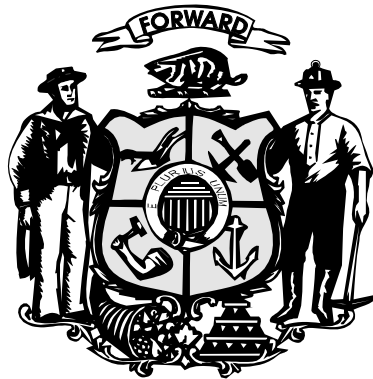


# **OFFICE SPACE AND GENERAL FACILITY DESIGN STANDARDS**

**RULES AND INFORMATION FOR  
STATE AGENCY SPACE PLANNING & MANAGEMENT IN  
STATE OWNED AND OCCUPIED BUILDINGS & FACILITIES**



**BY THE STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF FACILITIES AND TRANSPORTATION SERVICES  
MADISON, WISCONSIN  
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## 1. Introduction and Purpose

**The Office Space and General Facility Design Standards for the Division of Facilities and Transportation Services (DFTS Space Standards)** establishes interior design space layout standards and criteria for new buildings as well as major and minor alterations of Department of Administration (DOA)-owned buildings. The purpose of these standards is to ensure that all DOA-owned buildings efficiently use space while also providing a safe and comfortable environment for employees and visitors. This document applies to all new facilities or alterations of DOA-owned facilities and guidelines for leased facilities. It contains policy and technical criteria to be used in the programming, design, and documentation of DOA buildings.

The **DFTS Space Standards** are to be used in conjunction with the specific building program for each project, which delineate all project information, such as number and sizes of building spaces, and requirements for mechanical, electrical, and other operating systems. The DFTS Space Standards aim to ensure that all design components of a project are integrated to benefit facility operation, energy efficiency and fully realize other project criteria.

Since the **DFTS Space Standards** contain general criteria, there may sometimes be conflicts between the **DFTS Space Standards** and specific project requirements.

**The provisions of this document are not intended to prohibit the use of alternative systems, methods, or devices not specifically prescribed by this document, provided DOA has approved such alternatives.**

END OF SECTION

## 2. Space Management Policy

Under Wisconsin State Statute 16.84 (5), the Department of Administration is given responsibility for all functions related to the leasing, acquisition, allocation, and utilization of all real property owned by the state, except where such responsibility is otherwise provided by the statutes.

This space management policy is created to guide agencies when undertaking space planning, space project requests and any changes to state space and must be adhered to in all DOA- owned or leased buildings. In addition, all plans and other documentation pertaining to space projects or tenant improvements, must be reviewed, and approved by the Division of Facilities and Transportation Services, Bureau of Real Estate Management (DFTS-BREM) prior to any work being undertaken.

To achieve consistency and efficiencies in the DFTS space management functions, these standards and guidelines have been created and are available in written form or on the DFTS website. The regulations follow generally accepted International Facility Management Association (IFMA) national space management Best Management Practices and/or Building Owners Managers Association (BOMA) guidelines.

These standards are intended to give all state agencies and those performing facility related functions a list of requirements and processes to be followed.

### **Policy Objectives:**

- Maintain consistency from agency to agency and building to building in our DOA spaces and space management practices.
- Provide a safe, comfortable, and consistent environment for all employees and visitors.
- Ensure conformity to DOA space standards, guidelines, and requirements.
- Maintain building flexibility and consistency to accommodate organizational change.
- Ensure compliance with [DFD Sustainability Guidelines](#)

### **DOA Facility Location:**

It is the state's intent that the location of state-owned or leased facilities be located, constructed, and consolidated in harmony with the desires and needs of the agency along with the concerns of local governments whenever feasible.

### **DOA Office Space:**

It is in the best interests of the State of Wisconsin that facilities owned or leased for use by state employees be managed in the most efficient and cost-effective manner possible. It is the goal of this policy to provide standards and to manage our DOA-owned or leased space as consistently and efficiently as possible. Agencies, programs, and employees are allocated an amount, type and particular design of space that DOA and the agency have determined to be necessary and appropriate for the function of the particular job and achievement of state business.

### **Submittals and Approvals:**

The DFTS Bureau of Real estate Management (BREM) must review and approve any variations/changes to space allocation, design, or construction in all DOA-owned buildings. Any state agency or group wishing to make a space change must contact the BREM and follow the Space Management specifications, standards and guidelines as published. The DFTS, BREM along with the Bureau of Building Management (BBM) will work with your agency to make sure your project is in the best interest of the state, follows the design process, standards and is completed per state process and policy.

### **Appeal Process:**

Appeals of a decision made by BREM in opposition to an agency request must be submitted in writing or via workorder to the BREM Bureau Director. The appeal may include a request for waiver of the standards being enforced by BREM and a clear, concise written justification as to why a waiver of standards is being requested. The DFTS BREM Bureau Director has authority to grant waivers pertaining to space management specifications, standards, and guidelines if circumstances and the best interests of the requesting agency warrant it.

### **Specifications, Standards and Guidelines:**

The space management guidelines, standards and specifications referred to in this policy have been set forth and published by DFTS and are available in hardcopy form or on the DFTS website. All DOA-owned or leased space management issues pertaining to space requests, furniture changes, design, construction, and related issues fall under these requirements and must be approved by DFTS prior to implementation.

### **2.1 Space and Vacancy Request**

The DFTS space request and vacate request form and Instructions can be found on the DFTS webpage. The link is below:

<https://doa.wi.gov/Pages/AboutDOA/Facilities-Management.aspx>

A Space or Vacate Request must be completed each time an agency wishes to add or reduce their existing space within a DOA office building. Space Requests are to be completed prior to the onset of design or construction and are required to be approved for financing by the State Budget Office.

## **2.2 Vacancy Request Approval Process:**

A Tenant Agency submits a completed Vacancy Requests to DFTS. DFTS will provide an initial response within 30 days of receipt of each Vacancy Request.

DFTS will review the submitted Vacancy Requests and space to be vacated to determine if space is “leasable” or “tenantable” space.

The current tenant agency must pay for the expense to make the space “leasable” (space is ready for a new tenant with demising walls that separate it from other tenants and with direct public access to the space) and “tenantable” ( space is clean, walls and furniture are returned to move in condition and ready for a new tenant with limited work. Any current tenants ancillary furniture is to be removed unless approved by BREM).

Once DFTS determines that the identified space is leasable or tenantable, the request is approved. See **2.3 Guidelines for Rent Termination in State Office Buildings** below.

If the space is not leasable or tenantable, DFTS works with the DOA Building Manager and tenant agency to identify repairs to make the space leasable and tenantable. For Example:

- Does furniture need to be replaced, removed, or reconfigured to fit a standard layout.
- Do walls or doors need to be repaired or repainted.

DFTS will provide a construction estimate for the project. The tenant agency will be billed upon project completion for the total amount.

If space cannot be made leasable or tenantable the request is not approved. A request may also be denied if a current tenant agency does not have a viable reason to vacate State space.

## **2.3 Guidelines for Rent Termination in State Office Buildings**

Upon approval of a Vacancy Request, the tenant agency will be released from rent on one of the two following timelines, depending on which of the following conditions occurs first:

- Three months after tenant agency vacates the space and DFTS takes possession of the space to prepare it for an identified, new tenant or
- Six months after tenant agency vacates the space (up to 10,000 SF), 12 months after space is vacated (10,000 SF and above)
- It is not acceptable to vacate space in small increments over a shortened period of time in order to avoid a 12-month rent period.

Exceptions to the rent guidelines may be made due to loss of program or funding or relocation in the same building for alternate/additional space.

END OF SECTION

### **3. General Design Philosophy & DFD Master Specifications/Design Guidelines**

The Department of Administration (DOA) is committed to excellence in the design and development of its sites and buildings. This means an integrated approach that achieves the highest quality of building efficiency, flexibility and aesthetics. For this purpose, the DOA Division of Facilities Development developed Master Specifications and Design Guidelines as well as sustainability guidelines and life cycle costing analysis that are to be followed for the construction of all state office buildings. The purpose of these guidelines is to ensure that each construction project is designed to achieve the maximum effectiveness, aesthetics and efficiency in cost, operating costs, function, and energy consumption while also meeting the needs of the building's users and accomplishing the construction goals of client agencies.

The DFD Master Specifications and Design Guidelines, Sustainability guidelines and life cycle costing information can be found online at:

<https://doa.wi.gov/Pages/DoingBusiness/DocLibrary.aspx>

All state buildings shall incorporate a universal design philosophy (products, technologies and the built environment). The building design should serve the broadest range of people, regardless of levels of ability or mobility, age, gender or physical stature without the need for adaptation or specialized design.

All Projects are to meet the 2015 International Building Code (IBC), the International Existing Buildings Code (IEBC), the American with Disabilities Act (ADA), the International Energy Conservation Code (IECC), National Electrical Code (NEC), the International Mechanical Code (IMC), and the Life Safety Code.

END OF SECTION



## 4. Definitions

**BOMA-** Building Owners Managers Association (BOMA). This association sets the standard for best practices for commercial real estate measuring methods.

**Common Areas –Building or Floor-** A measure of all internal spaces of the building that are not occupied by tenants, but which provide service to building tenants. There can be floor common specific to a floor (kitchenette, copy area) or building common for all building tenants. (Hoteling suites, building conference rooms, café, locker rooms, vending areas, wellness room, etc.).

**Building Core-**The central area of a floor which generally contains the elevator shafts, stairwell, and restrooms.

**Service Area-Building or Floor-** A measure of all internal spaces of the building that are not occupied by tenants, but which provide a mandatory service to building tenants. There can be floor service areas specific to a floor (server closet) and building service for all building tenants (main lobby, lactation rooms, mechanical rooms, dock and receiving, security rooms, restrooms, egress corridors, etc.).

**Building Loss Factor-** Usable area that is not available for use by the occupant due to significant building impediments and or floor plate restraints. All floor plates will have some building loss; however, the factor is only applicable when the loss can be measured or demonstrated to have a significant impact on the occupant's space requirements. Common building loss factors are excessive column size, curving walls, irregular or constrained floor plates which would require the occupant to require additional usable area to accommodate their functionally programmed requirements.

**Circulation Space** – Space allowances for the areas between office workstations, semi-enclosed areas, enclosed areas, open work areas and support spaces.

**Collaboration Space-**a workspace created to bring employees together to contribute to a common goal.

**Demising wall-** A wall which separates tenants.

**Dedicated or group Support Space-** A space allowance for support space (files, equipment, copiers, printers, storage, etc.), that is dedicated to a specific agency or group and must be located adjacent to the agency or groups workspace.

**Private Office** - A room with four-sided, floor-to-ceiling enclosures using drywall, demountable or removable partitions with an operable door.

**Facilities Program-** A statement in written and/or graphic form that defines the criteria for the design and needs of a facility.

**Assignable Area-** A measure of all internal space on a floor or floors of a building, excluding vertical penetrations, building common areas, and circulation space assigned to a tenant for a specific use. When planning for space, a circulation factor is added to the calculated assignable area to account for hallways and accessibility, this number is then used as the useable area required by the tenant.

**Useable Area-** A measure of all internal space on a floor or floors of a building, (excluding vertical penetrations and building/floor common area)s. Corridors within the boundaries of a tenant space is included in the useable space and are also termed circulation space. The useable office area is computed by adding circulation to the assignable area or by measuring the occupied space to the dominant portion of the finished surface. Building useable for full floor tenants may include floor common and service areas.

**Full-Time Equivalent (FTE)** - A measure of labor utilization which approximates the number of persons employed by a department.

**Limited Term Employee (LTE)** – An individual hired for a specific project on a short-term basis or limited hourly basis and is an employee of the state.

**Tenant Program** - A detailed statement describing what is needed by a tenant to perform its activities efficiently, safely, and comfortably. It includes a description of the requirements for each workspace, support space, circulation, and special purpose spaces, based upon the approved space standards and guidelines. It also describes proximity requirements for functionally and the type and size of furniture and equipment required. A program is used by a designer to complete a space layout.

**Gross Building Area**-The entire building measurement. If it is measured to the outside wall is called exterior gross, to the inside face of the exterior wall is called interior gross.

**General Office Space** - Office space used to accommodate general administrative functions (workstation, support, and circulation space) and does not require special design and construction because of other special program delivery activities. General office space can usually be reallocated between tenants with minimal changes required.

**Standard Cubicle-** a 7'x9' or 8'x8' partially enclosed workspace that is separated from neighboring workspaces by furniture panels and contain storage options and work surfaces.

**Hoteling-** a method of office management in which offices, cubicles or workspaces are unassigned and are used by employees on a temporary as needed basis. This method can involve a reservation or booking system.

**Shared Workstation-** a method of office management in which offices, cubicles or workspaces are shared by two or more employees on alternate teleworking workdays. This method can involve a reservation or booking system.

**Hot desk** – a work sharing model in which employees use space on a drop-in basis. These spaces are smaller than standard and hoteling cubicles due to the short nature of their use.

**Integrated Workplace Strategies-** An umbrella term that encompasses a holistic approach to accommodating work. This is done by looking at how and where people work and the work process, technology and management policies that are required to achieve maximum utilization of personnel, facilities, and all other resources to achieve the goals of the tenant.

**Pro-Rata share-** A calculation to describe a proportionate allocation of space in a building.

**Remote Work** – a type of flexible working arrangement that allows employees to perform 100% of their duties and responsibilities from a remote location.

**Rentable Area-**The Calculation of a tenant's total square footage in which the floor or buildings rentable to useable ratio is applied to the tenant's useable area. This includes their useable area as well as their pro-rata share of common and service areas. It may be calculated by measuring the actual or proposed space for rent or, by adding a percentage factor or multiplier to the required useable area to account for the tenant's proportionate share and use of common space in the building. The factor or multiplier will vary according to the type of building and the type of tenancy, e.g., single tenant floor, multiple tenant floor, whole building, etc. The rentable area remains constant for the life of the building unless room uses change or additional area is constructed.

**Telework-** a type of flexible working arrangement that allows employees to perform a portion of their duties and responsibilities from a remote location with some in office time required.

**Vertical Penetration-**Areas of a building that penetrate the floor slab including stairs, elevator, and pipe shafts. These are excluded from the rentable area except for the ground floor.

END OF SECTION

## 5. Interior Space Standards and Planning Guidelines

The Division of Facilities and Transportation Services (DFTS), Bureau of Real Estate Management (BREM) has established the Interior Space Standards and Planning Guidelines to be used in state-owned buildings and in leased office facilities. These guidelines are meant to be used in conjunction with DFTS's Space Management Policy during the preparation process for any office space creation, movement, planning or rearranging,

### 5.1 Objectives

The objectives of the Interior Space Standards and Planning Guidelines are as follows:

- Provide a safe, comfortable, and productive environment for all employees and visitors.
- Ensure efficient use of building HVAC, electrical and mechanical systems.
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees.
- Ensure that new furniture and equipment do not exceed the building's HVAC and electrical capacity.

### 5.2 Parking Guidelines

- The DOA parking forms, and policy can be found on our website.  
<https://doa.wi.gov/Pages/AboutDOA/Facilities-Management.aspx>

### 5.3 General Guidelines

- Color selection and finishes in state-owned buildings (carpet, wall covering, demountable wall, vinyl base, paint, fabrics, and laminates, etc.) must be approved by the BREM.
- To improve space utilization and maintain required circulation, consideration should be given to designing and purchasing appropriate and efficient file systems and utilization of the state records center for long-term storage of required records.

### 5.4 Private Office Guidelines

- Private offices will be allowed for all positions indicated in the "Space Allocation by Job Position Categories" table. All requests for exceptions must be submitted in writing to the BREM.
- Office suites will be allowed for executive level divisions or those requiring separation for security or confidentiality purposes. Example: Department Secretary's Office, Human Resources.
- Administrator offices will not be in corner locations where they occupy more than one window.
- Private offices in state-owned buildings, for deputy division administrators, attorneys, and bureau directors may not be located on the exterior window wall. These offices should be located on the interior of the floor to meet the Sustainable and Daylighting Standards.
- Clearstory glass, sidelights or door lights are required wherever possible to increase light infiltration and a view into the rooms for security reasons. These glazed units may not be covered with blinds or other window treatments.

### **5.5 Open Office Systems Guidelines**

- To improve space utilization, it is recommended that all agencies utilize or procure systems furniture to replace conventional furniture whenever possible.
- Open office system furniture take priority for window access in building planning.
- System furniture panels are to be 66" tall or less.
- Approximately 20-30% of the panels should be 54" tall or less. This allows for increased air circulation and light penetration.
- Orient 66" tall panels and overhead storage units perpendicular to the window wall.
- Lower panels should be located parallel to the windows.
- To reduce soiling, overhead flipper doors should not be finished with fabric.
- Heating/cooling/ventilating, thermostats, fire extinguisher cabinets and light switches must not be obstructed by furniture panels.
- A minimum of 36" is required for the entrance width into all workstations; long, dead-end corridors within work areas should be avoided.
- Shared workstations and the creation of neighborhoods are encouraged for employees with similar job functions.

### **5.6 Alternative Workspace Concepts-Space Assignment**

- **Hoteling and Shared workstations-** employees that remote work or are teleworking 3 or more days per week on a fixed or flexible schedule will utilize hoteling or shared offices or workstations. When implementing this it is important to consider scheduling and locked storage for the employees.
- **Assigned workstations-**employees that work in office 3 or more days per week may have assigned workstations or offices.

### **5.7 Support Area Guidelines**

- Conference Rooms and other ancillary areas should be located on the interior of the building.
- Building conference and training rooms and related storage areas are recommended to be located on the first floor.
- All cafeterias and large break rooms should be located on the first floor with access to loading dock and receiving area.

### **5.8 Fixtures and Furniture Specification Guidelines for State Facilities**

#### **Open Office Partition Systems Furniture**

- Each assigned workstation shall be keyed alike for overhead storage, storage tower and pedestal files. Portable sit stand units may be provided to existing stations. New or remodeled stations should have integrated sit stand capability at one worksurface.
- Furniture vendors shall provide two keys for each lock and shall coordinate final key schedule with Owner. A master key for all locks shall be provided by the furniture vendor.

- Hoteling and shared workstations should have a minimum of one sit stand worksurface and the ability to lock storage units separately. Hoteling stations may be smaller than standard assigned workstations. Refer to section 5.8 space allocation. Personal items should not be left at Hoteling stations.
- Hot desks are smaller touchdown workstations for less than full day use. They should have one worksurface, lighting, and privacy but do not require storage or adjustability.
- Products shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements.
- All products shall be standard as available through published vender price lists and listed on the state furniture contracts as published on the DOA Bureau of Procurement System or the University of Wisconsin-Madison Purchasing Services website.

**Link to State Furniture Contracts:**

**<https://doa.wi.gov/Pages/StateEmployees/ProContracts.aspx>**

**Links to University of Wisconsin Madison Furniture Contracts**

**<https://www.wisconsin.edu/procurement/contracts/>**

**Sustainable goals**

- Open office system should be 25 percent recyclable at the end of its useful life.
- The open office system furniture should be comprised of a minimum of 20% recycled content. This is a combination of post-consumer and pre-consumer recycled content.
- Panel particle board components are to be from wood harvested in accordance with the Sustainable Forestry Initiative Program. All wood components are to be certified by the Forest Stewardship Council (FSC).
- Panel fabrics should have 100% recycled content.
- Recycled packaging should be used whenever possible.

**5.9 Space Allocation for Office/Open Office Areas**

Position Category	Example of Job Titles within Category	Office Type / Location	Code	Space Allocation
Executive	Department Secretary or Agency Head	Private Office / Exterior Window	PO-1	(15' x 15') <b>225 sq. ft.</b>
	Deputy Secretary	Private Office / Exterior Window	PO-2	(12' x 16') <b>192 sq. ft.</b>
	Assistant Deputy Secretary	Private Office / Exterior Window	PO-2	(12' x 16') <b>192 sq. ft.</b>
	Division Administrator	Private Office / Exterior Window not on a corner	PO-2	(12' x 16') <b>192 sq. ft.</b>
Managers	Deputy Division Administrator	Private Office - Locate toward center core, not on a window.	PO-3	(10' x 16') <b>160 sq. ft.</b>
	Bureau Director	Private Office - Locate toward center core, not on a window.	PO-4	(12' x 12') <b>144 sq. ft.</b>
Professional General	Attorneys/District Supervisor	Private Office - Locate toward center core, not on a window.	PO-5	(10' x 12') <b>120 sq. ft.</b>
	Probation & Parole Functions	Private Office – If interview space is not available	PO-5	(10' x 12') <b>120 sq. ft.</b>
	Human Resources EAP / AAO	Private Office - Locate toward center core, not on a window.	PO-5	(10' x 12') <b>120 sq. ft.</b>
Supervising Professionals	Section Chief/Supervisor/Deputy Bureau Director/Team Lead Arch, Engineer, Designer or FMO	Workstation	WS-1	(8' x 12') <b>96 sq. ft.</b>
Architecture & Engineering	Engineer/Architect/Designer/Code Reviewer/ FMO	Workstation - Needs work surface for drawing review	WS-2	( 8' x 9' ) <b>72 sq. ft.</b>
Professional General	All other job category/class	Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Prof. Other	Auditor/Intern/Contractor	Workstation	WS-4	<b>36 -48 sq. ft.</b>
Shared Workstation		Workstation	WS-3	( 8' x 8' ) <b>64 sq. ft.</b>
Hoteling Station		Workstation	WS-3	<b>36-64 sq. ft.</b>
Hot Desk		Carrol	WS-4	(6' x 6') <b>36 sq. ft.</b>

**5.10 Space Allocation for Support Areas**

<b>Category</b>	<b>Description</b>	<b>Number of People</b>	<b>Code</b>	<b>Size</b>
Conference Rm-1	Small - A	2 to 4	CR-1	(10' x 10' ) 100 sq. ft.
Conference Rm-2	Small - B	6 to 8	CR-2	(10' x 15' ) 150 sq. ft.
Conference Rm-3	Medium - A	8 to 10	CR-3	(12' x 20' ) 240 sq. ft.
Conference Rm-4	Medium - B	10 to 12	CR-4	(15' x 20' ) 300 sq. ft.
Conference Rm-5	Large - A	16 to 18	CR-5	(18' x 30' ) 540 sq. ft.
Conference Rm-6	Large - B	20 to 22	CR-6	(20' x 34' ) 680 sq. ft.
Conference Rm-7	Very Large Meeting Rooms	In excess of 24 persons	CR-7	15-20 sq . ft per person
Auditorium	Tiered Seating		Aud.	10-12 sq . ft per person
Kitchenette	Coffee Bar with upper and lower cabinets, counter included h/c water sink, and space for appliances (refrigerator, microwave, and coffee maker) applicable to staff count.	One per 15,000-20,000 sq ft or per one per floor	BA-1	Sized to accommodate employee count
Building Café or Break Room	Seating for 25% of total staff. Upper and lower cabinets with plastic Laminate counter including H/C water SS sink, and space for appliances (refrigerator, microwave and coffee maker).		BA-2	10-15 sq. ft. per person
Cafeteria / Dining	Provide seating for one - third of total staff.		CAF/DI N	15-20 sq. ft. per person
Kitchen/ Storage/ Service Area	If applicable and building has a cafeteria with vendor		KIT/STO R	Size to be based on 25-30% of size of cafeteria /dining area
<b>Category</b>	<b>Description</b>	<b>Number of People</b>	<b>Code</b>	<b>Size</b>
Training Rm-1	Small Training Room	Seating for 18	TR-1	(20' x 30') 600 sq. ft.



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF Facilities and Transportation Services  
Office Space and General Facility Design Standard  
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Training Rm-2	Medium Training Room	Seating for 30	TR-2	(25' x 40') 1000 sq. ft.
Training Rm-3	Large Training Room	Seating for 50	TR-3	(35' x 45') 600 sq. ft.
Reception/ Waiting Area-1	Small	Seating for 4	R/W-1	(10' x 10') 100 sq. ft.
Reception/ Waiting Area-2	Medium	Seating for 8-10	R/W-2	(12' x 16') 192 sq. ft.
Reception/ Waiting Area-3	Large	Seating for 14-20	R/W-3	(16' x 20') 100 sq. ft.
Reception/ Waiting Area-4	Very Large	Seating for 22-30	R/W-4	(24' x 24') 576 sq. ft.

Copy Area	Small	MFD & table	CA	50 sq. ft.
Work Room/Copy Area -1	medium	MFD & Counter Area & small mail area	WRCA -1	135 sq. ft
Work Room/Copy Area -2	Large	Production Copy & Counter Area Mail Area, supplies, etc.	WRCA -2	150 sq. ft.
Mail Room -1	Large	Division or departmental central mail distribution area	MR-1	225 sq. ft.
Mail Room-2	X-Large	Building-wide mail distribution center	MR-2	500 sq. ft.
Print Area	Very small	1 printer on small counter	PA	36 sq. ft.
Locked File Room	Size based on tenant requirements	Open shelving for files	TF-1	
Open File Area	Size based on tenant requirements	Dependent of file sizes and counts	OF	
Gender Neutral / UA Restroom	Handicap Accessible single unisex restroom		UA	75 Sq. Ft.

**Print Areas, File rooms, café and break areas, bathrooms, gender neutral and UA bathrooms and lactation rooms to be sized for agency and building capacity needs.**

END OF SECTION

## **6. General Interior Facility Requirements**

### **6.1 Wayfinding and Signage**

- All base building, room numbers, cube numbers and tenant wayfinding signage to be included in construction or remodeling projects and follow DOA Interior Sign Standards (master signage spreadsheet).
- A building's main lobby area should include a bronze building dedication plaque, minimum sized at 36" x 42" which includes a State of Wisconsin seal.
- Each building should have a general building directory or wall mounted TV monitor located near main public entrance.
- Room, cubicle, and area numbering plans shall be provided by the DOA interior design team.

### **6.2 Conference, Training and Collaboration Rooms**

- Conference rooms will be provided per tenant requirements.
- Conference rooms that seat 6 people or more are to have capability for white boards, overhead projector or TV monitor. Equipment will be provided by tenant, however blocking, electrical and cabling support for these items to be coordinated and provided for in the design.
- Provide cabling above ceiling for wireless access point.
- DOA will provide equipment for DOA-managed building conference rooms in multi-tenant buildings.

### **6.3 Locker Rooms**

- One locker room for men and one for women will be required in each state building. These rooms should be located on the ground or basement level near the wellness room.
- Each room must contain shower stalls (one being an accessible shower stall), water closets, lavatory, a changing area with both half and full-size lockers. Mirror over the sink and one full length mirror. Size should be based on overall occupancy.
- The locker room should have card reader access, a distress button, and signage prohibiting photos.

### **6.4 Lactation Rooms**

- All State office buildings should have a lactation room. This room should be sized based on building occupancy (1 stall per 200 employees is an average).
- The room should have private curtained off areas each with a chair, counter, and above counter electrical outlet.
- The room should contain lower cabinets with a H/C water ss sink, a small refrigerator, lockable kit lockers for equipment and a full-length mirror.
- Flooring in the lactation room should be carpet and walls to have type I low or no v.o.c. vinyl wall covering. Lower levels of lighting are requested in the lactation room area.
- Card access shall be provided on lactation room entry door.

### **6.5 Floor Kitchenettes**

- For planning purposes, provide one per floor (15,000 -20,000 sq. ft. maximum).
- Each kitchenette shall contain a H/C water SS sink, space for a full-size refrigerator with icemaker, full-size microwave oven (at an ADA reachable height), laminate cabinets (two lockable) and solid surface counters. Space

under the counter shall be provided for garbage and recycling cans. Refrigerators shall be one per 35 employees.

- A 24" space above the counter should remain open to allow space for a full size coffee maker.
- A separate copper water line shall be provided for coffee maker and refrigerator ice makers. Coffee maker to be provided by tenant.
- Dedicated outlets are to be provided for coffee maker, refrigerator and microwave and additional outlet for tenant convenience.
- Provide a paper towel and hands-free soap dispenser.
- Flooring to be a non-slip Recycled vinyl composition tile or LVT. Wall finish to be a washable type II low voc or no voc vinyl wallcovering or washable paint.
- Back splash wall area to be ceramic tile.
- Appliances including refrigerator and microwave will be provided in an initial building construction. Subsequent units are procured by the tenant and are to be Energy Star.

#### **6.6 Vending Area**

- Provide one space per building, or tenant agency suite if solely located in a building, near the building breakroom. Each vending area measuring 120 USF or sized to the building occupancy.
- Vending areas should provide room for up to four full-size vending machines and an ATM or product pay machine.
- Area should provide space for garbage and recyclable disposables.
- Flooring to be vinyl composition tile.

#### **6.7 Cafeteria**

- Provide seating in cafe area for one-third of total staff in building at 15-20 sq. ft. per person. Capacity can be adjusted based on nearby availability of outside food services.
- The café area is to have carpet tile flooring and washable painted walls or low voc vinyl wallcovering.
- Provide an area and wall blocking for posting of information.
- It is desirable for the cafe area to be accessible to an outdoors courtyard or seating area.
- For large State buildings a commercial kitchen with a food service vendor can be considered.

#### **6.8 Restrooms**

- All State buildings or state occupied buildings should have an all-gender ADA restroom, accessible to public visitors if applicable.
- Restrooms should have water closets, lavatory, and urinals per code. A changing station in the visitor accessible restrooms. Mirror over the sink, coat hooks, and one full length mirror. Hands free soap and paper towel dispenser and stainless shelf.

#### **6.9 Floor to Floor Dimension**

- The floor-to-floor dimension shall be sized to allow a minimum 9'- 0" clear ceiling in all floors above the first floor. Above ceiling clear dimension to allow for MEP components. The ground or first floor may be taller.

#### **6.10 Interior Column Bay Dimensions**

- When designing and planning a new building, column bay dimensions must be designed to ensure efficient planning of open office furniture with State standard cube and office sizes.

#### **6.11 Interior Walls**

- All Conference and training room walls are to have effective sound attenuation for privacy. Provide sound absorbing insulation and extend walls to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echoing.
- All office walls to have effective sound attenuation for privacy. Wall should extend to the underside of the ceiling grid.

#### **6.12 Interior Wall Finishes**

- All interior wall materials and colors to be approved by the Bureau of Real Estate Management (BREM).
- Wall Coverings: Elevator lobbies, general public areas, kitchenettes and break rooms may be covered with type II low voc or no voc vinyl wall covering. The project is to provide attic stock appropriate to the quantity used within the construction.
- Paint: Texture of painted surfaces to be rolled satin finish, with the exception of restrooms, which should have semi-gloss painted walls above the ceramic wall tile. The project is to provide paint attic stock appropriate to the quantity used within the construction.
- Ceramic Tile: Walls in restroom and shower rooms shall be tiled. Tile to be full height on wet and shower room walls and 60" AFF on all other walls. Showers are to be tiled to their full height. Kitchenette back splashes are to be ceramic tile.
- Toilet partition color and material to be approved by the BREM.
- Equipment Blocking: Conference room equipment (including visual boards) and other equipment will be provided by the tenant, however blocking and support for these items to be coordinated and provided for in the design.
- Corner Guards: Provide 48" high color coordinated commercial grade corner guards. 1 ½" x 1 ½", (Institutional Products Corp. (IPC) brand or equal) on all outside corners and columns.

#### **6.13 Casework:**

- Cabinetry units in break rooms and kitchenettes shall consist of upper and lower units with at least two lockable cabinets. Casework is to have high-pressure laminate on all exposed sides and surfaces. One adjustable shelf shall be provided per 18" of lower cabinet space, two in upper cabinets. Cabinets to be ADA compliant. Kitchenette casework to have adequate storage for supplies and cleaning materials and have two lower cabinets that have an integral toe kick and open drawer space for trash and recycling cans. Countertops to be solid surface material.

#### **6.13 Ceilings**

- To ensure proper daylighting design techniques, the ceiling heights must be evaluated in order to bounce light as deep into the space as possible. For more information, please refer to the "Daylight Standards for State Facilities" document found on the DFD website. A 9'- 0" ceiling height is the minimum

acceptable height for day lit spaces, 9'- 6" to 10'- 0" is preferable. unless matching an existing ceiling.

- Ceiling tile shall follow the DFD Master Specifications, which can be found on the DFD website. Further, ceiling tile should have a minimum Ceiling Attenuation Class (CAC) of 35 and Light Reflectance (LR) of 0.89. **Noise Reduction Coefficient (NRC)** rating is to be minimum .50. Increased CAC is to be provided through the use of a sound masking system. Ceiling tile shall be square-edged colored white. Minimum Recycled Content is to be 74%. Restroom and locker room ceiling tiles to be provided with appropriate moisture resistant surface if not drywall.
- Ceilings in public lobbies, upper floor elevator lobbies, large meeting rooms and department executive spaces shall be upgraded with soffits, bulkheads, and height level changes to add architectural interest and support a professional image. A minimal amount of high efficiency accent lighting may be provided in these spaces and must be approved by the DFTS Bureau of Real Estate Management (BREM).
- Ceiling attic stock of each type is required to be left on site upon completion of the project. Provide 1% of each product type if more than 50,000 square feet is used on the project and 4% of each product type if less than 50,000 square feet is used on the project.

#### **6.14 Flooring**

- Flooring materials and colors shall be approved by the DFTS Bureau of Real Estate Management. Flooring shall meet or exceed all applicable codes.
- Hard Surface: Provide integral recessed walk-off mats with floor drains at public and staff entrances. The design solution should control moisture from foot traffic in inclement weather, yet still create an aesthetically pleasing and easily maintainable space.
- Entry level public corridors and main lobby shall have hard surface natural flooring such as stone or porcelain tile. Flooring is to be of highly durable material and slip resistant.
- Restroom flooring shall be non-slip porcelain tile with matching tile base.
- Carpet: General business open office areas, private offices, waiting areas (excluding main entrance lobby), meeting rooms, lactation rooms and café seating areas shall be carpeted with commercial grade carpet tiles.
- Large conference rooms, boardrooms, Upper floor elevator lobbies and executive office suites, such as departmental secretary's offices, shall have upgraded carpet tile throughout.
- Vending areas and kitchenettes shall have luxury vinyl tile or vinyl composition tile with recycled content and both shall be low-VOC or no-VOC including adhesives.
- Provide 4% minimum attic stock for each type of flooring.
- All interior flooring materials and colors shall be approved by DFTS/BREM.
- Provide ADA compliant color matched transition strips at floor finish material changes.

#### **6.15 Doors and Door Frames**

- Clearstory glass, sidelights or glass door inserts are to be used in conference rooms to increase safety and light infiltration and should follow DFD Daylighting Standards for State Facilities.
- All enclosed offices and conference spaces should have 24" sidelight minimum on the latch side of the door. If the location does not allow room for a sidelight, the door should include a borrowed light starting at 12" AFF extending to 6" to edge of top and sides of door. . Blinds are not permitted on sidelights or borrowed lights.
- All doors to be wood solid core construction with hardwood edges, size to be 3'- 0" x 7'- 0" x 1 ¾" unless otherwise specified and have appropriate ADA lever-type hardware and locks as determined by its use and security requirements.
- All interior doorframes, except those found in demountable partitions, shall be painted hollow metal frames. If applicable, doorframes found in the demountable partitions, shall be consistent with the selected demountable wall system. Doorframes and sidelights are to be constructed in an acoustically sound manner. Each door should include appropriate doorstop that is consistent with DFD specifications and guidelines.
- All office and conference room doors should have locksets with thumb turn on the interior and be keyed to a schedule provided by BREM
- Heavy-duty stainless-steel double coat hooks should be included on the backs of all office doors.

END OF SECTION

## **7. Space Standards Measurement (BOMA)**

The basic method of measuring interior office space is the ANSI/Building Owners Managers Association (BOMA) Z65.1 Standard Method for Measuring Floor Area in Office Buildings.

### **7.1 How to Calculate BOMA Basic Rentable Area**

One obtains the basic rentable area by allocating each tenant their usable area plus their proportionate share of common areas.

It is the Division of Facilities and Transportation Services intention to adopt this “New standard” calculation.

END OF SECTION

## 8. Design Approval Procedures

All plans must be reviewed and approved by the Division of Facilities and Transportation Services (DFTS) Bureau of Real Estate Management (BREM) prior to any work being started. The objective of the review is as follows:

- Provide a safe, comfortable, and productive environment for all employees and visitors that meets building, fire, and life safety codes as well as Americans with Disabilities Act (ADA) requirements. .
- Ensure conformity to DOA Space Standards and Guidelines.
- Provide space allocation in a fair and equitable manner.
- Maintain building flexibility to accommodate organizational change.
- Distribute adequate fresh air and natural light to all employees.

### 8.1 General Guidelines and Principles Used for Approval of Space Layouts

- All rules governing building codes and the Americans with Disabilities Act will be followed when designing new space or reconfiguring existing office areas.
- Color selection (carpet, wall covering, demountable wall, vinyl base, fabrics and laminates, furniture, etc.) must be approved by the Bureau of Real Estate Management.
- DFTS Interior Space Standards and Planning Guidelines will be followed when planning space.

### 8.2 Submittal Process

- In DOA-owned buildings, A tenant agency wishing to make a design or construction change must contact their agency-designated representative for review, approval, and submission of their request. Complete plans or a description of the requested change must accompany a work request and be submitted to the Bureau of Real Estate Management for approval well in advance of your required date of changes.
- The agency-designated representative should submit the request via submission of a work order in the DFTS Facilities Management Information Center (FMIC) system. A facility designer in the Bureau of Real Estate Management will contact the representative and work with them or the tenant agency facility staff to review the requested change and advise on next steps.( approval, modification, estimation of cost, schedule and implementation).

**Link to FMIC FORM:** <https://doa.wi.gov/Pages/StateEmployees/Facility-Information-Center.aspx>

### 8.3 Drawing Submissions

- **Electronic** - Please send drawings as an AutoCAD file (.dwg) or PDF showing the existing conditions and changes requested. The electronic file must be readable and to scale.

### 8.4 Timeline

- If a tenant agency is requesting approval for a minor modification their facilities staff will be implementing with this submittal process, approval time will not exceed two weeks, unless there are unforeseen conditions that require additional investigation.



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- If a tenant agency is submitting plans for a project, they will be contacted by BREM staff to start the project process.

**No furniture or office equipment should be ordered, workstations reconfigured, or walls constructed prior to final design approval.**

**If additional space is required or reduced space is required, please fill out a Space Request or Vacancy Request and submit it to the Bureau of Real Estate Management.**

END OF SECTION

## 9. Construction Completion Deliverable Standards and Requirements

Upon completion of construction project, hardcopy, and electronic sets of the “as-built” construction plans are to be submitted to the Bureau of Real Estate Management for their records.

### 9.1 As-Built Drawing/Specification Submissions

- **Electronic** – All drawings must be sent in an AutoCAD file and meet the DFD CAD Standards and the DFTS Interiors Layer Guidelines shown below
- **Hard Copy** - Please send one drawing sets with a title block. Drawings must be readable and to scale. Preferably 1/8"=1' - 0" in scale.

### 9.2 DFD CAD Standards including DFTS Interior Layer Guidelines

The DFD CAD Standards can be found on the DFD Website at:

[DOA Master Specifications/Design Guidelines \(wi.gov\)](https://www.wisconsin.gov/doa/master-specifications/design-guidelines)

DFD Interior Layer Guidelines:

LAYER NAME	PEN #	LINEWEIGHT (mm)	DESCRIPTION	NOTES
A-ANNO-DIMS	6	0.18	dimensions	text is color 7, line weight .25
A-ANNO-KEYN	7	0.25	keyed notes	
A-ANNO-LEGN	7	0.25	legend text/notes	
A-ANNO-NOTE	7	0.25	general/job notes	
A-ANNO-NPLT	9	0.25	non plotting information	non plotting
A-ANNO-REDL	1	0.35	redlines	
A-ANNO-REVS	3	0.25	revision notes	
A-ANNO-SYMB	7	0.25	symbols	
A-ANNO-TEXT	7	0.25	general text	
A-ANNO-TTLB	7	0.25	title block information	
A-AREA	1	0.35	area calculation boundaries	
A-AREA-IDEN	7	0.25	area room numbers, calculations	
A-AREA-OCCP	7	0.25	occupant or employee names	
A-AREA-PATT	9	0.25	area patterns, solid fill and hatches	
A-CLNG	1	0.35	ceiling boundaries	
A-CLNG-GRID	6	0.18	ceiling grids	
A-CLNG-PATT	9	0.25	ceiling patterns	
A-CLNG-SUSP	1	0.35	suspended elements (not equipment)	
A-DOOR	2	0.13	doors- plan drawings	
A-DOOR-IDEN	7	0.25	door tags and numbers	
A-EQPM	3	0.25	equipment	
A-EQPM-CLNG	3	0.25	ceiling mounted equipment	
A-EQPM-FIXD	3	0.25	fixed equipment	
A-EQPM-IDEN	7	0.25	equipment identification and numbers	
A-EQPM-MOVE	3	0.25	moveable equipment	
A-FLOR	2	0.13	floor boundaries	
A-FLOR-CASE	3	0.25	casework	

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A-FLOR-EVTR	2	0.13	elevator cars and equipment	
A-FLOR-HRAL	1	0.35	handrails, guardrails, grab bars	
A-FLOR-IDEN	7	0.25	floor identification, numbers and finish	
A-FLOR-LEVL	2	0.13	floor level changes, slopes and ramps	
A-FLOR-PATT	9	0.25	floor material patterns and hatches	
A-FLO-PFIX	3	0.25	plumbing fixtures	
A-FLOR-SIGN	3	0.25	signage	
A-FLOR-SPCL	3	0.25	architectural specialties	
A-FLOR-STRS	2	0.13	stairs, steps, risers	
A-FLOR-TPTN	1	0.35	toilet partitions	
A-GLAZ	5	0.70	glazing and mullions	
A-GLAZ-FULL	5	0.70	full height glazing and mullions	
A-GLAZ-IDEN	7	0.25	window identification and numbers	
A-GLAZ-PHRT	5	0.70	partial height glazing and mullions	
A-GLAZ-SILL	2	0.13	sills	
A-ROOF	5	0.70	roof boundaries	
A-ROOF-LEVL	2	0.13	floor level changes and slopes	
A-ROOF-OTLN	1	0.35	outline edge	

LAYER NAME	PEN #	LINWEIGHT (mm)	DESCRIPTION	NOTES
A-ROOF-PATT	9	0.25	roof material patterns and hatches	
A-WALL	5	0.70	walls	
A-WALL-EXTR	5	0.70	exterior walls	
A-WALL-FIRE	6	0.18	fire rated walls	line type: center
A-WALL-SHFT	5	0.70	shaft walls	
A-WALL-HEAD	6	0.18	door and window headers	visible only on ceiling plans
A-WALL-INT	5	0.70	interior walls	
A-WALL-MOVE	1	0.35	moveable partitions and walls	
A-WALL-PATT	9	0.25	wall material patterns and hatches	
A-WALL-PRHT	1	0.35	partial height walls	
Defpoints	7	0.25	defpoints	
I-EQPM	3	0.25	interior equipment and appliances	
I-FURN	3	0.25	interior furnishings	
I-FURN-CHAIR	3	0.25	chairs and seating furniture	
I-FURN-FILE	3	0.25	file cabinets	
I-FURN-IDEN	7	0.25	furniture identification and numbers	
I-FURN-PNLS	1	0.35	systems panels	
I-FURN-POWR	3	0.25	power designation	
I-FURN-WKSF	3	0.25	work surface components	
S-COLS	5	0.70	structural columns	
S-GRID	6	0.18	structural column grids	line type: center
S-GRID-IDEN	7	0.25	structural column grid identification	
- -D	1	0.35	demolition work	line type: hidden
- -E	2	0.13	existing work to remain	* based on layer
- -F	2	0.13	future work	example: A-WALL-F
- -N	5	0.70	new work	A-WALL-INT-N
- -NIC	1	0.35	not in contract	
- -OVHD	9	0.25	overhead	line type: hidden
- -R	1	0.35	to be relocated	
- -T	1	0.35	temporary work	

END OF SECTION

## 10. Policy for Funding Tenant Improvements

As part of Division of Facilities and Transportation Services (DFTS) rental costs, DFTS provides the following list in the initial construction of tenant space. DFTS reserves the right to modify the provided tenant improvements due to budgetary changes, conformance to code, ADA requirements and DFD guidelines.

### 10.1 DFTS Provided Tenant Improvements

- Finished flooring material.
- Constructed and painted walls. Insulated demising, office, and conference room walls.
- Vinyl or rubber base.
- Finished lay in suspended acoustical ceilings.
- DFTS standard lighting, switching and occupancy sensors.
- Standard mechanical electrical and plumbing (MEP) needed to finish a space generically for any tenant user.
- DFTS standard for data wiring to the jack.
- Data wiring for Wireless Access Points
- Level 1 security measure (exterior building and suite access card readers); Door locks on offices, and conference rooms
- Trash and recycle bins within suite.
- Window coverings on the base building perimeter windows.
- Building Signage and initial move-in Wayfinding and location signage (office numbers, cubicle nameplates, evacuation signage, directories, etc.);
- Furniture (per DFTS standard and as specified below only).
  - Open workstations (aka: cubicles).
  - Private office desk/credenza or modular desk.
  - Side chairs or guest chairs for private offices.
  - Overhead storage, file pedestals within private offices or open workstations.
  - Conference room tables and chairs.
  - Cafeteria/break room tables and chairs.
  - Reception/waiting room furniture.

### 10.2 Tenant Agency-Funded Tenant Improvements

- Upgrades in finishes and furnishings (i.e. special finishes, black out shades etc.);
- Special MEP or lighting considerations.
- Upgrades in data wiring above DFTS standard (servers, server racks or relocations).
- Wireless Access Points
- Security over and above Level 1 security listed above.
- Kitchenette or break room equipment coffee maker, copiers, fax machines and printers etc.); refrigerators and microwave after initial construction of building.
- Conference room accessories (i.e., whiteboards, AV equipment, etc.);
- Wayfinding signage changes after initial move in.
- Furniture not identified above or special needs furniture including but not limited to Task Chairs, Keyboard Trays, mobile sit stands, Monitor Lifts, Specialized task lighting (not attached to systems furniture), high density Filing.
- Artwork.