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	U·S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADS-13 Transmittal Number: 521 Date: 3/6/89

Subject: Office Space Management

Approval: [signature] **Title:** Acting Director

1. PURPOSE. This directive establishes policy and procedures for the acquisition of office and related supplemental space by Headquarters and Field Unit Managers. This directive supplements 425 DM 1-6, Real Property, Space Management.

2. SUMMARY. This directive reflects the following changes to OSMRE Directive ADS-13 dated February 16, 1988.

a. Field Offices are now required to submit Request for Space to Headquarters instead of Administrative Service Centers.

b. Assistant Directors and Field Office Directors are now required to certify the quarterly Standard Level Users Charges (SLUC) bills for their respective locations.

3. DEFINITIONS.

a. Federal Property Management Regulations (FPMR). These regulations apply to regulatory material pertaining to the management of archives and records, defense material, public building and space, supply and procurement, telecommunications and public utilities, transportation, utilization and disposal of property, and other programs and activities of the General Services Administration (GSA) which are applicable to other Federal agencies and the public. FPMRs are issued by the Administrator pursuant to the provisions of the Federal Property and Administration Service Act of 1949, 63 Stat. 377, as amended, or other applicable law.

b. Administrative Support Space. This term refers to office space that is required in addition to work station space to house equipment and/or functions which an agency requires to properly perform its mission. Examples include: reception, waiting areas; conference, hearing, meeting, interview areas; file areas; central storage areas; processing areas, reference/study areas; computer/central processing unit areas.

c. Occupiable Area. This area represents the portion of the gross area of a building available for use by an occupant's personnel or furnishings, including ceiling-high corridors in single tenancy space which are removable and space which is available jointly to the various occupants of the building, such as auditoriums, health units, and snack bars. Occupiable area does not include

that space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms.

d. Permanent Space Assignments. This is a requirement for space for ninety (90) days or more utilizing established GSA procedures and regulations.

e. Temporary Space Assignments. This is a requirement for space for less than one hundred eighty (180) days. This is an OSMRE procurement subject to the concurrence of the Department and GSA.

f. Standard Level Users Charges (SLUC). These charges include the agency's rental assessment for space in GSA controlled facilities.

4. POLICY/PROCEDURES.

a. Concept.

The goals of the Office Space Management Program are to provide adequate quality office space for all OSMRE employees; enhance employee productivity; and achieve cost-effective space reductions while providing for a professional workplace environment.

b. Policy.

The Office of Surface Mining Reclamation and Enforcement's (OSMRE) space management policy is derived from the following authorities and sources:

(1) 41 CFR 101-17.101-1;
(2) Executive Orders;
(3) Federal Property Management Regulations (FPMR) of a permanent and temporary nature;
(4) 425 DM 1-6, Real Property, Space Management; and
(5) Administrative memoranda, directives, and documents of a temporary and permanent nature pursuant to the above authorities.

c. Scope.

The OSMRE Office Space Management Program applies to all permanent and temporary office space and associated real property acquired for official purposes by the General Services Administration (GSA), the Department of the Interior or OSMRE through intergovernmental/agency agreements.

d. Organization.

The OSMRE Office Space Management Program is established in the office of the Assgistant Director for Budget and Administration under the Chief, Management Services Division. The purpose of the Space Management Program is to ensure adherence with the guidelines set forth by the General Services Administration and any other policy direction provided for by the Department of the Interior.

e. Responsibilities.

(1) The Space Manager, Division of Management Services, is responsible for the following:

-- the coordination of all requests for space;

-- providing advice regarding the preparation of requests for space and/or alterations to space;

-- achieving agency-wide space management goals and objectives, and representing the interests of OSMRE at the Department; and

-- negotiating with the GSA or the Department for the acquisition of office space. The Chief, Division of Management Services, may make exceptions, on a case-by-case basis, where direct negotiations between a Field Office and/or Administrative Service Center and the GSA may be advantageous to the agency.

(2) The Assistant Directors and Field Office Directors are responsible for:

-- completing the Request for Space, SF-81, and the Space Requirements Worksheet, SF-81A, in accordance with the instruction provided in this directive (Appendix A); and

-- the certification of the quarterly Standard Level Users Charges (SLUC) bills which reflects the Office's rental assessment for space for their respective locations.

(3) The Deputy Director, Administration and Finance, may upon request delegate a space procurement authority to other OSMRE staff on a location-by-location basis.

f. Procedures.

Requests for space originate at the Field Office Director or Division Chief level and are approved by the appropriate Assistant Director. Two copies of the Standard Form 81, Request for Space, and one copy of the Standard Form 81A, Space Requirements Worksheet are submitted to the Space Manager, Management Services Division. Appendix A is an example of a completed SF-81 and required attachments. Requests for space should be originated at least 120 days before the requested space is needed for occupancy.

In the event that repairs and/or alterations to GSA leased buildings are necessary, submit GSA Form 2957 to Denver Finance after the appropriate authorized officials have signed the form. The amount obligated will be the amount shown in Section II, Block 15j. Additionally, ensure the following blocks are completed:

(1) Section I, Block 4, Agency Identification Number. Record a five digit numeric number from your assigned procurement numbers.

(2) Section I, Block 5, Agency Accounting Data. Enter the ten digit ABACIS account number followed by the four digit object class code.

When the invoice is received, DFM will charge the account listed on the RWA. DFM will then forward a copy of the invoice to the ordering office requesting verification that the work was performed. This form must be signed and returned to DFM as soon as possible.

5. REPORTING REQUIREMENTS.

As required.

6. EFFECT ON OTHER DOCUMENTS

None

7. REFERENCES.

40 USC Section 486, et al.
41 CFR 101-17. 101-1
425 DM 1-6 Real Property, Space Management

8. EFFECTIVE DATE

Upon Issuance

9. CONTACT

Division of Management Services, Branch of Policy and Evaluation, FTS 343-5447.

Appendix A

Instructions for completing the Standard Form 81, Request for Space, are listed below. A completed sample is attached.

1. Completed by Management Services Division (DMS) - date sent by Space Manager, Policy and Evaluation Branch, to the Department or the General Services Administration.

2. This is a sequential number provided by DMS.

3. If this is a first time request, mark initial request; if requesting additional space, mark supplemental request; and if requesting relocation, mark replacement of existing space.

4. Name location affected, to be completed by applicable office.

5. Address of applicable GSA Regional Office to be completed by DMS.

6. Names and address of OSMRE Headquarters.

7. Name of office to be housed in requested space to be completed by applicable office.

8. Name and address of Denver Finance Center.

9. Name and Address of OSMRE Headquarters.

10. Length of estimated time of occupancy, to be completed by DMS.

11. Completed by Applicable Office. In the column for "office type" space, we are only entitled to an average of 135 square feet of space per person. In the columns for "storage" and "special" space a statement is required justifying the need for this type of space. Storage space means space generally consisting of concrete, woodblock, or unfinished floors; unfinished ceilings, and similar construction containing minimal lighting and heating (includes attics, basements, warehouses). Special space is space which has unique architectural features, requires the installation of special equipment, or necessitates the expenditure of varying sums to construct, maintain, and/or operate as compared to office and storage space (includes lab and clinic, conference/training room). This justification should appear on the reverse side of the form in item 14.

12. Requesting office's account number, to be completed by applicable office.

13. If there is a requirement for access to and/or for services in the space requested during evening or over weekends, it should be noted and fully explained in item 14, to be completed by applicable office.

14. Justification for storage and special space, as well as justification for extended operational requirements, to be completed by applicable office.

15. Completed by appropriate Assistant Director.

16. For GSA use only.

The Space Manager, Management Services Division, can provide specific guidance in interpreting GSA regulations on space management.

Appendix A

REQUEST FOR SPACE (See Instructions on back)	1. DATE	2. AGENCY REQUEST NUMBER	3. SPACE REQUESTED IS FOR	4. SPACE REQUIRED AT
	11-7-88	0001	[X] INITIAL REQUEST [ ] SUPPLEMENTAL REQUEST [ ] REPLACEMENT OF EXISTING SPACE	City & State ▶ Columbus, Ohio

General Services Administration Public Buildings Service No., street ▶ 230 South Dearborn Street City, State & ZIP code ▶ Chicago, IL 60604	Department of the Interior Office of Surface Mining Reclamation Agency ▶ Enforcement No., street ▶ 1951 Constitution Ave., N W City, State & ZIP code ▶ Washington, D.C. 20240	SPACE TO BE OCCUPIED BY (Bureau, Division, Branch, etc.) Columbus Field Office
8. OFFICE TO BE BILLED (Address only) No., street ▶ DFC, PO Box 25065 City, State & ZIP code ▶ Denver, CO 80225	9. OFFICE TO RECEIVE SPACE ASSIGNMENT REPORT (Address only) OSMRE No., street ▶ 1951 Constitution Ave., NW City, State & ZIP code ▶ Washington, D.C. 20240	10. TERM OF OCCUPANCY FROM Mo. & Year Nov. 1988 TO Mo. & Year INDEFINITELY NO. YEARS FIRM LEASE

11. SPACE REQUIREMENTS

TYPE	LINE	CATEGORY		WORK STATION ALLOWANCE (a) BY GRADE	BY JOB TITLE	ON BOARD PERSONNEL (b)	NUMBER OF PROJECTED PERSONNEL TO BE HOUSED IN SPACE REQUESTED (c)	TOTAL SQUARE FEET (b) x (c) (d)	FOR GSA USE ONLY (e)
OFFICE-TYPE SPACE	1	GS 1–6	Supvr. & Nonsupvr.	60		4	4	240	
	2	GS 7	Nonsupervisory (Add 25 sq. ft. for supervisory positions)	75					
	3	GS 8		75					
	4	GS 9		75		1	1	75	
	5	GS 10		75					
	6	GS 11		75					
	7	GS 12–13	Supervisory	150		2	2	300	
	8		Nonsupervisory	100		10	10	1000	
	9	GS 14–15	Supervisory	225		1	1	225	
	10		Nonsupervisory	150					
	11	GS 16, 17, 18		300					
	12	Other (Explain in item 14)			135	18	18	(2430)	
	13	SUBTOTAL (Lines 1 through 12)						2430	
STORAGE	14	General storage						263	
	15	Inside parking (No. of spaces _____ X 300 sq. ft.)							
	16	Warehouse area							
	17	SUBTOTAL (Lines 14 through 16)						263	
SPECIAL	18	[redacted] Reception							
	19	[redacted] Files						232	
	20	Structurally changed area							
	21	Automatic data processing area Processing						364	
	22	Conference training area						327	
	23	Light industrial area Reference/Library						238	
	24	Quarters and residential housing area							
	25	SUBTOTAL (Lines 18 through 24)						1161	
	26	TOTAL (Lines 13, 17, and 25)						3854	
	27	Outside parking (Number of spaces 14) for GOVs @300						4200	
	28	Open land (Acres)							

12. ARE FUNDS AVAILABLE FOR REIMBURSEMENT OF RENT AND OTHER ASSOCIATED COSTS?
[X] YES [ ] NO If yes, show appropriation symbol ▶ 1471801-0006

13. EXTENDED OPERATIONAL REQUIREMENTS (See instruction 3 and explain in item 14.)

14. SPECIAL REQUIREMENTS (Furnish details) AND/OR REMARKS

12. The Office-Type Space requirement is 2430 square feet (135 x 18).
"The impact of the Balanced Budget and Emergency Deficit Control Act has been considered and funds are available for the space."

Chief, Division of Management Services DATE

(Continue on reverse)

15. CERTIFICATION BY AUTHORIZED REQUESTING OFFICIAL

I certify to the validity of the data presented herein and that the space requested is necessary for the proper functioning of the above named activity. Also, that request is in compliance with FPMR 101-17.103, 101-18.107, 101-19.101.

SIGNATURE | DATE

TYPED NAME AND TITLE: DONALD L. HINDERLITER, Chief, Division of Management Svc. | TELEPHONE NO.

FOR GSA USE ONLY

16. ACTION BY AUTHORIZED GSA OFFICIAL

[ ] Government controlled space to be assigned.
[ ] No government controlled space available and leasing action will be required.
[ ] Agency authorized to acquire space under its authority.

SIGNATURE AND ORGANIZATION OFFICE SYMBOL | DATE

PBS CONTROL NUMBER | REGION NO. | DATE REQUEST RECEIVED

STANDARD FORM 81 (Rev. 5-74)
Prescribed by GSA, FPMR (41 CFR) 101-17.101

INSTRUCTIONS

1. Submission of Requests for Space.
   a. This form should be submitted in triplicate to the General Services Administration Regional Office having jurisdiction for the geographical area in which the space requested (item 4) is located.
   b. Agency field components requesting space should submit this form only if the field component has been delegated authority to do so and to obligate funds for reimbursement to GSA for costs of rental, moving, alterations, outlets, etc. Otherwise, the request must be coordinated with and approval obtained from the proper agency office having such authority.
   c. Approximately 180 days will be required to complete transactions and have space ready for occupancy if leased space is to be acquired.
2. Official Vehicle Parking.
   When parking is required for assigned official vehicles, indicate in item 14 the type and number of vehicles for which space must be provided.
3. Extended Operational Requirements.
   If there is a requirement for access to and/or for services in the space requested during evening hours or over weekends, it should be noted and fully explained in item 14. An estimate of the number of hours per day and days per month that access and services will be required should be included.
4. Specific Location.
   If a particular location within the community indicated in item 4 is critical to agency operations, it should be noted and fully explained in item 14.
5. Work Station Allowance.
   Under column 11(a), Job Title enter square feet allowed for grade in Occupancy Guide or in other GSA Standards. Indicate in item 14 the percent of male to female personnel.
6. For futher classification of office, storage and special space, see FPMR 101-17.003-2a.

SPACE ALLOWANCE FOR COMMON FUNCTIONS

Function	*Allowance*
Conference and meeting rooms	Twenty square feet per person based on 50 percent time/use basis and on the average number of persons in attendance.
Classrooms and training rooms	Desk/arm chair at 10 square feet per person. Desk and chair at 40 square feet per person.
Reception areas	Based on average visitor load at 10 square feet per person.
Exhibit areas, internal duplicating, libraries, mail rooms, and supply rooms.	Actual measurement of equipment plus circulation.

Item 14, continued: II. SPACE REQUIREMENTS

14. A separate, physically secure and centrally located space for office supplies and field inspection equipment. Distribution of supplies and inventory control is an assigned duty for a member of the administrative staff.

19. A centralized location for abandoned mine land, regulatory and permitting files. These files contain records from operators, state regulatory agencies and environmental groups, and other groups from outside of the organization.

21. The processing areas are as follows: (1) Mail-A secure area where mail enters and leaves the building. (2) Facsimile/Photocopying-This area is dedicated to these processes and is separate from other office space. The word processing/personal computer center is a distinct and separate cluster of work stations.

22. The Conference/Training Area is scheduled in advance for meetings with state and environmental official, OSMRE headquarters sponsored training courses and arbitration sessions.

23. The administrative records collection is required by 30 CFR to answer Freedom of Information Act Requests. Mine maps of sites in the Field Office's area of jurisdiction are also housed in this area and are available to ☆ [illegible] upon request.

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

DEPT./BUREAU: U.S. Department of Interior
AGENCY/OFFICE: Office of Surface Mining
DIVISION: Columbus, Ohio

PREPARED BY: Darlene Boyd
TITLE: Space Manager
DATE: 11-7-88

CITY AND STATE: Columbus, Ohio
ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Director/Administration

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (D, CD, TDL, UDL, TDR, UDR)	CR or MTU	C / SC	TABLES: TConf. / T / TS / TM	TABLES: TR-36 / TR-42 / TR-54	STORAGE UNITS: F	LF	LAT.	ST	BC	LS / SS	COS-TUMER (CM-6, CM-12)	MISC. EQUIPMENT (DI, SF, TH, TE, DB-6, DB-8, MC)	FOOTNOTE FOR REMARKS
	Brenda Carter Director	15	P	CH	135	CD	CR-1	C					1					DI TH TE-2	
	Jean Williams Admin Officer	9	P	CH	135	D		C-2	T		3		1		2		CM6	Tel Table	
	Renee Thomas Secretary	6	O	CH	135	TDR		C-2	T TS										
	Margaret Smith Clerk Typist	5	SP	CH	135	D		C-2	T TS										
	PERSONS – TOTALS – SPACE																		

REMARKS:

GSA USE ONLY

STANDARD FORM 81-A (10-83)
Prescribed by GSA
FPMR (41 CFR) 101-17.101

NSN 7540-01-140-5537

81-201

SECTION 1 — INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS	D	Standard Desk 60x30	
DESKS	TDL or TDR	Typist Desk 60x34 w/Left or Right Typing Bed	
DESKS	UDL or UDR	Unitized Desk 60x30 w/Left or Right L-unit Return 36x18	
DESKS	CD	Conference Desk 72x36	
STORAGE UNITS	F	File, Letter 15x26	(7)
STORAGE UNITS	LF	File, Legal 18x26	(8)
STORAGE UNITS	LAT	Lateral File 36x18	(9)
STORAGE UNITS	BC	Bookcase 34x14	(6)
TABLES	TConf.	Table, Conference 72x36	
TABLES	T	Standard Table 60x34	
TABLES	TM	Table, Medium 45x34	
TABLES	TS	Table, Small 36x24	
TABLES	MTU	Modular Table Unit 66x18	
TABLES	TR-54	Table, Round 54"	
TABLES	TR-42	Table, Round 42"	
TABLES	TR-36	Table, Round 36"	
TABLES	TH	Table, Host 42x18	
TABLES	TE	Table, End 18x24	
DIVAN	DI	Divan or Sofa 72x40	
CHAIR	C / LC	Guest Chair Lounge Chair	
MISCELLANEOUS	ST	Storage Cabinet 2-Door 36x18	(12)
MISCELLANEOUS	SS	Steel Shelving 36x18	(10)
MISCELLANEOUS	LS	Library Shelving 36x15	
MISCELLANEOUS	DB-6 / S	Drawing Boards DB-5 60x40 DB-6 72x45 S- Stool	
MISCELLANEOUS	MC	Map Cabinet 54x42	
MISCELLANEOUS	CM-12	Costumer 12-Hanger 51x20	(14)
MISCELLANEOUS	CM-6	Costumer 6-Hanger 30x20	(6)
MISCELLANEOUS	CR	Credenza 66x18	

SPACE TYPE SYMBOLS:	
O	Open Area
P	Private Area
SP	Semi-Private Area
ENCLOSURE TYPE SYMBOLS:	
CH	Ceiling-High Partition
PS	Privacy Screen
O	Open

SECTION 2 — PROGRAMMING INSTRUCTIONS

(1) Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.

(2) The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.

- **Workstations** are indicated by employee name, functional title and grade for each *authorized and budgeted position. If the authorized position is vacant, so indicate.* Square feet required are determined by layout design on SF-81A, Part 2.
- **Common Function** spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determine by layout design on SF-81A, Part 2.
- **Administrative Support** spaces are either *centralized files* or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in ( ) in Section 1 above.

(3) Develop the space requirements program in the following manner:

Step 1: List all workspace elements described in (2) above in an order determined by adjacency relationships.

Step 2: As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.

Step 3: Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. DO NOT LIST EXCESS. Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.

Step 4: Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.

(4) Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.

(5) The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

* GPO: 1984—429-909

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

DEPT./BUREAU: U.S. Department of Interior
AGENCY/OFFICE: Office of Surface Mining
DIVISION: Columbus Field Office
PREPARED BY: Darlene Boyd
TITLE: Space Manager
DATE: 11-7-88
CITY AND STATE: Columbus, Ohio
ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Regulatory

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (D, CD, TOL, UDL, TDR, UDR)	CR or MTU	C / LC	TABLES (TCont, T, TS, TM, TR-36, TR-42, TR-54)		STORAGE UNITS (F, LF, LAT, ST, BC, LS, SS)						COS-TUMER (CM-6, CM-12)	MISC. EQUIPMENT (DI, SF, TH, TE, DB-5, DB-6, MC)	FOOTNOTE FOR REMARKS
	Thomas Robinson Reg., Prog., Supv.,	13	P	CH	135	D		C-4	T		1				2		CM-6	Chalkboard Tel. Table	
	Jerry Goins Clerk Typist	5	O	CH	135	TDR					1			ST					
	Esther Phillips Recl. Spec.	12	SP	CH	135	D									1			DB-6 S	
	William Jones Recl. Spec.	12	SP	CH	135	D			T										
	Victor Green Recl. Spec.	12	SP	CH	135	D		C	T						1				
	Jane Abrams Recl. Spec.	12	SP	CH	135	D			T						1				
	Jason Morrison Recl. Spec.	12	SP	CH	135	D									1			DB-6 S	
	Brian Davis Recl. Spec.	12	SP	CH	135	D		C	T						1				
	John Glenn Prog. Spec.	12	P	CH	135	D		C	T						1				
	PERSONS – TOTALS – SPACE																		

REMARKS:

GSA USE ONLY

STANDARD FORM 81-A (10-83)
Prescribed by GSA
FPMR (41 CFR) 101-17.101

NSN 7540-01-140-5537

81-301

SECTION 1 — INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS	D	Standard Desk 60x30
DESKS	TDL or TDR	Typist Desk 60x34 w/Left or Right Typing Bed
DESKS	UDL or UDR	Unitized Desk 60x30 w/Left or Right L-unit Return 36x18
DESKS	CD	Conference Desk 72x36
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STORAGE UNITS	BC	Bookcase 34x14 (6)
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TABLES	MTU	Modular Table Unit 68x18
TABLES	TR-54	Table, Round 54"
TABLES	TR-42	Table, Round 42"
TABLES	TR-36	Table, Round 36"
TABLES	TH	Table, Host 42x18
TABLES	TE	Table, End 18x24
DIVAN	DI	Divan or Sofa 72x40
CHAIR	C / LC	Guest Chair Lounge Chair
MISCELLANEOUS	ST	Storage Cabinet 2-Door 36x18 (12)
MISCELLANEOUS	SS	Steel Shelving 36x18 (10)
MISCELLANEOUS	LS	Library Shelving 36x15
MISCELLANEOUS	DB-s / S	Drawing Boards DB-5 60x40 DB-8 72x48 S: Stool
MISCELLANEOUS	MC	Map Cabinet 54x42
MISCELLANEOUS	CM-12	Costumer 12-Hanger 51x20 (14)
MISCELLANEOUS	CM-6	Costumer 6-Hanger 30x20 (8)
MISCELLANEOUS	CR	Credenza 66x18

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- Common Function spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determine by layout design on SF-81A, Part 2.
- Administrative Support spaces are either *centralized files* or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in ( ) in Section 1 above.

(3) Develop the space requirements program in the following manner:

Step 1: List all workspace elements described in (2) above in an order determined by adjacency relationships.

Step 2: As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.

Step 3: Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. DO NOT LIST EXCESS. Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.

Step 4: Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.

(4) Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.

(5) The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

* GPO: 1984—429-808

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

DEPT./BUREAU: U.S. Department of Interior
AGENCY/OFFICE: Office of Surface Mining
DIVISION: Columbus Field Office
PREPARED BY: Darlene Boyd
TITLE: Space Manager
DATE: 11-7-88
CITY AND STATE: Columbus, Ohio
ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Abandoned Mine Lands (AML)

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (O, CD, TDL, UOL, TDR, UDR)	CR or MTU	C / LC	TABLES: TConf (T, TS, TM)	TABLES: TR-36 / TR-42 / TR-54	STORAGE UNITS: F	LF	LAT.	ST	BC	LS / SS	COS-TUMER (CM-6, CM-12)	MISC. EQUIPMENT (DI, SF, TH, TE, DB-5, DB-6, MC)	FOOTNOTE FOR REMARKS
	Paul Anthony Supv. Prog. Spec.	13	P	CH	135	D		C-3	TConF									Black Board Tel. Table BullentinBd	
	Sheila Coles Clerk Typist	5	O	CH	135	IDR		C-2	TS T										
	Lewis Wilson Prog. Spec.	12	SP	CH	135	D		C	T										
	Richard Freeman Recl. Spec.	12	SP	CH	135	D		C	T		1				1				
	Gene Russell Prog. Spec.	12	SP	CH	135	D		C	TS		1				1				
	PERSONS – TOTALS – SPACE																		

REMARKS:

GSA USE ONLY

STANDARD FORM 81-A (10-83)
Prescribed by GSA
FPMR (41 CFR) 101-17.101

NSN 7540-01-140-5597

81-201

SECTION 1 — INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS	D	Standard Desk 60x30	
DESKS	TDL or TDR	Typist Desk 60x34 w/Left or Right Typing Bed	
DESKS	UDL or UDR	Unitized Desk 60x30 w/Left or Right L-unit Return 36x18	
DESKS	CD	Conference Desk 72x36	
STORAGE UNITS	F	File, Letter 15x28	(7)
STORAGE UNITS	LF	File, Legal 18x28	(8)
STORAGE UNITS	LAT	Lateral File 36x18	(9)
STORAGE UNITS	BC	Bookcase 34x14	(6)
TABLES	TConf.	Table, Conference 72x36	
TABLES	T	Standard Table 60x34	
TABLES	TM	Table, Medium 45x34	
TABLES	TS	Table, Small 36x24	
TABLES	MTU	Modular Table Unit 66x18	
TABLES	TR-54	Table, Round 54"	
TABLES	TR-42	Table, Round 42"	
TABLES	TR-36	Table, Round 36"	
TABLES	TH	Table, Host 42x18	
TABLES	TE	Table, End 18x24	
DIVAN	DI	Divan or Sofa 72x40	
CHAIR	C / LC	Guest Chair Lounge Chair	
MISCELLANEOUS	ST	Storage Cabinet 2-Door 36x18	(12)
MISCELLANEOUS	SS	Steel Shelving 36x18	(10)
MISCELLANEOUS	LS	Library Shelving 36x15	
MISCELLANEOUS	DB-6 / S	Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool	
MISCELLANEOUS	MC	Map Cabinet 54x42	
MISCELLANEOUS	CM-12	Costumer 12-Hanger 51x20	(14)
MISCELLANEOUS	CM-6	Costumer 6-Hanger 30x20	(8)
MISCELLANEOUS	CR	Credenza 68x18	

SPACE TYPE SYMBOLS:	
O	Open Area
P	Private Area
SP	Semi-Private Area
ENCLOSURE TYPE SYMBOLS:	
CH	Ceiling-High Partition
PS	Privacy Screen
O	Open

SECTION 2 — PROGRAMMING INSTRUCTIONS

(1) Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.

(2) The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.

- **Workstations** are indicated by employee name, functional title and grade for each authorized and budgeted position. *If the authorized position is vacant, so indicate.* Square feet required are determined by layout design on SF-81A, Part 2.
- **Common Function** spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determine by layout design on SF-81A, Part 2.
- **Administrative Support** spaces are either centralized files or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in ( ) in Section 1 above.

(3) Develop the space requirements program in the following manner:

Step 1: List all workspace elements described in (2) above in an order determined by adjacency relationships.

Step 2: As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.

Step 3: Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. DO NOT LIST EXCESS. Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.

Step 4: Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.

(4) Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.

(5) The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

☆ GPO: 1984—429-909

Appendix A

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

DEPT./BUREAU: U.S. Department of Interior	PREPARED BY: Darlene Boyd	CITY AND STATE: Columbus, Ohio
AGENCY/OFFICE: Office of Surface Mining	TITLE: Space Manager	ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Administrative/Support Space
DIVISION: Columbus Field Office	DATE: 11-7-88	

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (D CD TDL UDL TDR UDR)	CR or MTL	C / LC	TABLES (TConf T TS TM)	TABLES (TR-36 TR-42 TR-54)	STORAGE UNITS (F)	LF	LAT	ST	BC	LS / SS	COSTUMER (CM-6 CM-12)	MISC. EQUIPMENT (DI DB-5 SF DB-6 TH MC TE)	FOOTNOTE FOR REMARKS
	Conference Room				327			C-15	rConf-4						4		CM-6	Display Back Tel. Table Black Board	
	Supply/Storage				263									4		SS-11			
	Fax/Photocopier				100				rs r		2				1			Safe Fax Photocopier	
	Mail				60		CR											Postage Meters	
	Files-AML				70						8				1				
	Mine Map/Adm. Record				230			C-5	T-2									Refrigerator MC-2	
	Permitting Files				162			C-2	TConF		16		1		3				
	PC Word Processing Area				204										4			Work Stations PC-3 WP-1	

PERSONS – TOTALS – SPACE

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	SS	Steel Shelving 36x18	(10)
	LS	Library Shelving 36x15	
	DB-5 / DB-6	Drawing Boards DB-5 60x40 DB-6 72x46 S: Stool	(2)
	MC	Map Cabinet 54x42	
	CM-12	Costumer 12-Hanger 51x20	(14)
	CM-6	Costumer 6-Hanger 30x20	(8)
	CR	Credenza 68x18	

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☆ GPO: 1984—429-906