DOA-8176I: Space Request Instructions

Division of Facilities & Transportation Services

Space Requests for State-Owned or Leased Facility

Effective Date: August 31, 2023
Last Revision Date: November 03, 2026

When to use DOA-8176

Complete DOA-8176 for:

- State-owned building space: new space, additions, or reductions (but not vacate)
- Leased space: new space, additions, or reductions (but not vacate)
- Vacant land; tower sites or related tower/building space
- Temporary or limited-use space
- Dormitory leases for Universities of Wisconsin campuses

Lease renewals without a change in square footage are handled through the applicable Lease Notification/Correspondence Memorandum process.

Before Beginning:

- Save the form locally and complete it electronically.
- Submit the completed, signed form to DFTS BREM Lease Administration at DOADFMLEASING@wisconsin.gov.
- Questions may be directed to that shared mailbox.

When NOT to use DOA-8176

Complete DOA-8178 for:
Vacate space requests for state-owned building space and leased space must be submitted via form DOA-8178, NOT DOA-8176.

Required Submission Package

A. Timing: Submit the Space Request before design, construction, procurement, or implementation begins. DFTS BREM must review and approve the request and related plans.

B. Tenant program: Attach a program describing functional needs, workspace and support-space requirements, adjacencies, furniture/equipment, assigned versus shared/hoteling needs, and corresponding telework agreements.

C. Financing: State Budget Office approval is required for financing. Include agency budget approval and cost/funding information requested in the form.

D. Waivers: If any requested allocation, private office, design, furniture, or other feature varies from policy, attach **DOA-8180** with a clear justification, alternatives analysis, and supporting documentation.

Main Header Section: Items 1-13

1. Agency Name: Enter the state agency that will occupy the requested space.

5. Division and Bureau: Identify the division and bureau that will occupy the space.

6. Current Lease Number: Enter the current lease number, if applicable.

7. Current Property: Enter the current street address and city, if applicable.

8. Initial Lease Term: Select the requested initial term. Terms longer than normal require advance coordination with Lease Administration. For state-office-building requests, enter zero.

9. Renewal Options: Enter the number and length of requested renewal options. For state-office-building requests, identify the continuing annual occupancy arrangement.

10. Proposed Property: Enter the proposed address/city, if known.

11. Property Contact: Enter the known owner, broker, or other property contact.

12. Desired Occupancy Date: Enter the proposed date. If critical, mark it critical and explain the reason in Item 38. Actual timing depends on availability and project requirements.

13. Agency Tenant/Lease Coordinator: Provide the primary agency contact. Attach the tenant program and telework documentation described above.

Space Allocation by Position Category: Items 14-15

14. Position Category and Job Title: List all current and requested authorized positions. Include LTE, contractor, intern, and shared positions, and include the average on-site days per week. Positions located in support areas must be counted here, but do not duplicate their square footage.

14A. Occupancy Type / Office: Select Assigned Workstation, Private Office, Shared Workstation, Hoteling Station, or Hot Desk. Employees who telework three or more days per week use shared or hoteling workspaces; employees in the office three or more days may have assigned workspaces, subject to policy and approved need.

14B. Standards: Use the applicable code and square-footage allowance in Section 5.9. A private office is limited to listed position/function categories unless DOA-8180 is approved.

15. Position Allocation Total: The workbook calculates the requested square footage. Correct missing inputs if the calculation does not work.

Support Areas: Items 16-17

16A. Conference, Meeting and Training Rooms: List each category separately; provide average visitors/staff, frequency, current/requested count, and the applicable Section 5.10 standard.

16B. Other Support Areas: List reception, focus space, break/kitchenette, copy/work/mail/print, files/storage, library, lactation, laboratory, garage, and other special-purpose areas separately. Base the requested size on policy and demonstrated operational need.

17. Support Area Total: The workbook calculates the combined requested support-area square footage.

Square-Footage Totals: Items 18-23

18. Position Allocation: Calculated total from Item 15.

19. Support Areas: Calculated total from Item 17.

20. Subtotal Usable Square Feet: Calculated sum of Items 18 and 19 before circulation and load factor.

21. In-suite Circulation: Enter the DFTS-approved planning percentage. If unknown, consult Space Management or Lease Administration rather than assuming a factor.

22. Building Load Factor: Enter the building/lease-specific factor supplied or approved by DFTS; enter zero only when not applicable. The factor varies by building and tenancy.

23. Total Square Feet Requested: Calculated total of usable area, circulation, and applicable load factor.

Budget Impact & One-Time Costs: Items 24-32

24. Rental Rate Change: Enter current and estimated requested rental rate; coordinate market assumptions with the assigned real estate transaction manager.

25. Square-Footage Change: Enter current area, requested area, and change calculated from Item 23.

26. Annual Space Cost Change: Calculated annual current, requested, and change amounts.

27. Position Change: Calculated current, requested, and change position counts.

28. Moving Cost: Enter applicable positions and cost per position or a supported estimate.

29. Furniture Cost: Enter applicable positions and cost per position, using current quotes when available.

30. Cabling Cost: Enter applicable square footage and cost per square foot, using current estimates when available.

31. Tenant Improvements: Enter applicable area and cost per square foot; identify amortization and funding approach.

32. Initial One-Year Total: Calculated first-year estimate using annual and one-time inputs.

Requirements & Justification: Items 33-48

33. Special Requirements: Identify operational, security/confidentiality, accessibility, technology, HVAC/electrical, extended-hours, and other needs. Attach DOA-8180 if any requirement differs from policy.

34. Creation or Deletion of Unit: Select and explain the organizational change.

35. Expansion or Contraction: Select and explain the staffing or program change.

36. Other / Waiver: Explain any other basis. If requesting an exception, attach **DOA-8180**.

37. Required Property Features: Describe location, client access, parking, transit, ingress/egress, ADA, security, floor, connectivity, and other essential features.

38. Status Quo Consequences: Explain the consequences if the request is not approved or completed by Item 12.

39. Long-Term Need: Describe expected occupancy beyond 40 years and long-range needs.

40. Holdover: Identify any holdover clause and rent effect.

41. Overall Rent Change: State the anticipated annual change.

42. Cost Avoidance: Identify reduced costs and amounts.

43. Health and Safety: Describe relevant concerns and supporting documentation.

44. Moving Funding: State how moving costs will be funded.

45. Furniture Funding: Describe new/refurbished/existing furniture and funding.

46. Cabling Funding: Describe cabling and funding.

47. Tenant Improvement Funding: Identify amortization, commencement payment, or special funds.

48. Staffing and Occupancy Reconciliation: Explain current-to-requested position changes; summarize assigned, shared, hoteling, and hot-desk counts; confirm corresponding telework agreements are attached.

Funding & Approvals: Items 49-57

49. Base-Budget Capacity: Indicate whether all lease costs/obligations can be funded from the agency base budget for the requested term.

50. Additional Funding: If no, explain how funds will be obtained.

51. Funding Type: Select all applicable appropriations/fund types.

52. Authorizing Source: List appropriation sources and percentages totaling 100 percent.

53. Agency Budget/Financial Approval: Required signature and date.

54. Agency Legal Counsel: Obtain when applicable.

55. Secretary/Chancellor or Designee: Required signature and date; approval certifies completeness of the tenant program, occupancy assumptions, telework documentation, and waiver materials.

56. DFTS BREM Bureau Director: DFTS Lease Administration obtains the required BREM review/approval.

57. State Budget Office: DFTS Lease Administration obtains the required financing review/approval.

Policy References

Office Space & General Facility Design Standards, amended August 2026: Space Management Policy; Sections 2.1, 5.4-5.10, 7 and 8; Tenant Program definition; and Appeal Process. Related forms: DOA-8176, DOA-8178, and DOA-8180.