



## Space Guidelines

### Introduction

The State of Minnesota is responsible for a wide variety of functions and state business that is matched with an equally diverse set of workplace conditions. These workplaces can be a valuable asset for producing the state's business. These workplaces are also composed of a wide range of employees and work styles as well as a mixed set of technology applications. The purpose of these guidelines is to define workplace standards that help improve workplace productivity, address workplace safety issues, help leverage real estate assets, help reduce workplace expenses and help align workplace functions with space types, technology and workstations.

Today's workplaces are dynamic and faced with pressures for improved productivity and performance. The complexity of variables that can be adjusted to help improve workplace productivity is dependent on the resources and composition of each work group as well as the management practices and workplace standards that establish the right setting. Some of these variables include:

- Technology
- Workgroup culture
- Workgroup functions
- Workgroup demographics
- Workstation standards
- Churn rate
- Turnover and employee attrition
- Management practices
- Multipurpose spaces
- Ergonomics
- Collaborative work environments
- Thermal comfort
- Acoustic privacy
- Security
- Workplace protocols

### Purpose

Space Guidelines and the design process for individual workspace and support space are intended to provide the employee and the entire agency adequate space to work efficiently and safely. Additionally, space guidelines can be utilized to create an environment supportive of Flexible Work Environments. Flexible Work Environments provide a workplace dedicated to improving productivity and well-being of the employee as well as a reduction in overall real estate costs.

Instead of designing a workspace based on job title, position description or specifically for one individual, Flexible Work Environments are designed to include a variety of workspaces to be used by any employee. The Flexible Workspace challenges the notion that one workstation equals one employee. Every workstation, conference room seat, and open collaborative space is counted as a workspace. Employees can choose a workspace that allows them to work most efficiently by taking into consideration individual work styles and job tasks. Flexible Work Environments plan for:

- Quiet work zones
- High energy environments
- Thermal comfort
- Adjustability
- Daylight views
- Storage requirements
- Meeting rooms
- Collaborative work areas
- Working from home
- Working outside the office (other office buildings, coffee shop, library, etc.)

### **Footprint Guidelines for Individual Spaces**

The typical workstation for a Resident Employee is based on a 6' x 8' workstation. The typical workstation for Mobile Employees (Free Address / Flexible Workspace) is based on a 6' x 6' workspace. Typical panel heights range from 39" to 53" to allow access to daylight views. The typical private office is based on a 10' x 12' space. Private offices should be located along interior walls.

The workstation and private office layout is subject to variation depending on the task and functions unique to the job, agency and the complete workspace. Features of the physical space (existing walls, column size and configuration, the spacing of windows, location of mechanical vents, office workflow requirements, etc.) are taken into account and may prevent exact adherence to the workstation and/or private office layout. Certain tasks and functions may also require alternative design solutions.

### **Support Space**

Agencies may require additional spaces not considered individual work areas. These are often used for equipment and other functions. Conference rooms, collaborative areas, reception space, file areas, and shared work areas are examples.

Allowances for support space are calculated independently of individual work areas. There are no specific square footage guidelines for these areas as each can be unique in its own right dependent on the agency's needs and space availability. During the Space Programming phase of the project, support space and individual work areas are incorporated.

Reduction in the duplication of spaces that could be shared, either within the Agency or with others in the same building, is encouraged. Sharing conference rooms, lunch areas, and training rooms can effectively

reduce costs and improve space use efficiencies.

### **Special Use Areas**

Spaces for special use, such as laboratory space, library space, and concentrated filing systems are estimated by using specialized industry standards. Distributors, manufacturers and/or representatives of this equipment can provide information on space or any other requirements particular to the equipment.

### **Unfinished Storage**

Separate storage rooms for the bulk storage of furniture, equipment, file retention and supplies, are considered after evaluating the agency's space needs and taking into consideration warehousing techniques and options.

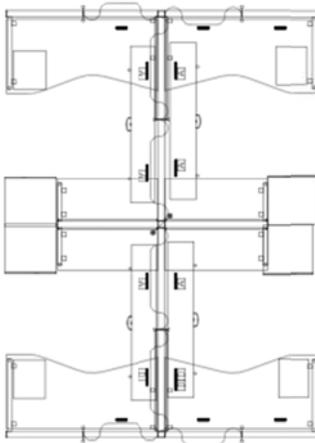
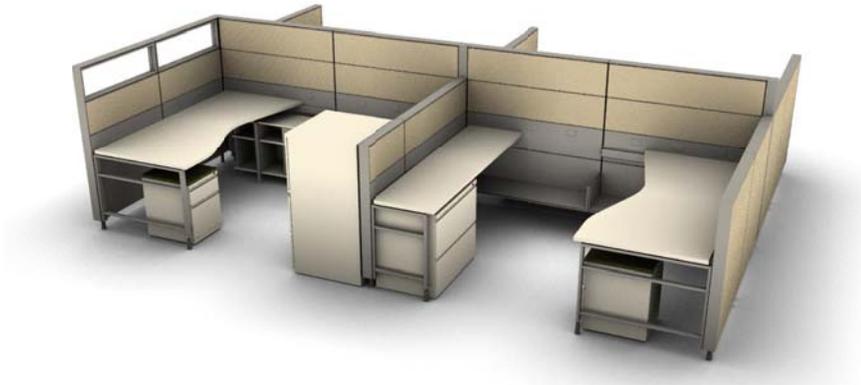
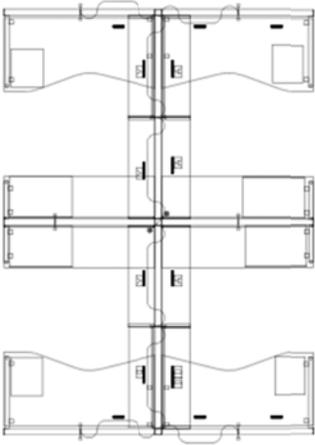
### **Circulation Space**

Circulation space (hallways and corridors) is required for the movement of people and equipment. There are no specific square footage guidelines for circulation. It is determined by the space available, features of the space (i.e. existing walls, columns, window and mechanical locations, etc.), workflow requirements, and furniture layouts. Circulation space must adhere to all state and local codes, such as exiting, and ADA accessibility requirements.

## Workstation Typicals

### Resident Workstation 6'-0" x 8'-0"

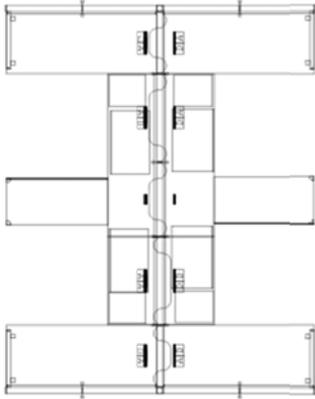
Workstation is designed to provide individual workspace and storage comparable to the previous standard 8' x 8' workstation.



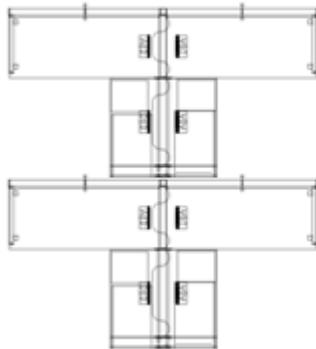
*Herman Miller, Grand Rapids, MI and Intereum Partners, Plymouth, MN has provided images.*

**Free Address / Mobile Workstation 6'-0" x 6'-0"**

**Option A1** - A shared work surface provides a collaborative workspace.



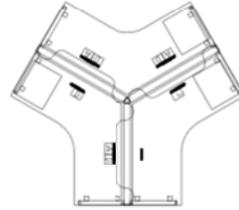
**Option A2** – Workstations are designed to provide individual workspaces.



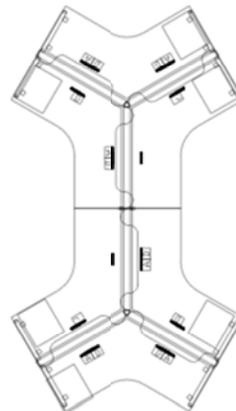
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**Free Address / Mobile Workstation 6'-0" x 6'-0"**

**Option B1** – Workstations are designed to provide an individual workspace. The 120° work surface accommodates the natural reach zones.



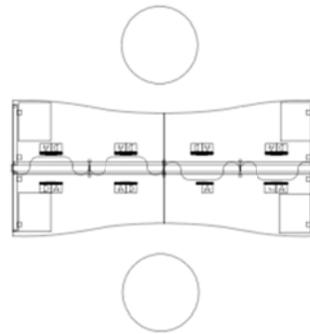
**Option B2** – Workstations are designed to provide a collaborative workspace that can be modified to create a bullpen configuration. The 120° work surface accommodates the natural reach zones.



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**Free Address / Mobile Workstation 6'-0" x 6'-0"**

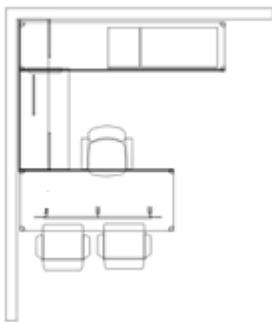
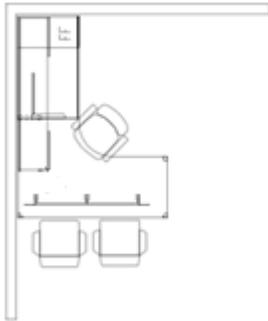
**Option C (with or without freestanding table)** – Workstations are designed for either collaborative or individual work.



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**Private Office 10'-0" x 12'-0"**

The private office is designed to provide individual or collaborative workspace for 2-3 people. Larger meetings can be accommodated in conference rooms or open meeting areas.



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