

CHAPTER 4. SPACE ALLOCATION ALLOWANCES

- 4-1. General. This Chapter sets forth the general and special space conditioning requirements and space allocation allowances. To reduce the cost of Government operations, the Department shall reduce its space holdings to achieve a goal of an average utilization rate of 135 square feet per person housed in general purpose office type space. The average utilization rate of 135 square feet per person includes the layout factor which is the circulation required to gain access to and around work stations. Not included in the 135 square feet is building circulation which is required to gain access to building facilities, e.g., stairwells, restrooms, wire closets, elevators, etc. So that sufficient space is available for work stations and essential support facilities, such as conference space, it is mandatory that record holdings, directives, support documents, and personal files be monitored constantly so that excess and/or obsolete documents are not maintained in an office. To maintain an efficient environment, no work station shall be allocated more units of furniture than required to function effectively and efficiently. Auxiliary units of furniture shall be disposed of in order to achieve the most effective and efficient space utilization for essential mission accomplishment. At no time shall reserve furniture units exceed the amount required to equip five percent of the total authorized PFT office staff. Space currently designed will be utilized to the extent possible to satisfy housing requirements; however, space alterations will be accomplished as needed to existing space when cost effective to achieve the overall objective of attaining an average utilization rate of 135 square feet per person in general purpose office type space. Space shall not be provided as part of a contract to house contractor personnel without receiving prior approval from the Assistant Secretary for Administration.
- 4-2. General Space Conditioning. The open planning concept shall be employed in Department offices. GSA shall fund the finishings stated below as part of initial space alterations except when the ceiling-high partitions ratio 1:40 is exceeded. In that instance, the finishings will become reimbursable to GSA unless they are provided as building standard items. The erection of core area enclosing fire corridor partitioning shall not be computed against the ceiling-high partitioning ratio.

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- (4-2.) a. Carpeting. Floors shall be carpeted except where HUD has requested that vinyl tile be provided in areas such as storage, central files, computer center, etc. The carpeting used shall meet or exceed Government specifications for fire resistance, flame spread, and

smoke products.

- b. Window Treatment. Window covering shall be building standard.
- c. Acoustical Treatment. Ceilings in office areas shall be covered with a Government approved asbestos free acoustical material and special treatment afforded areas containing noise-producing equipment.
- d. Free-standing Acoustic Screens. Free-standing acoustic screens (area dividers) shall be furnished at the rate of one linear foot for each 30 occupiable square feet of office space. Area dividers, curved or straight, shall not exceed 60" in height and 72" in length.
- e. Heating, Ventilation and Air-conditioning (HVAC). HVAC shall be provided capable of maintaining an acceptable operating environment within the temperature range outlined in Federal Property Management Regulation 101-20.116-3, Cooling and Heating Energy Conservation Policies and Procedures.
- f. Lighting. Adequate lighting shall be provided to maintain acceptable levels of illumination throughout the assigned space areas as outlined in Federal Property Management Regulation 101-20.116-2, Lighting Conservation Policies and Procedures.

4-3. Space Allowances - Headquarters.

- a. Space allowances representing the amount of square footage to be provided those Headquarters positions entitled to private offices (ceiling-high) are indicated below. The suites of Presidential appointees to include the Secretary, Under Secretary, Assistant Secretaries, Inspector General, General Counsel, and President, Government National Mortgage Association, are established within the HUD Headquarters Building and are unaffected.

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(4-3.)	Position	Square Footage
	Deputy Under Secretary	300
	Deputy Assistant Secretary (located outside of suite)	300
	Office Director or equivalent	200
	Deputy Office Director or equivalent	150
	Division Director or equivalent	150
	Supervisory Attorney Advisor	150
	Trial Attorney/Attorney Advisor	150*
	Personnel Staffing/Classification Specialist	150
	Employee Relations Specialist	150

Labor Relations Specialist	150
Equal Employment Specialist (Drafter of equal employment opportunity decisions only)	150

*(Two Trial Attorneys/Attorney Advisors per 225 square foot office.)

NOTE: An interview room of 150 square feet is authorized for use by the Equal Opportunity Investigators.

- b. Supervisory positions not indicated above shall be housed in the open area using free-standing acoustic screens (area dividers).
- c. Remaining positions shall be housed in the open area and free standing acoustic screens (area dividers) shall be used to (1) partition large areas, (2) provide a limited degree of visual privacy, (3) reduce noise levels, and (4) increase employee morale and efficiency on the job.

4-4. Space Allowances - Regional Office.

- a. Space allowances representing the amount of square footage to be provided those Regional positions entitled to private offices (ceiling-high) are indicated below:

Position	Square Footage
Regional Administrator - Regional Housing Commissioner	300
Deputy Regional Administrator	225
Special/Executive Assistant	150

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(4-4.)	Labor Relations Officer	150
	Public Affairs Officer	150
	Regional Economist	150
	Regional Counsel	200
	Associate Regional Counsel	150
	Senior Attorney	150
	Attorney Advisor/General Attorney	150*
	Office Director or equivalent	200
	Deputy Office Director or equivalent	150
	Division Director or equivalent	150
	Regional Environmental Clearance Officer	150
	Regional Contracting Officer	150
	Regional Inspector General for Audit	200
	Assistant Regional Inspector General for Audit	150
	Area Audit Supervisor	150
	Regional Inspector General for Investigation	200

Supervisory Investigator 150

*(Two Attorney Advisors/General Attorneys per 225 square foot office).

- b. Supervisory positions not indicated above shall be housed in the open area using free-standing acoustic screens (area dividers).
- c. Remaining positions shall be housed in the open area and free standing acoustic screens (area dividers) shall be used to (1) partition large areas, (2) provide a limited degree of visual privacy, (3) reduce noise levels, and (4) increase employee morale and efficiency on the job.

4-5. Space Allowances - Field Offices.

- a. Space allowances representing the amount of square footage to be provided those Field Office positions entitled to private offices (ceiling-high) are indicated below:

Positions	Square Footage
Manager	225
Deputy Manager	150

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(4-5.)	Special Assistant	150
	Division Director or equivalent	150
	Chief Counsel	150
	Director of Labor Relations	150
	Chief Economist	150
	Attorney Advisor	150*
	Supervisory Investigator	150
	Supervisory Auditor	150

*(Two Attorney Advisors per 225 square foot office.)

- b. Supervisory positions not indicated above shall be housed in the open area using free-standing acoustic screens (area dividers).
- c. Remaining positions shall be housed in the open area and free-standing acoustic screens (area dividers) shall be used to (1) partition large areas, (2) provide a limited degree of visual privacy, (3) reduce noise levels, and (4) increase employee morale and efficiency on the job.

4-6. Location in the Building. Offices in the Field may be situated on any floor of an office building at or above ground level preferably near the passenger elevators. As

part of the SF-81, Request for Space, (Appendix 1), the Director, Administrative Services Division (ASD), shall provide the General Services Administration (GSA) with the organizational adjacencies necessary on a floor to maintain functional processing continuity between organizational components.

- 4-7. Special Purpose (SP) Requirements - Offices in the Field. When requesting new or replacement space, the ASD shall provide to GSA as part of the transmittal package accompanying the SF-81, Request for Space, the special purpose requirements, as appropriate, described below.
- a. Training Room. The training room shall be located on the core and classified as SP-5, conference and training. GSA shall provide supplemental heating, ventilating, and air-conditioning, carpeting, acoustically treated ceilings to provide a minimum sound transmission class of 40 (STC 40) and sound condition perimeter walls to provide a minimum STC of 40.
 - b. Main Reception Area. The entrance for the main reception area for an office in the Field may consist of aluminum

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- (4-7.) framed glass double doors, or a glass single door with glass side panels. The glass used must meet fire and safety codes. The HUD seal and 2-1/2" lettering, preferably black, identifying the office are to be affixed to the glass. This item shall be provided on a reimbursable basis.
- c. Special Electrical Service. Special electrical outlets (220 volt, 30 ampere dedicated line), if required, shall be provided as part of initial space alterations on a ratio of one such outlet up to 10,000 square feet of occupiable area. Requirements beyond this will be reimbursable by HUD.
 - d. First-aid Room. A first-aid room of 150-200 square feet is required where public health service facilities are not available. The room shall be equipped with a stainless steel sink with hot and cold water. GSA shall fund the cost and the space shall be classified SP-1, laboratory and clinic. The room shall be furnished with a first-aid kit, cot, small table, chair, blankets, sheets, pillow, and pillowcase. This room is used for administering first-aid due to occupational injuries, for immunizations and the conducting of tests by visiting medical personnel, and for medically prescribed rest and recuperation periods.
 - e. Secure Room. A secure room of 150 square feet is required and shall be classified as SP-3, structurally

changed. Perimeter walls to be from structural floor to structural ceiling or with 10 gauge wire mesh from false ceiling to structural ceiling. The door to the secure room shall be solid core with hinge pins to the inside of the room and be equipped with a push-button combination lock comparable to UNICAN Series 1000 Access Control Lock available from Simplex Security Systems, Inc., Front and Main Streets, Collinsville, Connecticut 06022. Secured storage is in accordance with HUD Handbook 1911.1 REV-3, Handling and Protecting Cash and Other Negotiable Instruments.

- f. Rest Break Area. The Randolph-Shepard Act, as amended, requires that qualified blind persons be authorized to operate vending facilities on any Government-occupied facility. The requirements of the Act apply if the building population contains 100 or more Federal employees or the space action involves at least 15,000 square feet. If similar facilities are not conveniently available

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(4-7.) as part of the overall facility, a rest break area will be provided by HUD within the assigned space. The utilities required by vending machines are consummated as a separate provision of the lease contract by GSA. Therefore, the installation of any vending machines must be coordinated with the contracting officer (GSA) so that no conflicts occur. If vending machines are installed, the space shall be classified SP-2, food service.

- g. Bulk Storage. A limited amount of bulk storage space shall be provided for the storage of back up quantities of forms, issuances, directives and personal property required to equip 5 percent of the total authorized PFT office staff. The space shall be provided in a secured area of the basement of the assigned building and shall be conditioned to produce reduced heating, air conditioning, and lighting. If practicable, this space shall be accessible to a freight elevator and loading dock. If a space offer cannot provide basement storage space, the bulk storage required shall be satisfied on an upper floor. Because the space will not require the same conditioning and services as general purpose office space, it shall be classified ST-1, general storage, if located in the basement, or SP-6, light industrial, if located on an upper floor.
- h. Floor Loading. The ASD shall advise GSA in the space request of requirements that may present floor loading problems (e.g., installation of lektriever files, storage of forms/issuances, large concentration of files, etc.). In those instances, GSA will obtain certification that the designed floor will accommodate the requirements, or

that the floor can be structurally reinforced to meet the requirements. If structural reinforcement is necessary, GSA will fund the cost and the space shall be classified SP-3, structurally changed.

- i. Forms, Issuances, Directives and Expendable Supplies. A limited amount of space shall be provided for accessible shelf storage of forms, issuances, directives and expendable supplies that must be readily accessible for issuance to the public and for use by the office employees. The location of this space shall be contiguous to space occupied by the office staff. Because of the weight and volume of the required storage units to accommodate these items, additional floor loading

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(4-7.) capacity is frequently required. If the floor loading capacity is strengthened, the occupied space shall be classified SP-3, structurally changed. If the floor loading capacity is sufficient, because the assigned space does not require the same services and utilities as general purpose office space, it shall be classified SP-6, light industrial.

- j. Computer Center. A computer center, if required, shall include the following requirements, as appropriate. The ASD shall verify the requirements on an individual basis with the Director, Management Information Division (MID). The items listed shall be provided as part of initial space alterations and the space shall be classified SP-4, ADP.
 - (1) Wall and ceiling surfaces shall be finished to produce a noise reduction coefficient (NRC) of 0.65 or better.
 - (2) Walls, doors and door frames shall be one-hour fire rated and labeled.
 - (3) The door(s) to the computer center shall be equipped with a push-button combination lock, comparable to UNICAN Series 1000 Access Control Lock, available from Simplex Security Systems, Inc., Front and Main Streets, Collinsville, Connecticut 06022.
 - (4) Smoke and fire detectors that comply with National Fire Protection standards shall be provided. Smoke and fire detectors producing an audible sound shall be located inside and immediately outside the computer center. Red lights shall also be installed that are tied into the smoke and fire detectors which will begin blinking when the smoke

and fire detectors sound off. They shall be located one foot below the ceiling and mounted on the wall where they are visible throughout the room. One shall also be located above the computer center door outside the computer center.

- (5) Portable fire extinguishers that are rated Class "A:B:C" fires shall be mounted in the computer center and readily accessible. There shall be a portable fire extinguisher within 50 feet of any computer equipment. It is recommended that 10

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- (4-7.) pound carbon dioxide or halon 1301 portable fire extinguishers be installed.
- (6) The center shall be equipped with a compact self-contained air conditioning unit capable of maintaining a room temperature of 60 to 75 degrees Fahrenheit with relative humidity of 40 to 70 percent on a 24-hour basis. The unit may be floor or ceiling plenum mounted. The ASD shall advise GSA of the estimated BTU output. The control for the air conditioning unit shall be located in the computer center. The power supply should be controlled through the emergency shutdown control described in item (7) below.
- (7) A separate dedicated electrical panel to control equipment within the computer center is required. An emergency shutdown control switch shall be installed to provide manual control over the computer equipment power panel and air conditioning. The shutdown control switch must be located near the main exit, clearly marked and visible from any point within the computer center. The power panel must be independent of other loads via a wye-connected three (3) phase isolation transformer with electrostatic shield. Other loads such as air conditioning, convenience outlets, lighting or office equipment must be supplied from another power source. An isolation transformer is a requirement of the HTN II equipment contract. The HTN II equipment contractor stresses that a high-intensity single-point grounding system must be installed in accordance with the National Fire Protection Association (NFPA 70 or equivalent) and local codes. The requirements for the high-intensity single-point system are as follows:
 - (a) When providing female receptacles, the equipment ground must be enclosed with the circuit conductors (phase and neutral wires).

- (b) The size of the grounding conductor must be the same as the circuit conductor supplying the equipment.

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 - (c) All grounding conductors must be securely bonded to building electrode conductor at a common point.
 - (d) In centers without raised flooring, the distribution of circuits for computer equipment shall be in conduit along the base molding.
 - (8) Low voltage computer cable (4-wire plus ground) connecting remote work stations to the HTN II minicomputer is required. The cable is referred to as "HTN II Cable." The number of cables required shall be verified by the MID and provided GSA by the ASD. The "HTN II Cable" must be procured from Honeywell Information Systems, Inc., FSO Parts/Supply Sales, 7900 Westpark Drive, Suite LL-4, McLean, Virginia 22102.
 - (9) The units of HTN II equipment, telephone and electrical requirements, and the types of Hubbell receptacles required for installation in the computer center shall be verified by the MID and provided GSA by the ASD.
 - (10) Standard raised computer type flooring will be required in those computer centers exceeding 400 square feet.
- k. Word Processing Center. A word processing center, if required, may be located immediately adjacent to the computer center in order to use the special climatic conditions.

4-8. Conference and Interview Rooms - Offices in the Field. Conference and/or interview rooms for Offices in the Field shall be placed on the core or immediately adjacent to a main circulating corridor to minimize disruption to personnel to the extent feasible. The space shall be designed so that it is available for multiple use. The total amount of conference space shall not exceed 5 percent of the general purpose office type space requirements. Each office, based on functional requirements, shall determine the size and location of the conference and/or interview rooms.

4-9. Support Facilities - Offices in the Field. Administrative support facilities (e.g., forms, issuances and expendable

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- (4-9.) supplies; mail and reproduction; bulk storage; rest break area; first-aid room, secure room; main reception; computer center; word processing center; library; and conference space) shall be provided for Offices in the Field as appropriate. Each office, depending on size and functional requirements, shall determine the types of administrative support space and the amount of square footage required. Space for accommodating administrative support facilities shall be held to an absolute minimum.
- 4-10. Work Station Allowances. Refer to Appendix 2 for work station allowances for positions in the Department.
- a. Files. File units shall not be assigned to individual work stations unless there are duties peculiar to the position which make it mandatory, i.e., security material, confidential material, etc.
 - b. Bookcases. Bookcases/bookcase sections should not be assigned to individual work stations. They should be used for housing reference material and be shared by the overall organizational unit.
 - c. Tables. Tables shall not be provided to create a double work station. It is recognized that certain positions, i.e, assignment clerks, construction analysts, architects, etc., have need for additional work surfaces. In those instances, tables shall be assigned and shared by work stations within the organization.