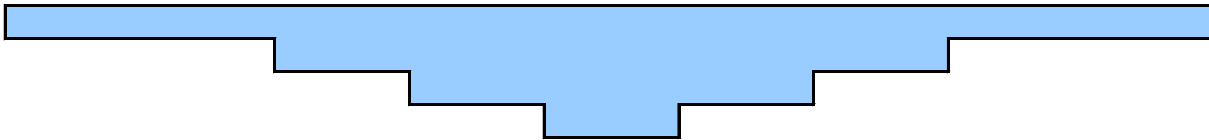


# ***SPOT SURVEY***

**Space Standards**

**August 8, 2017**



**Facility Issues**

Robert Lambe, CFM

(315) 601-6010

[rlambe@facilityissues.com](mailto:rlambe@facilityissues.com)

## PERFORMANCE SURVEY: SPOT SURVEY - OFFICE STANDARDS

We have members in the process of reviewing or revising their office standards. Please take a moment to answer the questions in this survey. Most of the questions are multiple choice to allow quick response, but if you have time to provide additional comments they will be very helpful. Results will be shared with anyone who provides their email address. Thank you for your participation.

### A. STANDARDS POLICY

[expand all](#) | [collapse all](#)

Do you have formal standards for office space?

Yes  No

Are these standards shared with employees (such as on intranet or in policy manual)?

Yes  No

How long have you been using the current office standards (in months)?

Comments about your space standards

### B. PRIVATE OFFICES

What size private offices does your space standard include:

> 200 SF (such as 12x20)

120-200 SF (such as 10x12)

80-119 SF

<80 SF

Who is assigned a private office?

Executives

Directors & Managers (any level between executive and supervisor)

First Line Supervisors

Professional & Technical Staff (based on job grade)

Professional & Technical Staff (based on job duties)

Other (please explain in comments)

Comments about private offices

### C. WORKSTATIONS

What size individual workstations does your space standard include:

>64 SF

64 SF (8x8)

37-63 SF

36 SF (6x6)

<36 SF

What is your most common panel height?

Do you provide alternative furniture configurations in workstations (of the same size)?

Yes  No

If so, what percent of your workstation moves require furniture re-configuration? (enter

Do you provide "end user self-height adjustable" workstations as an option for all employees?

Yes (Please share the brand/sizes in comments)  No

Comments about workstations

### D. OTHER OFFICE SPACES

Do you have standards for the following office support spaces? (check if yes)

"Touchdown" or "hotel" workstations for remote/visiting employees

Collaboration areas for team/project work

Centralized/department filing and records areas

Small meeting rooms for confidential discussions/call by employees without offices

Break room/lunch rooms

Coffee areas/kitchenettes

Copy/print areas

Central recycling/trash areas

Comments about support spaces, especially any planning ratios

### E. IMPLEMENTATION

How do you provide workspaces for employees who work in multiple locations?

How are exceptions to space policy normally authorized?

When do you apply the office space standards?

Which of the following types of moving assistance is provided during a move? (by any department)

Furniture relocation/reconfiguration

Desktop/PC move

Phone move

Box move

Provide boxes and packing materials

Other (please explain in comments)

Comments

### F. Some information about you

Your contact information is optional but if you would like a copy of the results we need your email contact.

Your Email (optional)

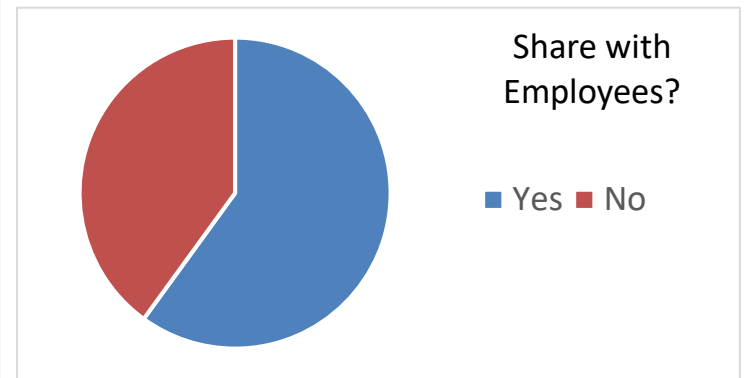
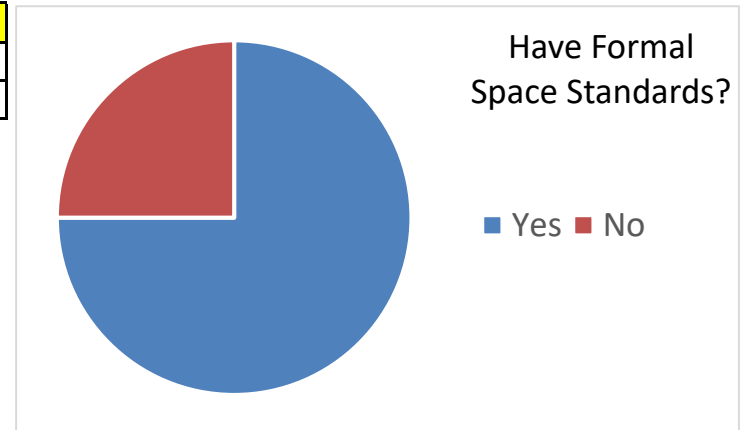
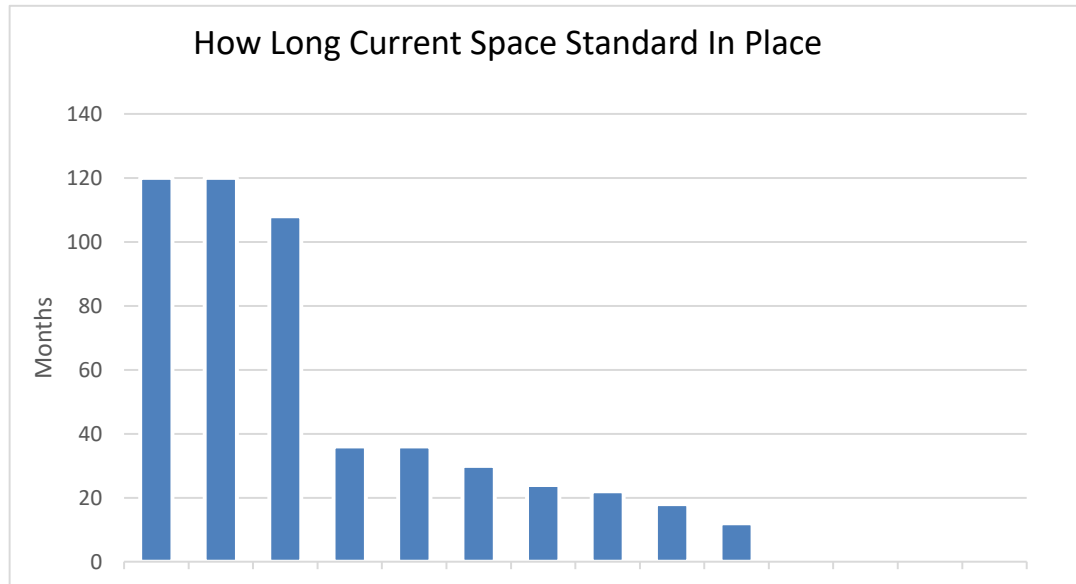
Can you share a copy of your organization's office space standards? (If yes, please email to [riambe@facilityissues.com](mailto:riambe@facilityissues.com) with any restrictions on sharing)

Yes  No

Company Name

Report date: 8/8/2017  
Number of responses: 17

Question	Yes	No
1. Do you have formal standards for office space?	12	4
2. Are these standards shared with employees?	6	4



## General Comments - Standards Policy

Creating standards has been helpful at controlling costs in new construction projects and managing employee requests to move to private offices.

Standards are well enforced in Corporate offices. much resistance at Ops sites. Some office for directors based upon OPS VP weigh in and some cost implications

We use a standard set of specifications for new office construction or major remodels. We have national contracts for furniture and flooring. Mechanical/electrical may vary based on region.

We have unofficial standards. We are in process to complete and formalized office standard by end of 2017

We have had space standards for multiple years, and this last evolution has aligned our standards to "titles" aligned to our HR policies on titles. Only option for consideration beyond the published standard is based on title review that solicits input from HR and Legal before FM renders final decision.

Space standards at Southern California Gas Company are being reviewed to reflect new ideas for employee comfort and improved ergo furniture that will be installed at company sites.

Not all the standards are shared with employees but we are planning to put all the standards on a shared platform.

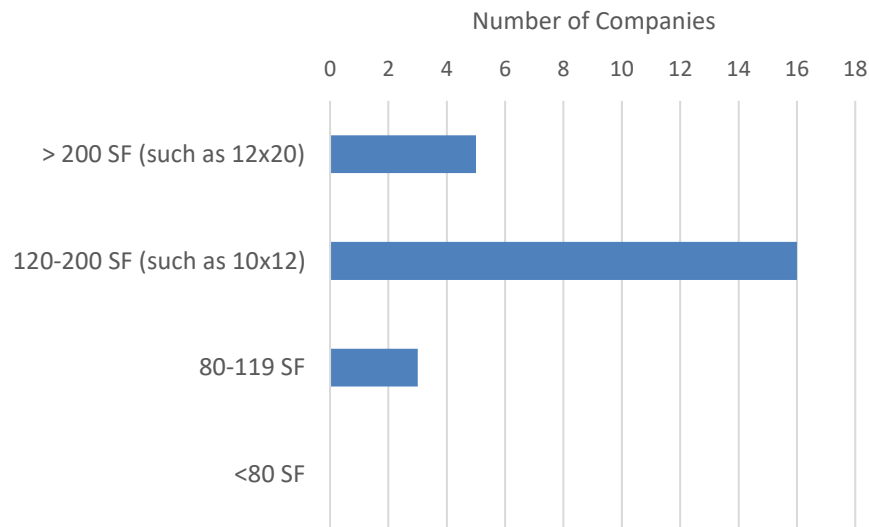
Current standards are in place for 24 months but we are also constantly updating and changing.

The space standards have been around for almost 10 Years. Its the furniture itself that changes.

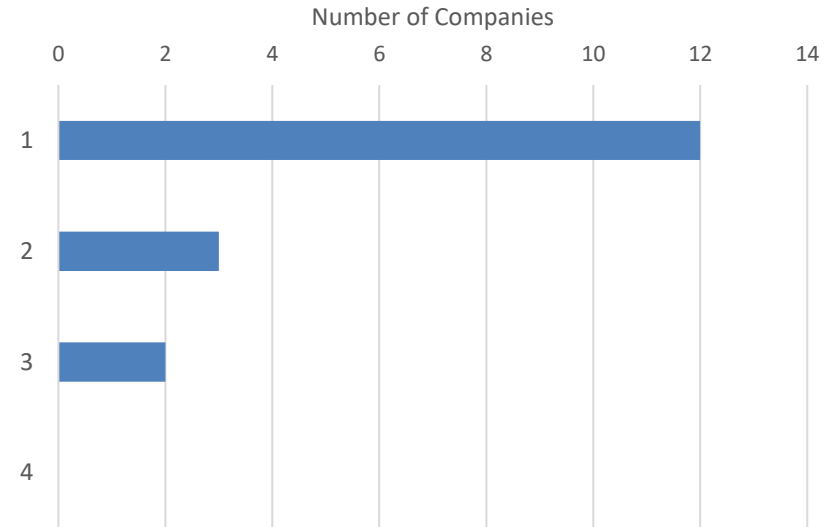
we are looking to update them now that we are with Exelon

We started using the current standard in 2010 and are deploying as we have remodels scheduled through 2025 and beyond.

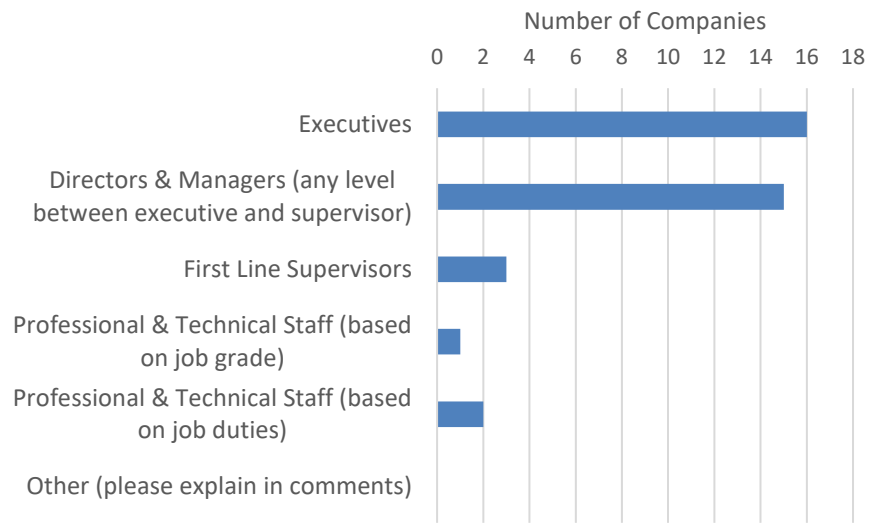
### Private Office Sizes



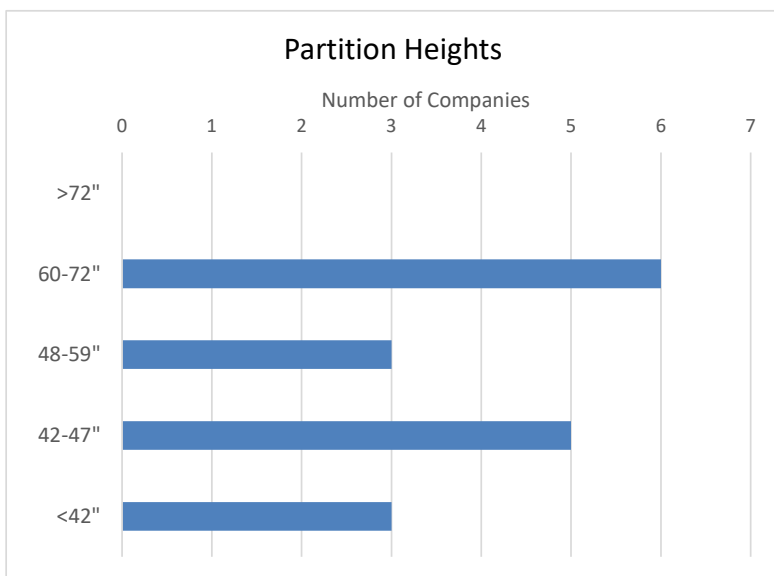
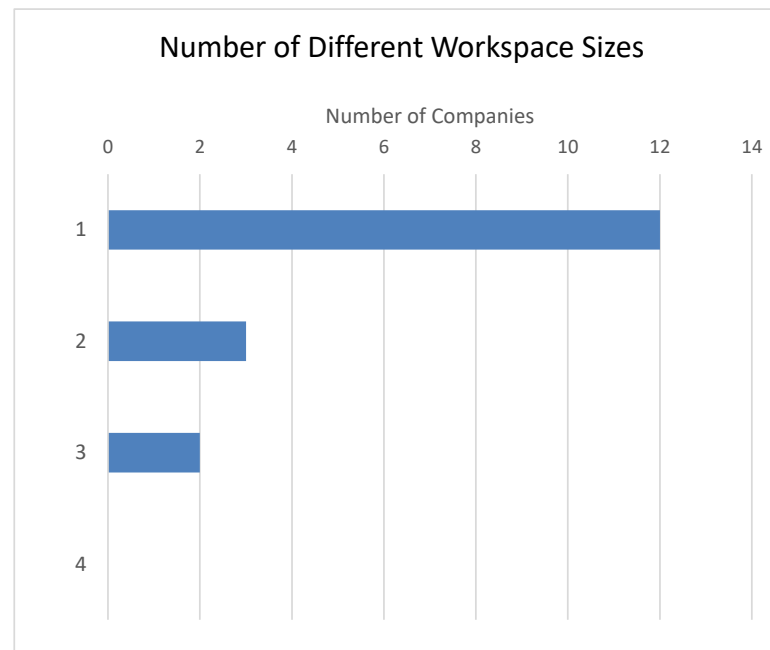
### Number of Different Office Sizes



### Who Gets Offices

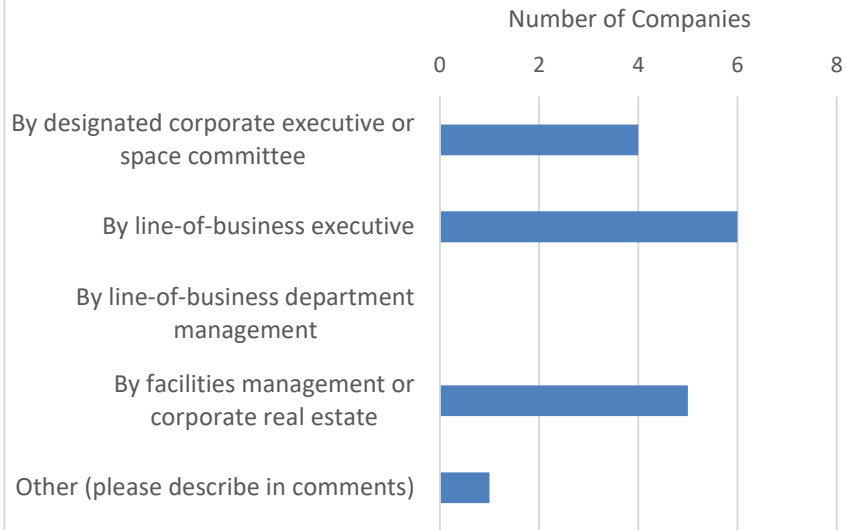


**General Comments about Offices**  
 Lawyers and Program Managers also have private offices

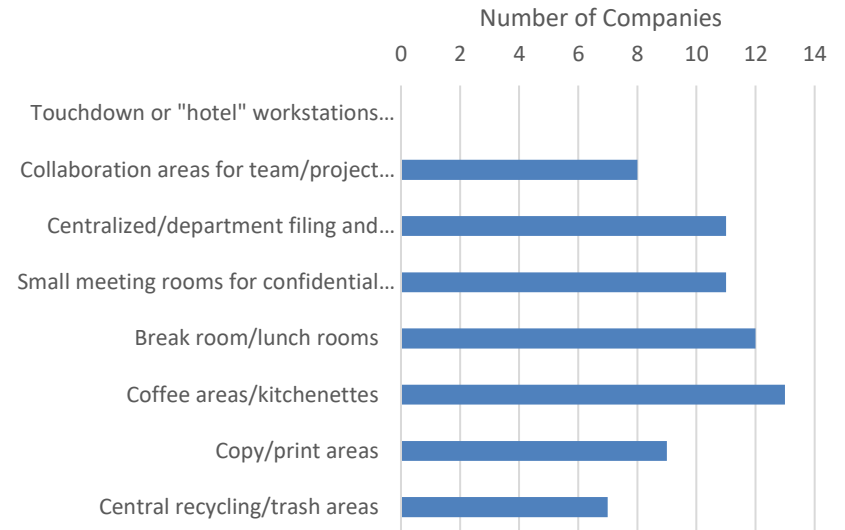


General Comments about Workstations
We include a frosted glass topper on a 42" panel to give an additional seated privacy
We will in the near future
Brands vary by bidding process. Requirements for weight and lift height are standardized. Height adjustable provided when we buy new systems furniture installations or when a job function requires the employee to be stationary at their desk most of the day.
not for all employees. Medical note required for a sit stand desk (\$2000) - have gone to a lower priced veridesk
Current standards height is 60 but we have more from previous standards that are higher. sit/stand are provided but requires medical reason.
Herman Miller 30" x 66"
Steelcase, Airtouch (Counterbalance) and Reasonable Accommodations for extended range Steelcase, Ology (Motor Operated). Some organizations have imposed an administrative control; however, FM has offered to all as of ~2 years ago. Adjustable height is option that user can pay for and is part of strategic planned projects. Users can opt for smaller workspace size and use the space saved as department common space.
As required
it on a need bases and it has to be approve by our OHS nurse
Height adjustable is available based on requested Ergo assessment and then recommended by our Health and Safety Team.
V ari Desk

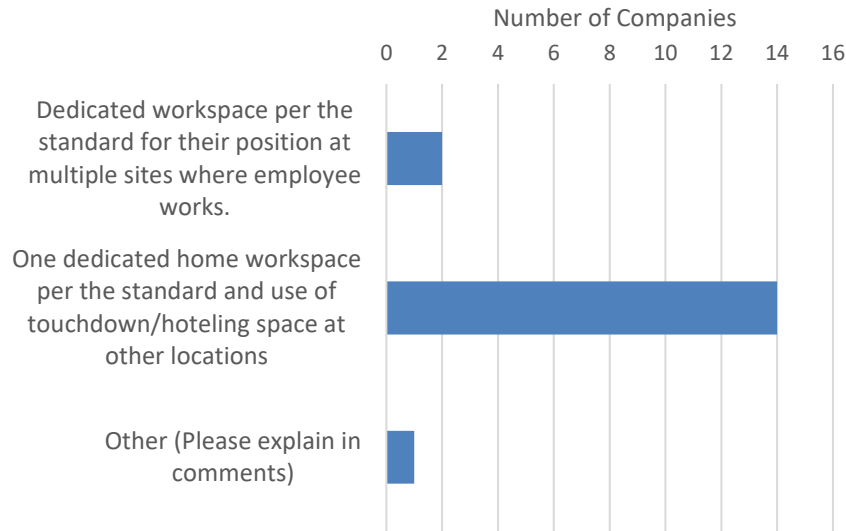
### Managing Exceptions



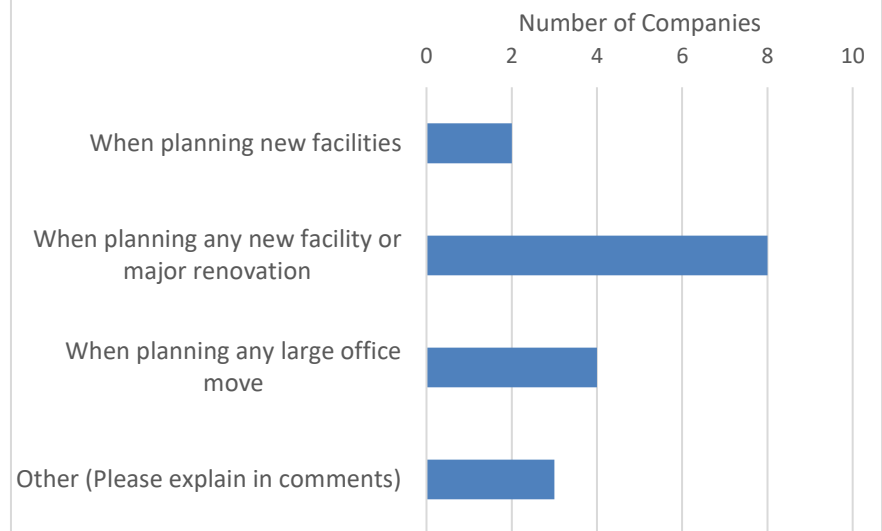
### Other Space Standards



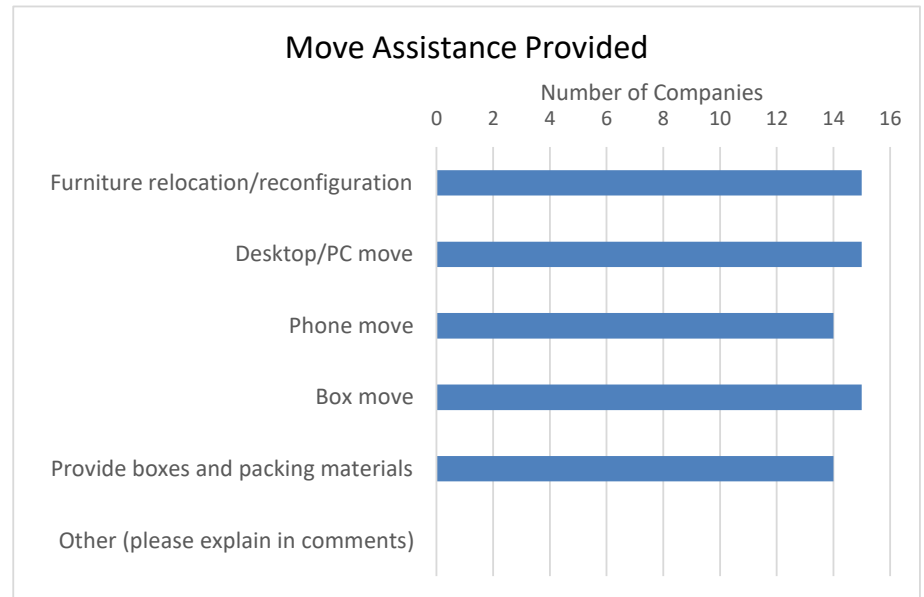
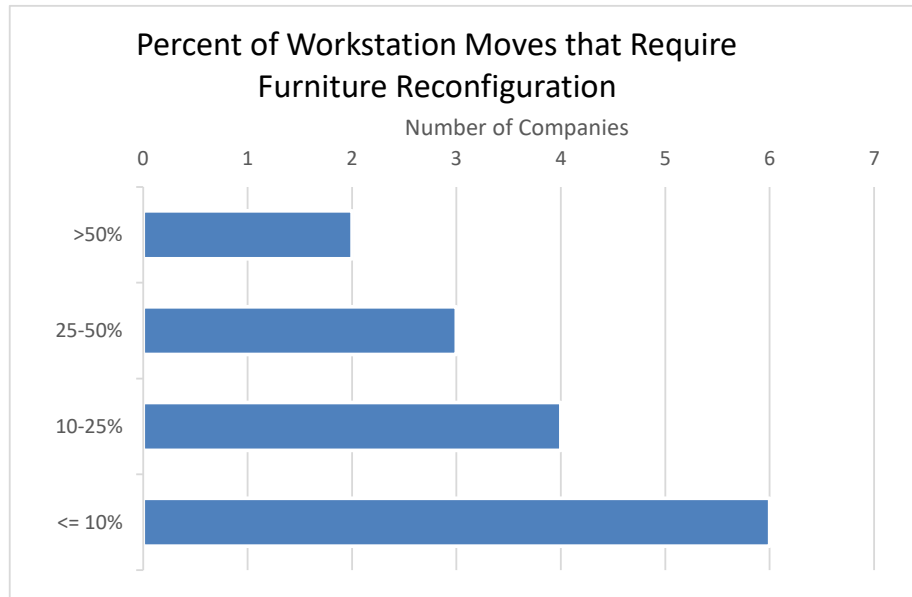
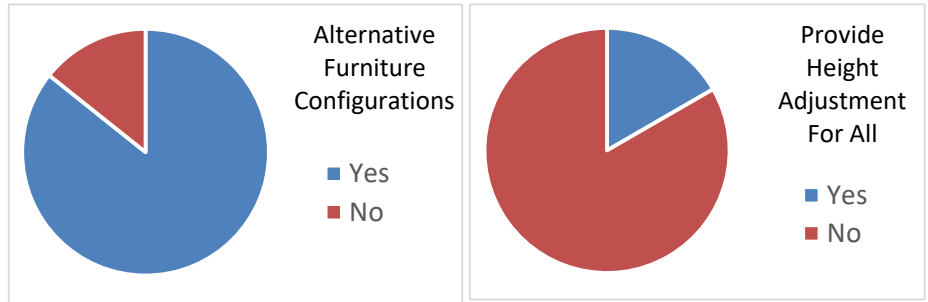
### Employees with Multiple Locations



### When Applied



Question	Yes	No
11. Provide alternative furniture configurations in workstations	6	1
12. Provide "end user self-height adjustable" workstations as an option for all employees?	1	5





## General Comments

specialty request moves are handled on a case by case basis

We ask Employees to move their personal items/plants if they're concerned about just packing those into a box.

We use to do all of the above, but pulled back. We provide details on where employees can get boxes, but they have to order and handle them. For large moves (20+) we will coordinate with a moving company but business unit pays the expense.

Apply new workplace standard for new build. Reconfiguration will based on case by case and what might sense with affordability and functionality

Boxes and materials can be ordered, but supplied only upon request