

OFFICE SPACE STANDARDS FOR COUNTY FACILITIES

Objective: To establish office space and ancillary facility standards for county buildings. Policy Number 01-43

Reference:(Laws both state and local) No laws pertain - attached standards are as modified from Space Use Master Plan Effective Date 01/06/04

Policy Statement: Tompkins County will provide a suitable work environment for all employees within the fiscal constraints under which county government operates. Employees will be treated equitably in the allocation of office and support function space in county buildings. Resolution # 5

Procedure: Department Facilities

1 All county new county construction projects, and to the extent reasonably possible renovation projects, will be designed and built in accordance with the space standards included in this policy. Any project-specific exceptions to these standards must be approved in writing by the County Administrator.

2. For facilities or functions not covered by the standards, such as drug testing facilities, labs or special computer rooms, a project sponsor must have written approval from the County Administrator.

3. The employee class for application of these standards shall be determined by the County Administrator upon recommendation from the Commissioner of Personnel.

4. Compliance with these standards shall be the responsibility of the project sponsor and shall be reviewed by the Director of Facilities.

5. It is recognized that field staff often require less office space than provided in the standards and that efficiencies may be realized for shift staff who can share space. As such the needs for field and shift staff will be considered independently and require approval by the legislative committee that has oversight of the Facilities Division upon recommendation from the County Administrator.

Tompkins County

Office Space Standards

Staff Type	Description	Standard (SF)
Administration I	Directing, planning, organizing staff, coordinating staff, budgeting, supervising. Private office with conference space for 4.	200
Administration II	Directing, planning, organizing staff, coordinating staff, budgeting, supervising. Private office with conference space for 3.	127
Professional/ Mgmt.	Planning, client contact, preparing reports, computing, analyzing. Private office with meeting space for 2.	100
Clerical	Secretarial, clerical, record keeping, support, assistance. Private or shared.	96
Intern	Preparing reports, computing, analyzing. Private or shared, with meeting space for 2.	96
Medical Provider (workstation)	Nurse, Dentist, Therapist, Medical Social Worker, etc. Private or shared. These workers have use of exam or clinic room and therefore do not require office space to accommodate clients.	64

Room Type	Description	Standard (SF)
Reception	Space for 1-6.	210
Conference I	Meeting space for 4-6	150
Conference II	Meeting space for 8-12	300
Copy/mail/supply		127
Kitchen/Break	Break space for 1-6	210
Storage	General storage room	127
Exam I	Exam room for client services. Space for 4-6 people, exam table, and counter-cabinet	120
Exam II	Large exam room for client services. Space for 6-8 people, exam table, counter-cabinet and child play space.	168
Group Clinic	Group clinic space for 7 people with height and scales.	180