Space Analysis Form

The purpose of this space analysis form is to capture your agency's space requirements as completely as possible. When filling out this form, please keep in mind that your agency's actual space requirements may differ from your current space. If you have questions regarding the completion of this form, please contact Crystal Bergstrom in Real Estate and Construction Services at (651)201-2546 or email at Crystal.Bergstrom@state.mn.us

1. Agency Information

Contact Information	
Agency	
Division/Work Unit	
Contact	
Telephone	
Email	
Current Address	
Date Completed	

Division/Work Unit (list all divisions/work units to be included in this space analysis. If desired, please fill out a separate space analysis form for each division/work unit.)	Number of Employees

What is the function of your division?

What is the image you want your division to portray?

Is your agency interested in implementing a Flexible Work Environment? ____
Would you like more information on Flexible Work Environments? ____

2. Adjacency Requirements

Should employees within your division be located adjacent to each other? If yes, please explain.

If your division/work unit should be located adjacent to another agency or division, please list below:

Division/Work Unit	Reason

3. Security/Privacy

Is security required for your division/work unit? Please specify type and location:

Is acoustical privacy required for your division/work unit? Please specify type and location:

Is visual privacy required for your division/work unit? Please specify type and location:

4. Individual Spaces

Employee Name	Division/ Work Unit	Work Space				% of Work Week Spent Working Out of the Office (frequent meetings, work in the field, work from home, etc.)	Specific Workstation/ Office Requirements
		6x6 Workstation	6x8 Workstation*	Team Workstation (Space For 2 or More Employees)	10x12 Private Office *		

*Workstations larger than 6x8 and private offices larger than 10x12 require justification.

5. Co-location

If your agency were co-located with other state agencies, could any of the following areas be shared?

Type of Space	Yes	No	Type of Space	Yes	No
Reception			Conference Room		
Kitchenette			Training Room		
Lunch Room/Break Room			Server Room		
Food/Coffee/Vending Service			Filing Room/Area		
Print/Copy Area			Storage		
Work Room			Loading Dock		
Central Mail Area			Other:		
Central Recycling Area			Other:		

If a program were developed to co-locate state agencies, would your agency be interested in participating? If no, please explain.

If a program were developed to implement a multi-tenant Flexible Work Environment, would your agency be interested in participating? If no, please explain.

6. Shared Spaces

All office equipment and furnishings require space. These spaces are commonly shared areas and are typically accessed by more than one staff person. These spaces may be open areas (small meeting areas, central filing locations, printer locations) while other spaces may be enclosed by walls (conference rooms, server rooms, secure storage rooms).

The most commonly used space types are listed below. Please complete **Tables A-F** to determine spaces required by your agency. If additional spaces are required by your agency, please list them in **Table G** at the end of this section.

A. Reception

Number of Reception Staff	Number of Guests to Seat	Specific Requirements

B. Amenities

Type of Space	Quantity	Specific Requirements
Coffee Area		
Kitchenette		
Break Room		
Coat Closet		
Water Cooler		

C. Work Areas

Type of Space	Quantity	Estimated Size of Space (L x W)	Equipment	Specific Requirements
Print Area				
Print Room				
Copy Area				
Copy Room				
Work Area*				
Work Room*				
Mail Area				
Central Recycling Area				

*Work area/room may contain printers, copiers, mail and/or recycling. Please note contents of room in the Equipment column.

D. Meeting Spaces. (Meeting spaces can include informal gathering/meeting spaces, collaborative work spaces, counseling rooms, interview rooms, conference rooms, training rooms, etc.)

Type of Space	Number to Seat	Option to Divide	Video Conferencing	Projector	Dedicated for Agency Use	Shared with Other State Agencies	Shared with Other Building Tenants	Type of Storage (i.e. freestanding cabinets, built-in cabinetry, etc.)	Specific Requirements

E. Filing/Storage. Do not include files that are located within individual workstations/offices.

Type of Storage	Quantity Required	Length & Width	Specific Requirements (i.e. lockable cabinet, secure room, location of files or area, contents, etc.)
File - Vertical			
File - Lateral			
Storage Cabinet			
Bookcase			
Storage Area			
Cold Storage			

Is your agency in the process of purging files that have reached or surpassed their retention date? ____
Is your agency in the process of scanning files to be used electronically? ____

F. Computer/Server

Type of Space	Quantity	Estimated Size of Space (L x W)	Equipment	Specific Requirements
Server Room				
Computer Assembly				
IT Work Area				

G. Special Requirements

Type of Space	Quantity	Estimated Size of Space (L x W)	Specific Requirements

7. Building Location Requirements

What are your building location requirements? (i.e. city/county, near public transportation, near state, county or city offices, etc.)

Parking Requirements	
Number of Stalls for state owned vehicles	
Number of stalls for employee vehicles	
Number of stalls for visitor vehicles	
Other parking requirements	

8. Additional Comments

Thank you for your cooperation!