

Response to Questions on the FY 2017 Budget

Request By: Supervisor Herrity

Question: Please provide square foot by employee calculations for each county facility that is primarily office support (Government Center, Herrity, Pennino, and Transportation lease space for example). Please provide a list of large non-office spaces with the corresponding square footage. However, typical office conference rooms etc. should be included in the calculations not excluded. Please provide the numbers including an allocation for large non office spaces (Board Room, Forum for example) and without.

Response: The following charts provide the methodology for calculating square footage per employee at the seven major administrative buildings, both owned (Government Center, Herrity, Pennino and South County) and leased (Heritage II, Heritage III and Centerpointe II Department of Transportation) by the County. Each chart provides the exterior and interior gross square footage per building, with non-administrative office functions deleted from the interior gross square footage. The adjusted useable square footage is then divided by the number of staff in each building to provide a square footage per person per building. The total County average Useable Square Feet (USF) per person for administrative office space is 182.7. As a comparison, the USF per employee for GSA is 190 and the private sector is 153.

Major County Owned Administrative Buildings

Herrity Building

247,000		Exterior Gross Square Feet	
242,656		Interior Gross Square Feet	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	25,249	Building Common Areas	Stairs, Elevators, Mechanical Rooms, Public Toilets, and other building Core Elements Level 2 - 5
	24,376	Primary Circulation	Primary Circulation Level 2 - 5 (lobby area)
Level 1	24,265	Entire Level	Deli, Credit Union, Large Conference Room, Loading Dock
Level 2	6,122	211 / 230 238 - 252	Permits Waiting Area DPZ Counters and High Density File System
Level 3	3,472	304 & 326	Plan Storage Rooms
Level 4	-	Level 4	Office space only
Level 5	4,228	503, 508, 555, 557, 560	Service Counter, Permit Plans & Records
Level 6	2,272	603 - 606	Multipurpose Shared Conference Rooms (non-typical)
		619	Bulk Storage
		639	File Storage
Level 7	2,302	704 & 705	Conference & Kitchen area
		711	Parks Computer Room
Level 8	1,836	802 - 805	Multi-purpose Shared Conference Rooms (non-typical)
Level 9	1,624	940	Parks Board Room and Conference Room (non-typical)
Level 10	2,838	1004	Computer Training Rooms
Totals	98,584	Total SF to deduct from Interior Gross Square Feet	
	144,072	Adjusted Useable Square Feet	
	784	Number of staff	
	183.77	Useable Square Feet per person	

Government Center Building

	1,126,603	Exterior Gross Square Feet (Includes Parking Levels)	
	1,119,655	Interior Gross Square Feet (Includes Parking Levels)	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	58,929	Building Common Areas	Stairs, Elevators, Mechanical Rooms, Public Toilets, and other building Core Elements
	79,718	Primary Circulation	Primary Circulation (lobby area)
	99,113	All Levels	Atrium, Forum, & Board Auditorium (penetrates multiple levels)
	200,739	P1	Parking
	197,869	P2	Parking
Level 1	10,021	114	Fitness Center
	4,132	119	GIS Front Counter
	16,609	120	Cafeteria
	1,371	120C	Cafeteria Conference Room
	1,960	123	Branch Library
	1,867	133	Cable Communication TV Editing Rooms
	4,210	151	DIT PC Assembly Area
	4,829	151.03	AEOC
	5,811	160	BOS Offices
	725	162	Dispute Resolution
	1,380	170	HR Training Rooms
	18,782	137 - 139	Mail & Print Services
	944	156	DIT Mobility Center
20,079	167	DIT Data Center (including staff area)	
Level 2	1,364	223 -221	Tax Admin Counter
	900	233	Tax Admin Assistance
	12,531	222 -230	Conference Center
	1,448	247	Training Area
	1,024	266	Credit Union
	3,300	Thru out	Kitchens & Coffee Bars
Level 3	2,046	315 - 317	Elections ballot assembly areas
	648	358	Wastewater Service Center
	4,894	366	DIT Training Rooms
	2,448	Thru out	Kitchens & Coffee Bars
Level 4	2,448	Thru out	Kitchens & Coffee Bars
Level 5	680	561	DMB Library
	2,275	Thru out	Kitchens & Coffee Bars
Totals	765,094	Total SF to deduct from Interior Gross Square Feet	
	354,561	Adjusted Useable Square Feet	
	1,903	Number of staff	
	186.32	Useable Square Feet per person	

Pennino Building

281,810		Exterior Gross Square Feet	
270,653		Interior Gross Square Feet	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	23,840	Building Common Areas	Stairs, Elevators, Mechanical Rooms, Public Toilets, and other building Core Elements
	21,314	Primary Circulation	Primary Circulation (lobby area)
Level 1	27,065	Entire Level	DFS Daycare Center & Loading Dock.
Level 2 - 10	-	Administrative Office Space	Office Space only
Totals	72,219	Total SF to deduct from Interior Gross Square Feet	
	198,434	Adjusted Useable Square Feet	
	1,130	Number of staff	
	175.61	Useable Square Feet per person	

South County Building

160,833		Exterior Gross Square Feet	
157,203		Interior Gross Square Feet	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	11,676	Building Common Areas	Stairs, Elevators, Mechanical Rooms, Public Toilets, and other building Core Elements Level 2 - 5
	10,435	Primary Circulation	Primary Circulation Level 2 - 5 (lobby area)
Level 1	32,929	Entire Level	All non-office space - Adult Day Care, Juvenile Court, Access Fairfax
Level 2	12,984	Suite 233 - 239 Rooms 217 - 221	Health Dept. Clinic Conference Center
Level 3	19,151	Suite 301 & 305 Suite 309 Suite 321 Suite 327	Affordable Health Clinic DNCS Teen Center DNCS Senior Center DFS Skill Source Class Room and Business Center
Level 4	8,346	Suite 401 Suite 407 Suite 419	Benefits & Self Sufficiency Interview Rooms & Conference room (non-typical) Office for Children Waiting and Telephone stations for public Mental Health Youth & Family Therapy Rooms, Conference Rooms Interview Rooms, Play Rooms Observation Rooms & Group Room
Level 5	7,887	Suite 505 & 507 Suite 515 Suite 525 & 527	NCS & DFS Waiting and Conference/Interview rooms CSB Youth Day Treatment Group Rooms, waiting area, class rooms & toilets. Housing Waiting, Interview Rooms , Play Room and Conference Rooms (non-typical)
Totals	103,408	Total SF to deduct from Interior Gross Square Feet	
	53,795	Adjusted Useable Square Feet	
	364	Number of staff	
	147.79	Useable Square Feet per person	

Major County Leased Administrative Office Buildings
Centerpointe Building

59,952		Rentable Square Feet	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	2,998	Core Factor & Primary Circulation	Stairs, Elevators, Mechanical Rooms, Public Toilets, and Primary Circulation and other Building Core Elements
Level 3, 4 & 5	-		Nothing deleted
Totals	2,998	Total SF to deduct from Interior Gross Square Feet	
	56,954	Adjusted Useable Square Feet	
	201	Number of staff	
	283.35	Useable Square Feet per person	

Heritage II

45,900		Rentable Square Feet	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	2,295	Core Factor & Primary Circulation	Stairs, Elevators, Mechanical Rooms, Public Toilets, and Primary Circulation and other Building Core Elements
Level 3	4,228	W300 - W311 W317 W346 W339 - W341	Self Sufficiency Resource Library, Phone & Info Carrels, Training Labs, Interview rooms & storage Self Sufficiency Equipment Storage and File area DFS Conference Room DFS , Work Room & Shared Storage
Level 4	5,102	W405 W406 W419A W422 W444	Child Development Computer Training Room, Waiting area Interview Room & Meeting area Children Youth and Families Visitation Rooms , Supply/Storage & Kitchen CD Video Conference Room CYF Storage, Lobby CD Conference, Supply, Mail Room & CD Storage and Safe
Level 5	3,460	W500 - W513 W531 - W533	Public Assistance Waiting, Play Area, Interview Rooms, Appeals Room & Carrels for Public Break Room & private toilets for public
Totals	15,085	Total SF to deduct from Interior Gross Square Feet	
	30,815	Adjusted Useable Square Feet	
	206	Number of staff	
	149.59	Useable Square Feet per person	

Heritage III

54,555		Rentable Square Feet	
Non Administrative Office Areas Deleted			
Location	SF Deducted	Space Deducted	Space Detail
Building	2,727	Core Factor & Primary Circulation	Stairs, Elevators, Mechanical Rooms, Public Toilets, and Primary Circulation and other Building Core Elements
Level 1	8,223	E100 - E113	Consumer Wellness Reception, Lounge, Pantry, Kitchen, Clothing Storage & Group Rooms
		E115 - E123	Conference Center
		E124 - E128	DIT & DAHS Workstations, Workroom & Mothers Room
Level 2	5,674	E200 - E220	CSB Waiting, Group Rooms, and Conference Rooms
		E246 - E255	CSB Group Rooms, and Conference Rooms
		E259 - E266	CSB Drug Testing Toilets
Level 3	6,144	E301A - E326.01	Health Department Waiting, Treatment room, Training Rooms, Demo Kitchen, Patient Toilet, CPR Training Room, Breast Feeding Room, Testing Carrels
		E332 - E334	Secure Storage and Work Rooms
		E347 - E349	HD Classroom, NIC & HD Large Conference Rooms
Level 4	4,076	E400 - E434	HD Clinic Waiting, Treatment Rooms, X-ray room & Negative Pressure Room
Totals	26,844	Total SF to deduct from Interior Gross Square Feet	
	27,711	Adjusted Useable Square Feet	
	154	Number of staff	
	179.94	Useable Square Feet per person	

Summary

866,342	GRAND TOTAL Adjusted Useable Square Feet of the seven major administrative buildings
4,742	GRAND TOTAL Number of staff of the seven major administrative buildings
182.70	Useable Square Feet per person of the seven major administrative buildings