

NEIL ABERCROMBIE
GOVERNOR



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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

August 9, 2013

COMPTROLLER'S MEMORANDUM NO. 2013-16

TO: Heads of Departments

FROM: Dean H. Seki, Comptroller 

SUBJECT: Space Computations for DAGS Office Space Requests

The following procedures for requesting office space in DAGS managed State buildings and/or commercial office space leased by DAGS will be used, effective August 19, 2013.

The attached Space Comp Form 501 (rev 19 Jun 2013) shall be included with requests for space submitted by the Departments. Space computations shall be prepared in accordance with instructions attached to the form. The Excel space file Space Comp Form 501 (rev 19 Jun 2013).xls will be made available on the DAGS website (<http://ags.hawaii.gov/>) by September 15, 2013 under the Public Works Division or can be obtained from DAGS Public Works Division (DAGS-PWD) Planning Branch, phone 586-0500.

DAGS PWD Planning Branch staff will review and evaluate information submitted with space requests for State buildings and leased space and will make the final determination on the authorized space requirements. The authorized space requirement will be used as a guide for DAGS assignment of space in a DAGS managed State facility or DAGS issued lease in a privately-owned commercial facility. Assigned space may not be the same as the authorized space requirements due to building layouts or modifications in utilization to fit within available space. These assignments will be done in consultation with your staff by the DAGS PWD Planning Branch for State facilities and the DAGS PWD Leasing Services Branch for leased facilities.

Use of the Space Comp Form 501 (rev 19 Jun 2013) is not retroactive and will be used only for new or revised space requests from August 19, 2013. Authorized space requirements for existing space assignments do not need to be recalculated until revised space assignments are required.

Comptroller's Memorandum No. 2013-16
August 7, 2013
Page 2

Per the DAGS web site and Comptrollers Memorandum No. 1993-15, requests for leased space shall also include the Leasing Information Request (PWD Form 500). The PWD Form 500 (rev August 9, 2013) and PWD 500i, Leasing Info Request Instructions, (rev August 9, 2013) are attached.

If there are any questions on this matter, your staff may call Mr. James Kurata, Public Works Administrator at 586-0526.

READ ME FOR USE OF SPACE COMP FORM 501
INSTRUCTIONS

GENERAL: Space Computation Forms must be prepared using the attached DAGS Office Space Standards and Instructions. Space Computations may be prepared by the requesting department, consultants or DAGS Public Works Division (DAGS-PWD) Staff. Through the review and evaluation of information provided in the Space Computation Forms, DAGS-PWD staff will determine the amount of your space requirements (space authorization), in a DAGS controlled State facility or under a lease in a privately-owned commercial building, and space assignment in one of these facilities. The latest version of the Space Comp Form 501 is listed at <http://ags.hawaii.gov>.

WHEN USED: Space Computation Form need to be submitted for DAGS approval of authorized space requirements and assignment of space in a DAGS controlled State facility or under a DAGS issued lease in a privately-owned commercial building.

LEASED SPACE: Leasing Information Request sheets (*PWD Form-500*), are required for any lease space requests and the Space Comp Form 501 is a required attachment to the *PWD Form-500*. Forms, Instructions and other requirements for leasing requests are listed at <http://ags.hawaii.gov>. The DAGS Public Works Division (PWD) Leasing Services Branch should be contacted for all lease space requests.

FILLING OUT THE FORMS. (Items 1-18 are identical on both Personnel and Miscellaneous Space forms)

REQUESTING AGENCY INFORMATION Items 3-10. Primarily self-explanatory. Items 8, 9 & 10. Contact name, email address, & phone number should be listed for the person responsible for space computations and responsible for providing clarification on any information contained in the sheets.

BUILDING INFORMATION Items 11-18. Items 11 - 14, 17 & 18. Provide information on the existing building (whether an existing leased building or State owned building) including the building name, address, city, zip code, floor(s) and room(s) that the organization currently occupies. If the request is for a new organization, leave items blank.

Item 15, Lease Type. Indicate by checking only one box whether the space computations are for a new, renewal or exercise of an option for a lease. If not a lease request, leave blank.

Item 16, State Building. Indicate if the requesting organization currently occupies a building shared with other State organizations or occupies the entire building. If the request is for a State office assignment for a new organization, leave item blank.

PERSONNEL SPACE AUTHORIZATION

Space Computation Forms for Personnel submitted for all office space requests should list staff positions in accordance with the approved Departmental Organization and Position Organization Chart (Org Chart) itemized and broken down by Department level, Divisions, Branches, Sections, Units, or portions thereof. Whenever possible, Space Computation Forms for Personnel should be consolidated on the same form to include multiple Divisions, Branches, Sections, Units, or portions thereof for the personnel to be accommodated in the same office. To facilitate the DAGS-PWD staff review process, building information should be provided on the forms for all existing offices and if available, a floor plan with proper scales or dimensions should also be submitted.

Please list all staff positions on the approved Org Chart with complete information on position descriptions, SR ratings, position numbers and vacancy information. If the position is vacant, provide amplifying information on if and when the position will be established or approved for filling. Space authorization for offices will follow the office space standards in Parts I and II, of these Instructions. Space authorization amounts do not need to be input; DAGS PWD will insert the appropriate values during the validation of the final authorization. Space authorization for personnel that are not on the approved Org Chart will follow the standards listed in Part V. Information on those positions not on the approved Org Chart is required in accordance with Part V to determine the proper space authorization. Totals will be computed by formulae in the forms and need not be input.

MISCELLANEOUS SPACE

Space Computation Forms for Miscellaneous Spaces submitted for all office space requests should list the consolidated requirements for operational support spaces, furniture and equipment that are needed in addition to the Space Computation Forms for Personnel.

Please list all quantities for furniture and equipment used for office printing, scanning or other reproduction, central filing, central storage or central libraries or other common use functions. The quantities should not include the file cabinets, tables, shelves and equipment for individual offices since the furniture and equipment for the individual's use should fit within the office space authorized for personnel. Space authorization for furniture and equipment will follow the space standards in Part III, pages 8-10, of this instruction. The forms have the space authorization areas per unit prefilled. Deviation from the standards will require additional justification such as dimensions, quantities and use of non-standard equipment, etc.

Please list the quantities for miscellaneous or operational support areas such as reception areas, conference rooms, training rooms, libraries (if a special room is required), mail rooms, staff rooms (break or lunch rooms), and interview rooms as listed on the forms. At a minimum, the data listed in Submittals on page 3 and Part III, pages 8-10, of these instructions should be submitted as justification. Deviation from the standard or requests for miscellaneous or operational support space not listed in the standards will require additional justification.

REQUIREMENTS SUMMARY Leave this section blank. Amount will be input by DAGS PWD.

State of Hawaii
Department of Accounting and General Services
Division of Public Works
Office Space Standards

GENERAL

The Department of Accounting and General Services uses this office space standard to evaluate space requirements for State of Hawaii office requirements. The office space standards are listed in 5 parts:

- PART I.** Space authorization for main offices of State of Hawaii Departments
- PART II.** Space authorization for offices for outlying civic centers including those on the neighbor islands
- PART III.** Space authorization for furniture, equipment, and miscellaneous or supplementary areas
- PART IV.** Criteria for lighting, air conditioning and flooring for the office environment.
- PART V.** Criteria for positions not listed on approved organizational charts.

These office space standards supersede the standard dated 04/01.

AUTHORIZATION FOR OFFICE SPACE

The primary basis for authorizing office space is the Department of Budget and Finance (B&F) approved Departmental Organization and Position Organization Chart (Org Chart). Each position that is filled or approved to be filled will be authorized space in accordance with these office space standards.

Space will also be provided for positions that are not shown or supported by the B&F approved Org Chart, in accordance with Part V standards. Part V standards apply to those positions that departments are in the process of establishing permanent positions, contract workers, emergency workers, consultants with contracts that authorize use of State office space, student workers and other miscellaneous positions. Additional justification and documentation for these positions is required and is delineated in Part V.

Office space is also authorized for miscellaneous or operational support areas such as conference rooms, staff rooms, storage, etc. and for furniture and equipment that are not part of individual staff offices.

USE OF THE OFFICE SPACE STANDARD

The DAGS PWD staff is responsible for interpretation of space standards. The departments are responsible for providing current and accurate information on their authorized personnel, accurate counts of required equipment and furniture, justifications for any deviation required from the standards and all supporting documents as listed in the standards.

Deviations above the office space standards will require sufficient justification that completely support any changes and additions required. The justification should be based on performance of work functions that drive any special needs not accounted for in the allowances. The Comptroller must approve all requests for deviations to exceed the standards.

Office space standards are applied independently of existing space configurations or existing office sizes. Adjustment for any inefficiencies of existing space configurations will be addressed in the final assignment of office space in a DAGS controlled facility or under a DAGS issued lease.

- Authorized space is the amount of office space (for personnel, furniture and equipment and operational support areas) in a DAGS controlled state facility or leased space, that DAGS qualifies the requesting department for. The space authorized is derived from DAGS' review and approval of space need computations. Authorized space includes an additional 30% circulation factor on the space authorized for Personnel and for Miscellaneous and operational support areas.
- The space authorized by DAGS is referred to as "usable" space, which means office space that the user department can actually use and occupy. The DAGS measurement generally excludes the building exterior walls, interior demising walls that separate occupants, common use corridors, bathrooms, utility rooms, mechanical rooms, janitor rooms, stairs and elevators.
- Assigned space is the amount of space that the requesting department is granted in a DAGS controlled state facility or commercial lease space. Actual Assigned space may differ from Authorized space due to various reasons, such as: the unavailability of the exact size of space authorized, the outcome of terms negotiated for lease space, limiting physical constraints and configuration of the space or building.

The office space standards are based on space required for standard, stand alone, office furniture. If modular office furniture is used, an evaluation shall be made based on the modular systems requirements that would provide more efficient layouts and space conservation. Industry studies estimate savings of space in the range of 20-30% for systems furniture.

Full-height partitions (solid walls or modular panels) are limited to those positions which are identified in the Part I and Part II standards (and in special cases for specific staff) that are validated by DAGS-PWD staff to require audio and visual privacy for performance of job functions. Similarly, partial-height partitions are limited to certain positions for visual privacy. The type of partitions authorized is listed in the Part I and Part II standards.

The area authorized for each position includes space for staff furniture, equipment and miscellaneous items required for personnel to perform their work. These items include desks, chairs, side chairs or visitor's chairs, worktables, typewriters and stands, file cabinets or lateral files, computers, individual printers, bookcases, shelves, credenzas, wastepaper baskets, etc. as required by the position. Any furniture or equipment that is non-standard that requires space above the normal authorization for each position must be justified and supported by the staff position's job performance requirements.

The area authorized for miscellaneous space is for furniture, equipment and those items that are not assigned to any staff position and are for common use within the organization. Such items are delineated in Part III of the office space standards. Any furniture or equipment not listed in Part III but meeting the criteria for common use items should be added to the forms with proper dimensions of the item. Examples of such items are rolling high density compact shelving, servers, floor standing safes, or vaults. Dimensions of the items will be used to generate a space authorization using architectural or engineering standards.

Authorization of space for conference rooms, reception areas, storage areas and libraries require additional justification and submittals as described below under the section titled "Submittals".

SUBMITTALS

Submittals such as the current B&F approved Departmental Organization and Position Organization Chart (Org Chart) and supporting justification for miscellaneous or operational support areas as listed below are equally as important as the data provided in the space computation forms. The following items and information are required for proper authorization of space:

1. Space computation forms listing all positions requiring office space, building information (if the office is in an existing leased building or State owned building), quantities for miscellaneous space required.
2. Current approved Org Chart with additional information for positions not shown on Org Chart (see Part V of the standards). Also, for positions not shown on the Org Chart, HRD-1 (Position Action Form) or BJ Details (Table BJ) or any appropriate approvals, as determined by current and applicable Budget Execution Policies and Instructions.
3. Justification for supplementary or support areas:
 - A. Reception Areas
 - Average number of clients per day
 - Average time spent per client
 - Number of servicing workers
 - Size of current reception area
 - Furniture required in reception area
 - B. Conference Rooms
 - Purpose(s) for the conference room e.g. organization meetings, training, interviews, etc.
 - Number of people per use (average and maximum)
 - List of furniture (identify non-standard furniture e.g. media control center, work stations, etc.)
 - Location and size of current conference room(s)
 - Annual Log for weekly usage of current conference room(s)
 - C. Libraries
 - Number of shelves (provide size of shelf unit)
 - Types and number of other furniture e.g. work table, chairs, microfiche viewer, etc.
 - Number and types of documents
 - Users of library
 - D. Storage
 - Items to be stored
 - Frequency that stored items are accessed
 - Age of stored items and required storage timeframe
 - Type, number and size of storage containers (file cabinets, boxes) - if secured storage rooms are required, explain why locking file cabinets will not suffice

**OFFICE SPACE STANDARD - PART I
MAIN OFFICE OF STATE DEPARTMENTS**

GROUP CLASSIFICATION

**SPACE ALLOCATION (SF) &
OFFICE TYPE**

| | |
|---|---|
| <p>I. DEPARTMENT</p> <ul style="list-style-type: none"> a. Department Head b. Deputy Department Head c. Staff Officer reporting to Department Head or Deputy¹ d. Departmental Administrative or Business Management Officer¹ e. Departmental Personnel Officer¹ | <p>300 full-height partition 230 full-height partition (See Group III - Branch Chief) 180 full-height partition 150 full-height partition</p> |
| <p>II. DIVISION</p> <ul style="list-style-type: none"> a. Division Chief <ul style="list-style-type: none"> 1. ES 01 and above; ESR 10-12 DOE Assistant Superintendent 2. EM 03-08 3. EM 01-02 4. SR-23 and below¹ b. Staff Officer reporting to Division Head¹ | <p>230 full-height partition 180 full-height partition 150 full-height partition 120 partial-height partition (See Group IV - Section)</p> |
| <p>III. BRANCH</p> <ul style="list-style-type: none"> a. Branch Chief <ul style="list-style-type: none"> 1. EM 06 & above; ESR 9 & above with 8 or more employees¹ 2. EM 06 & above; ESR 9 & above with less than 8 employees¹ 3. EM 04 & EM 05; ESR 7 & 8 with 8 or more employees¹ 4. EM 04 & EM 05; ESR 7 & 8 with less than 8 employees¹ 5. SR 21-EM 03; ESR 4-6 with 4 or more employees¹ 6. SR 21-EM 03; ESR 4-6 with less than 4 employees¹ 7. SR 20 and below; ESR 3 and below¹ 8. Supervisors working for Staff Officers b. Head of Boards, Commissions, Offices or similar agencies <ul style="list-style-type: none"> 1. Director, Chairperson, Exec Secretary w/ 8 or more employees in the agency 2. Director, Chairperson or Exec Secretary w/less than 8 employees in the agency 3. Supervisors working for Director or Chairperson | <p>180 full-height partition 150 full-height partition 150 full-height partition 140 partial-height partition 120 partial-height partition 100 partial-height partition 100 partial-height partition (See Group IV-Section)</p> <p>180 full-height partition 150 full-height partition (See Group IV-Section)</p> |
| <p>IV. SECTION (Section Head and Staff Agency Supervisor²)</p> <ul style="list-style-type: none"> a. SR 28 & above; ESR 7 & above with 8 or more employees¹ b. SR 28 & above; ESR 7 & above with less than 8 employees¹ c. SR 21-27; ESR 4-6 with 4 or more employees¹ d. SR 21-27; ESR 4-6 with less than 4 employees¹ e. SR 20 & below; ESR 3 & with 8 or more employees¹ f. SR 20 & below; ESR 3 & below¹ | <p>140 partial-height partition 120 partial-height partition 100 partial-height partition 100 partial-height partition 100 partial-height partition 80 partial-height partition</p> |
| <p>V. UNIT (Unit Supervisor²)</p> <ul style="list-style-type: none"> a. Supervising Attorney¹ b. Unit Supervisor supervising 8 or more employees¹ c. Unit Supervisor supervising less than 8 employees^{1,3} | <p>150 full-height partition 100 partial-height partition 80 partial-height partition</p> |
| <p>VI. STAFF</p> <ul style="list-style-type: none"> a. Non-Supervising Attorney¹ b. SR 24 & above¹ c. SR 14-23¹ d. SR 13 & below¹ e. Drafting Technician¹ f. Secretary for Department Head and Deputy Dept Head¹ g. Division, Staff Office, Board & Commission Secretary (SR 14 & above)¹ h. Clerical Staff (SR 13 & below)¹ | <p>120 full-height partition 90 partial-height partition 80 partial-height partition 65 partial-height partition 70 partial-height partition 100 partial-height partition 80 partial-height partition 65 partial-height partition</p> |
| <p>VII. FIELD WORKER</p> <ul style="list-style-type: none"> Field Inspector and Out-Service Worker a. Field Inspector and Out-Service Worker with more than half of the activities performed in the office b. Field Inspector and Out-Service Worker | <p>40 partial-height partition 30 partial- height partition</p> |

Notes:

1 - Employees shall be permanent full-time employees

2 - A supervisor's office for a section or unit composed of a single employee shall be computed under Group VI-Staff.

3 - If the Unit Supervisor position is SR 24 or above, in a unit with less than 8 employees, provide space allocation per Group VI - Staff (b).

**OFFICE SPACE STANDARD - PART II
BRANCH OFFICES IN OUTLYING CIVIC CENTERS
AND NEIGHBOR ISLAND CIVIC CENTERS**

| GROUP | CLASSIFICATION | SPACE ALLOCATION (SF) & OFFICE TYPE |
|---|---|--|
| <u>I. OFFICE REPRESENTING A DEPARTMENT</u> | | |
| | a. Head | |
| | 1. ES 01 & above | 230 full-height partition |
| | 2. EM 06 - 08 with 8 or more employees ¹ | 180 full-height partition |
| | 3. EM 06 - 08 with less than 8 employees ¹ | 150 full-height partition |
| | 4. EM 03-05 with 8 or more employees ¹ | 150 full-height partition |
| | 5. EM 03-05 with less than 8 employees ¹ | 120 full-height partition |
| | 6. EM 02 & below ¹ | 120 full-height partition |
| <u>II. OFFICE REPRESENTING A DIVISION</u> | | |
| | a. Head | |
| | 1. DOE District Superintendent | 230 full-height partition |
| | 2. DOE Deputy District Superintendent | 180 full-height partition |
| | 3. EM 06 & above with 8 or more employees ¹ | 180 full-height partition |
| | 4. EM 06 & above with less than 8 employees ¹ | 150 full-height partition |
| | 5. EM 04 & 05 with 8 or more employees ¹ | 150 full-height partition |
| | 6. EM 04 & 05 with less than 8 employees ¹ | 140 partial-height partition |
| | 7. SR 21-EM 03 with 4 or more employees ¹ | 120 partial-height partition |
| | 8. SR 21-EM 03 with less than 4 employees ¹ | 100 partial-height partition |
| | 9. SR 20 & below ¹ | 80 partial-height partition |
| | b. Staff Officer Representative (reports to Department/Division Representative and Commission/Committee Representative) | |
| | 1. SR 29 & above ¹ | 150 full-height partition |
| | 2. SR 26 & 28 ¹ | 120 partial-height partition |
| | 3. SR 21-25 ¹ | 100 partial-height partition |
| | 4. SR 20 & below ¹ | 80 partial-height partition |
| | c. Governor's Liaison ¹ | 230 full-height partition |
| <u>III. HEAD OF OFFICE REPRESENTING A BRANCH²</u> | | |
| | a. SR 27 & above with 8 or more employees ¹ | 150 full-height partition |
| | b. SR 27 & above with less than 8 employees ¹ | 120 partial-height partition |
| | c. SR 21-26 with 4 or more employees ¹ | 120 partial-height partition |
| | d. SR 21-26 with less than 4 employees ¹ | 100 partial-height partition |
| | e. SR 20 & below supervising 8 or more employees ¹ | 100 partial-height partition |
| | f. SR 20 & below supervising less than 8 employees ¹ | 80 partial-height partition |
| <u>IV. HEAD OF OFFICE REPRESENTING A SECTION²</u> | | |
| | a. SR 27 & above; with 4 or more employees ¹ | 120 partial-height partition |
| | b. SR 27 & above; with less than 4 employees ¹ | 100 partial-height partition |
| | c. SR 21-26 ¹ | 100 partial-height partition |
| | d. Section Representative supervising 8 or more employees ¹ | 100 partial-height partition |
| | e. SR 20 & below supervising less than 8 employees ¹ | 80 partial-height partition |
| <u>V. UNIT (Unit Supervisor²)</u> | | |
| | a. Supervising Attorney ¹ | 150 full-height partition |
| | b. Unit Supervisor supervising 8 or more employees ¹ | 100 partial-height partition |
| | c. Unit Supervisor supervising less than 8 employees ^{1,3} | 80 partial-height partition |
| <u>VI. STAFF</u> | | |
| | a. Non-Supervising Attorney ¹ | 120 full-height partition |
| | b. SR 24 & above ¹ | 90 partial-height partition |
| | c. SR 14-23 ¹ | 80 partial-height partition |
| | d. Technical (SR 13 and below) ¹ | 65 partial-height partition |
| | e. Drafting Technician ¹ | 70 partial-height partition |
| | f. Clerical Staff ¹ | 65 partial-height partition |
| <u>VII. FIELD INSPECTOR AND OUT-SERVICE WORKER</u> | | |
| | a. Field Inspector and Out-Service Worker with more than half of the activities performed in the office | 40 partial-height partition |
| | b. Field Inspector and Out-Service Worker | 30 partial-height partition |

Notes:

1 - Employees shall be permanent full-time employees

2 - A supervisor's office for a section or unit composed of a single employee shall be computed under Group VI-Staff.

3 - If the Unit Supervisor position is SR 24 or above, in a unit with less than 8 employees, provide space allocation per Group VI - Staff (b).

**OFFICE SPACE STANDARD-PART III
FURNITURE, EQUIPMENT, AND MISCELLANEOUS AREAS**

This space standard is intended to cover standard furniture, equipment, and miscellaneous items in State of Hawaii offices. Any items not listed in this standard should be identified and supporting justification provided by the departments on the need for it to accomplish specific job functions as well as dimensions of the item and the reason it cannot be accommodated in standard space allocations. Items not listed in this section will be allocated space on an item-by-item basis using engineering and architectural space planning methods.

FURNITURE (Items not assigned to specific personnel or positions)

Table - multi-use, work table, 60" x 30"
Computer Work Station, 60" x 30"
Drafting Table, 72" x 44"

Area(SF)

30 Time saver standard = 5' X 6' space (w/o circulation)
30 Time saver standard = 5' X 6' space (w/o circulation)
45 Applied time saver std = 6' X 7.5' (w/o circulation)

EQUIPMENT (Items not assigned to specific personnel or positions)

Legal File Cabinet, 18" x 28"
Lateral File, 36" x 14"
Bookshelf, 36" x 12" or 36" x 14"
Storage Cabinet, 36" x 18"

Plan rack, 24" x 42" or vert dwg file, 24" x 32"
Horizontal Plan File (flat file) 48" x 40"-stacked 3 high

9 Time saver std layout, 8 files in 72 SF
9 3' X 3' space (w/o circulation)
9 3' X 3' space (w/o circulation)
11 3' X 3.5' space (w/o circulation)

Fax
Shredder or recycling collection box
Copy Machine (30" x 42") & paper storage
Printer (24" x 36") & paper storage
Multi-function device 30" X 60" (printer, scanner, fax) & paper storage
Server rack - use layout, or rack footprint X 5.0 or area per rack plus clearances required

14 2' X 7' space (w/o circulation)
24 4'X6' space (w/o circulation)

8 2' X 4' space (w/o circulation)
10 2.5' X 4' space (w/o circulation)
24 2 x footprint (use 2.5' X 3.5') + 2 boxes 1.5' X 2' = 24 SF
12 2 x 2' X 3' for printer, 1 box 1.5' x 2' = 12 SF
34 2 X footprint (use 2.5' X 5') + 3 boxes 1.5' X 2' = 34 SF
40 2' X 3.5'rack (7 SF) + clearances = 4' X10' = 40 SF/rack

MISCELLANEOUS AREAS

Reception Areas

1. Reception area space will be allocated only as needed. The required size of the reception area is based on the average number of visitors and servicing workers in the area at any one time. Historical information from each unit, section or branch should support the requirement. Separate reception areas for each unit, section or branch should be allocated only if physical separation of the organization's work space precludes having common reception areas. Reception areas should be combined for the department, branch, or sections to the maximum extent possible when the organizations are located within the same building. Allocate 10 SF per client and service worker for reception areas based on the average number of clients & workers to be accommodated at one time.
2. Generally, reception areas are usually located directly off public corridors and serviced by a secretary, clerk, or steno. Also, the management offices are usually adjacent to the reception area. The receptionist's office space would be allocated as personnel office space and additional space for the receptionist's desk and chair should not be allocated as part of the reception area calculations.
3. Usually only side chairs are provided in smaller reception/waiting areas of 50 to 70 SF. Reception spaces smaller than 50 SF will usually only accommodate standing room and counter service. Reception areas larger than 70 SF should have space that could be comfortably furnished and should be smartly decorated. Lounge type chairs or sofas could also be accommodated in the larger spaces without additional allocation of space.
4. For a new office or program, if data is not available on number of clients, wait time, etc., reception space authorizations can be made per the following table. Reception areas should be combined where possible if departments, divisions, branches, sections or units are collocated within a building. The combined requirements for these units should be reduced by 25%.

| | <u>1-10 employees</u> | <u>11-20 employees</u> | <u>> 20 employees</u> |
|---------------------|----------------------------|----------------------------|---|
| | <u>Reception Area (SF)</u> | <u>Reception Area (SF)</u> | <u>ReceptionArea</u> |
| Branch/Section/Unit | 0 | 50 | 70 |
| Division | 0 | 70 | 100 |
| Department | 0 | N/A | 150 (Directors office) 100 (Deputy Directors office that is separate from Director) |

Staff Rooms

1. A single staff room of 240 SF shall be allocated wherever there are 40 or more employees on the floor and should be shared by all State agencies occupying that floor.

2. Staff rooms of 240 SF will accommodate 40 to 80 persons. This includes space for a sink, counter, cabinets, chairs, and a refrigerator. If more than 80 employees are on the floor, total staff room space shall be allocated based on 240 SF + 3 SF/pn for number of employees over 80 and the space distributed to two or more rooms as required. (3 sf/pn is derived from 25% of personnel using space, 10 SF/PN for users, rounded to nearest SF)

3. For agencies in a facility with 20-39 employees, a sink, counter and refrigerator space of 40 SF suggested set up (based on 5' x 8' for 5' counter with single sink and 3' refrigerator space) plus 3 SF/pn for the number of employees up to 39 should be authorized.

Conference Rooms

1. Conference rooms shall be allocated based on needs established from records of past use or projections of meetings, training sessions, interviews, briefings or other such uses that can be substantiated. Refer to the Submittals instructions on page 4 for the type of information required for justification of conference rooms. Conference rooms should be allocated based on average attendance and not maximum attendance.

2. Conference rooms should be jointly used by various organizations within a building to the maximum extent possible. Also, conference rooms should be designated for multiple purpose use i.e. conference rooms can be used for training and private interviews as well as for meetings. Use of partitions in larger conference rooms that would allow dividing into two or more smaller rooms should be considered.

3. If data on past or projected use and number of attendees are not available or if the organization is new, authorization of conference room space based on number of employees and 50% average attendance for primary functions should be used. The following criteria based on the number of employees will be used for authorization of conference room space:

| <u>Number of employees</u> | <u>*Conf Rm Seating</u> | <u>Conf Room Size (SF)</u> | <u>Remarks</u> |
|----------------------------|-------------------------|-------------------------------|---|
| 5 - 15 | 5 - 8 | 120 SF | |
| 16 - 50 | 8 - 25 | 120 SF + 10 sf/pn over 15 pn | Accommodates average attendance for primary functions of 50% of organization size, 120 SF to 470 SF |
| 51 - 100 | 25 - 50 | 470SF + 10 sf/pn over 50 pn | 2 rooms, total area 470 SF - 970 SF; located adjacently w/ sound proof moveable partition walls if possible |
| >100 | >50 | 970 sf + 10 sf/pn over 100 pn | Separate total area into 2 or more rooms located adjacently w/ sound proof moveable partitions if possible |

* To determine average attendance for primary functions, seating is based on 50% of the total number of employees (unless other data is provided to support seating capacity greater than the aforementioned authorization)

4. Conference rooms used for teleconferences should include provisions for video equipment to be utilized. Height of ceilings, arrangement of seating to view screens and for video coverage of participants may reduce seating capacity of the conference room. To maximize use of space, conference rooms should be multi-purpose and jointly used. If a conference room will be used for teleconferencing, utilize tables that can be moved to accommodate teleconference seating and add space for equipment as follows:

| | | |
|--|-------|--|
| Media equipment, controls & cabinet (30" X36") | 17 SF | 3' x 5.5' (clearance of 3' on one side) |
| Camera & screen on cart or credenza, 24" x 65" | 42 SF | 7' x 6' (clearance of 3' at front, 2' at back) |
| CCTV monitor on cart, 30" x42", 1 each | 12 SF | 3' x 4' |

Interview Rooms

1. Interview rooms shall be authorized where staff/client relationships require privacy and conference rooms are not available or if interviews are conducted as a daily work function such that these rooms are required for 3 or more hours in a day. Whenever feasible, private offices of staff who conduct interviews should be used as an alternative for interview rooms. Interview rooms shall be 70 SF. and could accommodate a maximum of 7 persons dependent upon furniture used in the room

2. If interviews involve more than 6 persons, conference rooms shall be utilized. An additional space authorization for the larger interview attendance shall only be made if the larger interviews are conducted daily for more than 3 hours. Logs or records of past interview frequency shall be provided as justification. For interviews that require video and audio recording, additional space for monitoring equipment (in the room or remote location) should be added of 17 SF for equipment, controls & cabinet. If monitoring requires an independent observer at a remote location, add 30 SF for desk and chair.

Mail Rooms

Mail rooms shall be allocated as separate rooms only where mail handling is centrally accomplished for divisions or departments at a high enough volume to justify mail distribution services. Mail rooms shall be allocated based upon furniture used in the room. A representative mail room is as follows:

| | | | | |
|-----------------|------------|------------|-------|---------------------------------------|
| Postage meter | 1 each | 20 sf/each | 20 SF | Meter on table, 24" x 48", 4' X 5' |
| Work table | 1 ea/50 pn | 30 sf/each | 30 SF | For mail sorting |
| Storage cabinet | 1 ea/50 pn | 11 sf/each | 11 SF | For storing envelopes, mail supplies |
| Shelves | 1 ea/50 pn | 9 sf/each | 9 SF | For mail sorting & distribution boxes |
| | | Total | 70 SF | |

**OFFICE SPACE STANDARD - PART IV
OFFICE ENVIRONMENT**

This space standard is intended to cover the office environment including lighting, air conditioning and flooring.

LIGHTING Lighting shall be provided at the following levels:

| <u>Maintained Foot Candles</u> | <u>Type of Task or Area</u> |
|---------------------------------------|---|
| 75-100 | Difficult seeing task, i.e., drafting, laboratory. |
| 50 | General office areas, private offices and conference rooms. |
| 35 | Reception areas and auditoriums. |
| 15-20 | Storage rooms, corridors, and washrooms. |

AIR CONDITIONING Air conditioning shall be provided for all office buildings. The optimum temperature shall be 76 F. The designer shall allow adequate cooling for heat generated from equipment.

FLOORING Floor covering shall be appropriate for the office usage and may be carpet or tile.

**OFFICE SPACE STANDARD - PART V
PERSONNEL POSITIONS NOT LISTED ON AN APPROVED ORGANIZATIONAL CHART**

| POSITIONS NOT ON THE DEPARTMENTAL ORGANIZATION & POSITION ORGANIZATION CHART | SPACE ALLOCATED (SF) | CONDITIONS |
|---|-----------------------------|---|
| A. PERMANENT POSITION TO BE ESTABLISHED | FULL ¹ | A1. If the Department requesting the space provides a letter indicating the status of funding, approval ² for the position and proposed or approved SR rating of the position. |
| | 0 | A2. If Condition A1 is not fully met. |
| B. STATE CONTRACT HIRE, EMERGENCY HIRE, FEDERAL FUNDED POSITIONS | FULL ¹ | B1. If, as of the date of the request: <ul style="list-style-type: none"> I. The employee has more than 2 years or more remaining on the contract and the Department requesting the space provides a letter³ indicating the contract information and equivalent SR rating of the position; or II. The employee has less than 2 years remaining on the contract and the Department requesting the space provides at least a letter³ indicating the equivalent SR rating of the position and statements on the intent to renew the contract and projected term of the renewal and remaining contract period will be at least 2 years; or III. The employee is a newly hired contract worker or a contract worker to be hired in the near future and the Department requesting the space provides a letter³ indicating the status of funding, approval of the position, term of the contract (2 years or more) and the equivalent SR rating of the position. |
| | 40 | B2. If, as of the date of the request, Condition B1 is not fully met and space is required for less than 2 years. |
| | 0 | B3. If the contract has expired, the contract has been terminated for convenience or the contract worker works 20 hours or less in the office. |
| | | |
| C. CONSULTANT TO STATE | 90 | C1. If the Consultant is required to perform work in the State office per terms of the contract for 120 or more days per year. |
| | 0 | C2. If Condition C1 is not fully met. |
| D. STUDENT INTERN, STUDENT HELPER, STUDENT HIRE, VOLUNTEERS | 40 | D1. These positions are not permanent State positions and may be seasonal or intermittent due to the nature of the position. A permanent office is not authorized but the space allocation amount is based on providing a multi-use table that would be allocated 40 sf/table for positions working 20 or more hours per week. |
| E. BORROWED POSITIONS or TEMPORARY ASSIGNMENTS | 0 | F1. To avoid double counting the space allocation should be made only for the permanent position for any borrowed positions. If the position is a temporary assignment into an approved position, the allocation will be made based on Part I and II for State of Hawaii workers for both positions. See Part I and II. |

| | | |
|--|----|--|
| G. SECURITY OFFICER (Building Access) | 10 | G1. For full time security officer providing access control to the building or program security. |
| | 0 | G2. If Condition G1 is not fully met. |

Notes:

1. Full space authorization is defined as the amount of space shown by Part I and II for the DAGS office space authorization standards for State offices. Authorizations are based on the equivalent SR ratings for the positions.
2. Position approval is defined as either an HRD-1 "Position Action Form" or annual approved budget details (Table BJ) or an approved request to establish and fill unauthorized positions per Budget Execution Policies and Instructions. .
3. The letter providing the information on the positions and contracts shall be released at the Division level or higher (i.e. the letter should be from the Division Head or higher to the DAGS PWD or higher).



SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

| | | | | | | |
|-----------------|--|--|------------|------------------|--|---------|
| 3. Department | | | | 4. Division | | |
| 5. Branch | | | 6. Section | | | 7. Unit |
| 8. Contact Name | | | | 9. Email Address | | |
| 10. Phone | | | | | | |

BUILDING INFORMATION

| | | | | | | | | | | | |
|-------------------|------------------------------|----------------------------------|--|--------------------|---------------------------------|-------------------------------------|--------------|---|---------------|--|--|
| 11. Building Name | | | 12. Address | | | 13. City | | | 14. Zipcode | | |
| 15. Lease Type | <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Exercise Option | 16. State Building | <input type="checkbox"/> Shared | <input type="checkbox"/> Not Shared | 17. Floor(s) | ? | 18. Room #(s) | | |

PERSONNEL SPACE AUTHORIZED

| NUM | POSITION TITLE | SALARY RANGE (SR) | POSITION NUMBER | VACANT (Y OR N) | Sq FT AUTHORIZED | REMARKS |
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REQUIREMENTS SUMMARY

| | | | | | | | | |
|------------------------------|-----------------------------|---------------------------------|-------------------------------------|--------------------------------|-------------------|--------------------------------|-------------|--------------------------------|
| Totals for this page: | No. of Personnel | <input type="text" value="39"/> | Space Authorized for Personnel (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Totals for page 2: | No. of Personnel | <input type="text" value="0"/> | Space Authorized for Personnel (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Totals for page 3: | No. of Personnel | <input type="text" value="0"/> | Space Authorized for Personnel (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Totals for page 4: | No. of Personnel | <input type="text" value="0"/> | Space Authorized for Personnel (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Totals for page 5: | No. of Personnel | <input type="text" value="0"/> | Space Authorized for Personnel (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Totals pages 1-5: | No. of Personnel | <input type="text" value="39"/> | Space Authorized for Personnel (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Total - misc space: | (From Misc Space Comp page) | | Miscellaneous Space Authorized (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| | SF/Person | <input type="text" value="0"/> | | | | | Grand Total | <input type="text" value="0"/> |



STATE OF HAWAII

1. Date 0-Jan-00

Department of Accounting and General Services
Public Works Division

2. Page 2 of

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

| | | | |
|-----------------|------------------|-------------|-----------|
| 3. Department | | 4. Division | |
| 5. Branch | 6. Section | 7. Unit | |
| 8. Contact Name | 9. Email Address | | 10. Phone |

BUILDING INFORMATION

| | | | |
|--|---|--------------|---------------|
| 11. Building Name | 12. Address | 13. City | 14. Zipcode |
| 15. Lease Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Exercise Option | 16. State Building <input type="checkbox"/> Shared <input type="checkbox"/> Not Shared | 17. Floor(s) | 18. Room #(s) |

PERSONNEL SPACE AUTHORIZED

| NUM | POSITION TITLE | SALARY RANGE (SR) | POSITION NUMBER | VACANT (Y OR N) | SO FT AUTHORIZED | REMARKS |
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REQUIREMENTS SUMMARY

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| Totals for this page: | No. of Personnel | Space Authorized for Personnel (SF) | Circulation (30%) | Total |
| | | 0 | 0 | 0 |



STATE OF HAWAII

1. Date 0-Jan-00

Department of Accounting and General Services
Public Works Division

2. Page 3 of

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

| | | | | | | |
|-----------------|--|--|------------|------------------|--|---------|
| 3. Department | | | | 4. Division | | |
| 5. Branch | | | 6. Section | | | 7. Unit |
| 8. Contact Name | | | | 9. Email Address | | |
| 10. Phone | | | | | | |

BUILDING INFORMATION

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|-------------------|------------------------------|----------------------------------|--|--------------------|---------------------------------|-------------------------------------|---------------|
| 11. Building Name | | | 12. Address | | | 13. City | 14. Zipcode |
| 15. Lease Type | <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Exercise Option | 16. State Building | <input type="checkbox"/> Shared | <input type="checkbox"/> Not Shared | 17. Floor(s) |
| | | | | | | | 18. Room #(s) |

PERSONNEL SPACE AUTHORIZED

| NUM | POSITION TITLE | SALARY RANGE (SR) | POSITION NUMBER | VACANT (Y OR N) | SO FT AUTHORIZED | REMARKS |
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REQUIREMENTS SUMMARY

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| Totals for this page: | No. of Personnel | Space Authorized for Personnel (SF) | Circulation (30%) | Total |
| | | 0 | 0 | 0 |



STATE OF HAWAII

1. Date 0-Jan-00

Department of Accounting and General Services
Public Works Division

2. Page 4 of

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

| | | | |
|-----------------|------------------|---------|-----------|
| 3. Department | 4. Division | | |
| 5. Branch | 6. Section | 7. Unit | |
| 8. Contact Name | 9. Email Address | | 10. Phone |

BUILDING INFORMATION

| | | | |
|--|---|--------------|---------------|
| 11. Building Name | 12. Address | 13. City | 14. Zipcode |
| 15. Lease Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Exercise Option | 16. State Building <input type="checkbox"/> Shared <input type="checkbox"/> Not Shared | 17. Floor(s) | 18. Room #(s) |

PERSONNEL SPACE AUTHORIZED

| NUM | POSITION TITLE | SALARY RANGE (SR) | POSITION NUMBER | VACANT (Y OR N) | Sq Ft AUTHORIZED | REMARKS |
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REQUIREMENTS SUMMARY

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| Totals for this page: | No. of Personnel | Space Authorized for Personnel (SF) | Circulation (30%) | Total |
| | | 0 | 0 | 0 |



STATE OF HAWAII

Department of Accounting and General Services
Public Works Division

1. Date 0-Jan-00

2. Page 5 of

SPACE NEED COMPUTATION (Personnel)

REQUESTING AGENCY INFORMATION

| | | | |
|-----------------|------------------|---------|-----------|
| 3. Department | 4. Division | | |
| 5. Branch | 6. Section | 7. Unit | |
| 8. Contact Name | 9. Email Address | | 10. Phone |

BUILDING INFORMATION

| | | | |
|--|---|--------------|---------------|
| 11. Building Name | 12. Address | 13. City | 14. Zipcode |
| 15. Lease Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Exercise Option | 16. State Building <input type="checkbox"/> Shared <input type="checkbox"/> Not Shared | 17. Floor(s) | 18. Room #(s) |

PERSONNEL SPACE AUTHORIZED

| NUM | POSITION TITLE | SALARY RANGE (SR) | POSITION NUMBER | VACANT (Y OR N) | Sq Ft AUTHORIZED | REMARKS |
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REQUIREMENTS SUMMARY

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|------------------------------|------------------|-------------------------------------|-------------------|-------|
| Totals for this page: | No. of Personnel | Space Authorized for Personnel (SF) | Circulation (30%) | Total |
| | | 0 | 0 | 0 |



SPACE NEED COMPUTATION (Miscellaneous)

REQUESTING AGENCY INFORMATION

| | | | |
|-----------------|--|------------------|--|
| 3. Department | | 4. Division | |
| 5. Branch | | 7. Unit | |
| 6. Section | | 10. Phone | |
| 8. Contact Name | | 9. Email Address | |

BUILDING INFORMATION

| | | | | | | | |
|--|--|---|--|--------------|--|---------------|--|
| 11. Building Name | | 12. Address | | 13. City | | 14. Zipcode | |
| 15. Lease Type <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Exercise Option | | 16. State Building <input type="checkbox"/> Shared <input type="checkbox"/> Not Shared | | 17. Floor(s) | | 18. Room #(s) | |

MISCELLANEOUS SPACE AUTHORIZED

| NUM | POSITION TITLE | SALARY RANGE (SR) | POSITION NUMBER | VACANT (Y OR N) | Sq Ft AUTHORIZED | REMARKS |
|-----|--|-------------------|-----------------|-----------------|------------------|--|
| 1 | Central filing: Legal File Cabinet | | each | 9 | 0 | |
| 2 | Central filing: Lateral File Cabinet | | each | 9 | 0 | |
| 3 | Central filing: Bookshelf (36"X14") | | each | 9 | 0 | |
| 4 | Central filing: Bookshelf (36"X12") | | each | 9 | 0 | |
| 5 | Central filing: Bookshelf (other - specify size) | | each | | 0 | Specify size and unit area |
| 6 | Storage cabinet: 36"X18" | | each | 11 | 0 | |
| 7 | Storage cabinet: (other - specify size) | | each | | 0 | Specify size and unit area |
| 8 | | | | | | |
| 9 | Central equipment: Fax Machine | | each | 8 | 0 | |
| 10 | Central equipment: Copier (incl paper storage) | | each | 24 | 0 | |
| 11 | Central equipment: Multi function device | | each | 34 | 0 | |
| 12 | Central equipment: Printer | | each | 15 | 0 | |
| 13 | Central equipment: Shredder | | each | 10 | 0 | |
| 14 | | | | | | |
| 15 | Mail room: Multi use table (30"X60") | | each | 30 | 0 | |
| 16 | Mail room: Envelope Stuffer | | each | 20 | 0 | |
| 17 | Mail room: Storage Cabinet | | each | 11 | 0 | |
| 18 | Mail room: Postage machine | | each | 20 | 0 | |
| 19 | | | | | | |
| 20 | Multi use table (30"X60") for common use | | each | 30 | 0 | |
| 21 | Work station for guest,contr worker, etc. | | each | 30 | 0 | |
| 22 | Drafting table 72"X44" | | each | 45 | 0 | |
| 23 | | | | | | |
| 24 | Conference room | | person | | | |
| 25 | Training room | | person | | 0 | |
| 26 | Reception area | | person | 10 | 0 | 11-20 pn (Br =50 SF, Div=70 SF), >20 (Br=70SF, Div=100 SF) |
| 27 | | | | | | Dept reception = 150 SF for Dir, 100 SF for Deputy (if separate) |
| 28 | Interview rooms | | each | 70 | 0 | |
| 29 | Staff rooms | | each | 240 | 0 | 240 SF plus 3 SF/pn over 80 pn |
| 30 | Staff room for isolated office | | each | | 0 | 40 SF plus 3 SF/pn over 20 pn up to 40 pn |
| 31 | | | | | | |
| 32 | Plan rack storage 24"X32" | | each | 14 | 0 | |
| 33 | Horizontal plan file 48"X40", 3 sect flat file | | each | 24 | 0 | |
| 34 | | | | | | |
| 35 | Secure storage (if separate from central files) | | | | | |
| 36 | File cabinet | | each | 9 | 0 | |
| 37 | Shelves | | each | 9 | 0 | |
| 38 | Storage cabinets | | each | 11 | 0 | |
| 39 | | | | | | |

REQUIREMENTS SUMMARY

| | | | | | | |
|---------------------------------------|-------------------------------------|--------------------------------|-------------------|--------------------------------|-------|--------------------------------|
| Total - misc space, this page: | Miscellaneous Space Authorized (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Total - misc space, page 2: | Miscellaneous Space Authorized (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Total - misc space, page 3: | Miscellaneous Space Authorized (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |
| Total - misc space, pages 1-3: | Miscellaneous Space Authorized (SF) | <input type="text" value="0"/> | Circulation (30%) | <input type="text" value="0"/> | Total | <input type="text" value="0"/> |



STATE OF HAWAII
Department of Accounting and General Services
Public Works Division
LEASING INFORMATION REQUEST (PWD 500)

Date: _____

REQUESTING AGENCY INFORMATION

| | | | |
|------------------|--|--------------|--|
| 1. Department: | | 2. Division: | |
| 3. Branch: | | 4. Section: | |
| 5. Unit: | | 6. Sub-Unit: | |
| 7. Contact Name: | | 8. Email: | |
| 9. Phone: | | | |

OFFICE GENERAL REQUIREMENTS

10. Type of Request: New Lease Renewal Relocation Expansion Exercise Option

11. Average Number of Visitors: _____ 12. Size of Office: _____ usable square feet 13. Agency Geographical Service Area: _____

14. Type of Agency Services Provided: _____

15. Special Office Requirements and Tenant Improvements: _____

SPACE NEED COMPUTATION

16. Required Forms: a. Space Comp Form 501 b. B&F Approved Organization Chart

17. Supplementary Form(s): a. HRD-1 b. BJ Details c. Other Approvals for Position(s)

TERM OF LEASE

18. Term of Lease: From: _____ To: _____ 19. Renewal Options: YES NO Number of Years _____

20. Other Requirements: _____

PARKING

21. Department Vehicles Requiring Overnight Parking: _____ stalls 22. Employee Vehicle Parking Desired: _____ stalls

ANNUAL COST AND FUNDING DATA

| 23. PAY TO | Base Rent | GET | CAM | Electricity | Water/Sewer | Custodial | Dept Parking | Property Tax | Other Costs |
|------------|-----------|-----|-----|-------------|-------------|-----------|--------------|--------------|-------------|
| Lessor | | | | | | | | | |
| Others | | | | | | | | | |

24. Grand Total Per Year Paid to Lessor: _____ 25. Grand Total Per Year Paid to Others (Service Providers): _____

26. Department's Tenant Improvement Contribution: (\$ _____)

SOURCE OF FUNDS

| 27. | SYMBOL | DEPT Pays | DAGS Pays | TOTAL | Other Additional Information: |
|---------|--------|-----------|-------------|-------|---|
| GENERAL | | | | | |
| SPECIAL | | | | | |
| FEDERAL | | | | | |
| | | | GRAND TOTAL | | Note: No. 24 and No. 25 should add up to "Grand Total." |

REQUESTED LOCATIONS FOR DAGS CONSIDERATION

28. Building Name: _____ 29. Address: _____

A. _____

B. _____

MISCELLANEOUS INFORMATION

30. Present Location Where Personnel Are Currently Housed: _____

31. Location is State space. YES NO, If YES, state space will automatically revert back to DAGS, Public Works Division, Planning Branch for reassignment.

32. Additional positions, equipment or office furnishings are projected during lease period. YES NO, and additional space needs will be met as follows: _____

33. Assignment to a State facility is anticipated during the term of the lease: YES NO, and placement date is: _____

**LEASING INFORMATION REQUEST
INSTRUCTIONS (PWD 500i)**

A. When Used

This form is prepared by the requesting State agency to justify and document information to lease office space.

B. General

DO NOT NEGOTIATE, MAKE OFFER, OR DISCUSS AVAILABLE LEASE FUNDING WITH THE LESSOR OR THE AGENT. Call DAGS Leasing Services Branch to get estimated monthly breakdown of rent. DAGS Leasing Branch will consider any requested lease location but may pursue other alternatives.

Space authorization per employee is generally based upon the salary range (SR level) of the position. A current, Budget & Finance approved Department Organizational and Position Organization Chart (Org Chart) must be submitted with the request.

DAGS Office Space Standards require that a justification must be submitted with the request for miscellaneous or operational support areas such as reception, conference, storage and libraries.

If the Type of Request (Item # 10) is Renewal or Exercise Option, completion of items #11 – 15, 21 – 22 and 28 – 31 are optional, unless there have been changes.

The Leasing Information Request form (PWD 500) along with Space Comp Form 501, the Org Chart, justifications, and any other attachments should be printed, and submitted with any necessary supplementary forms (i.e., HRD-1, BJ Details) under cover memorandum (Office Space Request) from your department director to:

Comptroller
DAGS
Kalanimoku Building, Room 412

C. Preparation of Form: (Input the Date of this form)

REQUESTING AGENCY INFORMATION

1. – 6. DEPT/DIVISION/BRANCH/SECTION/UNIT/SUB-UNIT. Self Explanatory.
7. CONTACT NAME. The name of the person to contact regarding the information in the request.
8. – 9. EMAIL ADDRESS & PHONE: The email and work phone number including extension of the contact person.

OFFICE GENERAL REQUIREMENT

10. TYPE OF REQUEST:

NEW LEASE. Select this when you have no current lease and you are requesting a lease for the first time, also, when you are requesting to move from State-owned space to lease space.

RENEWAL. When extending the lease term for your existing office lease.

RELOCATION. When requesting to move from an existing lease space to another lease location (Note: Your department will be responsible for related moving expenses.)

EXPANSION. When requesting additional lease space than you were previously assigned for your current lease due to an increase in staffing or operational requirements. (Note: Your department will be responsible for 100% of the lease cost for any authorized expansion space.)

EXERCISE OPTION TO EXTEND. When requesting DAG to exercise an option to extend the term of your lease for a specific period of time, as permitted under the lease. Rent for the option period may be stated under the lease, or to be negotiated by DAGS.

11. **AVERAGE NUMBER OF VISITORS**. If you provide a service to the public or to other State agencies, identify the average number of visitors per day.
12. **SIZE OF OFFICE**. The total square foot area that you are requesting to be leased for your agency.
13. **AGENCY GEOGRAPHICAL SERVICE AREA**. Area, district, island(s) that program services.
14. **TYPE OF AGENCY SERVICES PROVIDED**. Identified in program's functional statement.
15. **SPECIAL OFFICE REQUIREMENTS AND TENANT IMPROVEMENTS**. Identify special improvements unique to your operations or function (i.e., heavy vaults or high density filing systems requiring reinforced floorings, security for program, 24/7 air conditioning).

SPACE NEED COMPUTATION

16. **REQUIRED FORMS**. Space Comp Form 501 and Departmental Organization and Position Organization (Org Chart) approved by B&F.
17. **SUPPLEMENTARY FORMS**. If positions listed on Form 501 are not reflected on the B&F approved Departmental Organization and Position Organization Chart (Org Chart), then provide evidence of position approval and funding such as HRD-1 (Position Action Form), BJ Details (Budget Table BJ) or any appropriate approvals as determined by current and applicable Budget Execution Policies and Instructions.

TERM OF LEASE

18. **TERM OF LEASE**. DAGS leases typically run for an initial term of approximately five (5) years. Indicate the desired start and end date of the lease term.
19. **RENEWAL OPTIONS**. Select either the YES or NO, not both, to indicate if you would like DAGS to negotiate lease renewal options. If YES, enter the number of years for the option.

20. OTHER REQUIREMENTS. Identify any other operational or functional requirements or limitations of the agency (i.e. proximity to bus line desirable).

PARKING

21. DEPARTMENT VEHICLES REQUIRING OVERNIGHT PARKING. The number of parking stalls for State vehicles assigned to the requesting department that the lessor must provide for lease to the State.
22. EMPLOYEE VEHICLE PARKING DESIRED. The number of parking stalls that the lessor is making available for lease directly to employees of the agency for personal use.

ANNUAL COST AND FUNDING DATA

23. PAY TO.

LESSOR: The amount of money in each category that is to be paid to the Lessor.

BASE RENT. The fixed or minimum rent that the lessor is requesting per year. This does not include any costs that are included in any other categories below.

GENERAL EXCISE TAX (GET). General Excise Tax that Lessor is charging per year (currently Oahu = 4.712%; Other Islands 4.166%).

COMMON AREA MAINTENANCE (CAM). Also, referred to as Operating Costs and Utilities. The office's prorated share of the property's maintenance cost.

ELECTRICITY. The electricity cost for the interior of the lease space.

WATER/SEWER The prorated cost for water and sewer services for the lease space.

CUSTODIAL. The cost for cleaning the interior of the lease space.

DEPT PARKING. The cost of parking for State vehicles.

PROPERTY TAX. The prorated share of the real property tax for the lease space.

OTHER COSTS. Any other costs for the lease space that are not included in the cost categories mentioned above (i.e., cost for air conditioning maintenance service).

OTHERS: Identify the above mentioned costs for the lease space that are paid to vendors or service providers, not to the Lessor.

24. GRAND TOTAL PER YEAR PAID TO LESSOR. This field is automatically calculated as the sum of the fields shown on the Lessor line in Item #23.

25. GRAND TOTAL PER YEAR PAID TO OTHERS (SERVICE PROVIDERS). This field is automatically calculated as the sum of the fields shown on the Others line in Item #23.
26. DEPARTMENT'S TENANT IMPROVEMENT (TI) CONTRIBUTION. If applicable, identify the approximate T.I. contribution (one time cost) that your department can pay. Contact DAGS Leasing Services Branch for this.

SOURCE OF FUNDS

27. SYMBOL/DEPT/DAGS/TOTAL/OTHER ADDITIONAL INFORMATION:

SYMBOL. Indicate the related by symbol for the means of financing shown in the left column (General, Special, and Federal).

DEPT Pays and DAGS Pays columns. Enter the amount of annual leasing costs your DEPT and/or DAGS will be responsible to pay. (Note: For any expansion of an existing lease, your DEPT will be responsible for 100% of leasing costs related to the expansion space.)

TOTAL. The amounts in this column are automatically calculated for each means of financing. For example, the amount that appears in the total column for "General" line is the sum of the amounts on the same line shown under the DEPT and DAGS columns. The Grand Total of all funding by your DEPT and/or DAGS should equal the total of Items #24 & 25.

REQUESTED LOCATIONS FOR DAGS CONSIDERATION

USE THE SPACE PROVIDED ON LINES A AND B TO LIST OTHER BUILDINGS OR LOCATIONS THAT THE PROGRAM IS INTERESTED IN LEASING. DO NOT CALL LESSOR OR LESSOR'S AGENT.

28. BUILDING NAME. The name of building or location of the property.
29. BUILDING ADDRESS. The address of the building identified under Item #28.

MISCELLANEOUS INFORMATION

30. PRESENT LOCATION WHERE PERSONNEL ARE CURRENTLY HOUSED. The current location of the agency's office.
31. LOCATION IS STATE SPACE. Select either YES or NO, not both. If the agency will be moving from a DAGS controlled State facility, the space will revert back automatically to DAGS, Public Works Division, Planning Branch for reassignment.
32. ADDITIONAL POSITIONS, EQUIPMENT OR OFFICE FURNISHINGS ARE PROJECTED DURING LEASE PERIOD. Select either YES or NO, not both, to indicate if more positions, equipment, or office furnishing are projected during the lease period. If so, indicate how additional space needs will be met.

33. ASSIGNMENT TO A STATE FACILITY IS ANTICIPATED DURING THE TERM OF THE LEASE. Select either YES or NO, not both, to indicate that the agency anticipates it will move to a State facility during the lease period. If so, include the location and placement date.