



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

Approved: *[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 Assistant 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** 11-7-88

**2. AGENCY SYMBOL** 0001

**3. SPACE REQUESTED IS FOR:**  
 SUPPLEMENTAL  
 SUPPLEMENTAL REQUEST

**4. SHALL BE OCCUPIED BY:** Columbus, Ohio  
**5. CITY & STATE**

**6. OFFICE USE:**  
 General Services Administration  
 Public Buildings Service  
 230 South Dearborn Street  
 Chicago, IL 60604

**7. OFFICE USE:**  
 DFC, PO Box 25065  
 Denver, CO 80225

**8. OFFICE USE:**  
 Department of the Interior  
 Office of Surface Mining Reclamation  
 Enforcement  
 1951 Constitution Ave., NW  
 Washington, D.C. 20240

**9. OFFICE USE:**  
 OSMRE  
 1951 Constitution Ave., NW  
 Washington, D.C. 20240

**10. TERM OF OCCUPANCY:**  
 FROM: Nov. 1988  
 TO: Year: **NOV. 1988**  
 NO. YEARS FROM LEASE: **INDEFINITELY**

**11. SPACE REQUIREMENTS**

LINE NO.	CATEGORY	SOURCE		ON BOARD PERSONNEL (ft)	TOTAL SQUARE FEET (ft <sup>2</sup> )	FOR GSA USE ONLY (ft <sup>2</sup> )
		STAFF ALLOWANCE (sq)	BY JOB TIME			
1	GS 1-6	60	4	4	240	
2	GS 7	75				
3	GS 8	75				
4	GS 9	75	1	1	75	
5	GS 10	75				
6	GS 11	75				
7	GS 12-13	150	2	2	300	
8	GS 14-15	100	10	10	1000	
9	GS 14-15	225	1	1	225	
10	GS 14-15	150				
11	GS 16, 17, 18	300				
12	Other (Explain in item 14)	135	18	18	2430	
13	<b>SUBTOTAL (Lines 1 through 12)</b>				2430	
14	Central storage				263	
15	Inside parking (No. of spaces: 300 sq. ft.)					
16	Warehouse area				263	
17	<b>SUBTOTAL (Lines 14 through 16)</b>				232	
18	Reception				364	
19	Files				327	
20	Reference/Library				238	
21	Processing				1161	
22	Processing				3854	
23	Processing				4200	
24	Processing					
25	<b>SUBTOTAL (Lines 18 through 24)</b>					
26	<b>TOTAL (Lines 13, 17, and 25)</b>					
27	Outside parking (Number of spaces: 14)					
28	Open land (Acres)					

**12. EXTENDED OPERATIONAL REQUIREMENTS (See instruction 2 and explain in item 14)**

**13. 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.

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

Chief, Division of Management Services

**15. CERTIFICATION**  
 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: DONALD L. HINDENLITER  
 TITLE: Chief, Division of Management Svc.  
 DATE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

**16. ACTION**  
 FOR GSA USE ONLY  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**17. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**18. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**19. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**20. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**21. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**22. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**23. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**24. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**25. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**26. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**27. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**28. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

**29. ACTION**  
 AUTHORIZED TO ACQUIRE SPACE UNDER ITS AUTHORITY.  
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: \_\_\_\_\_ DATE: \_\_\_\_\_

## 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, utilities, 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.

## Item 14, continued: 11. 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 officials, 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

\* Submit requests for space upon request.

## 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 further 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/term chair or 10 square feet per person. Desk and chair or 40 square feet per person.
Reception areas	Based on average visitor load of 10 square feet per person.
Exhibit areas, internal duplicating, libraries, mail rooms, and supply rooms.	Actual measurement of equipment plus circulation.



**SPACE REQUIREMENTS WORKSHEET**

**PREPARED BY** *This form must accompany SF-81, Request for Space.* **PAGE 1 OF 4**

**BUREAU** U.S. Department of Interior **CITY AND STATE** Columbus, Ohio  
**AGENCY/OFFICE** Office of Surface Mining **ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE** Director/Administration  
**DIVISION** Columbus, Ohio

**DATE** 11-7-88

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

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS		D	TABLES			STORAGE UNITS					CON-TUMMER	MISC. EQUIPMENT	FOOTNOTE FOR REMARKS						
						D	TDR		CD	UOL	UDR	T Cont.	T	TS	TM	TR-36				TR-42	TR-54	LF	LAT.	LS	JS
	Brenda Carter Director	15	P	CH	135	CD	CR-1	C	T									DI							
	Jean Williams Admin Officer	9	P	CH	135	D	C-2		T		3	1					2								
	Renee Thomas Secretary	6	O	CH	135	TDR	C-2		T											Tel Table					
	Margaret Smith Clerk Typist	5	SP	CH	135	D	C-2		T																

**PERSONS - TOTALS - SPACE**

REMARKS:

## SECTION 1

## INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS		TABLES		MISCELLANEOUS	
	Standard Desk 60x30		Table, Conference 72x36		Storage Cabinet 2-Door 36x18 (12)
	Typist Desk 60x34 w/Left or Right Typing Bed		Standard Table 60x34		Steel Shelving 36x18 (10)
	Unkized 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-5 60x40 DB-6 72x45 B Stool
	File, Letter 15x26 (7)		Modular Table Unit 66x18		Map Cabinet 54x42
	File, Legal 16x26 (8)		Table, Round 54"		Costumer 12-Hanger 51x20 (14)
	Lateral File 36x18 (9)		Table, Round 42"		Costumer 6-Hanger 30x20 (8)
	Bookcase 34x14 (6)		Table, Round 36"		Credenza 66x18
STORAGE UNITS			Table, Host 42x18	SPACE TYPE SYMBOLS:	
			Table, End 18x24		Open Area
CHAIR			Divan or Sofa 72x40		Private Area
			Guest Chair		Semi-Private Area
LOUNGE CHAIR			Lounge Chair	ENCLOSURE TYPE SYMBOLS:	
			Open		Ceiling-High Partition
			Privacy Screen		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 determined by layout design on SF-81A, Part 2.
  - Administrative Support spaces are either centralized files or miscellaneous equipment (i.e., costumes, 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.

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**  
 AGENCY/OFFICE: **CITY AND STAY**  
 Division: **REGULATORY UNIT DEPARTMENT OF THE ARMY**  
 Division: **Regulatory**

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE	FUNCTIONAL TITLE	GRADE	ENCLOSURE	SPACE TYPE	SQUARE FEET REQUIRED	DESKS	CHAIR	DRAWERS	CLOCK	TELEPHONE	STORAGE UNITS							COMPUTER	MISC. EQUIPMENT	REMARKS											
												TS	TM	TR-36	TR-42	TR-54	CF	LAI				LS	SS									
	Thomas Robinson	Reg., Prog., Supv.,	13	P	CH	135	D	C-4	T																							
	Jerry Goins	Clerk Typist	5	O	CH	135	TDR																									
	Esther Phillips	Recl. Spec.	12	SP	CH	135	D																									
	William Jones	Recl. Spec.	12	SP	CH	135	D																									
	Victor Green	Recl. Spec.	12	SP	CH	135	D																									
	Jane Abrams	Recl. Spec.	12	SP	CH	135	D																									
	Jason Morrison	Recl. Spec.	12	SP	CH	135	D																									
	Brian Davis	Recl. Spec.	12	SP	CH	135	D																									
	John Glenn	Prog. Spet.	12	P	CH	135	D																									

REMARKS: PERSONS - TOTALS - SPACE

**SECTION 1 INSTRUCTIONS, STANDARDS AND SYMBOLS**

DESKS		Standard Desk 60x30	TABLES		Table, Conference 72x38	MISCELLANEOUS		Storage Cabinet 2-Door 36x18 (12)
		Typist Desk 60x34 w/Left or Right Typing Bed			Standard Table 60x34			Steel Shelving 36x18 (10)
		Unfitted Desk 60x30 w/Left or Right L-unit Return 36x18			Table, Medium 45x34			Library Shelving 36x15
		Conference Desk 72x38			Table, Small 36x24			Drawing Boards DB-5 60x60 DB-6 72x48 B- Stool
		File, Letter 15x28 (7)			Modular Table Unit 66x18			
		File, Legal 18x26 (8)			Table, Round 54"			Map Cabinet 54x42
STORAGE UNITS		Lateral File 36x18 (9)			Table, Round 42"			Costumer 12-Hanger 51x20 (14)
		Bookcase 34x14 (6)			Table, Round 36"			Costumer 6-Hanger 30x20 (8)
					Table, Host 42x18			Credenza 66x18
					Table, End 18x24		SPACE TYPE SYMBOLS:	
				Divan or Sofa 72x40	O Open Area			
CHAIR					Guest Chair		P Private Area	
				Lounge Chair	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 determined 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

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		SQUARE FEET REQUIRED	DESKS	CABINETS	TABLES	STORAGE UNITS							MISC. EQUIPMENT	FOOTNOTES OR REMARKS																		
				SPACE TYPE	ENCLOSURE TYPE					TR-36	TR-42	TR-54	LF	LAT.	LS	J			SS	LS	CM-8	CM-12	DI	DB-6	DB-8	MC	TE									
	Paul Anthony	Supv. Prog. Spec.	13	P	CH	135	D	C-3	TC-Conf																											
	Sheila Coles	Clerk Typist	5	O	CH	135	IDR	C-2	TS																											
	Lewis Wilson	Prog. Spec.	12	SPCH		135	D	C	T																											
	Richard Freeman	Rec'l. Spec.	12	SP	CH	135	D	C	T																											
	Gene Russell	Prog. Spec.	12	SP	CH	135	D	C	TS																											

PERSONS - TOTALS - SPACE

REMARKS
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SECTION 1		INSTRUCTIONS, STANDARDS AND SYMBOLS		
DESKS		Standard Desk 60x30	 Table, Conference 72x36  Standard Table 60x34  Table, Medium 45x34  Table, Small 36x24  Modular Table Unit 66x18  Table, Round 54"  Table, Round 42"  Table, Round 36"  Table, Host 42x18  Table, End 18x24  Divan or Sofa 72x40 CHAIRS  Guest Chair  Lounge Chair	
		Typist Desk 60x34 w/Left or Right Typing Bed		
		Utilized Desk 60x30 w/Left or Right L-unit Return 36x18		
		Conference Desk 72x36		
STORAGE UNITS		File, Letter 15x25 (7)		
		File, Legal 18x25 (8)		
		Lateral File 36x18 (9)		
		Bookcase 34x14 (6)		
		 Storage Cabinet 2-Door 36x18 (12)  Steel Shelving 36x18 (10)  Library Shelving 36x15   Drawing Boards DB-5 60x40 DB-6 72x45 5' Stool  Map Cabinet 54x42  Costumer 12-Hanger 51x20 (14)  Costumer 6-Hanger 30x20 (8)  Credenza 68x18 MISCELLANEOUS		
		SPACE TYPE SYMBOLS:  Open Area  Private Area  Semi-Private Area ENCLOSURE TYPE SYMBOLS:  Ceiling-High Partition  Privacy Screen  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.
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  - 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.

## SPACE REQUIREMENTS WORKSHEET










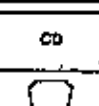




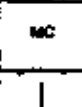
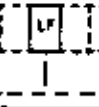





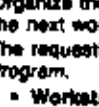
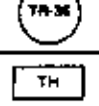











This form must accompany SF-81, Request for Space.

**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:** Administrative/Support Space

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE	FUNCTIONAL TITLE	GRADE		SPACE TYPE				ENCLOSURE TYPE		SQUARE FEET REQUIRED	DESKS	CHAIR	TABLES	STORAGE UNITS						CODE-TURNER	MISC. EQUIPMENT	FOOTNOTE OR REMARKS							
			SPACE TYPE	ENCLOSURE TYPE	SPACE TYPE	ENCLOSURE TYPE	D	CD	TOL	UDL	TDR				UDR	TS	TM	TR-36	TR-42	TR-54				LF	LAT	LS	SS	CH	DI	SF
	Conference Room										327										4						Display Back Tel. Table Black Board			
	Supply/Storage										263																			
	Fax/Photocopier										100																Safe Fax Photocopier			
	Mail										60																Postage Meters			
	Files-AML										70																			
	Mine Map/Adm.										230																Refrigerator MC-2			
	Record																													
	Permitting Files																													
	PC Word Processing										162																			
	Area										204																Work Stations PC-3 WP-1			
		PERSONS - TOTALS - SPACE																												
REMARKS:																														

## 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)
		Utilized 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-5 60x40 DB-6 72x46 S- Stool
		File, Letter 15x28 (7)			Modular Table Unit 66x18			Map Cabinet 54x42
STORAGE UNITS		File, Legal 18x28 (8)			Table, Round 54"			Costumer 12-Hanger 81x20 (14)
		Lateral File 36x18 (9)			Table, Round 42"			Costumer 6-Hanger 30x20 (6)
		Bookcase 34x14 (6)			Table, Round 36"			Credenza 66x18
					Table, Host 42x18		SPACE TYPE SYMBOLS:	
					Table, End 18x24			Open Area
			Dwan or Sofa 72x40		Private Area			
			Guest Chair Lounge Chair		Semi-Private Area			
				ENCLOSURE TYPE SYMBOLS:				
					Ceiling-High Partition			
					Privacy Screen			
					Open			

## SECTION 2

## PROGRAMMING INSTRUCTIONS

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