

CHAPTER 7. SPACE DESIGN

- 7-1. General. Space design plans are required when an office is relocating, expanding, reducing or realigning. The General Services Administration (GSA) renders space planning assistance. GSA is responsible for preparing the initial space layout. If the Region does not have the expertise available to develop space layouts, subsequent space layout assistance is provided by GSA on a reimbursable basis either by use of existing staff or by contract. The Office of Administrative and Management Services, Communications and Space Management Division (ASM), develops space design plans for Headquarters space and may provide technical assistance to the Field in developing space design plans on major projects upon formal request. The plans for the Field are developed with the assistance of the Director, Administrative Services Division (ASD), and the affected office. At the time the space layout plans are developed, a communications survey shall be made to determine whether the existing system needs updating or a new system is required so that sufficient lead time is established as outlined in HUD Handbook 2241.1 REV-1, Telecommunications Management.
- 7-2. Space Allowances. Space allowances as outlined in Chapter 4 shall be used in developing the space design plan. Variations in the physical characteristics of the space make the template layout one of the best means of judging space adequacy. During a realignment, existing ceiling-high partitioned offices shall be used whenever possible, even though they may not contain the square footage allowance outlined. If an office cannot be constructed in accordance with the allowances because of module limitations, it shall be constructed to the nearest square footage.
- 7-3. Preliminary Planning. The General Services Administration (GSA) provides the ASM for Headquarters space and the ASD for space in the Field, copies of the floor plan(s) (blueprint) defining the space assigned. Upon receipt, the plans shall be scaled to determine accuracy and that sufficient space has been allocated. Refer to Appendix 7 for typical circulation areas for different building configurations. For larger projects, a block layout shall be prepared using the GSA Forms 1476 to determine the square footage to be assigned to organizational components. Concurrence of the block layout by the top officials of the affected office is

(7-3.) necessary before commencing the template layout.

- 7-4. Template Layout. The template layout is prepared to 1/8" scale and delineates and identifies each organizational component. The functional requirements of the organizational component, security of the space, fire and safety codes, and accessibility for the handicapped shall be taken into consideration in developing the template layout.

Location of work stations and related furniture and equipment and general use furniture and equipment, types of partitioning and all other features which affect use of space shall be clearly indicated. To minimize the need for secondary circulation areas, private offices, conference rooms, and administrative support areas shall be located as close as possible to the main building circulation area. The template layout also identifies the location of telephone and electrical outlets.

- 7-5. Space Design Review and Approval. In Headquarters, the space design plans shall be reviewed and approved by the head of the affected organizational component and the ASM. In the Field, the space design plans shall be reviewed and approved by the Manager of the affected office, the ASD and the ASM. ASM's approval is required to ensure compliance with established policy and standards. The approved plans along with a GSA Form 2957, Reimbursable Work Authorization, (Appendix 9), if necessary, are submitted to GSA by the ASD for review, approval and obtaining itemized cost estimates for implementation (refer to Chapter 8, Space Alterations). The ASD shall provide the ASM copies of space design plans and all related correspondence for the Field.