



# State Facility Space Use Guidelines

Office of Financial Management  
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## Introduction

[State law](#) requires the Office of Financial Management (OFM) to promote the efficient use of state facilities through [policy](#) and workplace strategies. OFM has updated its approach to space use guidelines in response to lessons learned from the COVID-19 pandemic as well as the strides agencies have made while implementing Governor Inslee's [Executive Order 16-07: Building a Modern Work Environment](#). Updated guidelines apply to [agency requests](#) for new, relocated or expanded space as well as reconfigurations of existing space.

OFM's new request process and space allocation standards reflect the ongoing transformation in state facilities as agencies reassess their physical space needs, implement hybrid work environments and adopt expanded telework opportunities on a permanent basis.

Instead of allocating square footage by workspace, the new standards allocate square footage based on each user's mobility. The standards establish a baseline, or starting point, for space use moving forward and are designed to meet the following goals:

- Proactively collect better data for decision-makers.
- Support the [standing target of 80% daily space utilization](#) across the enterprise.
- Support the state's baseline 3:1 workspace ratio goal of three externally mobile users to one workspace.
- Support the state's [eligibility criteria](#) for assigned hard-walled offices.
- Create achievable goals for agencies planning new spaces, using tools that provide clarity, consistency, and flexibility to meet program-specific needs.
- Enable agencies to effectively prepare for the biennial [Six-Year Facilities Plan](#), which defines the long-term facility needs of state government.

These standards allow agencies to work with the Department of Enterprise Services to plan and design a workspace that meets the agency's needs based upon the approved square footage. OFM will use Human Resource Management System (HRMS) data to validate space requests and lease renewals based on telework and utilization.

## Guiding Principles

### *Workplace Efficiency*

As the enterprise moves to a hybrid model of remote and onsite work, agencies must:

- Right-size their office space and improve efficiency statewide.
- Work with OFM and the Department of Enterprise Services to consolidate staff within leased and owned assets to utilize 80% of owned and leased spaces and to reduce full leases.

## Enhanced Flexibility

Workplace flexibility can refer to telework, flexible schedules and flexibility in the physical work environment, such as flexible seating and meeting areas.

The future of work is flexible<sup>1</sup>, and embracing flexibility can help the state achieve a number of business goals, including:

- Attracting and retaining talent
- Supporting employee health, safety and wellbeing
- Increasing employee productivity and engagement
- Promoting equity for employees and customers
- Improving service delivery
- Avoiding cost through reduced footprint
- Decreasing environmental impact
- Adapting to future business needs
- Ensuring continuity of operations

## Space Request Process

Agencies will use a [Modified Pre-Design \(MPD\) Form \(instructions\)](#) to submit all space requests. Projects over 20,000 SF and/or facility leases over 10 years also require a [life cycle cost analysis](#).

All agencies are required to submit a [Project Outcome Form](#) within 90 days of facility occupancy. Outcome data will help OFM assess and improve the state's metrics for space planning and project approvals.

## Baseline Space Allocation Standards

The following standards are part of the baseline allocation calculator that is incorporated into the MPD Form.

Allocation <sup>2</sup>	Resident User	Externally Mobile User	Fully Remote User
User space	79 SF	26 SF	0 SF
Shared space	40 SF	13 SF	0 SF
Circulation	Additional 40% of the total workspace and shared space square footage	Additional 40% of the total workspace and shared space square footage	0 SF
Building services	15% of the total SF	15% of the total SF	0 SF

The MPD Form gives agencies the ability to request additional space for program-specific needs. Requests must clearly justify the need and be approved by OFM.

<sup>1</sup> NASCA & JLL (2021), [How states are future-fitting their real estate portfolios: Insights from 23 states](#)

<sup>2</sup> Allocation baseline averages. Terms and definitions are available on [page 3](#).

## Terms and Definitions

<b>Building services</b>	Additional square feet to account for the building floor plate and rentable square feet required in a lease. For example, telecom rooms, elevators, general building lobby spaces, mechanical rooms, custodial spaces, and restrooms.
<b>Circulation</b>	Assignable square footage for pathways in tenant spaces.
<b>Collocate</b>	To share a location or facility with another agency, where common resources are shared (i.e., lobby, break rooms, restrooms etc.).
<b>Cubicle</b>	A cubicle is an open or partially enclosed workspace.
<b>Mobility</b>	The ability to communicate, collaborate, and work as effectively outside of the office as it would be inside the office. Mobility encompasses telework, which is the practice of working from home or other alternative locations.
<b>Externally mobile users</b>	Users who work in the office less than 60% of the pay period. Refer to the telework schedule <a href="#">crosswalks</a> below.
<b>Fully remote users</b>	Users who have no regularly scheduled commitment to work in the office. Refer to the telework schedule <a href="#">crosswalks</a> below.
<b>Office</b>	An office is an enclosed workspace with floor to ceiling walls.
<b>Program-specific areas</b>	Spaces that are unique to an agency's business needs and would not easily fit into the definition of workspaces or common spaces. These spaces may include interview rooms, training rooms, evidence storage or a service delivery lobby.
<b>Shared spaces</b>	Breakrooms, work rooms, copy rooms, and other common spaces.
<b>Resident users</b>	Users who work in the office at least 60% of the pay period, based on full-time work. Refer to the telework schedule <a href="#">crosswalks</a> below.
<b>Touchdown space</b>	A touchdown space is an unassigned space that provides seating in varying forms to conduct work on an irregular basis or for short periods.
<b>Users</b>	Any person who routinely works in a facility for any amount of time and may or may not have a workspace assignment. A user could be a state employee, volunteer, contractor, or community partner.
<b>Utilization</b>	A facility's occupancy divided by its capacity.
<b>Workspaces</b>	An office, cubicle, touchdown space or other work area where users perform their assigned duties. Workspaces may or may not be assigned.

### Telework Schedule Crosswalks\*

<b>Telework Crosswalk 8-Hour Days</b>			
<b>User Type</b>	<b>MyPortal Telework Participation (One Week Period)</b>	<b>8-Hour Days</b>	
		<b>Planned Days in Office (Every Two Weeks)</b>	<b>% in Office (Every Two Weeks)</b>
<b>Fully Remote (EP9)</b>	<b>Full time/Near full time remote</b>	<b>0 regularly scheduled days</b>	<b>0%</b>
<b>Externally Mobile (EP8)</b>	<b>4</b>	<b>2</b>	<b>20%</b>
<b>Externally Mobile (EP7)</b>	<b>3</b>	<b>4</b>	<b>40%</b>
<b>Resident (EP6)**</b>	<b>2</b>	<b>6</b>	<b>60%</b>
<b>Resident (EP5)</b>	<b>1</b>	<b>8</b>	<b>80%</b>
<b>Resident (EP0)</b>	<b>Less than one day/ad hoc</b>	<b>9</b>	<b>90%</b>
<b>Resident (NP)</b>	<b>Not Participating</b>	<b>10</b>	<b>100%</b>

<b>Telework Crosswalk 9-Hour &amp; 10-Hour Days</b>					
<b>User Type</b>	<b>MyPortal Telework Participation (One Week Period)</b>	<b>9-Hour Days</b>		<b>10-Hour Days</b>	
		<b>Planned Days in Office (Every Two Weeks)</b>	<b>% in Office (Every Two Weeks)</b>	<b>Planned Days in Office (Every Two Weeks)</b>	<b>% in Office (Every Two Weeks)</b>
<b>Fully Remote (EP9)</b>	<b>Full time/Near full time remote</b>	<b>0 regularly scheduled days</b>	<b>0%</b>	<b>0 regularly scheduled days</b>	<b>0%</b>
<b>Externally Mobile (EP8)</b>	<b>4</b>	<b>1</b>	<b>11%</b>	<b>0</b>	<b>0%</b>
<b>Externally Mobile (EP7)</b>	<b>3</b>	<b>3</b>	<b>33%</b>	<b>2</b>	<b>25%</b>
<b>Externally Mobile (EP6)**</b>	<b>2</b>	<b>5</b>	<b>56%</b>	<b>4</b>	<b>50%</b>
<b>Resident (EP5)</b>	<b>1</b>	<b>7</b>	<b>78%</b>	<b>6</b>	<b>75%</b>
<b>Resident (EP0)</b>	<b>Less than one day/ ad hoc</b>	<b>8</b>	<b>89%</b>	<b>7</b>	<b>88%</b>
<b>Resident (NP)</b>	<b>Not Participating</b>	<b>9</b>	<b>100%</b>	<b>8</b>	<b>100%</b>

\*Refer to the [HRMS data definitions resource guide](#), Telework (EE), to view the Telework code definitions. Be aware that HRMS captures the time spent teleworking, whereas OFM Facilities Oversight policy refers to the time spent in the office.

\*\*HRMS Telework EE Code EP6 may be categorized as Resident or Externally Mobile depending on the work schedule.