

## Response to Questions on the FY 2017 Budget

**Request By:** Supervisor Herrity

**Question:** Please provide sq. ft. by employee calculations for each of FCPS facilities that are primarily office support (Gatehouse and new leased space for example). Please provide a list of large non office spaces with the corresponding sq ft. However, typical office conference rooms and core should be included in the calculations not excluded. Please provide the numbers including an allocation for large non office spaces and without.

**Response:** The following response was prepared by Fairfax County Public Schools (FCPS):

FCPS office standards 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 the building are also planning determinants on the amount of assignable space. All these elements influence the space planning process.

Category	Title	Grade Range	Approximate Square Feet	Typical Office/Workstation Size	Type Space
<b>Group A</b>	Leadership Team	LT	240	12x20	Hard Office
<b>Group B</b>	Director/Asst. Director	28-32	180	12x15	Hard Office
<b>Group C</b>	Coordinators/Managers	25-28	120	10x12	Hard Office
<b>Group D</b>	Professional Staff	20-26	100	10x10	Workstation
<b>Group D</b>	Professional Staff-Willow Oaks	20-26	99	9x11	Workstation
<b>Group E</b>	Tech/Admin Staff	13-19	64	8x8	Workstation
<b>Group E</b>	Workstation Eligible - Willow Oaks	01-19	< 64		Workstation
<b>Group F</b>	Clerical/Temp Staff	01-12	48	6x8	Workstation
<b>Group G</b>	Temp/"Hotel" Workstation	Hourly	30	5x6	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 Center.

The newly leased office space at Willow Oaks includes all the office/workstation category groups above with a slight modification of Group D – Professional Staff; this group uses 99 square feet and a workstation size of 9x11; and all workstation-eligible staff will be assigned Group E workstations with 64 square feet or less. This will enable more workstations and thus, more effective and efficient use of the space. FCPS will

continue its practice of using “hoteling” workstations where appropriate for itinerant staff.

Conference/meeting rooms are typically sized based on the intended use and occupancy capacity load (tables and chairs, chairs only, standing only, etc.) as approved by the Fairfax County Fire Marshall.