

CHAPTER 13**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SPACE DESIGN STANDARDS
EFFECTIVE MARCH 2016****POLICY OBJECTIVES**

- A. The Department will utilize systems furniture in its offices as it requires the least amount of square footage, allows for flexibility in reconfigurations, provides for efficient storage capacity, and is more ergonomically correct and adaptable;
- B. Provide an efficient, safe, modern, open and collaborative working environment for Department employees;
- C. Adhere to the Leadership and Energy and Environmental Design (LEED) Silver or higher interior space design standards to maximize energy efficiency and natural lighting;
- D. Provide efficient workflow and assist managers with space layouts that enhance the operations of the work unit;
- E. Promote maximum efficiency and economy through effective space utilization not to exceed 175 square feet per person, or the federally mandated standard (this limitation may not be possible in offices with very few staff, but the space standards described herein will be adhered to, yielding the best possible space utilization rate) unless a greater amount of space is required to accommodate an employee with a disability;
- F. Ensure accurate cost accounting for Departmental space under the Federal Buildings Fund; and
- G. Comply with space agreements negotiated with HUD's unions, including the Agreement with the American Federation of Government Employees AFL/CIO dated July 23, 2015, and the most current agreement with the National Federation of Federal Employees.
- H. In accordance with Federal laws prohibiting employment discrimination enforced by the U.S. Equal Employment Opportunity Commission, our policies cannot deny a reasonable workplace accommodation that an employee needs because of his/her religious beliefs and/or disability. Reasonable accommodations remove barriers that prevent individuals with disabilities from applying for, or performing, jobs for which they are qualified. As a result, the standards set forth here must be modified to accommodate an employee with a disability, as long as it enables them to perform the essential job duties, have equal access to the work environment or provide equal access to the benefits.
- I. Provide working space and common use areas that are accessible to visitors and employees with disabilities in accordance with federal accessibility requirements. Ensure compliance with accessibility requirements in accordance with federal accessibility requirements such as those applicable under the Architectural Barriers Act and Section 504 of the Rehabilitation Act of 1973. Ensure compliance with Section 508 of the Rehabilitation Act, which requires all "electronic and information technology" that HUD develops, procures, maintains, or uses provide comparable access and use to individuals with disabilities, in accordance with standards established by the U.S. Access Board.

REGULATORY AUTHORITIES

The General Services Administration (GSA) prescribes the procedures and methods governing the reporting, assigning, reassignment, utilization, pricing, and release of space in Government-owned and leased buildings in the United States. GSA performs all functions, including the execution of the necessary documents for the acquisition of leased space, except as otherwise specified in the Code of Federal Regulations (CFR), Chapter 101 — Federal Property Management Regulation (FPMR), Title 41, Subtitle C, Chapter 101.

1. The following directives and regulations are necessary to administer the space management program: Federal Management Regulations (FMR), Subchapter C – Real Property.
2. Building Owners and Managers Association International (BOMA), ANSI Z65.1, Office Space Measurement Standard.
3. ANSI/ASHRAE 62-1939, Ventilation for Acceptable Indoor Air Quality Standard.
4. Architectural Barriers Act and the Architectural Barriers Act Accessibility Standards (ABAAS).
5. Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended.
6. Executive Order 12072, August 16, 1978, Federal Space Management.
7. Public Law 102-393, Alien Species Prevention and Enforcement Act Section 13, September 1992.
8. Public Law 102-486, Energy Policy Act, October 1992.
9. Occupational Safety and Health Administration.
10. American Society of Heating, Refrigerating and Air Conditioning Engineers.
11. Uniform Federal Accessibility Standards (UFAS).
12. US Green Building Council (USGBC).
13. Reporting fringe benefit for excess parking expenses.
14. OMB Memorandum M-12-12 Section 3: Reduce the Footprint.
15. Guiding Principles for Sustainable New Construction and Major Renovations.
16. Randolph-Sheppard Act.

PRIVACY ACT CONSIDERATIONS

None.

CONTRACT REQUIREMENTS

See requirements under Section 2, paragraph 1 of this chapter, Space Acquisitions, Alterations, and Assignment.

RECORDS RETENTION/DISPOSITION REQUIREMENTS

See HUD Handbook 2225.06, Records Disposition Schedules, Schedule 3 and HUD Handbook 2228.02, General Records Schedules, Schedule 11 or its successor handbook.

KEY CROSS REFERENCES

HUD Safety and Health Guidelines
 HUD Personal Property Management Chapter

ACRONYMS

ABA	Architectural Barriers Act
ADA	Americans with Disabilities Act
BOMA	Building Owners and Managers Association
CAD	Computer-Aided Design
CAFM	Computer-Aided Facilities Management
CBA	Central Business Area
FMR	Federal Management Regulations
FPMR	Federal Property Management Regulations
GSA	General Services Administration
HVAC	Heating, Ventilation and Air Conditioning
NRC	Noise Reduction Coefficient
OA	Office of Administration
OFMS	Office of Facilities Management Services
OFSS	Office of Field Support Services
OA	Occupancy Agreement
OCAO	Office of the Chief Administrative Officer
ODEEO	Office of Departmental Equal Employment Opportunity
OIG	Office of Inspector General
OMB	Office of Management and Budget
OSHA	Occupational Safety & Health Administration
PMD	Project Management Division
RWA	Reimbursable Work Authorization
SFO	Solicitation for Offers
SMSA	Standard Metropolitan Statistical Area

FORMS REFERENCED AND/OR REQUIRED

Standard Form 81	- Request for Space
Standard Form 81A	- Space Requirements Worksheet
GSA Form 144	- New Space Requirements for Future Federal Building Construction
GSA Form 2957	- Reimbursable Work Authorization

FUNCTIONAL ORGANIZATIONS

Office of the Administration—Chief Administrative Officer (OA)

Office of Facilities Management Services (OFMS) develops and disseminates Departmental policy relative to the development, acquisition, and utilization of space for the Department. OFMS maintains current space requirements for each office within the Headquarters Building; provides and maintains the space budget, which includes funding of all leased space in the agency, and all recurring above standard building services and space alterations related to the Department's space holdings in the DC Metropolitan area. Also under the OA, the Office of Field Support Services (OFSS), develops, manages, and monitors the space management program for the acquisition, utilization, renovation and release of assigned space holdings within HUD's Field Offices.

Office of Facilities Management Services (OFMS)

Develops appropriate documentation and requests for space additions, reductions, or other changes when necessary. Determines and develops organizational layout plans for HUD Headquarters. Additionally, OFMS:

- Ensures efficient and economical space utilization standards are developed and implemented for the agency, including compliance with reasonable accommodation and physical accessibility requirements;
- Maintains floor plans of all Headquarters' space holdings for the agency;
- Develops and monitors procedures for the maintenance and upkeep of all Headquarters' space holdings, including inspection, reporting and preparation and review of work requests;
- Evaluates the effectiveness of space programs through site visits, reports and surveys; and
- Maintains liaison with GSA, other Federal agencies, and private industry.

Office of Field Support Services (OFSS)

Ensures the implementation of these space policies within the limitations of each Field Office and the availability of funding and resources. Additionally, OFSS:

- Confirms Field Office positions meet the definition of the private office allocation guidance. OFSS will utilize the current organizational listing and receive a recommendation from HUD's Office of the Human Capital Officer supporting the

determination of the functional title of the position from a personnel classification standpoint;

- Develops and maintains current space requirements for each location within the Field;
- Develops requirements for the acquisition or release of space within the Field, when necessary;
- Ensures efficient and economical space utilization in the Field;
- Reviews and accepts and/or declines Field space offerings;
- Determines and develops Field organization layout plans;
- Maintains up-to-date floor plans of all Field space holdings;
- Evaluates the effectiveness of field space programs through site visits, reports, and surveys; and
- Maintains liaison with GSA Regional Offices, other Regional Federal agencies and private industry organizations in the field.

Program Organization Heads: Program Organization Heads provide input on space projects within their respective organizations and assist the OA in implementing space management policy in Headquarters.

Regional Administrators: Regional Administrators approve space projects within their respective jurisdictions and assist the OA in implementing space management policy in the Field.

Field Office Directors: Field Office Directors approve space projects within their respective offices and assist the OA in implementing Departmental space management policy as specified herein.

Definitions

Attorney: For the purposes of this standard, "Attorneys" refers to those in the HUD Office of the General Counsel only.

Circulation: Area needed to move around the office and special space within the office and building. Tenant circulation within the office is part of the useable square footage (USF). Circulation space needed for movement around a building or outside the tenant space may be part of the rentable square feet (RSF).

Collaboration Space: Small and medium size, open and closed meeting areas or special space designed to further team collaboration efforts while controlling noise levels.

Desk Sharing: Workstations or offices that are not permanently assigned to a single employee. This results in workstations and offices being used on a 'first-come, first-served' basis or reserved through a shared reservation system.

Hoteling or Hot-desking: Workstations that are typically small bench areas or small workstations reserved for mobile workers. These can be assigned on a 'first-come, first-served'

basis or by a reservation system. Offices can also be designed to have all workstation 'hoteling,' and not have permanently assigned workstations.

Mobile Work: Work performed throughout the day while away from the desk, in transit, at another site or from an employee's home.

Net Square Feet (NSF): A subset of USF that does not include special space or office circulation within an office.

Organizational Head: Senior person in charge of the operational and functional component within the Department.

Privacy Personnel: Personnel involved in highly confidential tasks or classified materials, as per their position requirement.

Renovation: Changing or altering of an existing space; includes any reconfiguration or modification in the space layout through new construction or new furnishings. Major renovations include significant or complete reconfiguration of office space.

Rentable Square Feet: Combines USF and building common areas such as lobbies, shared building corridors, shared building restrooms, building horizontal circulation--the difference between USF and RSF can vary widely depending on a building's configuration. In leased facilities, the RSF is usually 10 to 15 percent more than USF.

Space (Office Space): All "space" referenced herein refers to office space and those spaces related to office space use.

Special Space: Support spaces needed to compliment workstations, including collaboration space, storage, LAN room, break areas, large conference rooms, training room, etc. within an office.

Senior Supervisory: In HUD Headquarters, these positions are at the Office Director level and above. In Regional and Field Offices, these positions are Directors with at least one supervisor with a subordinate supervisor. Specific office designations are defined later in the document.

Telework: Work performed at home or at an alternate worksite, in conjunction with a Telework Agreement detailing all aspects of time, place and days allowed. Telework is a subset of Mobile Work.

Usable Square Feet (USF): The square footage used exclusively by the tenant, including the main workstation and collaboration areas, special space, and circulation within the tenant space. It does not include building common areas.

Utilization Rate (UR): The amount of USF, defined above, divided by total number of employees (includes FTEs and contractors).

Workspace: Individual work areas (including desk sharing, hot-desking, or hoteling), typically private offices or workstations as further defined below.

Content and Procedures

Workspace Standard for Office Space: Provides the criteria for office space standards and the establishment of Work Patterns (see below) for an office workspace design process to develop the most efficient and effective space including: shared workstations that minimizes the number of dedicated and assigned employee workstations; effective collaborative work space; and mobile work and telework considerations. The Workspace Standard outlined below is to be used to deliver space accommodations and applies to full office relocations and renovations and new space requirements. Space design that does not incorporate *the new* Workspace Standards herein must have the OCAO approval prior to initiating the acquisition process.

Closed offices - Organizational Heads	180 - 225 NSF
Closed offices - Senior Supervisory	100 - 150 NSF
Closed offices - Attorneys	100 - 120 NSF
Closed offices - Privacy Personnel	80 - 100 NSF
Open Office Workstations and Benching - Senior Executive Service/GS 1-15	24 - 56 NSF

Space Assignment – Headquarters (Weaver Building and Satellite Offices)

1. Private office space allocation representing the maximum amount of square footage to be provided the Headquarters positions that are entitled to private offices are indicated below. Only the positions described below are entitled to private offices. The size of private offices will depend on existing conditions and the availability of funding to make any needed size adjustments. The offices located in the center of the south-end of the Weaver Building are designated historic and cannot be altered. The sizes detailed below are for occupants of spaces that are not in the historic area.

Position	Maximum Square Feet
Assistant Secretary, Federal Housing Commissioner, General Counsel, Chief Financial Officer, Principal Deputy Assistant Secretary, Chief Procurement Officer, Inspector General, Chief Information Officer, President Government National Mortgage Association	300
General Deputy Assistant Secretary, Deputy Assistant Secretary, Associate Deputy Assistant Secretary	200
Office Director/Level 1 Director (this position has two or more subordinate supervisory levels of authority above the branch chief level)	200
Deputy Director/Level 1 Deputy Director	150
Supervisory Attorney Advisor	150
Administrative Officer	120
Trial Attorney/Attorney Advisor	120
Employee Relations Specialist, Labor Relations Specialist	120
Attorney Advisor (OGC)	120
Administrative Law Judge	120
ODEEO Equal Employment Specialist	120
Privacy Personnel	100

2. Non-conventional, “systems furniture” private offices may have less square footage for those positions listed above, depending on the layout and building configuration.
3. Positions not listed above are not entitled to private offices unless the private office is provided as a reasonable accommodation.
4. If funding is not available to reconfigure space to meet the above requirements, it is permissible to have employees other than those listed above to occupy offices, but 150 square foot offices must be occupied by two employees.

Space Assignment – (Regional and Field Offices)

1. Private office space allocation representing the maximum amount of square footage to be provided the Regional and Field Office positions that are entitled to private offices are indicated below. Only the positions described below are entitled to private offices:

Position	Maximum Square Feet
Regional Administrator (Field Policy & Management)	225
Deputy Regional Administrator (Field Policy & Mgmt.)	175
Field Office Director (Field Policy & Management)	175
Senior Supervisory Level 1 – (This Level has two or more subordinate supervisory levels of authority)	150
Supervisory Attorney Advisor	150
Senior Supervisory Level 2 – (This Level has one subordinate supervisory level of authority)	120
Special/Executive to an SES position	120
Administrative Officer (HQ & Field)	120
Attorney Advisor (OGC)	120
ODEEO Equal Employment Specialist	120
Human Resources Specialist (Employee/Labor Relations)	120
Privacy Personnel	100
Regional Public Affairs Officer	120

2. Non-conventional, “systems furniture” private offices may have less square footage for those positions listed above, depending on the layout and building configuration.
3. Positions not listed above are not entitled to private offices unless the private office is provided as a reasonable accommodation.
4. Private offices that are unoccupied due to temporary position vacancies may be used as conference rooms, interview rooms, or training rooms until such time as the vacancies are filled. They are not to be used as temporary private offices for anyone who is not entitled to a private office as described above.

5. The above space allocations are approximate amounts and actual allocations will be determined by local circumstances. Limitations of existing space, alteration costs, and the availability of other resources within the office may preclude the availability of these approximate space allocations.

Work Pattern Descriptions

The General Service Administration (GSA) has six Typical Work Patterns and these follow:

Desk Bound Interactive (48-56 NSF): Spends more than 75 percent of the workday at their desk; while at their desk, communicating with others more than 50 percent of the time.

Desk Bound Concentrative (48-56 NSF): Spends more than 75 percent of the workday at their desk; while at their desk, working individually more than 60 percent of the time.

Internally Mobile Interactive (36-48 NSF): Spends less than 75 percent of the workday at their desk and more than 25 percent out of the office: while at their desk, communicating with others more than 50 percent of the time.

Internally Mobile Concentrative (36-48 NSF): Spends less than 75 percent of the day at their desk and more than 25 percent out of the office: while at their desk, working individually more than 50 percent of the time.

Externally Mobile Interactive (24-36 NSF): Spends more than 25 percent out of the office; while at their desk, communicates with others more than 50 percent of the time.

Externally Mobile Concentrative (24-36 NSF): Spends more than 25 percent out of the office; while at their desk, working individually more than 50 percent of the time.

Please reference the GSA Workplace Solutions' Library for a comprehensive review of work patterns for workspace planning.

Location of HUD Offices: It is the Department's policy to locate its offices, wherever possible, in the Central Business Area (CBA) in accordance with Executive Order 12072 and the Federal Management Regulation (FMR). HUD offices will be housed in Federal Buildings or Federally controlled space, where selected by GSA, when available. Field Offices may be situated on any floor of an office building at or above ground level preferably near passenger elevators. All locations shall meet ADA/ABAAS requirements.

Exceptions to HUD Space Management Policy: All exceptions to Space Management policies as specified herein shall be addressed by the OCAO in concert with OFMS. Requests for exceptions to the Space Management policies shall be provided in writing to the OCAO by the Headquarters' Senior Official of the requesting organization.

SPACE REQUIREMENTS AND ALLOCATION ALLOWANCES

A. General

The Department shall use 175 usable square feet per employee or the maximum allowed by GSA or OMB to establish an average UR and to determine the total amount of space required to support the office.

B. Office Environment

Office environmental standards, such as HVAC, floor covering, window and acoustical treatment, and lighting, etc., shall be in accordance with applicable FMR, OSHA, US Green Building Council LEED Silver or higher interior, and BOMA standards. Consideration shall be given to all safety, security, and accessibility code requirements.

C. Space Allowances

Whenever possible, an open-office concept will be used. Space will be assigned based on functional needs, special requirements, and reasonable accommodations. Private offices are to be kept to a minimum as indicated below in the section entitled "Space Assignment." A private office is defined as a workspace, which is enclosed by ceiling high structures, such as demountable panels or partitions, drywall, etc. To afford the maximum effect of natural light to the space, private offices and other walled rooms shall be kept to the interior of the space as much as possible.

In determining space allocations for work and common areas, consideration will be given to the Department's organizational mission and the functions necessary to perform that mission efficiently. Sufficient space and furnishings will be provided, such as file cabinets, work surface, bookcases, etc., to adequately maintain an efficient work environment and for employees to perform the organizational mission.

(a) If an open office configuration for work units within Headquarters or an entire office in a regional or field location is used, it must be based on the balance of needs for a collaborative workplace and the needs for private and/or confidential communications.

(b) The utilization rate for office space including conference rooms, break rooms, etc., shall be 175 square feet or the maximum allowed by GSA. The amount of workspace for employees shall be approximately 30-35 percent of the utilization rate. If a bargaining unit employee requires privacy as an essential part of their position or as a reasonable accommodation, private office space will be provided.

(c) Employees who do not have private offices shall be afforded temporary access within a reasonable timeframe, to private space as needed for communications of a private or confidential nature, and when open space office configurations do not afford a quiet working environment. Also, closed offices, meeting rooms, or interview rooms will be provided to assure employee

privacy and confidentiality e.g., in equal employment opportunity, employee assistance, and reasonable accommodations activities.

The Secretary is the only employee entitled to a private washroom and kitchen/dining area. The existing rest rooms in executive suites in the Weaver Building are grandfathered in.

The maximum cost for a single systems furniture workstation or private office shall not exceed \$5,000 or an amount approved by the OCAO. Each year thereafter, during the month of January, the maximum cost will be re-evaluated by the OFMS and OFFS to determine the cost for a single workspace.

When providing space for the OIG in the field, the space shall be separated from the Field Office with slab-to-slab partitions achieved either with drywall or mesh wire. When individuals are out-stationed from Headquarters or other Field Offices, these individuals will be housed in open space comparable to the rest of the staff in that location and, whenever possible, be co-located with their respective organizations. OFSS shall coordinate the requirements for Headquarters personnel housed in the Field with respective Headquarters' counterparts.

The standard size for support areas/rooms within HUD space will be determined on a case-by-case basis, depending on the number of employees assigned, the layout of the building where the office is to be located, and the availability of existing support space, such as eating facilities, health units, conference rooms, etc., for HUD staff. Planning for these support areas/rooms in the field shall be done with the understanding that they will be available to all HUD employees and program areas in the Field and not dedicated to a particular program area. Health rooms and break rooms, when practicable, will be provided in offices where no such rooms are immediately available to staff.

NOTE: Sound attenuation should be provided as follows: STC 45 for conference rooms and private offices where feasible. The dimensions and formulas listed below should be used as benchmarks for these types of space depending on the mission requirements and size of the Field Office or Headquarters space. The dimensions listed are the maximum permissible and are contingent upon the availability of space while remaining below the standard of 175 square feet per person:

General Conference Rooms:

Large Offices - (200 to 400 employees) - 400 square feet - one per 100 employees

Medium Offices (60 to 180 employees) - 300 square feet - one per 60 employees

Small Offices - (1 to 50 employees) - 200 square feet - one per 25 employees

Break Rooms: 100-300 square feet; one per Regional or Field Office.

Interview Rooms: 80 to 120 square feet; quantity is based on the specific requirements of the office.

Coffee Bars: 100 square feet; one per each floor where break room is not available.

Mail Rooms: 150-200 square feet; size determined by mail volume; one per Field Office with isolated mail opening area; 250 square feet for a Field Office with HOC. Headquarters mail rooms will remain unchanged from their existing sizes and locations.

Health Room: 100-120 square feet; one per Field Office (only if there is no Public Health Facility located in the building). The Headquarters Health Unit will remain unchanged.

Computer or LAN/Server Room: Size determined by number of servers; one per Field Office.

Regional Offices - Maximum 350 square feet

Field Offices - Maximum 150 square feet

Telephone Room: 100-200 square feet; size determined by the amount of equipment required - one per Field Office. **NOTE:** Depending on the building configuration and number of floors occupied, one Computer Room and one Telephone Room may be required per floor.

Union Office: 120 square feet if it is a private office and allocated only in accordance with national and local union agreements and local precedents.

Legal Library: Book cases will be used in conference rooms to accommodate the library requirements in the Field. The Headquarters' library will remain unchanged unless circumstances dictate a need for alteration.

Supply Room: 100-400 square feet; size determined by supply volume - one per Field Office or Headquarters Office.

Bulk Storage: 100-500 square feet; size determined by storage needs - one per Field Office or Headquarters Office.

Computer Training Room: 150-600 square feet; size determined by office population.

General/Broadcast Training Room: Size determined by Field Office population and specific requirements; one per Field Office.

- 300 employees or more – 1,600 – 2,000 square feet maximum
- 125 - 200 employees – 1,200-1,600 square feet maximum
- 25 - 100 employees - 400 - 800 square feet maximum
- 25 employees and less - 200 - 400 square feet maximum

General Broadcast Training Storage 75-150 square feet - one per Field Office.

Headquarters training spaces will be provided to meet program needs.

Field Office Reception Area: 150 to 200 square feet; size determined by office population - one per Field Office.