



STATE PROPERTIES COMMISSION

47 Trinity Avenue, S.W., Suite G02 Atlanta, Georgia 30334

POLICY

TITLE: SPC 03 - Space Management: Space Standards

ADOPTED: December 11, 2012 (Effective: January 1, 2013)

REVISED: September 15, 2015 (Effective: September 15, 2015)

1. References

O.C.G.A. § 50-16-41

2. Definitions

- (a) SPC Space Standards: The space standards approved by the State Properties Commission and attached hereto as Attachment 1.
- (b) Space Management Program (SMP): The SPC process of optimizing occupancy of State-owned and leased space. Administered correctly, this process aligns assets with agency demand to provide the most efficient and cost effective workspace.
- (c) Space Action Form (SAF): The form completed and submitted to SPC by the requesting state entity that notifies SMP of a request for space – new, renewal, renegotiation, increase, decrease or termination.
- (d) Space Utilization Questionnaire (SUQ): The form completed and submitted to SPC by the requesting state entity that accompanies the SAF and is used by SMP to develop the entity Space Utilization Program.
- (e) Space Utilization Program (SUP): The form developed by SMP to determine the square footage needs for the requesting entity based on information submitted in the SAF and SUQ.

3. Purpose

The State Properties Commission is authorized by statute to promulgate standards governing the utilization of administrative space by all state entities, with the exception of the Board of Regents of the University System of Georgia, to provide efficiency and cost effectiveness in the management of all workspace, owned and leased. The application of space standards is necessary for the equitable and functional allocation of interior workspace.

4. Policy Statement

It is the policy of the SPC's SMP to employ best practices in the development and application of space standards. These standards are developed in consultation with architectural and portfolio management consultants and are based upon current industry standards in business and government. The SPC retains the discretion to periodically revise these standards based on market trends and data.

Whether the space is leased or owned, the SPC space standards shall apply to the construction and renovation of existing workspace, as well as approved tenant improvements to leased workspace. It is not the intent of SPC to require the renovation of existing owned or leased space solely for the purpose of conformity to these standards. SPC is authorized to grant exceptions to the standards when conformance to the standards would involve unnecessary expenses or the disruption of services being provided by a state entity. Such exceptions shall be made in writing and retained by SPC.

5. Policy Requirements

- (a) Upon the submission of a completed SAF and SUQ by a state entity, the SPC shall apply the space standards and develop a SUP to determine the requisite square footage for the requested space. The SUP will be approved by the state entity and will be used in the planning, design and build-out, if necessary, of the space to be occupied by the state entity.
- (b) If an exception to the space standards is requested by the state entity in writing and is deemed necessary by SPC due to unnecessary expenses, disruption of a state entity's services, and unusual or unforeseen factors, SPC shall document and retain such exceptions in writing.
- (c) The SPC Tolerance Table, Attachment 2, shall be applied to the SUP and used to set the low and high limits of the rentable square footage that will be deemed to be in compliance with Space Standards. Transaction Management/Leasing Division shall not present sites falling outside of these limits to the state entity for consideration. Only in extraordinary circumstances will a deviation from the Tolerance Table be allowed; such deviation requires the approval of the Deputy Director.

6. Attachments

- Attachment 1: SPC Space Standards
Attachment 2: SPC Tolerance Table



Space Standards

OFFICE SPACE STANDARDS		
Title / Function	Type	Allocated SF
Executive Director, Commissioner, Agency Head	Office	220
Deputy Executive Director, Deputy Commissioner, Division Director, Regional Director, Local Manager	Office	120
Manager, Supervisor, Coordinator (5 or more direct reports)	Workstation	64 (8 x 8)
Professional Staff, Administrative, Tech	Workstation	49 (7x7)
Hoteling / Call Center	Workstation	20 (5x4)

CONFERENCE SPACE STANDARDS			
Type	Number of Occupants	Square footage	Typical Tech Equipment
HUDDLE ROOM	1 – 3	100	Speaker phone
SMALL CONFERENCE ROOM	6 – 8	275	Speaker phone; flat screen or overhead projector with screen; data connectivity at table;
MEDIUM CONFERENCE ROOM or PROJECT / TEAM ROOM	10 – 12	350	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing
LARGE CONFERENCE ROOM Multi-Purpose Room with configurable tables	14 – 16	500	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing and distributed speakers
TRAINING / SEMINAR ROOM	24 – 32	1,000	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing, distributed speakers and multiple screens and projectors and distributed power access and speakers.
Multi-Purpose Room(s)	41 - 60	2,000	



TOLERANCE TABLE(S)

The tolerance tables represent the allowed difference between the program required per Space Management compared to actual square footage to be leased by either the SPC or the requesting Agency.

Square footage is greater than SPC program	
Square Footage	Tolerance Allowed
0 – 2,500	30%
2,501 - 10,000	20%
10,001 - Above	10%

Square footage is less than SPC program	
Square Footage	Tolerance Allowed
0-10,000	No deviation allowed
10,001- Above	3%

In extraordinary circumstances, deviation from the percentages provided in the tolerance tables will be allowed with the approval of the Deputy Executive Director.