

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #: 19-07**

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Program Office:	Office of Management (MA-50)			Contractor	
Proposed Change:	<p>1. Make Space Type Usable SF – Office a separate definition/data element.</p> <p>2. Update the applicability criteria in the first column as follows (new wording in red): Space Type Usable SF – Office is required for all Buildings and Trailers, and portions of Buildings and Trailers with administrative offices and workstations regardless of predominant use. See Appendix I. <i>Data Gathering Methods for approved methods for calculating Space Type Usable SF – Office.</i></p> <p>3. Amend FIMS USER GUIDE, Appendix I, for Space Type Usable SF – Office as follows: <u>Space Type Usable SF – Office</u></p> <p>1. a. For buildings and trailers, subject to the December 27, 2016 DOE policy memorandum entitled, <i>Establishing a Revised Department of Energy (DOE) Office Space Standard for Future Space Acquisitions and Renovations</i>, Space Type Usable SF – Office must be calculated in accordance with the Senior Real Property Officer Memo entitled, <i>Implementation Guidance for the Revised Office Space Standard</i>, dated August 31, 2018.</p> <p>b. Per the implementation guidance, 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).</p> <p>c. Reference the <i>Implementation Guidance for the Revised Office Space Standard</i> for more detailed guidance on what is, and what is not, included in the calculation. This document can be found at: https://fims.doe.gov/fimsinfo/Documents/DOE/Ofc_Space_Std_Guidance.pdf.</p> <p>2. a. For buildings and trailers that predate the revised office standard, Program Offices and sites may continue to calculate office space area using the method(s) that were in effect prior to December 27, 2016.</p> <p>b. Buildings and trailers that predate the revised office standard, Space Type Usable SF – Office may continue to be calculated using ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement. Include primary and secondary circulation for single tenant buildings. For multi-tenant buildings where DOE shares occupancy with other agencies or entities, include secondary circulation only.</p> <p>3. Once an existing building becomes subject to the revised standard, for example the building undergoes a major renovation, partial renovation or and addition, the methodology for calculating Space Type Usable SF –</p>				

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	<p style="color: red;">Office becomes subject to the above cited implementation guidance, in item 1, and applies to the entire building.</p> <p>4. Population is required for all buildings and trailers. Zero must be entered if no office space exists within the asset.</p>
Justification:	<p>Since Space Type Usable SF – Office is the only required type of “Space Type Usable SF – (series)” make Space Type Usable SF – Office a separate definition/data element.</p> <p>Because the explanation for Space Type Usable SF – Office is rather long and intertwined with the definition, which makes the definition rather long and cumbersome, recommend separating the explanation from the definition. Move the explanation to Appendix I and shorten the definition.</p> <p>There have been several inquiries seeking clarification on which method for calculating FIMS data element “Space Type Usable SF – Office” is applicable. This change seeks to clarify that for office and administrative workspaces subject to the December 27, 2016 revised office space standard, FIMS data element “Space Type Usable SF – Office” must be calculated in accordance with the <i>Implementation Guidance for the Revised Office Space Standard</i>, issued by the Senior Real Property Office on August 31, 2018.</p> <p>For office and administrative workspaces <u>NOT</u> subject to the December 27, 2016 revised office space standard (e.g., office space in buildings and trailers acquired or renovated prior to December 27, 2016), Program Offices and sites have the option to calculate the building area reported in FIMS data element “Space Type Usable SF – Office” by using one of two methods. They can either calculate the element “Space Type Usable SF – Office” using the BOMA method, as previously spelled out in the DED (e.g. no change). Alternatively, Program Offices and sites have the option to apply the method outlined in the <i>Implementation Guidance for the Revised Office Space Standard</i>.</p> <p>It also clarifies that only one method for calculating “Space Type Usable SF – Office” may be applied to a building. Therefore, if a building has undergone a partial renovation, or an addition or similar alteration, making it subject to the December 27, 2016 revised office space standard, the method for calculating “Space Type Usable SF – Office” must be in accordance with the <i>Implementation Guidance for the Revised Office Space Standard</i>; and applied to the entire building.</p>
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FAC Remarks:	07/24/2019 – FAC Recommended
OAM Remarks:	
FDDC Remarks:	10/31/2019 – FDDC Approved
Implemented:	06/15/2020 – Implemented into FIMS v3.17