



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
SPACE ALLOCATION WORKSHEET

INTRODUCTION

Attached please find the DMS Space Allocation Worksheet, which has been designed to assist you in determining your agency's overall space requirements, and for DMS' use in the procurement of any additional or new space required for your agency. The Space Allocation Worksheet should be completed by the agency and submitted to DMS as part of your request for space.

UNDERSTANDING THE 'DMS Space Allocation Worksheet'

This document is designed to assist your agency in documenting both current and future personnel/space requirements. This Introduction explains the information included in each subsequent Workbook Tab, and provides guidelines for completing the DMS Space Allocation Worksheets. The workbook consists of 18 workbook tabs as described below.

- Tab 1 Introduction** - Provides Introduction and Instructions for use of the Space Allocation Worksheet.
- Tab 2 Summary** - Summary of Agency Requirements from Division and Special Use tabs, and worksheet for determination of standard support area requirements.
- Tab 3 Special Use Tab** - Worksheet for use in identifying any requirements for special use support areas.
- Tab 4 - 13 Div. 1 through 10 Tabs** - Worksheet for use in entering personnel requirements by division.
- Tab 14 DMS Space Standards** - Description of the five (5) DMS office/workstation space standards by job title and job function. Included for information and reference to worksheet user.
- Tab 15 Prototype Plan** - Illustration of a prototypical office layout utilizing the DMS space standards and a 20% enclosed office/80% open workstation ratio. The plan also illustrates the size and capacity of the space standards, the use of interior offices, and the size and type of standard support spaces. Included for information and reference to worksheet user.
- Tab 16-18 Sample Program Tabs** - The last three (3) tabs of the workbook include sample programs for a 25-Person agency, a 60-Person agency and a 200-person agency. The sample programs have been prepared to illustrate only the appropriate ratios of Standard Support Areas, and do not include any Special Support Areas, as these are specific to each agency, and are not included in the DMS 180 USF/employee efficiency target.

WHERE TO ENTER INFORMATION

To complete the Worksheets you only need to enter information into spaces that are color-coded as follows.



Agency Information - This section of the worksheet provides contact details for the agency. Complete all blocks of required agency information, including contact details for agency representative and initial date of request.



Requirements - Enter personnel, special support space and standard support space requirements into these blocks on each worksheet.

USING THE DMS SPACE ALLOCATION WORKSHEET

Prior to entering data into the worksheet review the instructions and familiarize yourself with the DMS Space Standards. Confirm your agency organization, personnel headcounts by division, and any special support requirements. Also confirm that personnel can be allocated by the existing DMS space standards, and identify any requirements that do not comply. Complete the worksheets in the following order.

- Step 1: Agency Information.** Complete all requested agency information in the blue box at the top of the worksheets in the Summary, Special Use and Division tabs.
- Step 2: Division 1 - 10 Tabs.** Enter personnel requirements by division. There are 10 division tabs, although most agencies will be smaller. For agencies with multiple divisions, use one tab for each division. For agencies that do not have multiple divisions, or for very small requirements (40 persons or under), enter personnel data only in the Division 1 tab. Complete each division worksheet using the (5) five DMS Workplace Standards indicated on the worksheet (and included in the 'Space Standards' Tab of the workbook). If additional office or workstation types are required, please add these in the rows provided, and include a description of these requirements in the Notes section of the worksheet.