

610 ADMINISTRATIVE BUILDINGS

These are headquarters and office-type buildings accommodating administrative and professional activities, business and data-processing machines, records, files, and administrative supplies for normal operations. For bulk storage of administrative records and supplies, see the 400 series.

610 10 ADMINISTRATIVE OFFICE (SF)

This facility accommodates the executive and staff function of the station or of a particular department. The functions performed in an administrative office are primarily logistical and personnel management as distinguished from tactical and strategic activities. The latter would be performed in operational (e.g., OPCON centers) rather than administrative space. Administrative office space that is provided within an operational facility for direct support thereof such as workshops, warehouses, recreational facilities, hospitals, schools and the like, is planned under the category code of primary facility. For example, space in general warehouse that may be partitioned off and assigned to the shipping clerk for administrative duties associated with that particular warehouse is planned as warehouse space, Code 442 10. Space allowances for such administrative functions, however, shall conform to the criteria given for Code 610 10.

Gross Floor/Building Area--The total usable areas of all floors measured between the exterior faces of outside walls. It includes full areas of basements, on-grade and above grade floors, service and equipment rooms, boiler plant and heater rooms mezzanines, penthouses, enclosed passages and raised covered platforms. It also includes half areas of covered open porches, covered (but not enclosed) passages and uncovered raised platforms. Excluded is all enclosed space with an average ceiling height of less than seven feet

Net Floor Area--The total gross floor area, less space taken up by outside walls, stair towers, elevator shafts, interior partitions, toilets, basements unsuited for office use, permanent hallways, elevator machinery and machinery or equipment used for heating and/or ventilating the building.

Net Office Floor Area--The net floor area less central files, storage, special purpose rooms, conference rooms, mail rooms, snack stands and miscellaneous rooms not used directly as office space.

Special Purpose Rooms--Consists of auditoriums, training rooms, drafting rooms and rooms housing electronic data processing (ADP) equipment (Note: Category Code 610 20 is used when the requirement is for a Data Processing Center in lieu of an ADP support requirement integral to an administrative function). These rooms may be included in an administrative facility when justified by operational requirements. Justification for special purpose rooms should include, except ADP rooms, the number of people that would normally utilize the room and the amount and size of the equipment in each room. For ADP rooms, as a general rule, the area should be three times the plan area of the equipment.

Basic Planning Factors

The basic planning factors for an administrative office per building occupant engaged in the administrative function is as follows (to be utilized in the absence of definitive drawings or detailed planning):

1. The average net office floor area per building occupant will not be less than 80 square feet and will not exceed 90 square feet.
2. The average net floor area per building occupant will be not less than 115 square feet nor more than 130 square feet. The difference between net floor area and net office area is to provide space for special purpose rooms, conference rooms, local reproduction facilities, storage, snack stand and minor feeding service space, mail rooms, central files and rooms not used directly as office space.
3. The gross floor area (for BFR purposes) may be computed by either one of the two alternate methods:

- a. In the absence of detailed data or when close approximation to precise requirements is not considered necessary, the gross floor area should be computed based on 150 square feet per building occupant.

- b. If specific personnel data is available and more precise planning figures are desired, the detailed planning and programming factors, as given in the following section, should be used. Computations similar to the given example should accompany the BFR submittal. Due to the complexity of this task and the need for personnel data input, space requirement calculations utilizing this method should be performed by the activity in question.

Excluded from gross floor area are:

- a. Computer Processing center, as opposed to an ADP room. (Use Cat. Code 610 20.)
- b. Command and control center. (Use Cat. Code 141 83.)
- c. Restaurants and other messing or dining facilities. (Use Cat. Codes 740 04, 740 26, 722 10 through 722 41, 724 30.)
- d. Communications center, telephone exchange. (Use Cat. Code 131 40.)
- e. Clinic, outpatient. (Use Cat. Code 530 10.)
- f. Auditorium, when not an integral part of the administration functions. (Use Cat. Code 740 33.)
- g. Credit unions and banks. (Use Cat. Codes 740 19, 740 18.)
- h. Post Office. (Use Cat. Code 740 33.)
- i. Recreational library. (Use Cat. Code 740 76.)

j. Family services, Red Cross/Navy Relief. (Use Cat. Codes 740 25, 740 12.)

k. Printing plant, as opposed to local reproduction facilities. (Use Cat. Code 229 50.)

Detailed Planning, Programming (PCE), and Asset Evaluation Factors

The basic factors for detailed planning, programming, and for evaluating existing assets are set forth in the following section.

Allowances provide space for furniture and equipment normally associated with the position and, in case of open office space, includes a circulation or layout factor.

Private Office-- Net Office Floor Area Space Allowance

Due to the wide variation in organizational structure within the Navy/Marine Corps, the position titles shown below will not be directly applicable in all cases. Consideration must be given to the entire organization structure involved and the relative relationship of positions within the organization.

Planning of private offices in the assignment categories 3, 4, and 5 below will be based on demonstrated functional need, as well as a combination of rank/grade and position title.

In buildings with fixed modular partition layouts, minimum necessary adjustments in private office sizes may be made.

Private and semiprivate offices, which, due to operational needs, require space in excess of allowance to adequately perform assigned duties may exceed the criteria on an individual office basis by not more than 15 percent. Such increases will not be added to the total authorized allowances but will be made by adjustment within the total area authorized.

<u>Assignment</u>	<u>Maximum Allowance Square Feet Per Person</u>
1. Installation commanders; heads of: directorates, major separate activity commands, general and special staff agen- cies; hospital commanders; executive assistants in grade GS-18 or equivalent	400
2. Rear admiral; chief of staff; division heads in grade GS-16 or brigadier general and above; deputies to positions in assignment 1; executive as- sistants in grades GS-17 and 16	300

<u>Assignment</u>	<u>Maximum Allowance Square Feet Per Person</u>
3. Navy captain; regimental commanders; division heads in grades GS-15 or GS-14; colonel in comparable positions to assignment 2; technical or scientific specialists in grade GS-16 and above requiring private offices	2 0 0
4. Commanders and lieutenant colonels; battalion commander; division and branch heads requiring private offices; grade GS-13 technical or scientific specialists requiring private offices; grades GS-15 and GS-14	1 5 0
5. Branch heads requiring private offices; GS-12 or Lt. Commander/major and below; company commanders; technical or scientific specialists below grade GS-13 requiring private offices; administrative personnel requiring private offices	1 0 0
<u>Open Office--Net Office Floor Area Space Allowance</u>	

<u>Assignment</u>	<u>Maximum Allowance Square Feet Per Person</u>
1. Unit supervisors in grades GS-9, E8, W0, 01 or above who supervise six or more employees	110
2. Professional and administrative personnel in grades GS-7, E8, W0, 01, or above; unit supervisors in grades GS-8, E7, or below, who supervise six or more employees	90
3. Stenographic and clerical position	60

Miscellaneous Space Allowance

1. File Area. An allowance of 6 square feet will be made per letter file cabinet, and 7 square feet per legal file cabinet. This will provide 4 foot work aisles where rows of filing cabinets face one another. A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.

2. Conference Room. Conference requirements must be carefully tailored to an organization's mission and experience, and then adjusted to take into consideration the availability of building conference facilities which can be shared. Based on the number of conferences, the following allowances should be made:

<u>No. of Persons</u>	<u>Net Floor Area in Sq Ft</u>
8	150
Up to 14	375
Up to 24	500

For larger meeting rooms, with row-type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated should be authorized.

3. Reception Area. Size will depend largely on the type and volume of visitor traffic. For planning purposes, desk space for a receptionist plus 10 square feet per person usually served may be used as a guide.

4. Drafting Room. For planning purposes, 90 square feet per person may be used as a guide.

The space allowances listed for Private and Open Offices are not in addition to the maximum allowance of 90 square feet of net office floor area per building occupant but merely establish maximum space limits for certain administrative functions within total allowance.

In all cases justification for an administrative project, except where a definitive drawing is available for a specific organization, will include the total number of personnel to be assigned office space and documentation of approved personnel allowances.

Example:

This is an example of a procedure that could be used for calculating administration space requirements by the Net Office Floor Area Method. The example is based on a hypothetical facility performing the functions of Director of Maintenance, Administration, Industrial Engineering, Operations, Production Planning and Control, and Quality Assurance. This facility requires private office space (P), general office space (G), and special purpose space (SP). Table 610-10 represents a suggested worksheet and should be prepared as follows:

- Step 1: Under the Description column, list all offices and special purpose spaces required.
- Step 2: For each entry in the Description column record the number of employees (based on applicable staffing guides) under the proper section of "Justified Personnel" column. In Table 610-10 section (P) shows employees requiring private offices. Section (G) shows employees assigned to special purpose spaces.
- Step 3: Compute the "Net Office Floor Area"--A(net) which is the number of employees, E(tot) occupying the (P) and (G) type spaces multiplied by 90 (square feet per employees maximum net floor area).

$$A(\text{net}) = E(\text{tot}) \times 90 \text{ (Sq Ft/Pers)}$$

In this case: $A(\text{net}) = (8 + 54) \times 90 = 62 \times 90 = 5,580 \text{ Sq Ft}$

Before proceeding further it is important to note that a maximum constraint has now been established for total "Net Office Floor Area" space availability. Steps 4 through 6 indicate one possible approach to the subdivision of this space. Further note that one person (Technical Library-2f(1)) has not been included in Step 3. That individual and the associated space requirement is part of special purpose space requirements and therefore included as part of the average "Net Floor Area" space, not "Net Office Floor Area."

Step 4: Plan each private office listed by considering its functions and furnishings needed. Size the offices based on maximum guidelines provided in Private Office of Detailed Planning Factors Section. Enter this figure in section (P) of "Net Office Space in Sq Ft" column. Use figures which reflect actual needs for each office. These usually will be less than the maximum allowance. Obtain total private office net space, $A(\text{priv})$ by adding individual requirements in column section (P).

Step 5: Calculate total general office space, $A(\text{gen})$ by subtracting total private office space, $A(\text{priv})$ from net office floor area, $A(\text{net})$.

$$A(\text{gen}) = A(\text{net}) - A(\text{priv})$$

In this case: $A(\text{gen}) = 5,580 - 990 = 4,590 \text{ Sq Ft}$

Step 6: Determine the total number of employees assigned to general office space $E(\text{gen})$. Calculate the portion of net general office space to be designated for each function by prorating the total areas available, $A(\text{gen})$ to the number of employees in that specific function.

$$\text{Net Office Space} = A(\text{gen}) \times \frac{\text{employees in specific functions}}{E(\text{gen})}$$

As an example, calculating net general office space for the specific function Commodity Entry Area (Item 5b in Table 610-10):

$E(\text{spec}) = 3$; $E(\text{gen}) = 54$, therefore:

$$\text{CEA Office Space} = 4,500 \times \frac{3}{54} = 225 \text{ Sq Ft}$$

Tailor each space to the individual requirements for machines and equipment. Adjustments may be made up of 15 percent, however, they must be equalized by reductions in other functions since the net office areas, $A(\text{net})$ may not be exceeded.

Step 7: Calculate special purpose (SP) space requirements by using guidelines given in the text for administrative office criteria. Enter results in (SP) column.

Step 8: Obtain net floor area by adding net office area, A(net) and the sum of special purpose areas.

In this case: A(net) = 5,580 Sq Ft; Spec. purpose areas = 2,610 Sq Ft.

Therefore, net floor area = 5,580 + 2,610 = 8,190 Sq Ft

Check: Total employees = 63
Maximum allowable net floor area = 130 Sq Ft/Employee

In this case: Total allowable net floor area = 63 x 130 = 8,190 Sq Ft. This indicates that the sum of detailed space allocations has not exceeded maximum allowable net floor area.

Gross Floor Area. To compute gross floor area, the net floor should be multiplied by an adjustment factor to compensate for common circulation, mechanical equipment spaces, and wall thicknesses. This factor ranges from 1.12 for efficiently laid out buildings to 1.25 for buildings with less efficient layout or having some unusual constraints. The adjustment factor of 1.25 shall be the maximum allowable to determine gross floor area.

TABLE 610-10
Administration Space Requirements

Description	Justified Personnel				Net Office Space in Sq Ft		(SP)
	Offices		(SP)	Total	Offices		
	(P)	(G)			(P)	(G)	
1. DIRECTOR OF MAINTENANCE	1			1	160		240
a. Deputy	1			1	130		
b. Secretary	1			1	100		
c. Technical Assistance		4		4		340	
d. Conference Room			none				
2. ADMINISTRATION MANAGER	1			1	120		250
a. Secretary		1		1		85	
b. Budget and Fiscal		2		2		170	
c. Commercial Services		2		2		170	
d. Mail and Records		2		2		170	
e. Personnel		1		1		85	
f. Reports and Statistics				1		170	
(1) Technical Library			1	1			
3. INDUSTRIAL ENGINEERING MANAGER	1			1	120		
a. Secretary		1		1		85	
b. Methods and Standards		3		3		225	
c. Operations and Analysis		2		2		170	
d. Plant Processes and Layout		2		2		170	
e. Plant Services		2		2		170	

TABLE 610-10 (Continued)
Administration Space Requirements

Description	Justified Personnel				Net Office Space in Sq Ft		(SP)
	Offices		(SP)	Total	Offices		
	(P)	(G)			(P)	(G)	
4. OPERATIONS MANAGER	1	-	none	1	120	-	240
a. Secretary	-	1		1	-	85	
b. Conference Room	-	-		-	-	-	
5. PRODUCTION PLANNING & CONTROL	1	-	none	1	120	-	1,880
a. Secretary	-	1		1	-	85	
b. Commodity Entry Area	-	3		3	-	225	
c. Control	-	4		4	-	340	
d. Materials Control	-	3		3	-	225	
e. Planning and Scheduling	-	11	11	-	935		
6. QUALITY ASSURANCE MANAGER	1	-	none	-	120	-	1,880
a. Secretary	-	1		1	-	85	
b. Calibration	-	1		1	-	85	
c. Inspection	-	3		3	-	225	
d. Quality Control	-	2		2	-	170	
7. MISC. SPECIAL PURPOSE ROOMS (No personnel assigned)	-	-	none	-	-	-	
SUBTOTAL	8	54			990	4,590	
					A (priv)	A (gen)	
TOTAL	62 E (tot)		1	63	5,580	A (net)	2,610