OFFICE SPACE & 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
Original: March 2023
Amended: November 2026

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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) establish interior design layout standards and criteria for new buildings and for major and minor alterations to Department of Administration (DOA)-owned and leased buildings. The purpose of these standards is to ensure that all tenants in DOA-owned buildings and lessees in privately owned buildings use space efficiently while providing a safe and comfortable environment for employees and visitors. This document contains policy and technical criteria for use 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 provides all project information, including the number and sizes of building spaces and the 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 operations and energy efficiency, and to fully realize other project criteria. While the DFTS space standards provide general criteria, project-specific requirements may occasionally deviate from those standards.

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

2. Space Management Policy

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

This space management policy guides agencies in undertaking space planning, space project requests, and any changes to state space, and must be adhered to in all DOA-owned or leased buildings. Proposed 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) before any work is undertaken.

To achieve consistency and efficiency, these standards and guidelines have been created and are available on the DFTS website. The regulations generally follow the guidelines of the International Facility Management Association (IFMA) and the Building Owners and Managers Association (BOMA), as well as national Best Management Practices for space management.

These standards provide all state agencies and those performing facility-related functions with a list of requirements and processes to follow.

Policy Objectives

- Maintain consistency from agency to agency and building to building in DOA spaces and space management practices.
- Ensure that state-owned or leased facilities are located, constructed, and consolidated in alignment with the agency's desires and needs and with the concerns of local governments, whenever feasible.
- Provide a safe, comfortable, and consistent environment for all employees and visitors.
- To establish standards and manage our DOA-owned or leased space as consistently and efficiently as possible in the most efficient and cost-effective manner possible.
- Ensure conformity to DOA space standards, guidelines, and requirements.
- Maintain building flexibility and consistency to accommodate organizational change.
- Ensure agencies, programs, and employees are allocated an amount, type, and specific design of space that DOA and the agency have determined to be necessary and appropriate for the function of the job and the achievement of state business.
- Ensure compliance with DFD Sustainability Guidelines
- Evaluate agency compliance with sec. 748.070 documentation in chapter 748 in the Wisconsin Human Resources Handbook, specifically regarding recurring Remote Work Agreements and temporary/ad hoc remote work.

Submittals and Approvals

The DFTS 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 published Space Management specifications, standards, and guidelines. The DFTS BREM, along with the Bureau of Building Management (BBM), will work with your agency to ensure your project is in the best interests of the state, follows the design process and standards, and is completed in accordance with state processes and policies.

Appeal Process
Appeals of a decision made by BREM in opposition to an agency request must be submitted via form DOA-8180 to the BREM Bureau Director (BD). The appeal must request a waiver of the standards enforced by BREM and include a clear, concise written justification. The DFTS BREM BD has the authority to grant waivers for space management specifications, standards, and guidelines when circumstances and the best interests of the requesting agency warrant it.

Specifications, Standards, and Guidelines
The space management guidelines, standards, and specifications referenced in this policy have been established and published by DFTS and are available on the DFTS website. All DOA-owned or leased space management issues, including space requests, vacancy requests, furniture changes, design, construction, space consolidation, and related matters, are subject to 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. 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 its existing space within a DOA office or leased building. Space Requests must be completed prior to the onset of design or construction and must be approved for financing by the State Budget Office.

2.2 Vacancy Request Approval Process

1. A Tenant Agency submits completed Vacancy Requests to DFTS.

2. DFTS will provide an initial response within 30 days of receipt of each Vacancy Request.

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

b. “Tenantable” space is clean; walls and furniture are returned to move-in condition and ready for a new tenant with limited work. Any current tenant’s ancillary furniture is to be removed unless approved by BREM.

4. The current tenant agency must pay for the expense to make the space “leasable” and “tenantable.”

5. 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.

6. If the space is not leasable or tenantable, DFTS works with the DOA Building Manager and the tenant agency to identify repairs to make the space leasable and tenantable. For Example:
    a. Does furniture need to be replaced, removed, or reconfigured to fit a standard layout?
    b. Do walls or doors need to be repaired or repainted?

7. DFTS will provide a construction estimate for the project. The tenant agency will be billed in full upon project completion.

8. If space cannot be made leasable or tenantable, the request is not approved. A request may also be denied if the current tenant agency has no 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 following two timelines, depending on which of the following conditions occurs first:

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

Exceptions to the rent guidelines may be made due to the loss of a program or funding, or relocation within the same building or to another DOA building for alternate/additional space.

3. DFD Master Specifications/Design Guidelines

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 (DFD) developed Master Specifications and Design Guidelines, as well as sustainability guidelines and life-cycle costing analyses, to be followed for the construction of all state office buildings. These guidelines ensure each construction project is designed for maximum effectiveness, aesthetics, cost efficiency, operating cost efficiency, functional performance, and energy efficiency, while meeting the needs of the building's users and achieving the construction goals of client agencies.

The DFD Master Specifications and Design Guidelines, Sustainability guidelines, and life cycle costing information: 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 ability or mobility, age, gender, or physical stature, without requiring adaptations or specialized design.

All Projects are to meet the 2024 International Building Code (IBC), the International Existing Buildings Code (IEBC), the Americans with Disabilities Act (ADA), the International Energy Conservation Code (IECC), the National Electrical Code (NEC), the International Mechanical Code (IMC), and the Life Safety Code.

4. Definitions

BOMA: Building Owners and Managers Association. This association sets the standard for best practices for commercial real estate measurement methods.

Common Areas: Building or Floor: A measure of all internal spaces of the building not occupied by tenants but providing services to building tenants. There can be floor-specific common areas (kitchenette, copy area) or building common areas 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, typically containing elevator shafts, stairwells, and restrooms.

Service Area—Building or Floor: A measure of all internal spaces in the building not occupied by tenants but providing mandatory services to building tenants. There can be floor-specific service areas (server closets) and building-wide service areas for all building tenants (main lobby, lactation rooms, mechanical rooms, dock and receiving, security rooms, restrooms, egress corridors, etc.).

Building Loss Factor: Usable area unavailable to the occupant due to significant building impediments and/or floor plate restraints. All floor plates will incur some building loss; however, the factor applies only when the loss can be measured or demonstrated to have a significant impact on the occupant's space requirements. Common building loss factors include excessive column size, curved walls, and irregular or constrained floor plates, which require occupants to provide additional usable area to meet their functional requirements.

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

Collaboration Space: A workspace designed to bring employees together to work toward a common goal.

Demising wall: A wall that separates tenants.

Dedicated or Group Support Space: A space allowance for support space (files, equipment, copiers, printers, storage, etc.) dedicated to a specific agency or group and located adjacent to the agency's or group's workspace.

Private Office: A room with four-sided, floor-to-ceiling enclosures made of drywall, demountable, or removable partitions, and an operable door.

Facilities Program: A written and/or graphic statement that defines a facility's design criteria and needs.

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 space, add a circulation factor to the calculated assignable area to account for hallways and accessibility. This number is then used as the tenant's required usable area.

Usable Area: A measure of all internal space on a floor or floors of a building (excluding vertical penetrations and building/floor common areas). Corridors within a tenant space are included in the usable space and are also referred to as circulation space. The usable 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 usable area for full-floor tenants may include common and service areas on the floor.

Full-Time Equivalent (FTE): A measure of labor utilization that approximates the number of people employed by a department.

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

Tenant Program: A supplement to the Space Request space needs. A detailed statement describing what a tenant needs to perform their activities efficiently, safely, and comfortably. It includes descriptions of the requirements for each workspace, support space, circulation, and special-purpose space, based on the approved space standards and guidelines. It describes proximity requirements for functionality, as well as the types and sizes of required furniture and equipment. Include a summary of assigned vs. hoteling/shared workstation needs. Telework agreements that correspond to the data and follow the guidelines set forth in Chapter 748, Remote Work, of the Wisconsin Human Resources Handbook must also be provided. A designer uses this Tenant Program to complete a space layout.

Gross Building Area: The total area of the building. If measured to the outside face of the wall, it is called exterior gross; if measured to the inside face of the wall, it is called interior gross.

General Office Space: Office space used to accommodate general administrative functions (workstations, support, and circulation space) and does not require special design and construction due to 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, separated from neighboring workspaces by furniture panels, with storage options and work surfaces.

Hoteling: an office management method in which offices, cubicles, or workspaces are unassigned and 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.

Focus Space: A reservable enclosed workspace designed for temporary use by one to three occupants to conduct confidential conversations, focused work, virtual meetings, or other activities requiring privacy. Focus Spaces are to be located on the interior of office space, whenever possible. Focus Spaces are shared building resources available by reservation and are not assigned to any individual, work unit, or agency unless specifically designated.

Integrated Workplace Strategies: An umbrella term that encompasses a holistic approach to accommodating work. This involves examining how and where people work, the work processes, technology, and management policies needed to maximize the use of personnel, facilities, and other resources to achieve the tenant's goals.

Pro-Rata Share: A calculation to describe a proportionate allocation of space in a building.

Remote Work: A flexible work 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 building's rentable-to-usable ratio is applied to the tenant’s usable area. This includes their usable area and their pro-rata share of the common and service areas. It may be calculated by measuring the actual or proposed space for rent, or by applying a percentage factor or multiplier to the required usable area to account for the tenant’s proportionate share of and use of common space in the building. The factor or multiplier will vary depending on the building type and tenancy (e.g., single-tenant floor, multi-tenant floor, whole building). The rentable area remains constant for the life of the building unless room uses change or additional area is constructed.

Telework: a flexible work arrangement that allows employees to perform part 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, elevators, and pipe shafts. These are excluded from the rentable area except for the ground floor.

5. Interior Space Standards & Planning Guidelines

DFTS BREM has established the Interior Space Standards and Planning Guidelines for use in state-owned buildings and 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, consolidation, or rearrangement.

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 new furniture and equipment do not exceed the building's HVAC and electrical capacity.

5.2 Parking Guidelines

- The DOA parking forms and policy are available on our website: https://doa.wi.gov/Pages/AboutDOA/RealEstate-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 BREM.
- To improve space utilization and maintain required circulation, consideration should be given to designing and purchasing appropriate, efficient file systems and utilizing 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 via form DOA-8180.
- 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.

5.5 Open Office Systems Guidelines

- To improve space utilization, it is recommended that all agencies utilize or procure system furniture to replace conventional furniture whenever possible.
- Open-office system furniture takes 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 who work remotely or telework 3 or more days per week on a fixed or flexible schedule will use hoteling or shared offices or workstations. When implementing this, consider scheduling and locked storage for employees.

Assigned workstations: Employees who work in the office 3 or more days per week may be assigned a workstation or office.

5.7 Focus Spaces

Focus Spaces are shared, reservable, enclosed workspaces intended to support confidential discussions, focused individual work, virtual meetings, and other activities that require a quiet or private setting and cannot reasonably be accommodated within an employee's assigned workspace or an open office environment.

Standards

- Focus Spaces are shared building resources and shall not be permanently assigned to an individual, work unit, division, or agency unless specifically designated.
- Focus Spaces are intended for temporary occupancy by one to three people.
- Focus Spaces shall be reservable using the building's approved room reservation system when available.
- Focus Spaces are intended to supplement, not replace, assigned workstations, private offices, hoteling stations, or shared workstations.
- Employees shall continue to utilize their assigned workspace or approved hoteling/shared workstation as their primary work location.
- Focus Spaces shall not be reserved for routine daily work, long-term occupancy, or as a substitute for an assigned workspace.
- Agencies shall ensure equitable access to Focus Spaces for all building occupants consistent with operational needs.

Design Guidelines

- Focus Spaces should generally range from approximately **70 to 100 square feet**, depending on furniture configuration.
- Spaces should accommodate one to three occupants and include:
    - A work surface or small meeting table.
    - Ergonomic seating.
    - Electrical power and charging capability.
    - Wireless network connectivity.
    - Video conferencing capability where appropriate.
    - Appropriate lighting and acoustical treatment to support privacy and concentration.
- Wherever practical, Focus Spaces should include clear glazing or sidelights consistent with BREM daylighting, safety, and security standards while maintaining appropriate visual privacy.
- Doors shall be lockable only as appropriate for temporary occupancy and emergency access requirements.
- Focus Spaces are to be located on the interior of office space, whenever possible.
- Focus Spaces should generally be located within or adjacent to open office areas to support convenient access while minimizing disruption to surrounding workspaces.

Operational Guidelines

Focus Spaces are appropriate for activities including:

- Confidential personnel discussions.
- Sensitive conversations involving employees or members of the public.
- Virtual meetings requiring speech privacy.
- Small project meetings.
- Focused individual work requiring limited interruptions.

Focus Spaces are **not** intended for:

- Permanent workspace assignments.
- Daily scheduled occupancy by the same employee.
- Storage of personal belongings or departmental materials.
- Circumventing BREM space allocation standards or assigned workspace requirements.

5.8 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 the loading dock and receiving area.

5.9 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 of the work surfaces. Purchasing used, refurbished, or existing furniture does not guarantee integrated sit-stand capability.
- Hoteling stations may be smaller than standard assigned stations. Refer to section 5.10, space allocation. Do not leave personal items at Hoteling stations.
- 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 vendor 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://vendornet.wi.gov/
Links to Universities of Wisconsin Contracts: https://www.wisconsin.edu/procurement/contracts/

Sustainable Goals

- Open office systems should be 25 percent recyclable at the end of their useful life.
- The open office system furniture should be composed of a minimum of 20% recycled content. This includes 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.

5.10 Space Allocation for Office/Open Office Areas

Position Category	Example of Job Titles within the Category	Office Type / Location	Code	Space Allocation Square Feet (SF)
Executive	Department Secretary or Agency Head	Private Office / Exterior Window	PO-1	(15' x 15 ') **225 SF**
	Deputy Secretary	Private Office / Exterior Window	PO-2	(12' x 16') **192 SF**
	Assistant Deputy Secretary	Private Office / Exterior Window	PO-2	(12' x 16') **192 SF**
	Division Administrator	Private Office / Exterior Window Not On a Corner	PO-2	(12' x 16') **192 SF**
Managers	Deputy Division Administrator	Private Office: Locate toward the center core, not by a window	PO-3	(10' x 16') **160 SF**
	Bureau Director	Private Office: Locate toward the center core, not by a window	PO-4	(12' x 12') **144 SF**
Professional General	Attorneys/District Supervisor	Private Office: Locate toward the center core, not by a window	PO-5	(10' x 12') **120 SF**
	Probation & Parole Functions	Private Office: If an interview space is not available	PO-5	(10' x 12') **120 SF**
	Human Resources EAP / AAO	Private Office: Locate toward the center core, not by a window	PO-5	(10' x 12') **120 SF**
Supervising Professionals	Section Chief, Supervisor, Deputy Bureau Director, Team Lead, Architect, Engineer, Designer, or FMO	Workstation	WS-1	(8' x 12') **96 SF**
Architecture & Engineering	Engineer, Architect, Designer, Code Reviewer, FMO	Workstation: Needs a Work Surface for Drawing Review	WS-2	(8' x 9') **72 SF**
Professional General	All other job categories/classes	Workstation	WS-3	(8' x 8') **64 SF**
Prof. Other	Auditor, Intern, Contractor	Workstation	WS-4	**36 -48 SF**
Shared Workstation		Workstation	WS-3	(8' x 8') **64 SF**
Hoteling Station		Workstation	WS-3	**36-64 SF**

5.11 Space Allocation for Support Areas

Category	Description	# of People	Code	Size
Focus Space	Reservable enclosed workspace for confidential meetings, focused work, or virtual meetings	1 to 3	FS-1	(7' x 10') or (10' x 10') **100 SF**
Conference Rm-1	Small - A	2 to 4	CR-1	(10' x 10') **100 SF**
Conference Rm-2	Small - B	6 to 8	CR-2	(10' x 15') **150 SF**
Conference Rm-3	Medium - A	8 to 10	CR-3	(12' x 20') **240 SF**
Conference Rm-4	Medium - B	10 to 12	CR-4	(15' x 20') **300 SF**
Conference Rm-5	Large - A	16 to 18	CR-5	(18' x 30') **540 SF**
Conference Rm-6	Large - B	20 to 22	CR-6	(20' x 34') **680 SF**
Conference Rm-7	Very Large Meeting Rooms	More than 24 persons	CR-7	**15-20 SF per person**
Auditorium	Tiered Seating		Aud.	**10-12 SF per person**
Kitchenette	Coffee bar with upper and lower cabinets, counter, H/C water sink, and space for appliances (refrigerator, microwave, and coffee maker), sized to staff count.	One per 15,000-20,000 SF or one per floor	BA-1	Sized to accommodate employee count
Building Café or Break Room	Seating for 25% of the 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 SF per person**
Cafeteria / Dining	Provide seating for one -third of the total staff.		CAF/DIN	**15-20 SF per person**
Kitchen/ Storage/ Service Area	If applicable, and the building has a cafeteria with a vendor		KIT/STOR	Size to be based on **25-30%** of the size of the cafeteria dining area
Training Rm-1	Small Training Room	Seating for 18	TR-1	(20' x 30') **600 SF**
Training Rm-2	Medium Training Room	Seating for 30	TR-2	(25' x 40') **1000 SF**
Training Rm-3	Large Training Room	Seating for 50	TR-3	(35' x 45') **1,575 SF**
Reception/ Waiting Area-1	Small	Seating for 4	R/W-1	(10' x 10') **100 SF**
Reception/ Waiting Area-2	Medium	Seating for 8-10	R/W-2	(12' x 16') **192 SF**
Reception/ Waiting Area-3	Large	Seating for 14-20	R/W-3	(16' x 20') **320 SF**
Reception/ Waiting Area-4	Very Large	Seating for 22-30	R/W-4	(24' x 24') **576 SF**
Copy Area	Small	MFD & table	CA	**50 SF**

Category	Description	# of People	Code	Size
Work Room/Copy Area -1	Medium	MFD & Counter Area & Small Mail Area	WRCA-1	**135 SF**
Work Room/Copy Area -2	Large	Production Copy & Counter Area Mail Area, supplies, etc.	WRCA-2	**150 SF**
Mail Room -1	Large	Division or Departmental Central Mail Distribution Area	MR-1	**225 SF**
Mail Room-2	X-Large	Building-wide Mail Distribution Center	MR-2	**500 SF**
Print Area	Very small	1 printer on a small counter	PA	**36 SF**
Locked File Room	Size based on tenant requirements	Open shelving for files	TF-1	
Open File Area	Size based on tenant requirements	Dependent on the file sizes & counts	OF	
All-Gender UA Restroom	Handicap Accessible single all-gender restroom		UA	**75 SF**

Size print areas, file rooms, cafés and break areas, bathrooms, all-gender and UA bathrooms, and lactation rooms to meet agency and building capacity needs.

6. General Interior Facility Requirements

6.1 Wayfinding and Signage

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

6.2 Conference, Training, and Collaboration Rooms

- Conference rooms will be provided per tenant requirements.
- Conference rooms that seat 6 people or more: equipment will be provided by the tenant; blocking, electrical, and cabling support for these items will be coordinated and provided for in the design.
- Wireless access points are partnered with DET and may or may not be included as part of the space. DET determines where these are placed within rooms and in open-office areas.
- DOA will provide equipment for DOA-managed 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, a lavatory, and a changing area with both half- and full-size lockers. A mirror over the sink and a full-length mirror. Size should be based on overall occupancy.
- The locker room should have card reader access and signage prohibiting photos.

6.4 Wellness Rooms

- Wellness rooms should be provided in state office buildings when supported by building occupancy, employee demand, available space, and cost-effectiveness. In multi-tenant buildings, the room should serve as a shared building amenity whenever feasible.
- The wellness room should be located near locker rooms, showers, and restrooms where possible. The location should be readily accessible without requiring users to travel through secured tenant work areas.

- The room should have card-reader access, a distress button for medical or personal-safety emergencies, and posted rules for appropriate use. The distress button should alert building security or another continuously monitored response point and should not be represented as a substitute for calling 911.
- An automated external defibrillator (AED) should be located within or immediately adjacent to the wellness room in a visible, readily accessible location. Its placement, inspection, and maintenance must follow the building's emergency-response program.
- Emergency signage should clearly identify:
    - The room's street address, building name, floor, and room number;
    - How to contact 911 and building security;
    - The location of the nearest AED and first-aid supplies;
    - How to activate the distress button; and
    - Procedures for reporting injuries, hazards, or damaged equipment.

Space and Occupancy Guidelines

- The following should be used as initial programming guidelines. Final room size and equipment quantities should be determined through a building-specific assessment that considers on-site occupancy, anticipated demand, available locker and shower facilities, telework patterns, and nearby fitness resources.

Regular Building Occupancy	Suggested Room Size	Cardio Equipment	Strength Equipment	Open Movement Area
Up to 250 occupants	500–750 SF	2–3 machines	1–2 stations	At least 150 SF
251–500 occupants	750–1,000 SF	3–5 machines	2–3 stations	At least 200 SF
501–1,000 occupants	1,000–1,500 SF	5–8 machines	3–5 stations	At least 300 SF
More than 1,000 occupants	Based on the utilization study, generally 1,500 SF or more	8 or more machines	5 or more stations	At least 400–500 SF

- The open movement area should accommodate stretching, yoga, mobility exercises, bodyweight exercises, and other low-impact movements. It should remain free of fixed equipment and obstructions to circulation.
- Equipment should be arranged to provide an accessible route and the required clear floor space for transfer to or use of each type of exercise equipment. The U.S. Access Board requires an accessible clear floor space positioned for transfer or use by an individual seated in a wheelchair; shared clear space may serve adjacent equipment when appropriately configured. U.S. Access Board exercise-equipment guidance

Equipment Standards

- Equipment selection should provide a balanced range of cardiovascular, strength, flexibility, and accessible exercise options without unnecessarily duplicating specialized commercial-gym equipment. Contact the DOA State Bureau of Procurement (SBOP) for assistance with purchasing equipment via the state piggybacking contract.
- Cardiovascular equipment may include:
    - Treadmills;
    - Elliptical or low-impact cross-training machines;
    - Upright or recumbent stationary bicycles;
    - Rowing machines; and
    - Accessible upper-body ergometers.
- Strength and functional equipment may include:
    - A cable-based functional trainer or multi-station resistance machine;
    - Adjustable benches;
    - Dumbbells with an enclosed or secured storage rack;
    - Resistance bands and suspension-training equipment;
    - Stability or medicine balls appropriate for the room; and
    - Exercise mats, yoga blocks, and stretching accessories.
- At least one cardiovascular machine should offer a low-entry, recumbent, or similarly accessible configuration. Where strength equipment is provided, the equipment mix should include at least one station usable by a person who remains seated in a wheelchair.
- Equipment selection should favor commercial-grade machines with:
    - Clearly marked operating instructions;
    - Emergency-stop features where applicable;
    - Accessible controls and displays;
    - Appropriate user-weight ratings;
    - Available replacement parts and local service support;
    - Energy-efficient operation; and
    - Manufacturer warranties suitable for shared institutional use.
- Loose equipment should be limited to items that can be safely stored. Free-weight quantities and maximum weights should be appropriate for an unsupervised workplace setting. Do not provide Olympic lifting platforms, unsecured barbells, heavy plate-loaded equipment, or other higher-risk equipment unless specifically approved through a documented safety and operational review.

Room Design and Building Systems

- Flooring should be commercial-grade, resilient, slip-resistant, shock-absorbing, and suitable for exercise equipment. Equipment should be placed on protective flooring or manufacturer-approved mats.
- Walls, floors, and ceilings should provide reasonable acoustic and vibration control to prevent disruption to adjacent workspaces.

- Heating, cooling, and ventilation should be designed for the anticipated exercise load rather than standard office occupancy. The room should provide adequate air circulation and temperature control during occupied hours.
- The room should include:
    - A drinking-water station or bottle-filling station nearby;
    - Adequate electrical outlets located to prevent exposed cords and trip hazards;
    - Secure storage for mats, resistance bands, and other accessories;
    - A cleaning station with manufacturer-approved disinfectant and disposable wipes;
    - Waste and recycling receptacles;
    - A wall clock;
    - Mirrors where they support safe exercise technique, without compromising privacy;
    - Adjustable lighting appropriate for both equipment use and low-impact movement; and
    - Coat hooks, shelving, or small storage compartments for personal belongings.
- The room should not contain cameras except where specifically required and approved for entry security. Any card-access records must be managed in accordance with applicable privacy, security, and records-retention requirements.

Use and Administration

- A wellness-room use policy should be posted at the entrance and made available electronically.
- At minimum, the policy should address:
    - Authorized users and permitted hours;
    - Card-access requirements and prohibition against allowing unauthorized entry;
    - Appropriate attire and footwear;
    - Cleaning equipment after each use;
    - Time limits during periods of high demand;
    - Safe storage of personal belongings;
    - Prohibition against photographs and video recording;
    - Prohibition against modifying, relocating, or bringing unauthorized equipment into the room;
    - Reporting injuries, unsafe conditions, and damaged equipment;
    - Expectations for respectful, inclusive use; and
    - A statement that use is voluntary and users are responsible for selecting activities appropriate to their abilities and health circumstances.

Approval Requirement

- Any proposed wellness room, significant equipment expansion, or departure from these standards must be reviewed and approved by BREM. The requesting agency may be responsible for equipment, installation, maintenance, repair, replacement, and other operating costs unless otherwise approved.

6.5 Serenity Reset Rooms

- A serenity room should be considered in state office buildings based on building occupancy, employee needs, available space, and operational feasibility. In multi-tenant buildings, the room should serve as a shared building amenity whenever practical.
- A serenity room provides employees with a quiet, low-stimulation space for brief periods of personal decompression, emotional regulation, or sensory relief. Employees may use the room following a difficult call, meeting, workplace interaction, or other stressful experience, or when they need a short break from environmental stimulation before returning to work.
- The room should be in a quiet, discreet, and readily accessible area away from high-traffic corridors, active collaboration areas, fitness equipment, and other significant sources of noise or disruption.
- The room should include:
    - Comfortable, supportive seating that accommodates a range of body types and mobility needs;
    - Adjustable, dimmable lighting, with warm or indirect lighting options whenever feasible;
    - Appropriate acoustic separation or sound-absorbing materials;
    - Neutral, calming colors and finishes;
    - A small table or surface for personal items;
    - An occupancy indicator or similar method of showing when the room is in use;
    - Accessible electrical outlets; and
    - A limited selection of easily cleaned distraction or sensory-regulation tools, such as puzzles, coloring materials, tactile objects, fidget tools, mindfulness cards, or a white-noise device.
- The room, entrance, furnishings, controls, and clear floor space must meet applicable accessibility requirements. Employees should be able to adjust lighting and use the room's primary features from an accessible position.
- Posted expectations should establish that the room:
    - Is available for brief, individual use, generally up to 20 or 30 minutes when others may be waiting;
    - Is intended for quiet restoration and should not be used for meetings, telephone calls, routine work, meals, sleeping, or personal storage;
    - Must be left clean and orderly after each use;
    - May not be reserved or routinely occupied as an alternative workspace;
    - Does not replace a lactation room, wellness or fitness room, medical treatment area, prayer or reflection accommodation, or legally required workplace accommodation; and
    - Is not a substitute for emergency assistance, professional counseling, or medical care.
- The room should not contain cameras or audio-recording equipment. Any access-control or occupancy-monitoring system should collect only the information necessary to manage the space and should protect employee privacy.
- Sidelights or glass door inserts are required to increase life safety and light infiltration and should follow DFD Daylighting Standards for State Facilities. Blinds are not permitted on sidelights.

- Furnishings, fabrics, and shared tools should be durable, nonporous or easily cleaned, low-maintenance, and appropriate for a shared workplace environment. Building management should periodically inspect the room and replace damaged, missing, or unsanitary items.

6.6 Lactation Rooms

- All State office buildings should, when possible, have a lactation room. This room should be sized based on building occupancy (an average of 1 stall per 200 employees).
- The room should, when possible, have private curtained-off areas, each with a chair, counter, and above-counter electrical outlet.
- The room should, when possible, contain lower cabinets with an H/C water stainless steel sink, a small refrigerator, lockable kit lockers for equipment, and a full-length mirror.
- The flooring in the lactation room should, when possible, be carpet, and the walls should have Type I low- or no-VOC vinyl wall covering. Use lower lighting levels or dimming in the lactation room area.
- Card access should be provided on the lactation room entry door.

6.7 Floor Kitchenettes

- For planning purposes, provide one per floor or one per 15,000-20,000 SF of occupied space.
- Each kitchenette shall contain an H/C water SS sink, space for a full-size refrigerator with an ice maker, a 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 provided at a ratio of 1 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 makers and refrigerator ice makers. The tenant shall provide the coffee maker.
- Dedicated outlets are to be provided for the coffee maker, refrigerator, and microwave, and an additional outlet for the tenant's convenience.
- Provide a paper towel and a 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.
- Backsplash wall area to be ceramic tile.
- Appliances, including a refrigerator and a microwave, will be provided in the initial building construction. Subsequent units are procured by the tenant and must be Energy Star.

6.8 Vending Area

- Provide one space per building or tenant agency suite if solely located in a building, near the building break room. Each vending area measures 120 SF or is 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.
- The area should provide space for garbage and recyclable disposables.
- Flooring to be vinyl composition tile or laminated vinyl tile.

6.9 Cafeteria

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

6.10 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, lavatories, and urinals per code. Include a changing station in the visitor-accessible restrooms. Include a mirror over the sink, coat hooks, and one full-length mirror. Provide hand-free soap and a paper towel dispenser, and a stainless-steel shelf.
- In new office space and major renovations where gendered restrooms already satisfy applicable minimum plumbing fixture requirements, plan for at least one accessible, single-user all-gender restroom on each accessible floor occupied by employees or open to visitors. Locate it near the main restroom group where feasible. On floors that serve the public, provide access from the public side of security controls. Evaluate additional locations on large floors, in high-traffic areas, and where separate security zones limit access to a shared restroom.
- In existing buildings where per-floor provision is infeasible, prioritize a single-user all-gender restroom on the main public service floor and locations that provide convenient access from employee work areas. Identify available locations through building signage and directories.

6.11 Floor-to-Floor Dimension

The floor-to-floor dimension should 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.

6.12 Interior Column Bay Dimensions

When designing and planning a new building, select column bay dimensions to ensure efficient placement of open-plan office furniture using the state standard cube and office sizes.

6.13 Interior Walls

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

6.14 Interior Wall Finishes

- Anything in addition to what is listed here requires Space Management approval. If approved, the tenant is responsible for the associated expense.
    - All interior wall materials and colors are to be approved by the Bureau of Real Estate Management (BREM).
    - Wall Coverings: Elevator lobbies, 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 in quantities appropriate to the construction.
- Paint: Texture of painted surfaces to be rolled satin finish, except for restrooms, which should have semi-gloss painted walls above the ceramic wall tile. The project shall provide paint attic stock in quantities appropriate to the amount used in construction.
- Ceramic Tile: Walls in the 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 backsplashes are to be ceramic tile.
- Toilet partition color and material to be approved by BREM.
- Equipment Blocking: Conference room equipment (including visual boards) and other equipment will be provided by the tenant; blocking and support for these items will 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.

6.15 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, and two in upper cabinets. Cabinets to be ADA-compliant. Kitchenette casework to provide adequate storage for supplies and cleaning materials, with two lower cabinets featuring an integral toe kick and open drawer space for trash and recycling cans. Countertops to be solid-surface material.

6.16 Ceilings

- To ensure proper daylighting design techniques, the ceiling heights must be evaluated 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 preferred minimum acceptable height for daylit 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 tiles 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 a minimum .50. Increased CAC is to be provided using a sound masking system. The ceiling tile shall be square-edged and colored white. Minimum Recycled Content is to be 74%. Restroom and locker room ceiling tiles are to be provided with an 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, subject to BREM approval.
- 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.

6.17 Flooring

- Flooring materials and colors shall be approved by BREM. 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 while still creating an aesthetically pleasing and easily maintainable space.
- Entry-level public corridors and the main lobby shall have a hard-surface, highly durable, slip-resistant flooring material.
- Restroom flooring should be a hard-surface, highly durable, slip-resistant material.
- Carpet: General business open-office areas, private offices, waiting areas (excluding the main entrance lobby), meeting rooms, lactation rooms, and café seating areas should be carpeted with commercial-grade carpet tiles.
- Large conference rooms, boardrooms, upper-floor elevator lobbies, and executive office suites, such as departmental Secretaries' Offices, should have upgraded carpet tile throughout.
- Vending areas and kitchenettes should have hard-surface, highly durable, slip-resistant flooring material.
- Provide a 4% minimum attic stock for each type of flooring.
- All interior flooring materials and colors shall be approved by BREM.
- Provide ADA-compliant color-matched transition strips at floor finish material changes.

6.18 Doors and Door Frames

- Sidelights or door vision panels 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 a 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, sized 24" x 60". 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 their use and security requirements.
- All interior doorframes, except those found in demountable partitions, shall be painted hollow metal frames. Door frames and sidelights are to be constructed in an acoustically sound manner. Each door should include an appropriate doorstop that is consistent with DFD specifications and guidelines.
- All office and conference room doors should have locksets with a thumb turn on the interior and be keyed to a schedule provided by BREM
- Heavy-duty stainless-steel double-coat hooks may be included on the backs of all office doors, where applicable.

Interior Door and Sidelight Glazing

Sidelights, borrowed lights, door vision panels, and other interior glazing are intended to support visibility, safety, daylight distribution, and an open workplace environment. The following requirements apply to all such glazing in tenant and shared spaces:

- Blinds, curtains, shades, paper, signs, posters, paint, and other movable or opaque coverings are not permitted on sidelights, borrowed lights, or door vision panels unless approved through the waiver process described in these standards.
- Translucent privacy film or an equivalent professionally applied treatment may be permitted on the lower portion of the glazing when needed to provide reasonable visual privacy. Unless otherwise approved, the treatment may not extend more than 48 inches above the finished floor or cover more than 50 percent of the total glazed area, whichever results in the lesser coverage.
- At least one continuous portion of the glazing must remain clear and unobstructed at a height that provides effective visibility into and out of the space. Applied treatments may not obscure required door vision panels, interfere with safe circulation, or create a condition in which approaching occupants cannot see one another.
- Reflective film, dark tinting, mirrored treatments, graphics, advertising, decorative clings, and field-applied frosting are not permitted unless incorporated into an approved design or specifically authorized by BREM.
- Approved films and coverings must be commercial-grade, professionally installed, compatible with the glazing and any fire-rated assembly, readily maintainable, and removable without damaging the glass, frame, door, or adjacent finishes. Tenant agencies are responsible for the costs of approved installation, maintenance, removal, and restoration unless otherwise determined by DFTS-BREM.
- Treatments may not interfere with applicable building, fire, accessibility, life-safety, security, or daylighting requirements. Alterations to fire-rated doors, fire-rated glazing, or required vision panels must be reviewed by the appropriate facilities and code officials before installation.

Privacy and Security Exceptions

Greater coverage may be appropriate for wellness rooms, lactation rooms, medical or examination spaces, confidential interview rooms, law-enforcement or security functions, rooms displaying protected information, or other spaces with a documented operational need. Whenever practicable, provide privacy through the original glazing selection, integral glazing treatment, room layout, or another permanent design solution rather than an occupant-installed covering.

Waiver Requests

A tenant agency requesting treatment beyond the limits above must submit a waiver request to the BREM Bureau Director. The request must identify the affected space, explain the operational, privacy, safety, or security need, describe the proposed treatment and coverage, and confirm that the treatment will not conflict with applicable code or building-system requirements. Approval may include conditions concerning the material, extent of coverage, installation, maintenance, removal, and restoration.

7. Space Standards Measurement (BOMA)

The basic method of measuring interior office space is the ANSI/Building Owners and 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 DFTS's intention to adopt this calculation across all applicable state-owned locations.

8. Design Approval Procedures

All plans must be reviewed and approved by BREM before any work begins. 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 with 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 ADA will be followed when designing new space or reconfiguring existing office areas.
- Color selection (carpet, wall covering, vinyl base, fabrics, laminates, furniture, etc.) must be approved by BREM.
- DFTS Interior Space Standards and Planning Guidelines should be followed when planning space. Any variations/changes to space allocation, design, or construction in all DOA-owned buildings must be accompanied by form DOA-8180.
- Review proposed layouts for efficient use of existing space and access to shared amenities. Use the space review checklist to verify applicable standards for tenant and shared spaces, including the wellness room and lactation room provisions in Sections 6.4 and 6.6.

8.2 Submittal Process

- In DOA-owned buildings, a tenant agency wishing to make a design or construction change must contact its agency-designated representative for review, approval, and submission of its request. Complete plans or a description of the requested change must accompany an FMIC work order and be submitted to BREM for approval well in advance of the required change date. A detailed tenant program shall be included with the submittal. Submitted tenant programs, in addition to the Space Request, shall include a summary of assigned vs. hoteling/shared workstation needs. Telework agreements shall be provided that correspond to the data and follow the guidelines set forth in Chapter 748, Remote Work, of the Wisconsin Human Resources Handbook.
- 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 BREM 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, cost estimation, schedule, accommodation requests, 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 (.dwg) file or a PDF showing the existing conditions and requested changes. The electronic file must be readable and scaled.

8.4 Timeline

- If a tenant agency is requesting approval for a minor modification that their facilities staff will be implementing with this submittal process, a work order must be submitted requesting review of the modifications. The project then enters the queue, and Space Management's approval timeline depends on workload and other priorities.
- If a tenant agency is submitting plans for a project, it will be contacted by BREM to start the project process.

Do not order furniture or office equipment, reconfigure workstations, or construct walls before final design approval.

If additional space is required or space is to be reduced, please complete a Space Request or Vacancy Request and submit it to BREM. https://doa.wi.gov/Pages/AboutDOA/RealEstate-Management.aspx

8.5 Space Utilization Reviews and Audits

DFTS monitors and audits agency space utilization to promote efficient use of state-owned facilities and help agencies reduce facility costs. Findings may inform decisions on space requests, reconfigurations, and vacancy requests. Under Section VIII.B of the *State of Wisconsin Facilities Tenant Manual*, DFTS may deny a Vacate Request if it does not meet the manual's efficient-use policy. See Section 2 of these Guidelines for request procedures.

DFTS Space Management should work with agency-designated representatives and Building Management, as appropriate, to verify space assignments, current use, and available capacity. Use current floor plans, space records, site observations, and tenant input to distinguish assigned space, underused assigned space, and space available for reassignment. Review opportunities to consolidate, reconfigure, or share space while maintaining agency operations and access to required services and amenities.

Review findings with affected tenants and Building Management. Document the recommended action, expected gains, costs, benefits to other tenants, and responsibility for follow-up. After implementing approved changes, DFTS Space Management should update the space inventory, allocation records, and applicable drawings. Follow Section 9 for construction as-built submissions.

Checklist Component	Review Items	Meets Standard	Action Needed	Verify	Not Applicable	Occupancy
Tenant Space	Assigned square footage, workstation and room capacity, typical and peak on-site use, underused areas, and operational constraints. Record the observation period and data source so comparisons across floors or buildings use a consistent basis.					
Common and Shared Space	Room purpose, agencies served, access, availability, and capacity. For wellness and lactation rooms, verify each against its applicable Section 6 provisions.					
Vacancy & Reuse	Separate space already available for reassignment from space that could be released after consolidation or alterations.					
Gains & Follow-Up	Record square footage that could be released or repurposed, potential cost savings, improvements in shared access, and any one-time costs.					

9. Construction Completion Deliverable Standards/Requirements

Upon completion of the construction project, hard copy and electronic sets of the "as-built" construction plans are to be submitted to BREM for its 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 set with a title block. Drawings must be readable and to scale. Preferably 1/8"=1'- 0" in scale.

9.2 DFD CAD Standards & DFTS Interior Layer Guidelines

The DFD CAD Standards: https://doa.wi.gov/Pages/DoingBusiness/MasterSpecsDesignGuide.aspx

DFTS 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	

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 #	LINEWEIGHT (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	

10. Policy for Funding Tenant Improvements

As part of DFTS rental costs, in DOA-owned buildings, DFTS provides the following list during the initial construction of tenant space. DFTS reserves the right to modify the improvements provided to the tenant due to budgetary changes, code compliance, ADA requirements, and DFD guidelines.

10.1 DFTS Provided Tenant Improvements

- Finished flooring material.
- Constructed and painted 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) systems are needed to finish a space generically for any tenant user.
- DFTS standard for data wiring to the jack.
- Data wiring for Wireless Access Points as determined by DET, based on program needs.
- Level 1 security measures (exterior building and suite access card readers); Door locks on offices and conference rooms.
- Trash and recycling bins within the suite.
- Window coverings on the base building perimeter windows.
- Apply contrasting safety film or decals, or use frosted glazing, to make storefront glass and large fixed windows clearly visible and reduce the risk of people walking into them. Prioritize glazing in lobbies, along egress routes, and where pedestrian traffic approaches the glass directly.
- Building Signage and initial move-in wayfinding and location signage (office numbers, cubicle nameplates, evacuation signage, directories, etc.);
- Furniture is space/project-specific. The incoming tenant may provide their own furniture. Below is a list of typical furniture provided when possible.
    - 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, blackout shades, etc.);

- Special MEP or lighting considerations.
- Upgrades in data wiring above DFTS standard (servers, server racks, or relocations).
- Wireless Access Point locations are determined by DET and typically funded by the tenant.
- Security above the 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), and high-density filing.
- Artwork.