



## Response to Questions on the 2016 LOBs

**Request By:** Supervisor Herrity

**Relevant LOB(s):** N/A

**Question:** Does the County use a square foot per employee metric?

**Response:**

Fairfax County uses a Space Standard Allocation similar to the General Services Administration (GSA) Workspace Allocations (see table below). The Fairfax County Office Space Standards were developed as a space planning tool for the allocation of space. The "Style" categories "A", "B", and "C" represent private (drywall) offices. Categories "D" through "G" represent systems furniture workstations. Square footage figures are intended for planning purposes. Actual sizes of offices or workstations may vary due to the building floor plate, column placement, or standard workstation component dimensions.

<i><b>Fairfax County Space Standards</b></i>			<i><b>GSA Workspace Allocation</b></i>		
Style	Title	Office Size (Sq. ft.)	Configuration	Position	Office Size (Sq. ft.)
Type A Office	Director	240	Private Office	Executive	300
Type B Office	Director and Assistant Director	180	Private Office	Director	250
Type C Office	Director, Assistant Director and Branch Chief	120	Cubicle	Manager	200
Type D Cubicle	Professional Staff	100	Cubicle	Supervisor	120
Type E Cubicle	Professional and Technical Staff	64	Cubicle	Technical	80
Type F Cubicle	Technical and Clerical Staff	48	Cubicle	Support Staff	80
Type G Cubicle	Temporary and Shared Computer Workstations	30	Cubicle	Clerical	64

The Facilities Management Department (FMD) has been reducing the number of larger Type D workstations and is using the Type E workstations in new County buildings, space renovations and reconfigurations. The County's average Usable Square Feet (USF) per person for administrative office space is 182.7 USF based on the seven major County administrative office buildings (Government Center Building, Herrity Building, Peninno Human Services Building, South County Human Services Building, Heritage II and III Centers, and Centerpointe II, Department of Transportation). The average Usable Square Feet per employee for GSA is 190 USF\*.

*\*Workspace Utilization and Allocation Benchmark*, U.S. General Services Administration, Office of Government-wide Policy, Office of Real Property Management, Performance Measurement Division, July 2011.