

The following table delineates the maximum space allowances and space types for each job category. The allowances indicate net square feet and do not include space for circulation and special requirements. These allowances are general guidelines and can be modified as necessary to meet specific job requirements. These standards are contained in Section 1321.14 of the State Administrative Manual.

State Space Allowances Standards

Maximum Net Square Feet by Space Type

Job Category	Examples of Typical Job Titles	*CF Private	*CF Open	*CF Group	*MSF Open	*MSF Group
Executive	Cabinet Secretary, Agency Administrator, Board Chairperson, Department Director, Commissioner	300				
Administrators	Deputy Director, Assistant Director, Executive Secretary, Department/Division Chief, Branch/Office Chief, Board Member	200				
Managers	Bureau Chief, Deputy or Assistant Chief, Section Head	150				
	Department Administrative Officer or Fiscal Officer, Middle Managers	150	150		112	
Supervisors	Supervisor of large unit (10 or more)		125		96	
	Supervisor of small unit (9 or less), Asst. Unit Supervisor, First-line Supervisors		110		96	
Attorneys	Trial Attorney	150	100	100	80	80
Technical Professionals	Architect, Engineer			100	80	80

(Table Continued)

State Space Allowances Standards

Maximum Net Square Feet by Space Type

Job Category	Examples of Typical Job Titles	*CF Private	*CF Open	*CF Group	*MSF Open	*MSF Group
Working Professionals	Analyst, Accountant, Social Service Worker, Business Service Officer, Correctional Officer, Referee		100	100	64	64
Clerical Supervisors	Clerical Supervisors		75		64	
Clericals	Account Clerk, Office Technician, Office Assistant, Stock Clerk		75	60	64	40

Definition of Terms:

CF Conventional Furniture; Freestanding furniture used to make up a workstation, whether in traditional open office design.

MSF Modular Systems Furniture; System of interconnecting acoustical panels and hang-on components used to make up a workstation. Used in open office design.

PRIVATE One person, individual, hard wall constructed office for classifications indicated.

OPEN Office design with a minimum of private offices. Emphasizes flexibility of reconfiguration, uses MSF or screens and conventional furniture.

GROUP Hard wall constructed office with two or more persons sharing the working area. Used with compatible work functions.