

Building Services Complex Space Requirements

Office Space Standards Table (building core, toilets, elevators are not included)	Existing			0 - 5 Year Needs			Initial Estimate
	SQ FT EACH	QTY	TOTAL SQ FT	SQ FT EACH	QTY	TOTAL SQ FT	
Building Services							
Director	120	1	120	250	1	250	
Deputy Director	120	1	120	190	1	190	
Administrator/Manager	120	2	240	150	2	300	
Senior Professional		0	0		0	0	
Supervisor/Professional/Technician	72	4	288	120	4	480	
Support Staff/Senior Clerical	82	5	410	100	5	500	
Foremen/EMS/Custodial supers	35	9	315	80	10	800	
Energy Management Office			0			250	
Field Work/Data Entry/Time Clock			0	80	1	120	
Training - 1/2 of 1,000 SF Conf. Rm.					1	500	
Conference R	25 sf/person		770	312	2	625	
Plan Storage Room			400		1	400	
Floating Staff Space			0	24	5	120	
Waiting Area	20 sf/person		48	20	15	300	
Active File Cabinets	12 sf/each file		126	12	12	144	
Toilet			175		4	250	
Copier			43		2	120	
Mail Room			0			150	
Supply Storage	10 sf/person		24	10	30	300	
Uniform Storage			0			150	
Lunch room, Vending Machines	12		294			348	
Toilets (gang)			250		2	250	
Data Closet, Custodial, Boiler			188			150	
Archive Files			528			650	
Internal Circulation Factor			0	30%	7224	2167.2	
Building Services Offices Total			4,339			9,514	9,450
Child Nutrition							
Director				250	1	250	
Administrator/Manager				150	1	150	
Supervisor/Professional/Technician				120	4	480	
Waiting Area				20	7	140	
Active File Cabinets				12	12	144	
Copier					1	60	
Supply Storage						400	
Demonstration Kitchn						400	
Conference Rm					1	100	
Training - 1/2 of 1,000 SF Conf. Rm.					1	500	
Internal Circulation Factor				30%	2594	778.2	
Child Nutrition Offices Total			1,152			3,402	3,450
Building Services Warehouse							
Receiving area			768			300	
Custodial Warehouse			945			1200	
Maintenance Warehouse small items			1500			800	
Maintenance Warehouse Large*			850			8,000	
Warehouse Total Space Requirements			4,063			10,300	10,300
Building Services Shop Area							
Key room						300	
Carpentry Shop			1050			800	
Shop Misc.						600	
Mechanical Shop						500	
Grounds Shop						80	
Paint Room/Storage			510			350	
Equipment Room			350			450	
Internal Circulation Factor				30%	3080	924	
Total Shop Area			1,910			4,004	4,000
School Record Storage						11200	
School Record						11,200	11,200
Local Government Records/Warehouse						7,600	
Total Office Space Required				0		7,600	7,600
Cumulative Totals						46,020	46,000