



STATE OF NEW MEXICO

State Space Standards

CAPITOL BUILDINGS PLANNING COMMISSION



October 4, 2013



Architectural Research Consultants, Incorporated



AGENDA

Typical Space Issues

Overview of Existing Space Standards

Discussion of Issues



TYPICAL SPACE ISSUES

Is there enough or too much space?

Is it in the right place?

Is it in good condition?

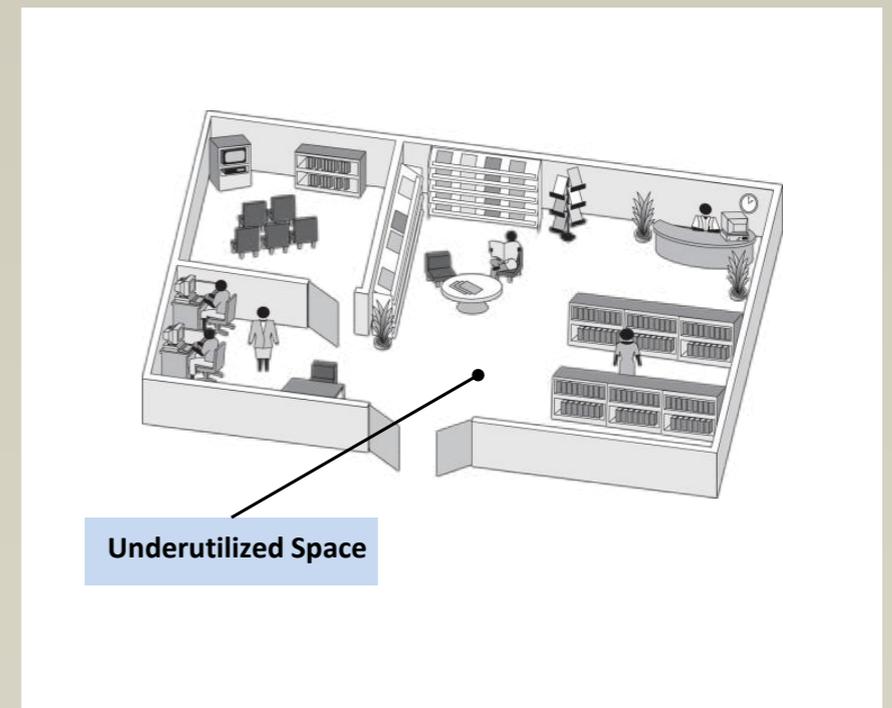
Is it properly configured?

Is it properly used?

- ▶ Multiple offices
- ▶ Underutilized offices
- ▶ Inefficiencies due to reusing existing spaces
- ▶ Duplication of equipment or capabilities

My needs are special

Are concerns such as access, security and technology adequately addressed?





TYPICAL SPACE ISSUES

Space costs money

- ▶ To acquire by owning or leasing
- ▶ To operate and maintain

Most institutions have various policies and procedures to manage space in an effort to 'right-size' and optimize utilization

Space standards are one key part in the management process



STATE OF NEW MEXICO SPACE STANDARDS

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Adopted 2000

Purpose

- ▶ To establish policies, standards and processes which will provide state employees with functional work environments appropriate for required tasks and maximize the efficient use of space
- ▶ Provide a tool to assist in the programming and planning of new projects, major remodeling, space reassignment and leased space
- ▶ Basis for annual capital outlay requests through PCD and Department of Finance and Administration (DFA)

State of New Mexico Space Standards

October 2000



Prepared by
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FINAL



STANDARDS HIGHLIGHTS

Based on State of Utah Space Standards after a survey of other state practices

To improve flexibility and efficiency, promotes use of 'open offices' to the extent possible (except when confidentiality is a position requirement)



STANDARDS HIGHLIGHTS

Establishes standards for common 'office-type' uses (specialized space is evaluated individually)

Establishes categories of space based on 'what you do' rather than 'who you are' and provides examples of how to apply

- ▶ Administrative Positions
- ▶ Supervisory Positions
- ▶ Professional / Technical Positions
- ▶ Clerical Positions
- ▶ Field, Shop / Lab / Warehouse and Intern Positions

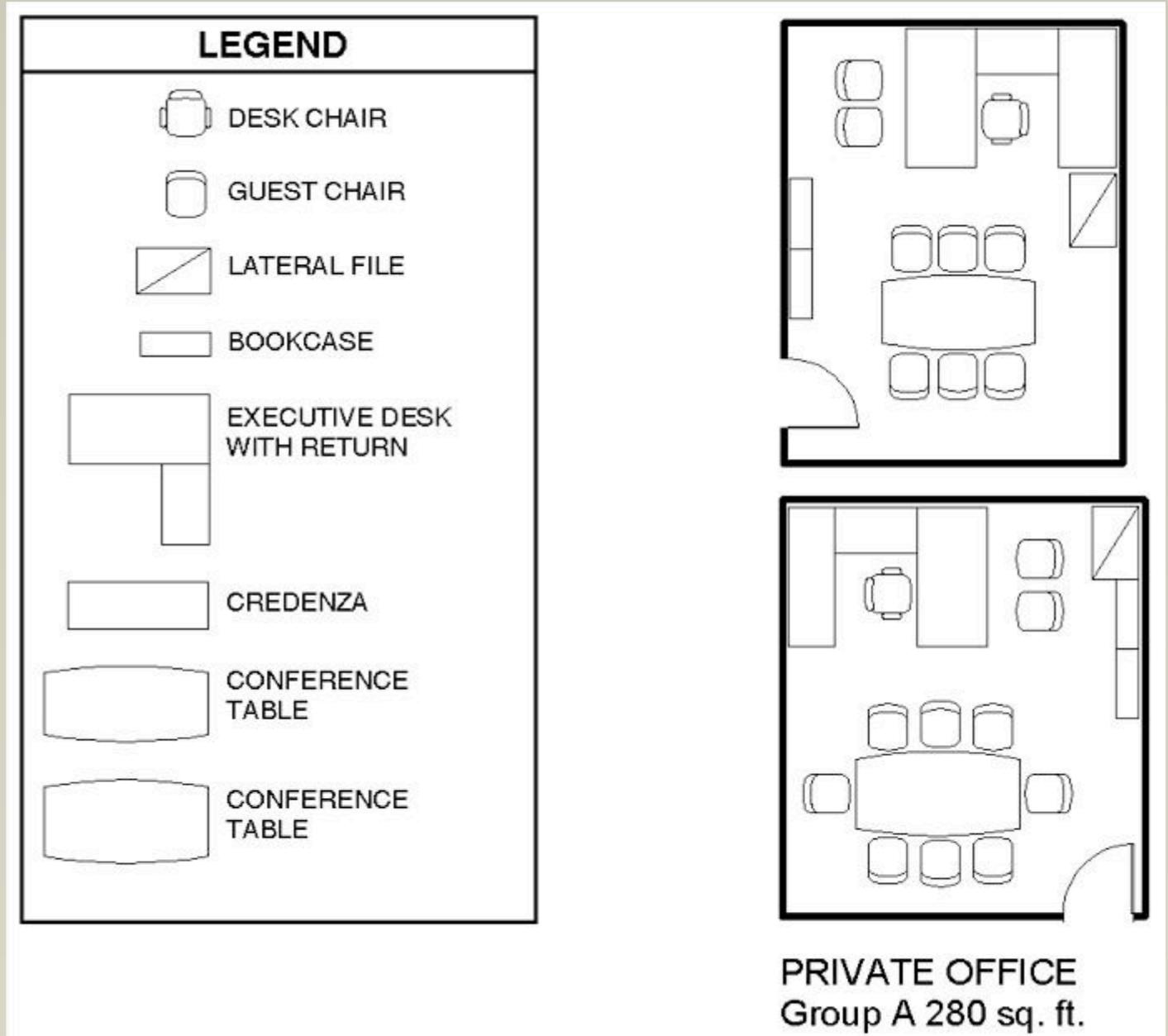


STANDARDS HIGHLIGHTS

Example

A Group

- Position usually requiring administration of several groups which report directly to it. Most of these positions report directly to the governor. Position has conference needs for six to eight people within office. Larger meetings will be held in a separate conference room. Visual and audio privacy is an important concern. Equipment and storage needs are generally modest. Examples: Commissioner, Department Executive Director, Deputy Director of large department, Division Director of a large division.
- Space Standard: 280 net square feet private office.



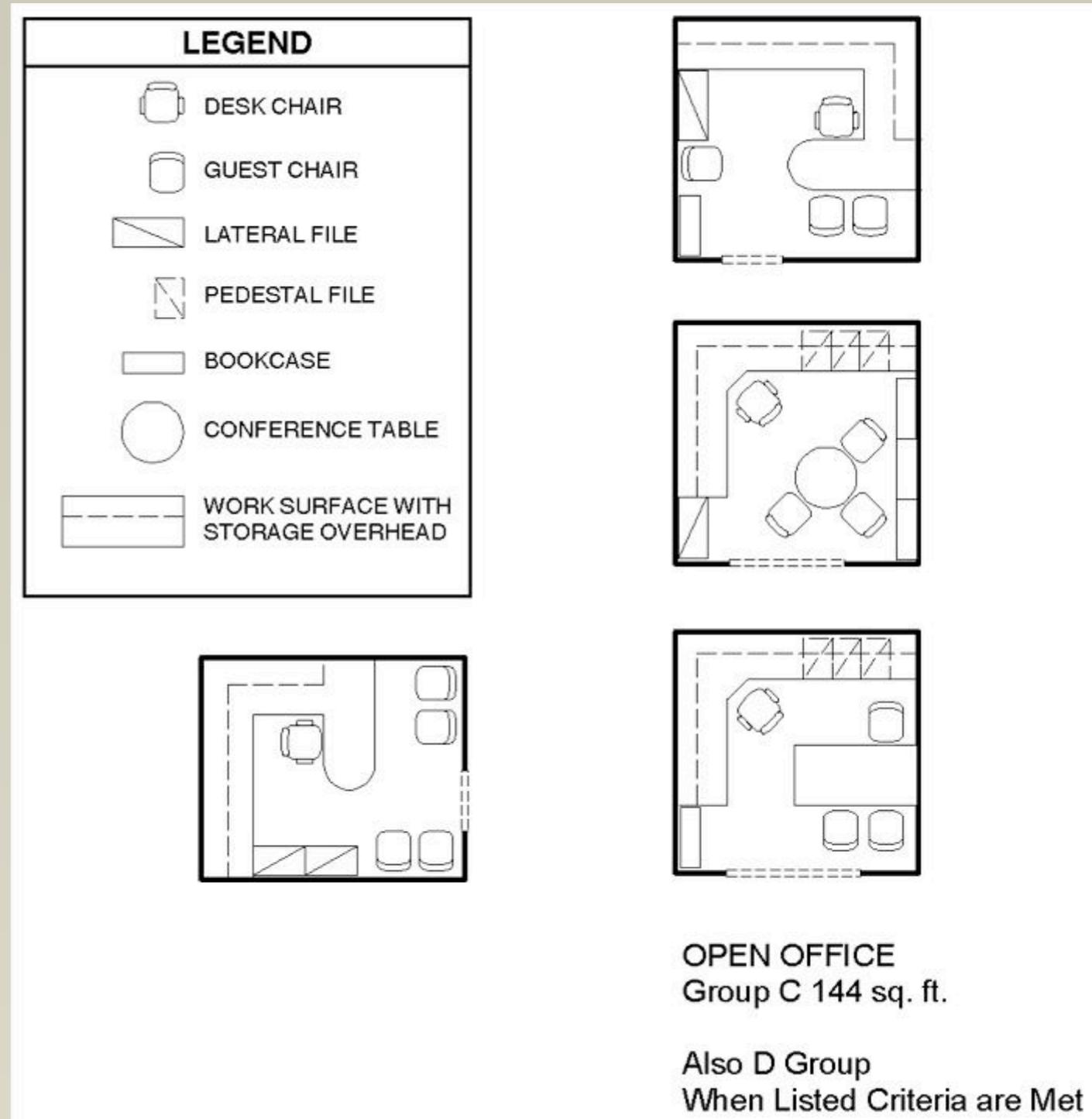


STANDARDS HIGHLIGHTS

Example

C Group

- Position usually responsible for a specific subgroup and reporting directly to a "B Group" position. Position has conference needs for two to four people within office. Larger meetings will be held in a separate conference room. Visual and audio privacy may be an important concern. Equipment and storage needs are generally modest. Examples: Assistant Division Director, Deputy Commissioner.
- Space Standard: 144 net square feet open-office work station.
- A private office of up to 150 net square feet. can be considered for positions which meet the criteria for private offices.





STANDARDS HIGHLIGHTS

Provides guidance for:

- ▶ Furniture, Equipment and Support Spaces
- ▶ Conference Rooms
- ▶ Reception Areas



STANDARDS HIGHLIGHTS

Establishes a process to request space and for deviations from standards

- ▶ Form A - Office and Workstation Request Form which summarizes the space needs related to the number of Full Time Equivalent (FTE) employees by position type;
- ▶ Form B - Office Support Space Request Form for support spaces such as reception areas, conference space, space for special equipment and furniture and specialized spaces
- ▶ Form C - Total Current Space Request Summary Form which subtotals the workstation, support space, and specialized space requests;
- ▶ Form D - Deviation From Space Standards Request Form for presentation of reasons for any requested modifications to any of the standards.
- ▶ Form E - New Position Form to describe a position to which a space standard has not been assigned.



ISSUES WITH CURRENT STANDARDS

Have not been updated since adoption

- ▶ Space categories do not necessarily align with current state personnel classifications
- ▶ Forms are not user - friendly

Apply only to office uses

Do not reflect current industry practices

| Group | Workstations | NASF | |
|-------|------------------------|------|----------------|
| A | Executive | 280 | Private Office |
| B | Manager | 220 | Open Area |
| C | Professional | 144 | Open Area |
| D | Professional | 120 | Open Area |
| E | Professional | 100 | Open Area |
| F | Manager / Professional | 120 | Private Office |
| G | Technical / Clerical | 81 | Open Area |
| H | Technical / Clerical | 81 | Open Area |
| I | Technical / Clerical | 64 | Open Area |
| J | Technical / Clerical | 81 | Open Area |
| K | Technical / Clerical | 64 | Open Area |
| L | Technical / Clerical | 36 | Open Area |



IDEAS TO CONSIDER

Sustainable, maintainable and energy efficient practices

Encourage innovative and affordable workspace environments (reduce overall space footprint)

- ▶ Square footage targets per person vs. Prescriptive standards that can produce space 'entitlements'
- ▶ Standardized furnishings to reduce cost
- ▶ Consider alternatives to traditional "territorial" workspaces



AFFORDABILITY: REDUCE FOOTPRINT

Non-territorial Options

- ▶ Hoteling – A system where non-territorial workspace is booked ahead for a specified block of time. Administrative systems and supports are required to schedule and equip the space for the various users.
- ▶ Moteling – Similar to “Hoteling” however the workspace is booked upon arrival, not reserved ahead.
- ▶ Hot Desk (Kiosk) – Workspaces are not reserved and operate on a first-come, first-served basis. They are available to anyone within the organization.
- ▶ Partnering – Different organizations work out a relationship that is mutually beneficial to both parties. Not necessarily related to space.
- ▶ Co-location – Different organizations agree to share space or other resources for mutual benefit such as reduced overhead and equipment requirements.
- ▶ Variable Work Hours – Workers choose variable work hours reducing demand on the number of on-site workspaces. More individuals can make use of fewer spaces. This can be achieved with both part-time and full-time staff having flexible schedules.



WORKSPACE ALTERNATIVES

Off Site Options

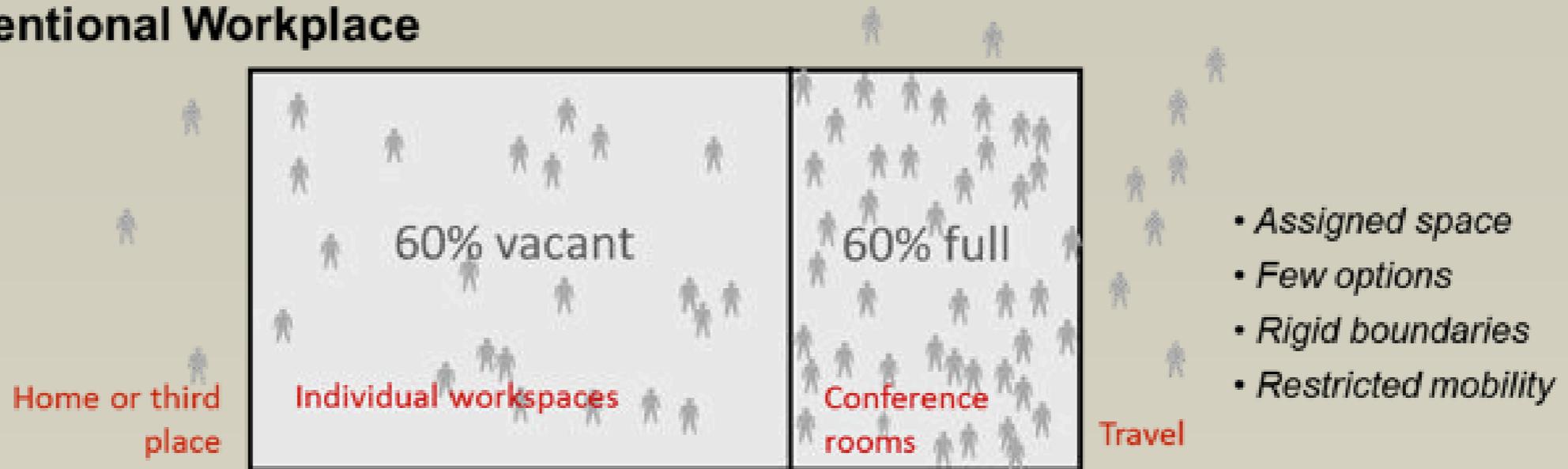
- ▶ Telecommuting – A term used to describe work performed by employees from remote locations, usually their homes. The telecommuter replaces the daily “commute” to a central office with an electronic connection. Typically, 2-3 days a week are spent working at home and the remaining time at the central office. The central office space could be shared (e.g. hoteling).
- ▶ Satellite Officing – Office centers providing technology and administrative support from a location closer to employee’s home or customers. They are staffed by employees dedicated both to that site or split between that location and another.
- ▶ Mobile Officing – Mobile workers spend a large amount of time outside the central office, working from a variety of locations throughout a typical week. Some are provided with specially equipped vehicles. This enables them to perform their work in the field while maintaining contact with central office and other parties.
- ▶ Virtual Office – Through the use of portable technology, employees are able to work anywhere (i.e. home, car, ferry, hotel, client’s office, etc).



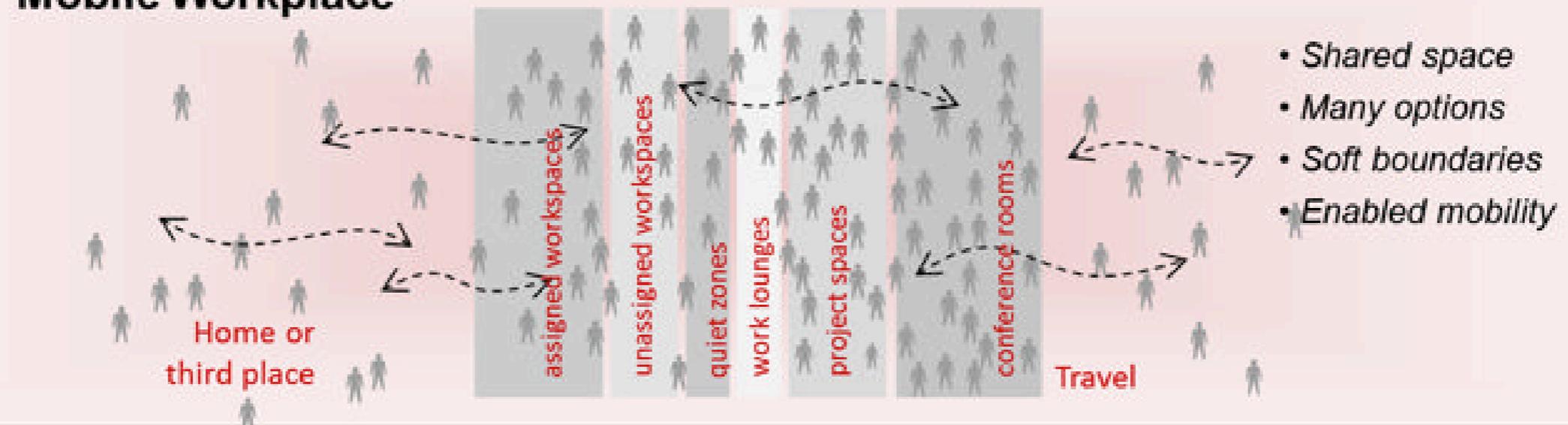
WORKPLACES

Considering the Mobile Workplace when Designing Office/Conferencing Space

Conventional Workplace



Mobile Workplace





WORKPLACES

Example: Sandia
National Laboratories

INNOVATIVE WORKSPACE

- Flexible work environment
- Access to daylight and views
- User modifiable workspace - kit of parts
- Breakout spaces within teams
- Simplified circulation
- Sound masking for privacy and to reduce distraction



CLOSED WORKSPACE

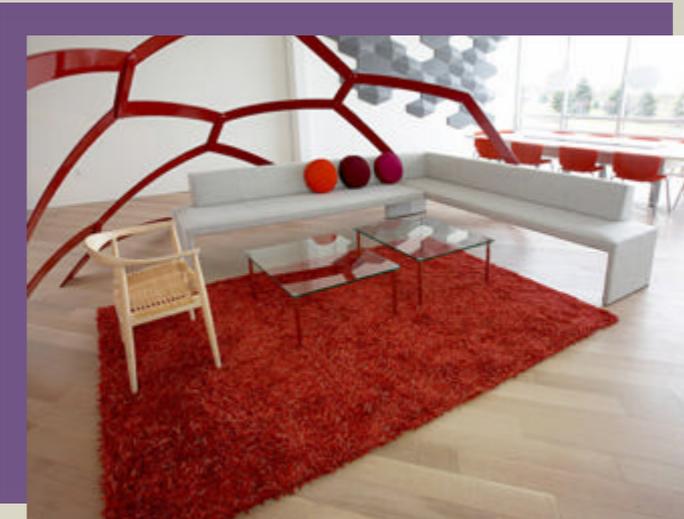


- Option for compartmentalization
- Enclosed workspace
- Focus rooms
- Utility chase for office support

MIXING ZONE

- Transition zone from main vertical circulation to Office or Lab
- Shared support spaces for all users:
 - Collaborative spaces
 - Social spaces
 - Informal meeting
 - Conference rooms
 - Distance work environments
 - Focus rooms
 - Activity nodes

BREAK-OUT SPACE



- Mixing Zone
- Collaborative space
- Network printers

FOCUS ROOMS



- Heads down workspace
- Private calls
- Red Drop Locations



IDEAS TO CONSIDER

Judicial space planning standards to guide planning for

- ▶ District Courts (space provided by Counties)
- ▶ Magistrate Courts (currently leased space)