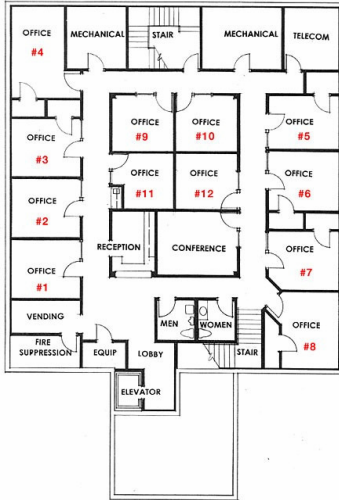


UNIFORM SPACE STANDARDS

The current Space Standards utilized by the County were established by the Space Needs Study Final Report prepared by Probst Mason, Inc. and the Space Needs Task Force for the Board of County Commissioners dated July 18, 1994. The Study determined the current space needs, the personnel levels, and the space needs for the ten (10) year planning period through 2004. The following office space standards were developed after review of the Maryland Department of General Services, United States General Services Administration, and Seventh Judicial Circuit Court of Maryland Guidelines.



OFFICE SPACE STANDARDS

<u>POSITION</u>	<u>NASF</u>
Judges, Jury Room	400 square feet
President of the BOCC	
County Administrator, Directors, Sheriff, Juvenile Master, State's Attorney, Superintendent of Schools	200 square feet
Deputy State's Attorney, SMRL Librarian	175 square feet
Division Managers, Asst. Superintendent, SMC Librarian	150 square feet
Librarians, Private Office Supervisors, Commissioners	125 square feet
Private Office Non-Supervisory Staff	100 square feet
Technical/ Professional Shared Office Engineers/Drafting Personnel (2-4 people)	80 square feet
Administrative Staff / Typists / Clerical	60 square feet
Conference Room(s) (per person, average)	25 square feet
Waiting/Reception Areas (per person, average attendance)	10 square feet
Circulation Factor (applied to total)	15%

Notes:

1. All allocated areas include normal furniture requirements.
2. As a general rule, in order to convert from Net Assignable Square Footage (NASF) to Gross Square Footage (GSF), a minimum multiplier of 1.56 should be applied to NASF. This will also address efficiency (60-75%) and circulation (15-25%) requirements. GSF should be used to reflect construction costs associated with new facilities or building replacement.