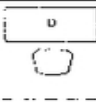








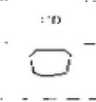








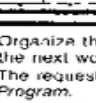


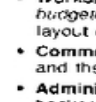








SECTION 1 INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS		Standard Desk 60x30	TABLES		Table, Conference 72x36	MISCELLANEOUS		Storage Cabinet 2-Door 36x18 (12)	
		Typist Desk 60x34 w/Left or Right Typing Bed			Standard Table 60x34			Steel Shelving 36x18 (10)	
		Unitized Desk 60x30 w/Left or Right L-unit Return 36x18			Table, Medium 45x34			Library Shelving 36x15	
		Conference Desk 72x36			Table, Small 36x24			Drawing Boards DB-A 60x40 DB-B 72x45 S-Steel	
		File, Letter 15x28 (7)			Modular Table Unit 66x18			Map Cabinet 54x12	
		File, Legal 18x25 (8)			Table, Round 54"			Costumer 12-Hanger 51x20 (14)	
STORAGE UNITS		Lateral File 36x15 (9)			Table, Round 42"			Costumer 6-Hanger 30x20 (8)	
		Bookcase 34x14 (5)			Table, Round 36"			Credenza 66x18	
		Divan or Sofa 72x40			Table, Host 42x18		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		
		Guest Chair Lounge Chair			Table, End 18x24				

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 or 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 determined by layout design or 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.