



Response to Questions from the JBDC

Request by: Supervisor Herrity

Question: What is the FCPS standard for square footage per employee for administrative staff?

Response: FCPS office standards (shown below) are based, in part, on Fairfax County's standards as they pertain to generally assigned space for defined category staff groupings. Job function and the physical layout of a building are also planning determinants on the amount of assignable space. All these elements influence the space planning process.

Category	Title	Grade Range	Square Feet	Typical Office/ Workstation Size
Group A	Leadership Team	LT	240*	12x20
Group B	Director/Asst. Director	28-32	180*	12x15
Group C	Coordinators/Managers	25-28	120*	10x12
Group D	Professional Staff	20-26	100**	10x10
Group E	Tech/Admin Staff	13-19	64**	8x8
Group F	Clerical/Temp Staff	01-12	48**	6x8
Group G	Temp/Shared Computer Workstations	Hourly	30**	5x6

*Fixed wall office.

**Modular workstation.

These office standards have been used at the Gatehouse Administration Center, and those administrative centers that have undergone modifications and consolidations since 2007 which include Dunn Loring Center, Forte Center, Leis Center, Pimmit Hills Center, Rocky Run Annex and Virginia Hills. The leased office space at Fairfax Ridge is below these standards as they pertain to director, coordinator, and professional level offices.