

## Space Planning Estimate

### Work Area Calculations

Space Planning Form #2

Division/Section \_\_\_\_\_

Director \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Project Contact \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Work Areas</b>			
	<i>PEOPLE</i>	<i>SPACE ALLOCATION</i>	<i>TOTAL</i>
Reception (per expected visitors at any given time)		SF	
Conference Room (per average no. of people in attendance)		SF	
Personal File Storage Area (per person)		SF	
Work Area (per Person)		SF	
Copier/Equipment (actual footprint of equipment)		SF	
Lounge (per average no. of people at any given time)		SF	
Other Facilities		SF	
		SF	
		SF	
		SF	
<b>Totals</b>			

- Indicate only those areas that are used by your section/division/department or shared with one or two other sections.
- If more than one work area or conference rooms are required, list additional space requirements in "Other Facilities" and indicate size if known.
- List special requirements for additional space in "Other Facilities". Special requirement examples are: Group therapy rooms, workshops, and classrooms.