

## Response to Questions on the FY 2018 Budget

**Request By:** Supervisor Herrity

**Question:** What is the target square foot per employee ratio for FCPS administrative office buildings? Do currently occupied (leased and owned) office buildings meet these standards? Please limit this analysis to administrative/office buildings (not fire and police stations, school, etc.)

**Response:** The following response was provided by Fairfax County Public Schools:

The target square foot per employee varies by the grade of the employee as shown on the following chart. FCPS office standards continue to be 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.

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 and Virginia Hills Center.

The leased office space at Willow Oaks includes all the office/workstation category groups with the exception of Group D – Professional Staff (99 SF). All workstation-eligible staff are assigned Group E workstations (64 SF) or less. This enables 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.

<b>Category</b>	<b>Title</b>	<b>Grade Range</b>	<b>Approximate Square Feet</b>	<b>Type Space</b>
<b>Group A</b>	Leadership Team	LT	240	Hard Office
<b>Group B</b>	Director/Asst. Director	28-32	180	Hard Office
<b>Group C</b>	Coordinators/Managers	25-28	120	Hard Office
<b>Group D</b>	Professional Staff	20-26	99	Workstation
<b>Group E</b>	Tech/Admin Staff	13-19	64	Workstation
<b>Group F</b>	Clerical/Temp Staff	01-12	48	Workstation
<b>Group G</b>	Temp/”Hotel” Workstation	Hourly	30	Workstation