

Response to Budget Question

Request By: Supervisor Herrity

Question: Provide a comprehensive review of usable square feet per employee in County owned and leased facilities.

Response: See the attached memo from the Facilities Management Department.

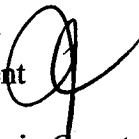


County of Fairfax, Virginia

MEMORANDUM

DATE: June 12, 2008

TO: Susan W. Datta, Director
Department of Management and Budget

FROM: Jose A. Comayagua, Jr., Director
Facilities Management Department 

SUBJECT: Usable Square Feet Per Employee in County Owned and Leased Facilities

Attached for transmittal to the Board of Supervisors, at their request, is a listing of all county owned and leased facilities, the square footage of each facility and the number of employees in each facility. Also listed is the usable square footage per employee, the annual rent for the leased facilities, and a list of space related definitions.

The Facilities Management Department (FMD) maintains a listing of all county owned and leased facilities, the square footage of each facility and the annual rent for all leased facilities. FMD does not maintain any employee information to include a count of employees at county facilities. Therefore, FMD requested that all county agencies provide the total number of authorized and consultant positions within their agency by facility effective May 2008. The information is summarized on the attached charts, which are sorted first by owned and leased facilities and second by the type of space. FMD calculated the usable square feet (USF) per person by dividing the total USF by the total number of staff in the facility.

One may surmise that Fairfax County uses space efficiently. The average USF for county owned and leased administrative office space is substantially lower than the average calculated by the Building Owners and Managers Association (BOMA). On average, 386 USF per person is allocated for suburban government sector organizations compared to 243 USF per person in Fairfax County.

If you have any questions regarding the information on the report or how it was gathered, please contact Marguerite Verville or Bill Robinson.

Attachments

cc: Edward L. Long, Deputy County Executive

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