development, testing, etc. as well as individual workstation space located within those active lab areas. However, groups of offices/cubicles used to run administrative operations for labs should be considered office space rather than lab space.

7. Training Rooms/Classrooms – Rooms specifically dedicated to and configured for training/education. This does not include conference rooms or other areas where people may periodically hold training, but where training is not the primary purpose of the room.

8. SCIF, Limited Access, and Other Secure, Sensitive Areas – Areas used to manage sensitive/classified materials, information, and processes.

9. Office Work Areas - Space configured for people to perform office type work. Examples include individual offices, cubicles, open bay work desks, and hoteling/hot-desking areas. This does not include individual work areas located in generally non-office type areas such as a single desk in a lab, machine shop, shipping/receiving room, etc.

10. Non-Shared Conference Rooms and Break Rooms – conference rooms/collaboration space/break rooms assigned to or located in a specific office or organization's space (generally accessible via office secondary circulation).

11. Office Waiting Area – outer office and waiting areas associated with a single office/suite.

12. Office Supply/Copier Rooms – rooms associated with a single office/suite where employees store office supplies and equipment and/or use photocopiers, shredders, etc.

13. Office Secondary Circulation – aisles or halls among offices, cubicles generally with the same office suite or administrative work unit.

Table 2 below includes the primary data elements in DOE's Facilities Information Management System (FIMS) that pertain to various aspects of space management including the space design standards and occupancy measurement requirements referenced in this guidance. These FIMS data elements will be useful in supporting any tracking and reporting associated with those requirements.

Table 2 – Guidance for FIMS Size/Space - related data elements

FIMS Data Element	Use:
Size	For DOE Owned Buildings: Calculate Size based on the facility's gross square footage. The preferred method to determine gross square footage is to use ANSI/BOMA standard Z65.3 (2009 or 2018). If you don't have access to the standard, an acceptable alternate method to calculate gross area is to determine the total area of each individual floor measured between exterior surfaces and add those totals together for all floors. For Non-DOE Owned Buildings (e.g. leases, OA's, permits, etc.): If the lease/agreement identifies the amount of rentable square footage, then set Size equal to that amount shown. Otherwise use one of the methods described for owned buildings above but apply it only to the portions of the building to which DOE has exclusive access.
Usable Sqft	For DOE Owned Buildings: Calculate Usable Sqft based on the "Usable Space" column from Table 1 above. This chart is generally based on the BOMA definition of Floor Usable area which equals Occupant Areas + Amenity Areas. Or, for a more precise measurement, consult and follow one or more of the ANSI/BOMA suite of standards for space measurement as appropriate (i.e., ANSI/BOMA standards z65.1, 65.2, 65.4, 65.5, or 65.6). For Non-DOE Owned Buildings (e.g., leases, OA's permits, etc.): If the lease/agreement identifies the amount of usable sqft, then set Usable Sqft equal to that amount shown. Otherwise use one of the methods described for owned buildings above but apply it only to the portion of the building to which DOE has exclusive access.
Space Type Usable SF Office	For all office space regardless of ownership: Calculate Space Type Usable SF Office based on the "Usable Office Space" column from Table 1 above. This is based on elements of the ANSI/BOMA office building standard (z65.1) and OMB's M-25-25 Occupancy Policy.

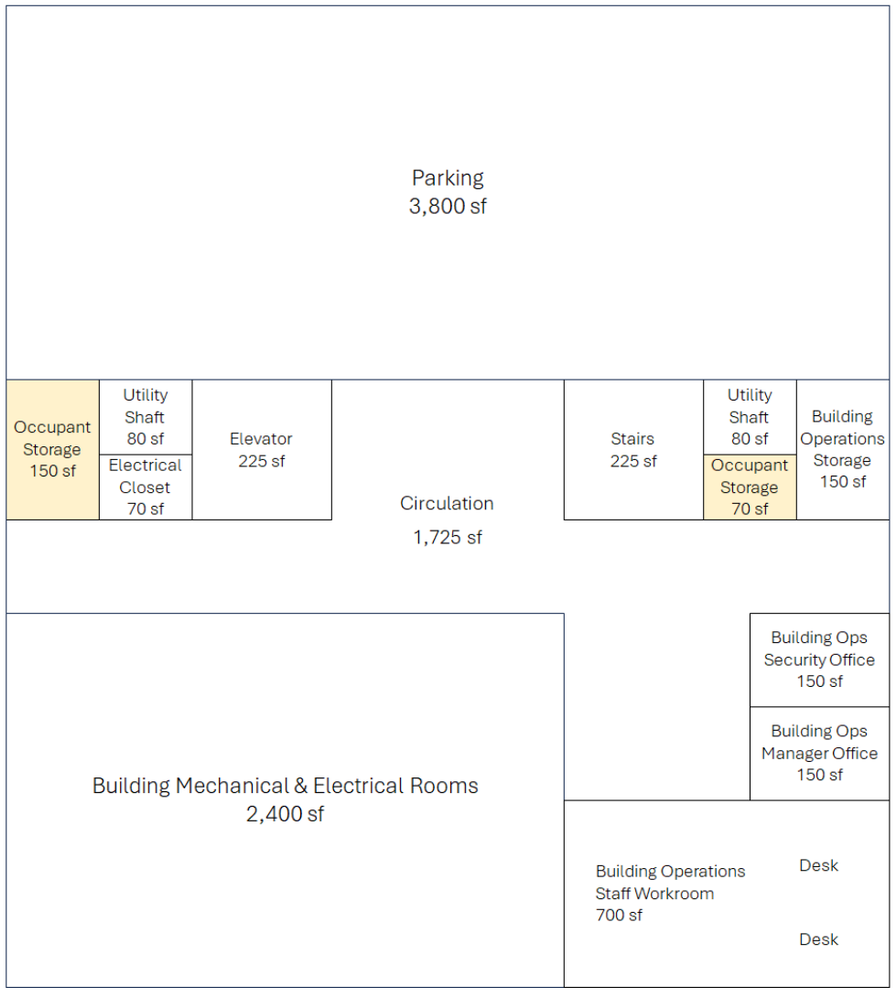
Example

The remaining pages of this guidance document provide a notional example of a single building that contains many of the space types listed in Table 1. While this example offers insight into how to count gross and usable areas, its primary purpose is to provide more clarity on how to identify the *office* space portion of a building in support of the new 150 sqft per person office space design standard and in support of calculating daily office occupancy.

Following this guidance can also provide you with a close approximation of overall gross and usable space within your building. However, if your goal is to calculate gross and usable space with as much accuracy as possible, consult the applicable publication from the ANSI/BOMA suite of building measurement standards (i.e., ANSI/BOMA standards z65.1, 65.2, 65.4, 65.5, or 65.6) depending on your measurement objective and facility type.

Space Measurement Example (Part 1 of 6 – Basement Floor)

Basement (total floor footprint is 95' x 105' = 9,975 sf)



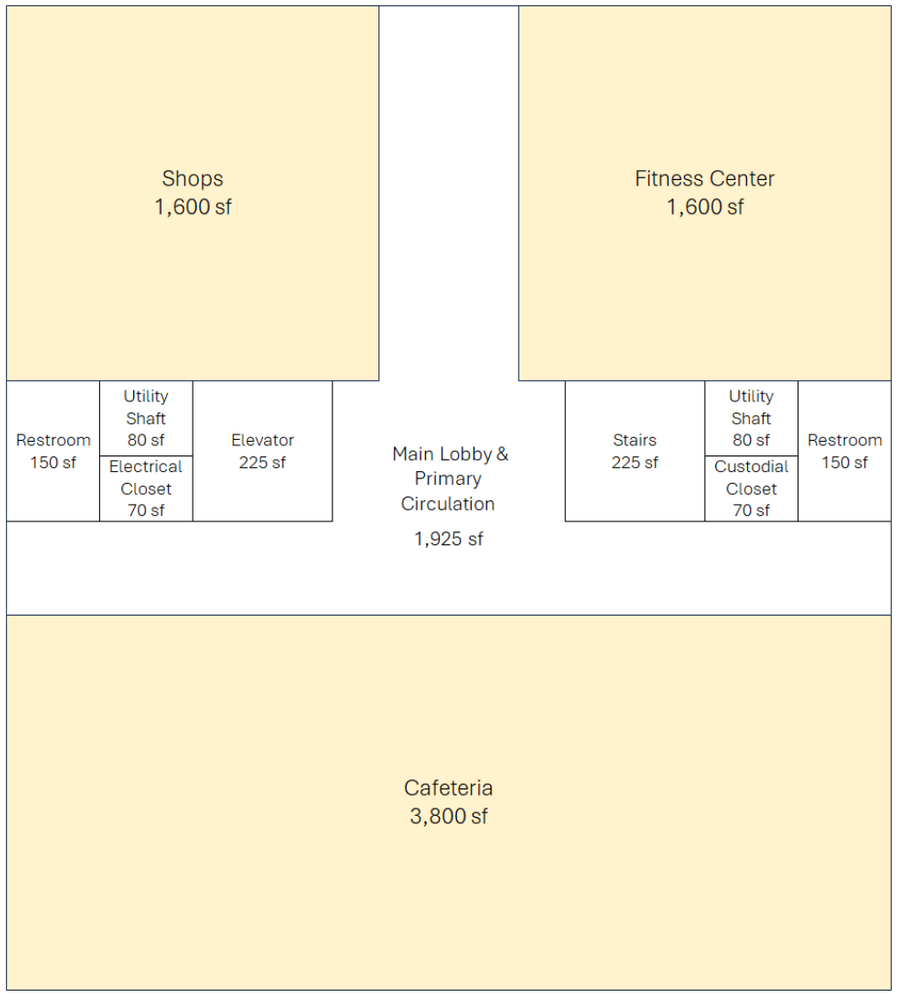
Usable Space includes yellow shaded & blue shaded areas

Usable Office Space includes just blue shaded areas

Area	Gross Sqft	Usable Sqft	Usable Office Sqft	Office Workstations
Parking	3,800.00	-	-	-
Occupant Storage (2 each)	220.00	220.00	-	-
Utility Shafts (2 each)	160.00	-	-	-
Electrical Closet	70.00	-	-	-
Building Operations Storage	150.00	-	-	-
Elevator	225.00	-	-	-
Stairs	225.00	-	-	-
Building Operations Security Office	150.00	-	-	-
Building Operations Manager Office	150.00	-	-	-
Building Operations Staff Workroom	700.00	-	-	-
Building Mechanical Rooms	2,400.00	-	-	-
Primary Circulation	1,725.00	-	-	-
Totals	9,975.00	220.00	0.00	0

Space Measurement Example (Part 2 of 6 – Ground Floor)

Ground Floor (total floor footprint is 95' x 105' = 9,975 sf)



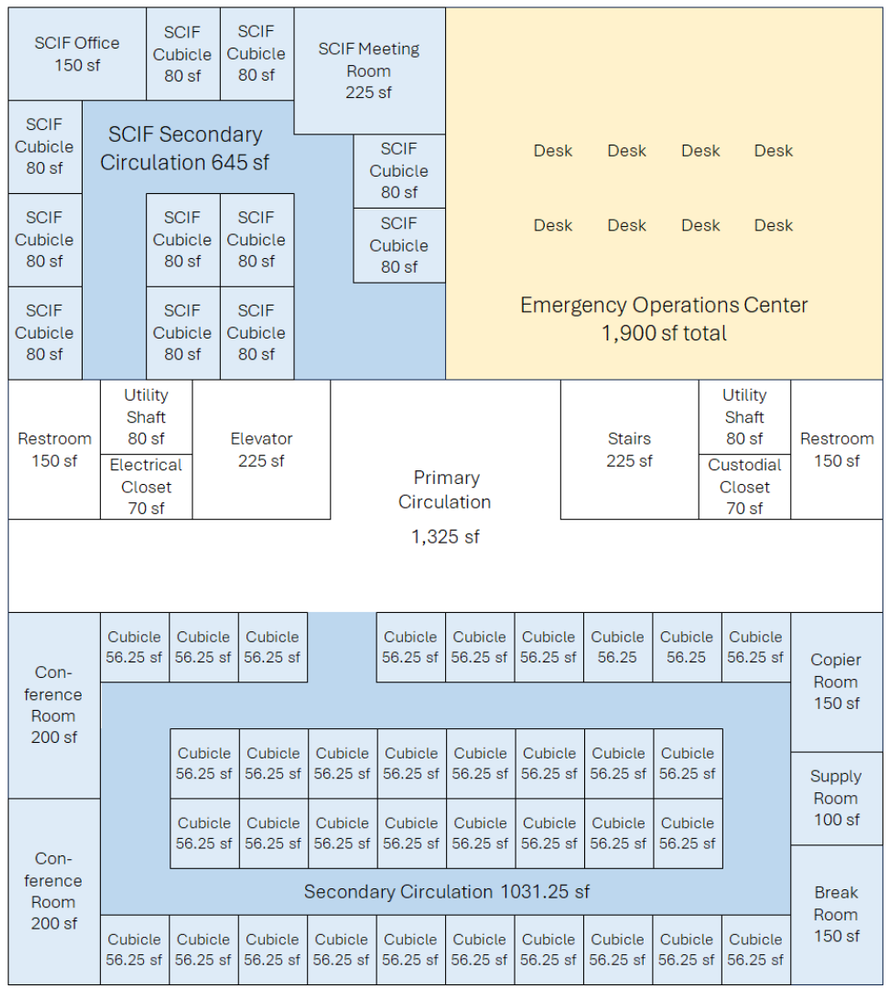
Usable Space includes yellow shaded & blue shaded areas

Usable Office Space includes just blue shaded areas

Area	Gross Sqft	Usable Sqft	Usable Office Sqft	Office Workstations
Shops	1,600.00	1,600.00	-	-
Fitness Center	1,600.00	1,600.00	-	-
Restrooms (2 each)	300.00	-	-	-
Utility Shafts (2 each)	160.00	-	-	-
Electrical Closet	70.00	-	-	-
Custodial Closet	70.00	-	-	-
Elevator	225.00	-	-	-
Stairs	225.00	-	-	-
Cafeteria	3,800.00	3,800.00	-	-
Lobby & Primary Circulation	1,925.00	-	-	-
Totals	9,975.00	7,000.00	0.00	0

Space Measurement Example (Part 3 of 6 – First Floor)

First Floor (total floor footprint is 95' x 105' = 9,975 sf)



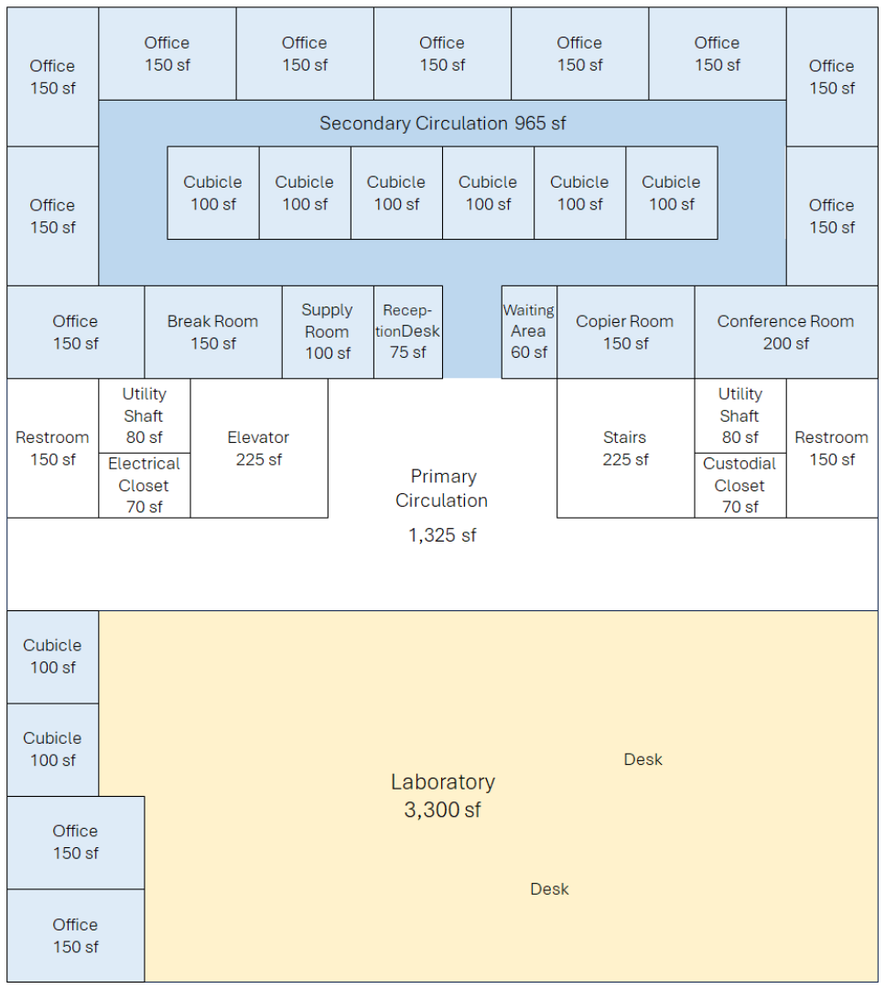
Usable Space includes yellow shaded & blue shaded areas

Usable Office Space includes just blue shaded areas

Area	Gross Sqft	Usable Sqft	Usable Office Sqft	Office Workstations
SCIF Office	150.00	150.00	150.00	1
SCIF Cubicles (11 each)	880.00	880.00	880.00	11
SCIF Meeting Room	225.00	225.00	225.00	-
SCIF Secondary Circulation	645.00	645.00	645.00	-
Emergency Ops Center	1,900.00	1,900.00	-	-
Restrooms (2 each)	300.00	-	-	-
Utility Shafts (2 each)	160.00	-	-	-
Electrical Closet	70.00	-		-
Custodial Closet	70.00	-	-	-
Elevator	225.00	-	-	-
Stairs	225.00	-	-	-
Primary Circulation	1,325.00	-	-	-
Conference Rooms (2 each)	400.00	400.00	400.00	-
Copier Room	150.00	150.00	150.00	-
Supply Room	100.00	100.00	100.00	-
Break Room	150.00	150.00	150.00	-
Cubicles (35 each)	1,968.75	1,968.75	1,968.75	35
Secondary Circulation	1,031.25	1,031.25	1,031.25	-
Totals	9,975.00	7,600.00	5,700.00	47

Space Measurement Example (Part 4 of 6 – Second Floor)

Second Floor (total floor footprint is 95’ x 105’ = 9,975 sf)



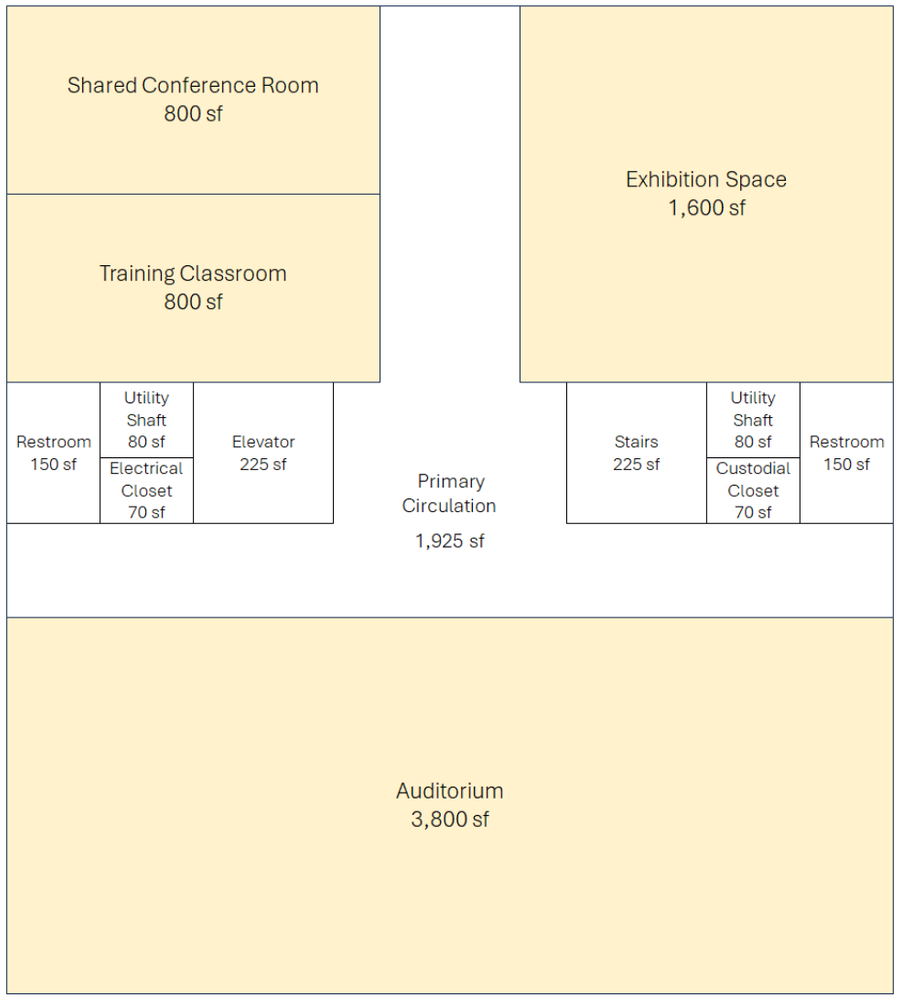
Usable Space includes yellow shaded & blue shaded areas

Usable Office Space includes just blue shaded areas

Area	Gross Sqft	Usable Sqft	Usable Office Sqft	Office Workstations
150 sf Offices (12 each)	1,800.00	1,800.00	1,800.00	12
100 sf Cubicles (8 each)	800.00	800.00	800.00	8
Break Room	150.00	150.00	150.00	-
Supply Room	100.00	100.00	100.00	-
Reception Desk	75.00	75.00	75.00	1
Waiting Area	60.00	60.00	60.00	-
Copier Room	150.00	150.00	150.00	-
Conference Room	200.00	200.00	200.00	-
Secondary Circulation	965.00	965.00	965.00	-
Restrooms (2 each)	300.00	-	-	-
Utility Shafts (2 each)	160.00	-	-	-
Electrical Closet	70.00	-	-	-
Custodial Closet	70.00	-	-	-
Elevator	225.00	-	-	-
Stairs	225.00	-	-	-
Primary Circulation	1,325.00	-	-	-
Laboratory Space	3,300.00	3,300.00	-	-
Totals	9,975.00	7,600.00	4,300.00	21

Space Measurement Example (Part 5 of 6 – Third Floor)

Third Floor (total floor footprint is 95' x 105' = 9,975 sf)



Usable Space includes yellow shaded & blue shaded areas

Usable Office Space includes just blue shaded areas

Area	Gross Sqft	Usable Sqft	Usable Office Sqft	Office Workstations
Shared Conference Room	800.00	800.00	-	-
Training Classroom	800.00	800.00	-	-
Exhibition Space	1,600.00	1,600.00	-	-
Restrooms (2 each)	300.00	-	-	-
Utility Shafts (2 each)	160.00	-	-	-
Electrical Closet	70.00	-	-	-
Custodial Closet	70.00	-	-	-
Elevator	225.00	-	-	-
Stairs	225.00	-	-	-
Auditorium	3,800.00	3,800.00	-	-
Primary Circulation	1,925.00	-	-	
Totals	9,975.00	7,000.00	0.00	0

Space Measurement Example (Part 6 of 6 – Entire Building)

This final section of the example ties all the previous pages together to show total usable office square feet and the total number of workstations across the entire building.

Area	Gross Sqft	Usable Sqft	Usable Office Sqft	Office Workstations
Basement	9,975	220	-	-
Ground Floor	9,975	7,000	-	-
First Floor	9,975	7,600	5,700	47
Second Floor	9,975	7,600	4,300	21
Third Floor	9,975	7,000	-	-
Totals	49,875	29,420	10,000	68

Applicability for the 150 SqFt per person Space Design Standard

Note, the 150 sqft/person design standard only applies to new office space being acquired or renovated; it does not apply to existing space. So, if the entire building in this example were in the acquisition/design phase, to determine if the building would meet the 150 sqft per person space design standard:

1. Identify the total amount of usable office square feet: 10,000
2. Identify the total number of workstations that the designed office space will contain (i.e., the number of people that the space is designed for. In this building example, the number of office workstations is: 68
3. Divide the usable office sqft by the number of people that the space is designed for (i.e., number of workstations):

   10,000 sqft ÷ 68 people = 147 sqft/person

So, in this example, the building as a whole would meet the design standard since 147 sqft/person (from line 3 above) is less than the 150-foot maximum.

If this were an existing building and a single floor were being renovated:

- The usable office space on the first floor would meet the standard as designed since 5,700 sqft of usable office space ÷ 47 workstations = 121 sqft per person which is within the design standard of 150 sqft per person.
- The usable office space on the second floor of the building would not meet the standard as designed since 4,300 sqft ÷ 21 workstations = 205 sqft per person which exceeds the design standard of 150 sqft per person.

Applicability for the Measuring Utilization Rate

For the purposes of measuring actual building utilization (average daily employees present compared to calculated full occupancy), the building as a whole contains 10,000 sqft of usable office space. Therefore, at full utilization based on the 150 sqft per person standard, the number of people at full occupancy would be 10,000 ÷ 150 = 66.7. If, for example, this building's average number of actual occupants per day is 50, the utilization rate would be 50 ÷ 66.7 = 75%

Note: the OMB full occupancy number is based on the 150 sqft per person standard even if your building is not yet configured to that standard. So, you must always use the 150 sqft per person number when calculating your building's utilization rate.