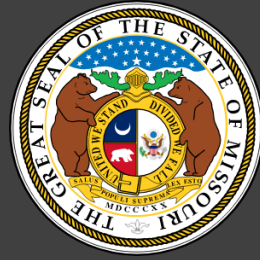
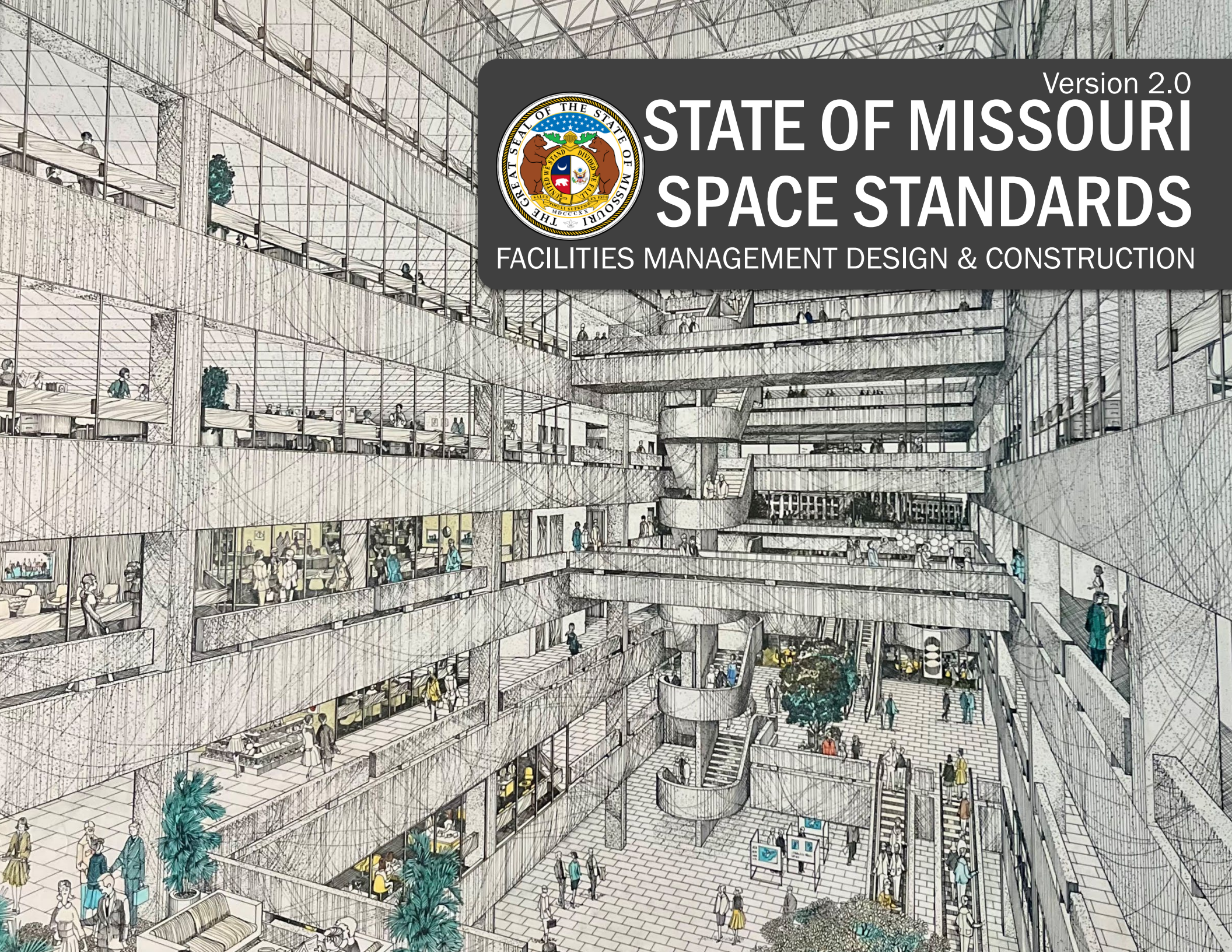


Version 2.0



# STATE OF MISSOURI SPACE STANDARDS

FACILITIES MANAGEMENT DESIGN & CONSTRUCTION



# TABLE OF CONTENTS

1. INTRODUCTION
2. SPACE REQUEST PROCEDURES
3. SPACE ALLOCATION FOR PRIVATE OFFICE/CUBICLE AREAS
4. FUNCTIONAL SUPPORT AREA SPACE STANDARDS
5. RECEPTION TYPICALS
6. CONFERENCE ROOM TYPICALS
7. TRAINING ROOM TYPICALS
8. CUBICLE TYPICALS
9. PARKING LOTS
10. RESTROOM REQUIREMENTS
11. SPACE ALLOCATION APPEAL PROCESS
12. FUNCTIONAL SPACE ANALYSIS FORM

# **1 | INTRODUCTION**

The Office of Administration, Division of Facilities Management, Design and Construction (OA-FMDC) is responsible for designing and developing new and renovated office facilities for various State of Missouri agencies per state statute.

## **37.005. Powers and duties, generally.**

*“7. The commissioner of administration shall from time to time examine the space needs of the agencies of state government and space available and shall, with the approval of the board of public buildings, assign and reassign space in property owned, leased, or otherwise controlled by the state. Any other law to the contrary notwithstanding, upon a determination by the commissioner that all or part of any property is in excess of the needs of any state agency, the commissioner may lease such property to a private or government entity. Any revenue received from the lease of such property shall be deposited into the fund or funds from which moneys for rent, operations or purchase have been appropriated. The commissioner shall establish by rule the procedures for leasing excess property. “*

The newly published Statewide Space Standards redefines office space standards and processes for agencies within the State of Missouri. These guidelines shall be used to establish office space needs and utilization. Users may be familiar with previous versions of this publication, as the use of space standards has been a customary practice. This new edition reflects the latest developments for professional environments.

## **OBJECTIVES:**

- Create an efficient and uniform use of office space
- Maximize use of state-owned space
- Reduce dependency on leased space

Create and maintain a professional, safe environment for State of Missouri employees, customers, and visitors.

## **2 | SPACE REQUEST PROCEDURES**

### **FACILITY REQUEST FORM:**

Agencies wishing to make a space change shall submit a facility request through FMDC.

Facility Request Form Link: [Facility Request Form | Office of Administration \(mo.gov\)](#).

After request form is submitted, a team member from FMDC will contact you regarding your facility request.

### **SPACE ANALYSIS:**

If it is determined that a space analysis is required, FMDC will request that a Functional Space Analysis Form (attached below) is submitted. Both documents are also available on our website (<https://oa.mo.gov/facilities>) along with the current Statewide Space Standards Manual. The FMDC Interior Design Unit will then assist agencies in designing the requested office layout.

*The following chapters are provided to assist agencies with filling out the Functional Space Analysis Form.*

### **Note:**

- Occupancy load will be evaluated when requesting new space for additional staff.
- Finishes and paint colors for state-owned buildings will be established and managed by FMDC.

### 3 | SPACE ALLOCATION FOR PRIVATE OFFICE/CUBICLE AREAS

POSITION CATEGORY	EXAMPLE OF JOB TITLES WITHIN CATEGORY	PRIVATE OFFICE/CUBICLE	SPACE ALLOCATION
Executive	Director, Deputy Director	Private Office	240 sq. ft.
Management/Counsel	Manager, Unit Supervisor, Attorney, Counselor	Private Office	120 sq. ft.
Specialist Support Staff	Project Manager, Coordinator, Architects, Engineer	Cubicle	80 sq. ft.
General Support Staff	Analyst, Accountant, Admin	Cubicle	64 sq. ft.
Hybrid Workstation*	Works less than 50% in Office	Cubicle	48 sq. ft.
Hoteling Station/Touchdown*	Reservable/Temporary Workstation	Cubicle	36-48 sq. ft.

\*Occupancy loads may be affected when installing multiple hybrid and hoteling workstations.

# 4 | FUNCTIONAL SUPPORT AREA SPACE STANDARDS

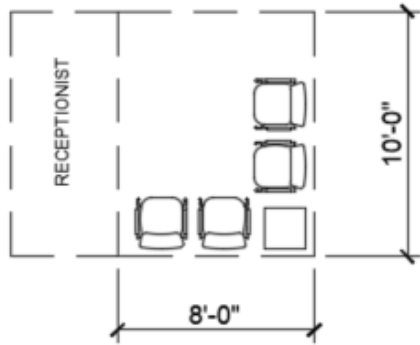
FUNCTIONAL TYPE	ROOM STANDARD	STANDARD DESCRIPTION	ALLOCATED AREA
Common Core	JANITOR-P-0060	Janitor's Closet	60
Common Core	RESTROOM-UC-0060	Restroom - 1 Person Capacity	60
Common Core	RESTROOM-MF-0150	Restroom - 2 Person Capacity	150
Common Core	RESTROOM-MF-0180	Restroom - 3 Person Capacity	180
Common Core	RESTROOM-MF-0220	Restroom - 4 Person Capacity	220
Common Core	RESTROOM-MF-0260	Restroom - 5 Person Capacity	260
Common Core	RESTROOM-MF-0300	Restroom - 6 Person Capacity	300
Common Core	SHOWER-MF-0150	Shower Facility	150
Common Core	LACTATION-0100	Lactation Room	100
Meeting Space	CONF-P-0120	Conference Room - Seats 4 to 6	120
Meeting Space	CONF-P-0240	Conference Room - Seats 7 to 10	240
Meeting Space	CONF-P-0360	Conference Room - Seats 11 to 18	360
Meeting Space	CONF-P-0480	Conference Room - Seats 19 to 25	480
Meeting Space	CONF-P-0840	Conference Room - Seats 26 to 34	840
Meeting Space	CONF-P-1200	Conference Room - Seats 35 to 46	1,200
Meeting Space	FAMILY-P-0120	Family Room	120
Meeting Space	HEARING-P-0120	Hearing Room	120
Meeting Space	INTERVIEW-O-0060	Interview Booth - 2 to 3 Person Capacity	60
Meeting Space	INTERVIEW-P-0080	Interview Room - 4 Person Capacity	80
Meeting Space	OBSERV-P-0060	Observation Room	60
Meeting Space	TESTING-P-0120	Testing Room	120
Meeting Space	TRAINING-P-0240	Training Room - Seats 8 to 10	240
Meeting Space	TRAINING-P-0480	Training Room - Seats 11 to 19	480
Meeting Space	TRAINING-P-0720	Training Room - Seats 20 to 31	720

## 4 | FUNCTIONAL SUPPORT AREA SPACE STANDARDS CONT.

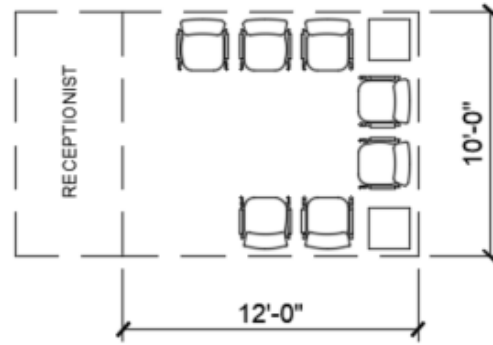
FUNCTIONAL TYPE	ROOM STANDARD	STANDARD DESCRIPTION	ALLOCATED AREA
Miscellaneous Areas	BREAK-P-0120	Break Room - Facilities with 1 to 20 People	120
Miscellaneous Areas	BREAK-P-0240	Break Room - Facilities with 21 to 50 People	240
Miscellaneous Areas	COFFEE-O-0060	Coffee Bar	60
Miscellaneous Areas	COPY-P-0120	Copy Room	120
Miscellaneous Areas	DATA COMM-P-0060	Data Closet – Under 5,000 sq ft Facility	60
Miscellaneous Areas	DATA COMM-P-0080	Data Room – Under 10,000 sq ft Facility*	80
Miscellaneous Areas	FILE-P-0130	File Room – Small – Up to 10 Lateral Files	130
Miscellaneous Areas	FILE-P-0250	File Room – Large – Up to 20 Lateral Files	250
Miscellaneous Areas	MAIL-P-0120	Mail Room	120
Miscellaneous Areas	RECEPTION-P-0080	Reception Area - Seats 1 to 4	80
Miscellaneous Areas	RECEPTION-P-0120	Reception Area - Seats 5 to 7	120
Miscellaneous Areas	RECEPTION-P-0240	Reception Area - Seats 8 to 13	240
Miscellaneous Areas	RECEPTION-P-0320	Reception Area - Seats 14 to 21	320
Miscellaneous Areas	RECEPTION-P-0400	Reception Area - Seats 22 to 27	400
Miscellaneous Areas	RESOURCE-P-0120	Resource Room / Library	120
Miscellaneous Areas	STORAGE-P-0120	Storage Room - Small	120
Miscellaneous Areas	STORAGE-P-0240	Storage Room - Large	240
Specialty Areas	ARMORY-P-0060	Armory	60
Specialty Areas	EVIDENCE LKR-0080	Evidence Locker Room	80
Specialty Areas	EVIDENCE-P-0120	Evidence Room	120
Specialty Areas	EXAM-P-0120	Exam Room	120
Specialty Areas	GUARD-O-0080	Guard Station	48
Specialty Areas	URINALYSIS-P-0060	Urinalysis Room	60

\* For every additional 10,000 sq ft, a 100 sq ft data/telecommunications allocation will be provided.

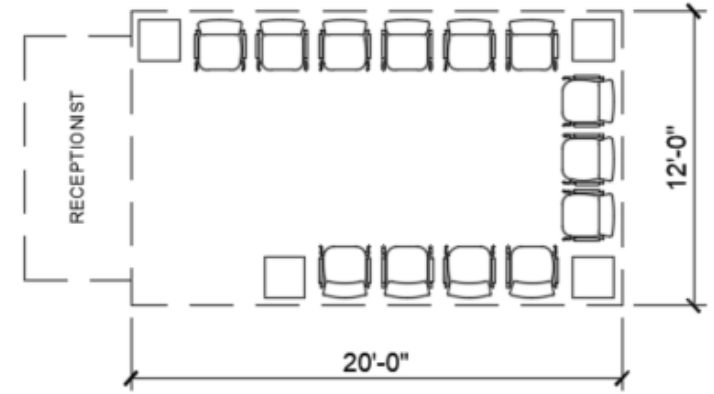
# 5 | RECEPTION TYPICALS



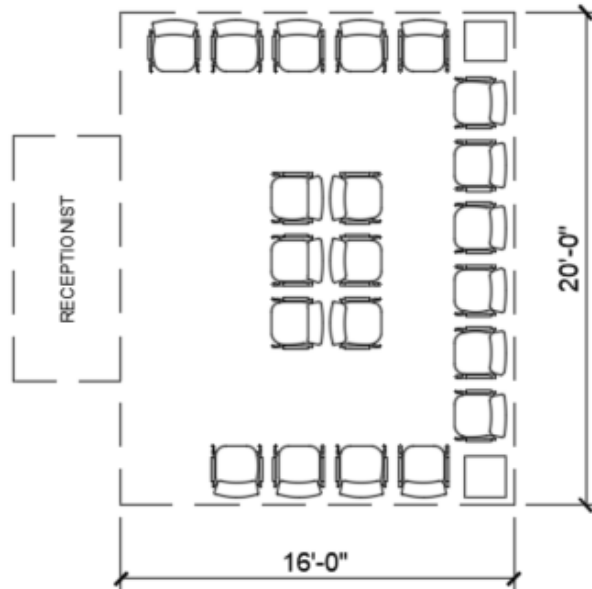
**80 SF**  
**1-4 SEATING CAPACITY**



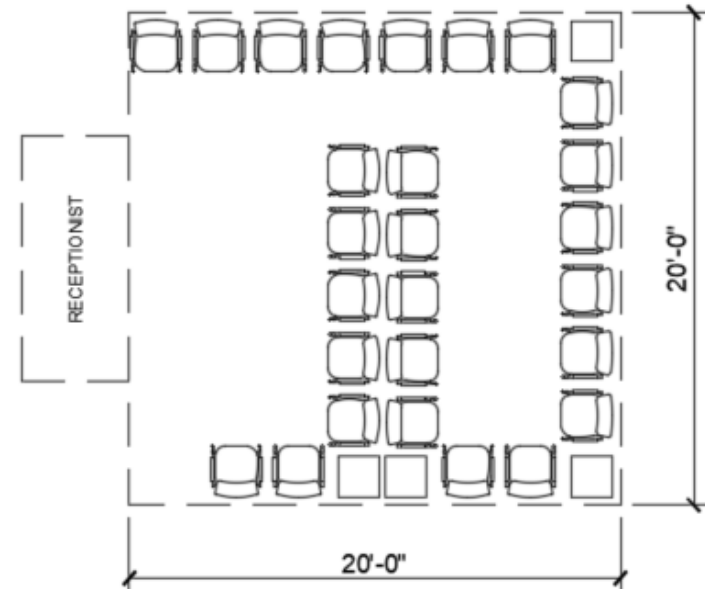
**120 SF**  
**5-7 SEATING CAPACITY**



**240 SF**  
**8-13 SEATING CAPACITY**



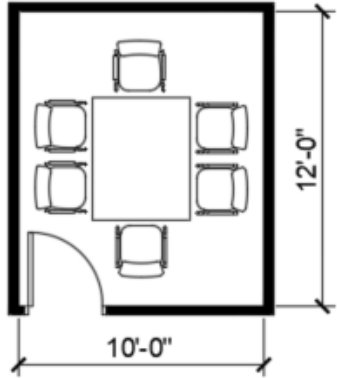
**320 SF**  
**14-21 SEATING CAPACITY**



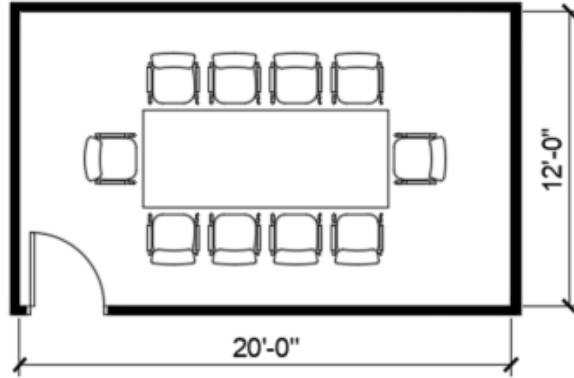
**400 SF**  
**22-27 SEATING CAPACITY**



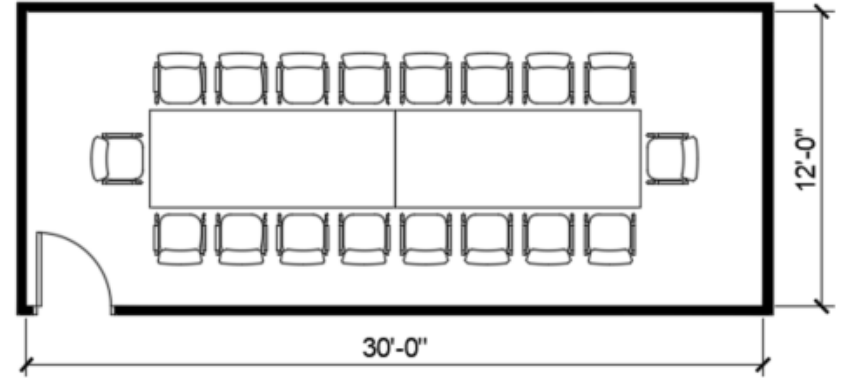
# 6 | CONFERENCE ROOM TYPICALS



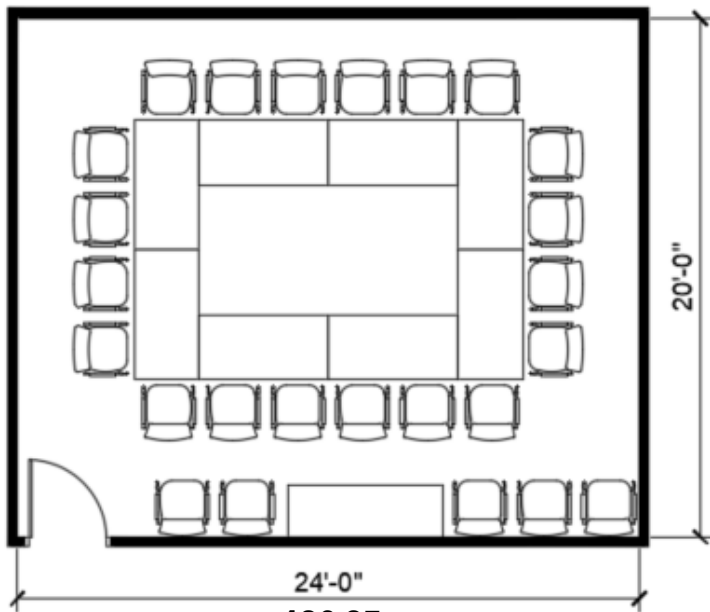
120 SF  
4-6 SEATING CAPACITY



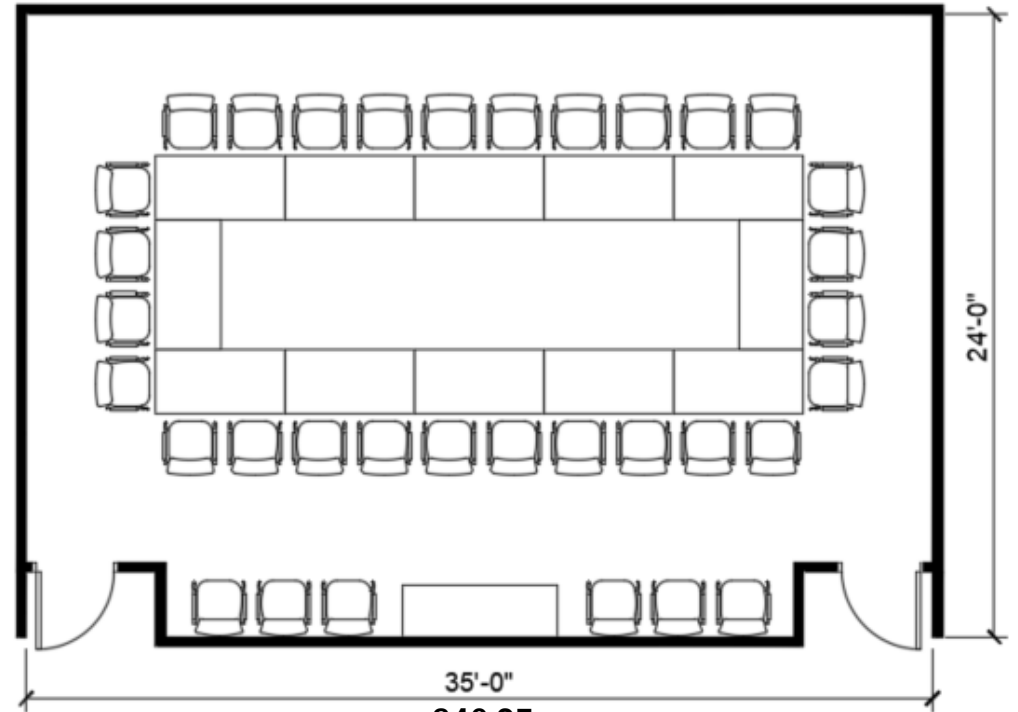
240 SF  
7-10 SEATING CAPACITY



360 SF  
11-18 SEATING CAPACITY

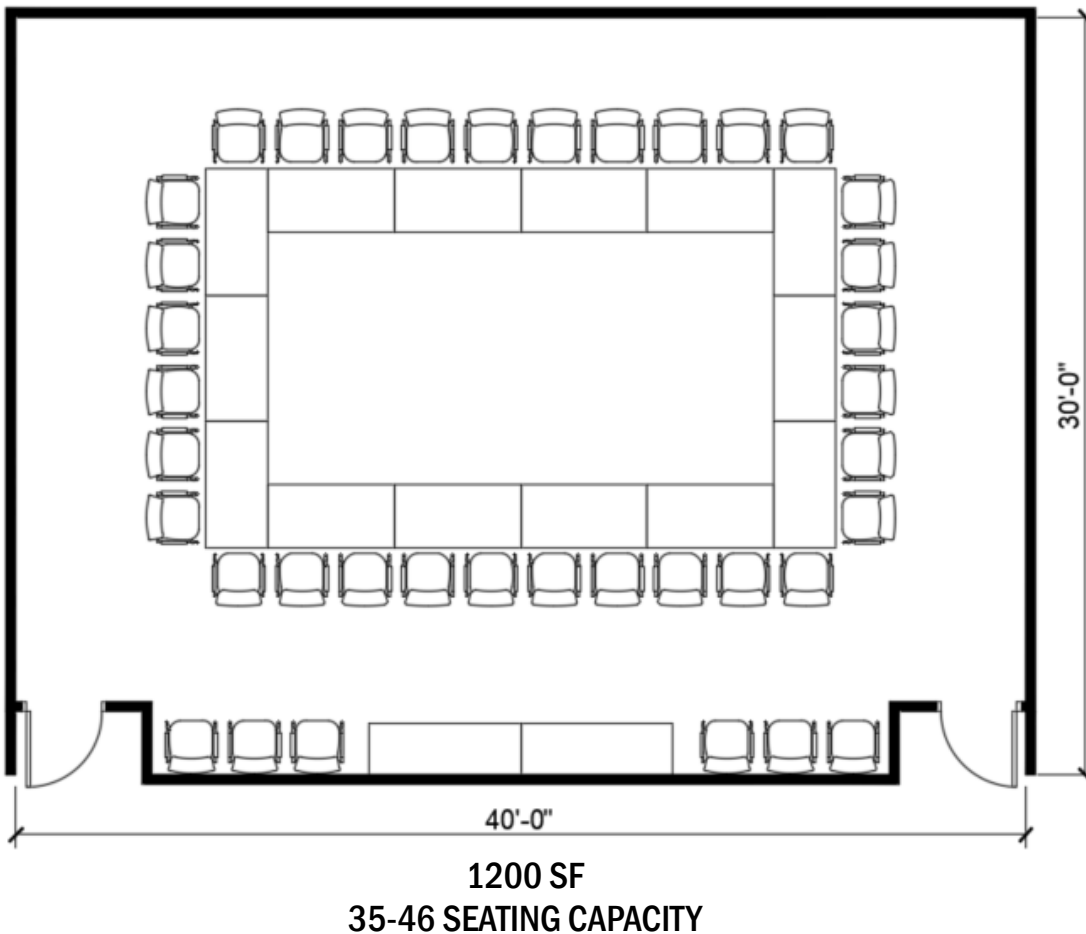


480 SF  
19-25 SEATING CAPACITY



840 SF  
26-34 SEATING CAPACITY

## 6 | CONFERENCE ROOM TYPICALS CONT.



### CONFERENCE/TRAINING ROOM FORMULA

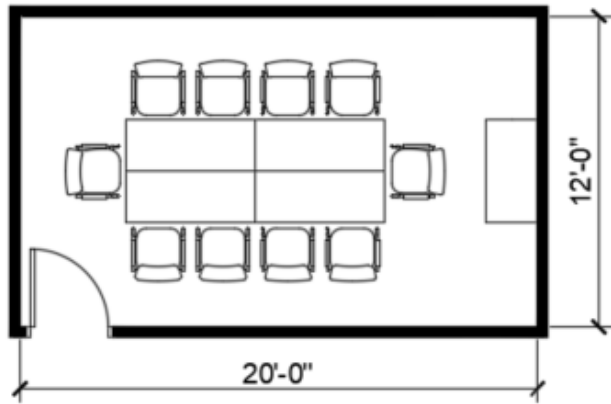
Conference/Training Room sizes will be determined using the following data:

To determine total square footage allotment, calculate 85% of total # FTE. This will give you the area allotted for a division. For example, a 100 FTE group,  $100 \times 85\% = 85$ . Per the chart below, 85 equals 1,200 sq ft. It is to the division's discretion to determine the breakdown of this total square footage allocation. This could be one 1,200 sq ft conference room or five 240 sq ft conference rooms, etc. If 85% of your total FTE is greater than 100 people, calculate the total allotment by the following example: 175 FTEs would equal  $175 \times 85\% = 149$  people. The total sq ft allotted for 149 people would be 1,200 sq ft plus 480 sq ft = 1,680 sq ft. It would then be up to the division to determine the breakdown of conference rooms per the square footage allocation.

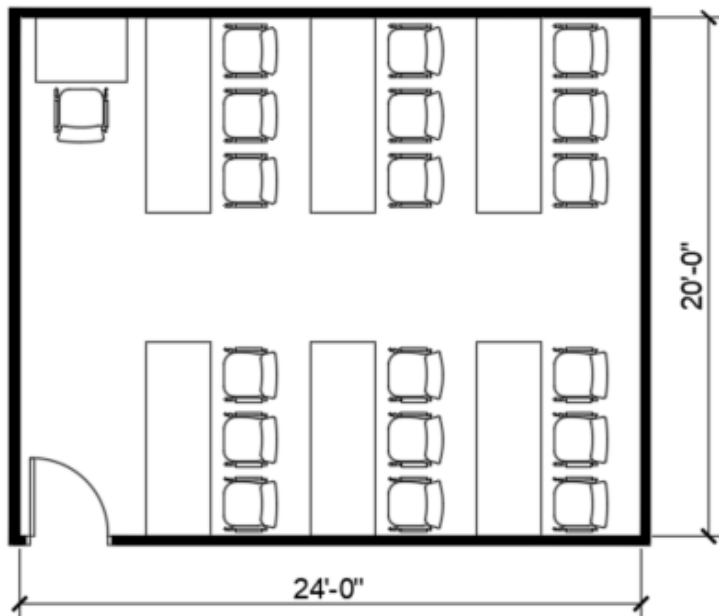
### CONFERENCE ROOM AREA ALLOTMENT

- 120 sq ft 4-6 People
- 240 sq ft 7-10 People
- 360 sq ft 11-23 People
- 480 sq ft 24-50 People
- 840 sq ft 51-75 People
- 1,200 sq ft 76-100 People

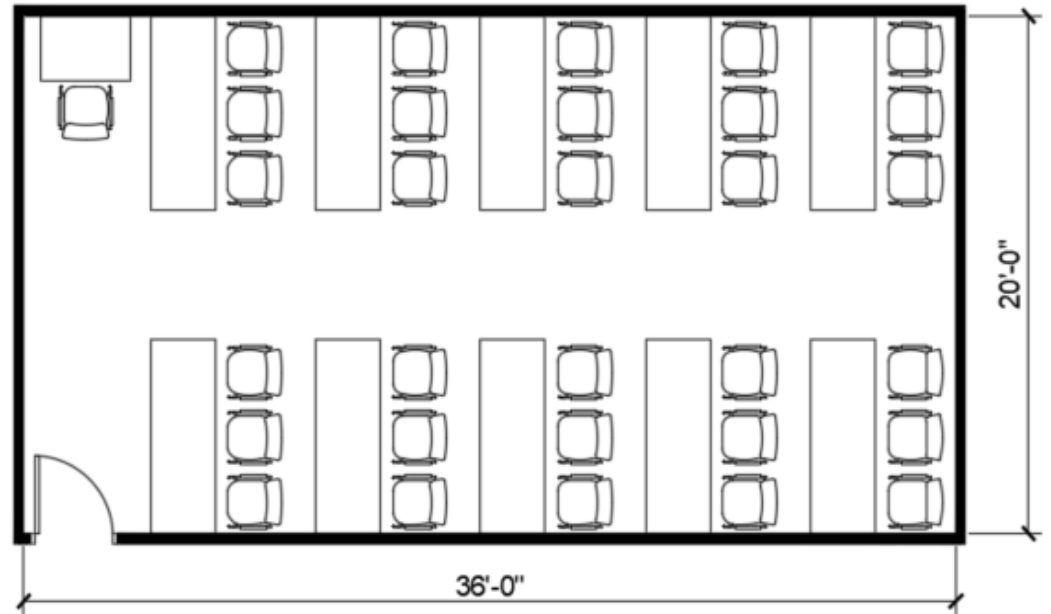
# **7 | TRAINING ROOM TYPICALS**



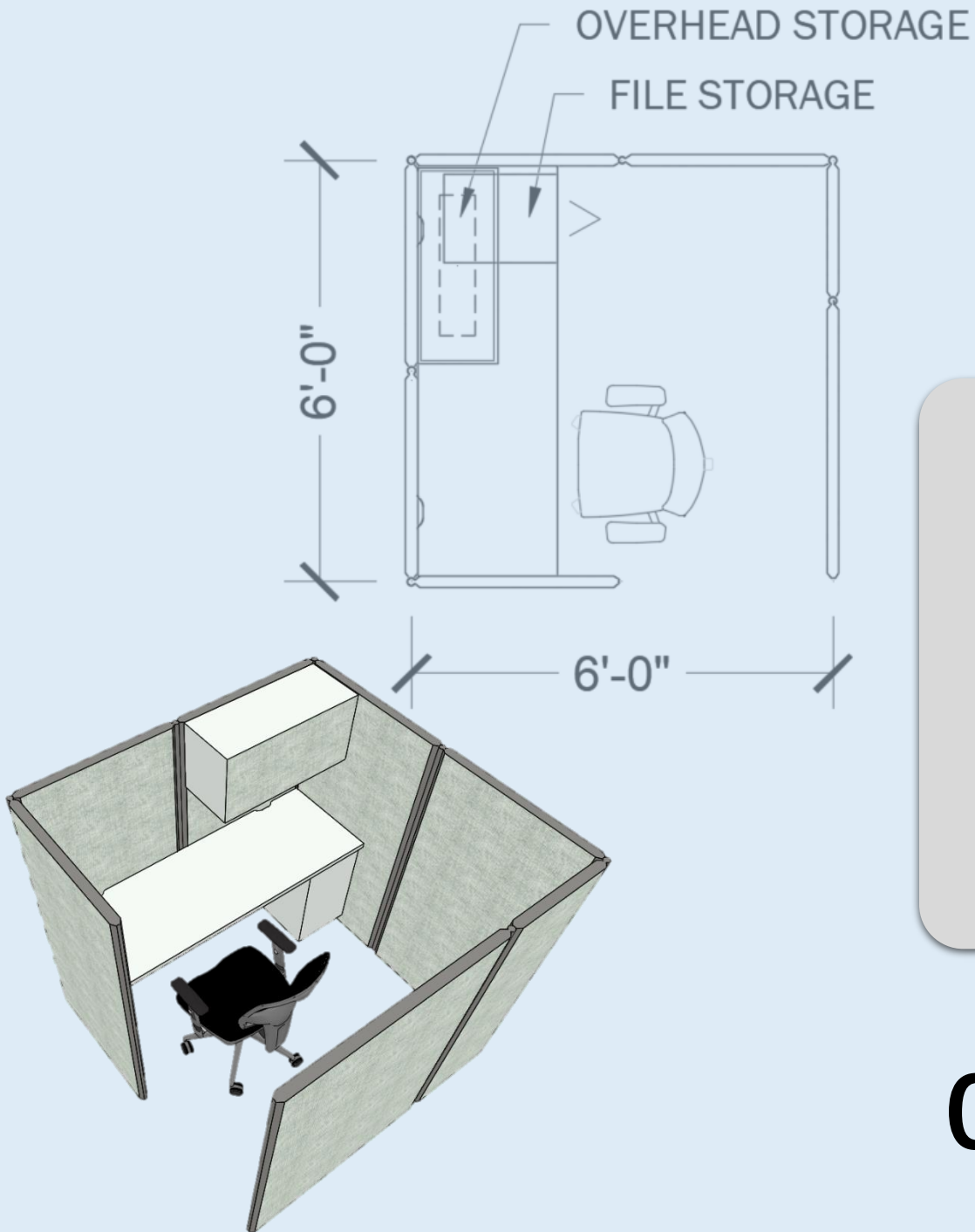
**240 SF**  
**8-10 SEATING CAPACITY**



**480 SF**  
**11-19 SEATING CAPACITY**



**720 SF**  
**20-31 SEATING CAPACITY**



**PERSPECTIVE**

THIS IS A STANDARD WORKSPACE SIZE FOR HOTELING STATION/TOUCHDOWN.

**DESCRIPTION**

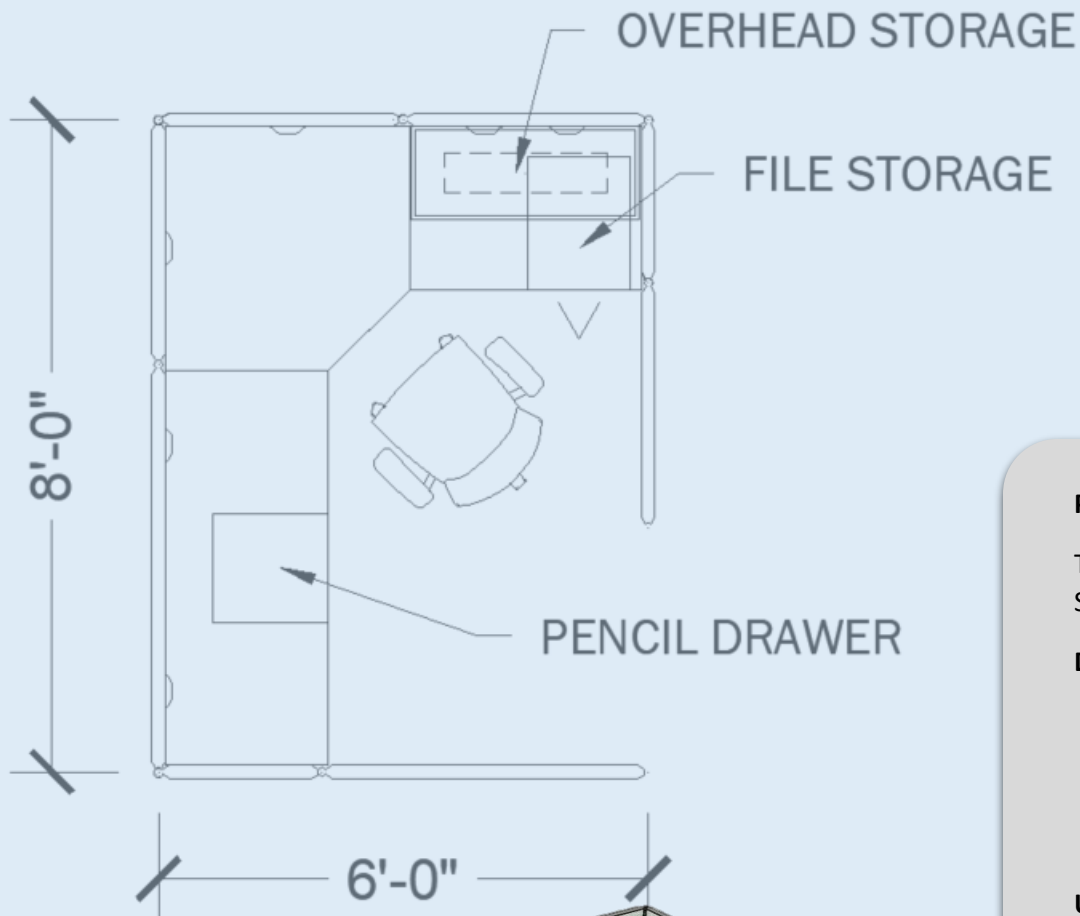
- STANDARD WORKSTATION
- SEATED PRIVACY
- MULTIPLE WORK SURFACES
- MOBILE AND PERMANENT STORAGE

**USAGE GUIDELINES**

- ASSIGNED WORKSTATION
- INTENDED PRIMARILY FOR USE BY EMPLOYEES ASSIGNED TO THE SPACE

**CUBICLE**

**36 sf**



#### PERSPECTIVE

THIS IS A STANDARD WORKSPACE SIZE FOR HOTELING STATION/TOUCHDOWN.

#### DESCRIPTION

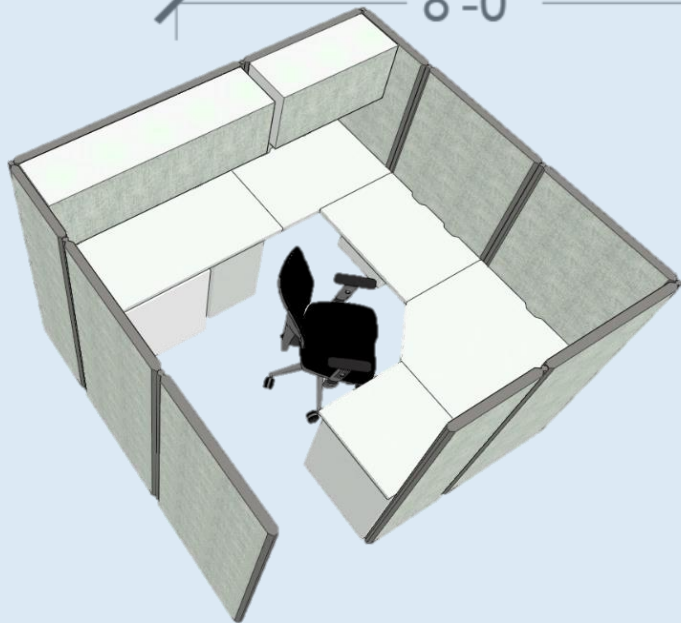
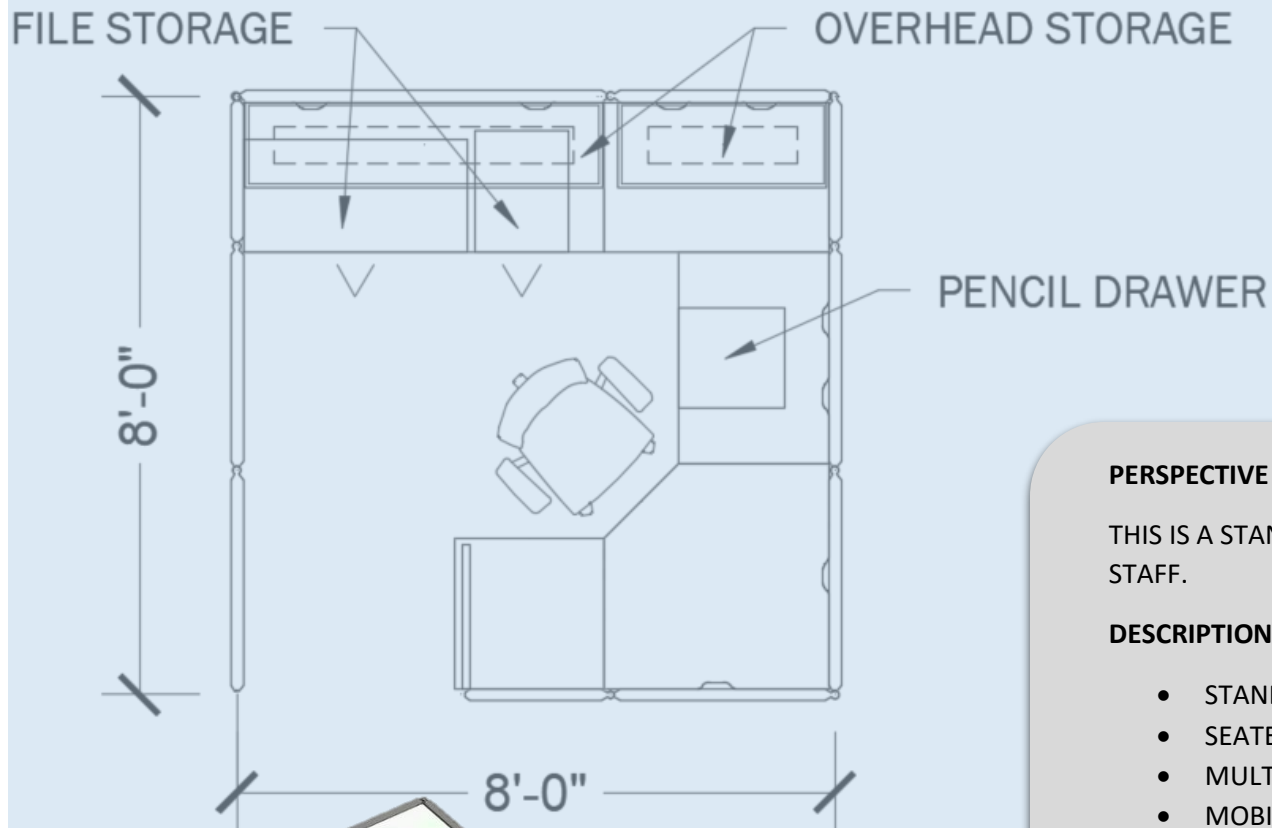
- STANDARD WORKSTATION
- SEATED PRIVACY
- MULTIPLE WORK SURFACES
- MOBILE AND PERMANENT STORAGE

#### USAGE GUIDELINES

- ASSIGNED WORKSTATION
- INTENDED PRIMARILY FOR USE BY EMPLOYEES ASSIGNED TO THE SPACE

# CUBICLE

# 48 sf



#### PERSPECTIVE

THIS IS A STANDARD WORKSPACE SIZE FOR GENERAL SUPPORT STAFF.

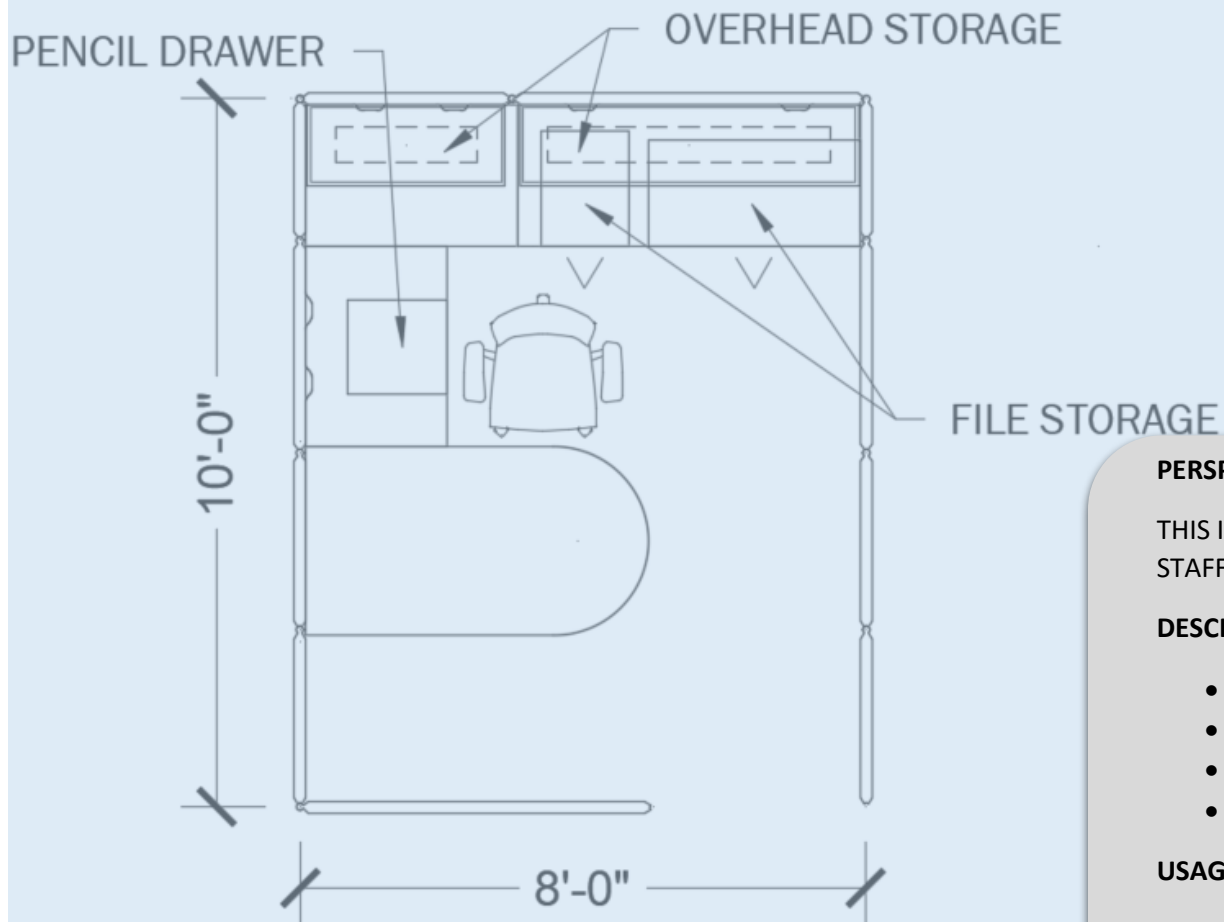
#### DESCRIPTION

- STANDARD WORKSTATION
- SEATED PRIVACY
- MULTIPLE WORK SURFACES
- MOBILE AND PERMANENT STORAGE

#### USAGE GUIDELINES

- ASSIGNED WORKSTATION
- INTENDED PRIMARILY FOR USE BY EMPLOYEES ASSIGNED TO THE SPACE

# CUBICLE 64 sf



#### PERSPECTIVE

THIS IS A STANDARD WORKSPACE SIZE FOR SPECIALIST SUPPORT STAFF.

#### DESCRIPTION

- STANDARD WORKSTATION
- SEATED PRIVACY
- MULTIPLE WORK SURFACES
- MOBILE AND PERMANENT STORAGE

#### USAGE GUIDELINES

- ASSIGNED WORKSTATION
- INTENDED PRIMARILY FOR USE BY EMPLOYEES ASSIGNED TO THE SPACE

# CUBICLE 80 sf

# 9 | PARKING LOT REQUIREMENTS

Parking is figured with the following formula:

Total # FTE + 25%

The average number of people occupying a facility on a given day is 75% of all FTE. The additional parking provided would account for clients visiting the building. In the event that there is a much larger client load expected, a 40% markup would be used in place of 25%. Written justification from the division would be needed before doing such.

Total Parking In Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2 percent of total
1,001 and over	20 plus 1 for each 100 over 1,000

**\*One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96” wide and be designated “van accessible”.**



# 10 | RESTROOM REQUIREMENTS

	<i>Room Standard</i>	<i># of Each Sex</i>	<i># of Closets</i>	<i># of Lavatories</i>	<i>Square Feet</i>
<i>Female</i>	RESTROOM-F-0060	1-15	1	1	60
	RESTROOM-F-0150	16-40	2	1	150
	RESTROOM-F-0180	41-50	3	2	180
	RESTROOM-F-0220	51-75	4	2	220
	RESTROOM-F-0260	76-100	5	3	260
	RESTROOM-F-0300	101-150	6	3	300
<i>Male</i>	RESTROOM-M-0060	1-40	1	1	60
	RESTROOM-M-0150	41-60	2	1	150
	RESTROOM-M-0180	61-100	3	2	180
	RESTROOM-M-0220	101-150	4	2	220
<i>Unisex/Client</i>	RESTROOM-UC-0060	1-15	1	1	60

**NOTES:**

- The formula to calculate restroom requirements is as follows:  $\text{Net Gross Sq Ft} \div 100 = X$ . Then  $X \div 2 = Y$ , with Y equaling the number of each sex. For example, a 10,000 sq ft facility =  $10,000 \div 100 = 100$ ;  $100 \div 2 = 50$ . Per the above chart, 50 females equals 3 closets/2 lavatories/180 sq ft, and, 50 males equals 2 closets/1 lavatory/150 sq ft.
- Over 150, add one fixture for each additional 80 males and one fixture for each additional 40 females. Lavatories should always be one-half the number of water closets (round up).
- Where plumbing fixtures are required, separate facilities shall be provided for each sex, with the exceptions of the following:
  - Separate facilities shall not be required in structures or tenant spaces with a total occupant load, including both employees and customers, of 15 or less.
  - Separate unisex client restroom can be provided if total visitor occupancy is less than 15.

# **11 | SPACE ALLOCATION APPEAL PROCESS**

Agencies may appeal space allocation decisions made by FMDC in the Statewide Space Standards. Appeals to the Director of FMDC shall be made in writing by the requesting agency director or representative. Please state additional job duties above and beyond their normal tasks warranting additional space listed in the space standards. In the event that the appeal is denied by the Director of FMDC, agencies may appeal directly to the Commissioner of the Office of Administration. Appeals to the Commissioner shall be made in writing by the requesting agency director or their designated representative. All decisions regarding appeals by the Commissioner shall be made in writing to the requesting department representative and shall be final.

Additional contact information:

301 West High Street, Room 730

Jefferson City, MO 65102

(573) 751-2624

[fmdcmail@oa.mo.gov](mailto:fmdcmail@oa.mo.gov)



STATE OF MISSOURI  
 OFFICE OF ADMINISTRATION  
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION  
**FUNCTIONAL SPACE ANALYSIS (FSA)**



Date: \_\_\_\_\_

MISSOURI OFFICE of ADMINISTRATION

AGENCY _____	
ADDRESS _____	CITY _____
PHONE NUMBER _____	
NAME OF PERSON MAKING REQUEST _____	

**STAFF - OFFICE AND WORKSTATION REQUIREMENT**

Qty. of FTE	Position Title (as listed in SAMII)	Space Category*	Private Office/Open Cubicle	Sq. Ft.	Additional Requirements	Total Sq. Ft.
<b>Staff Total</b>						<b>Staff Sq. Ft. Total</b>

\* Reference chapter 3 of State of Missouri Space Standards

**FUNCTIONAL SUPPORT ROOMS REQUIREMENT** (*Reception Area, Interview Room, Conference Room, File Room, Break Room, Restrooms*)

Qty.	Type of Support Rooms	Maximum # of People	Sq. Ft.	Additional Requirements	Total Support Room Sq. Ft.



Circulation Percentage (*Typically 30%*)

Support Space Sq. Ft. Total	
Staff and Support Space Sq. Ft. Total	
Departmental Circulation Sq. Ft.	
Projected Total Sq.Ft. w/Circulation	