

Office Space Requirements

- Standard office size for most staff (all should be equal)
 - Administration—1 office
 - Consultant Team—7 offices
 - ILS Team—5 offices
 - Technology Team—8 offices
 - Delivery Team—4 offices (including one shared office space)
 - 12'x12' (144sq. ft.) office will be adequate for all of these staff. That is 25 offices at 144 sq. ft. for a total square footage need of 3,600.
 - One consideration on this is that Emily, Dan & Deb currently have larger office spaces because of the nature of the work they do, or the need for space to store supplies and resources. We'd have to address these in addition to the space we've already allocated.
- Identify slightly larger office size for coordinators—enough room to have a small table for 3-4 people to meet (all should be equal)
 - Marty
 - Kerrie
 - Vicki
 - Mark
 - Corey
 - Brinnan
 - 12'x14' (168 sq. ft.) office will be adequate for all of these staff. That is 6 offices at 168 sq. ft. for a total square footage need of 1,008
- Space needs for the number of “huddle rooms,” which are small meeting rooms scattered around the building that staff can use for meetings.
 - Four huddle rooms for 6-8 people at 14'x18' (252 sq. ft). One of these would be used for regularly-occurring meetings that are scheduled, and the other 3 would be used on an as-needed basis. That is a total of 1,008 sq. ft. for the four huddle rooms.
- Space for guest offices or space that LTEs or visitors can use to work in our office. This would be extra office space in each team area.
 - Four 10'x10' offices (100 sq. ft. each) will be sufficient, for a total of 400 sq. ft.

Note:

The estimated total square footage of staff office space and huddle rooms (excluding additional space for Emily, Dan and Deb) is 6,016 sq. ft.