

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Facilities/Properties/Equipment/Vehicles	<b>CODE NUMBER:</b> AC-5-6
<b>TITLE:</b>  Space Standards	<b>ADOPTED:</b> 2/1/89
	<b>AMENDED:</b> 2/21/12
	<b>ORIGINATING DEPARTMENT:</b> Construction and Design

**PURPOSE/SCOPE:**

The purpose of space standards is to establish a consistent program that can be utilized throughout the County for the uniform assignment of office and space areas. It serves as a guide for space planning, cost budgeting and facilities procurement.

**POLICY/PROCEDURE:**

The purpose of space standards is to establish a consistent program that can be utilized throughout the County for the uniform assignment of offices, workstations and support areas. It serves as a guide for space planning, cost budgeting and facilities procurement. In addition, office space management has the following specific objectives.

- (1) To maximize efficiency and economy in the use of space for operations performed without overcrowding or wasting floor square footage.
- (2) To assure comfort and convenience for all office workers as well as the visiting public.
- (3) To establish efficient work flow patterns that are economical in application and provide continuously balanced capability of equipment and personnel at each space within ergonomic guidelines.
- (4) To provide work centers and individual workstations that are conducive to efficient work methods.
- (5) To achieve flexibility in office layout for future rearrangement of workstations by following established furniture standards.
- (6) To adhere to Federal and State ADA (Americans with Disabilities Act) guidelines when designing offices, workstations and support areas.

The following Space Standards have been developed based on research of established published space allocation standards for occupancy types. The figures target average or typical square feet allocation.

AC-5-6 (Continued)

In addition it is recognized that certain facilities or remodel and restoration projects within properties may not completely lend themselves to this standard and that they should still apply as a guide in those special cases.

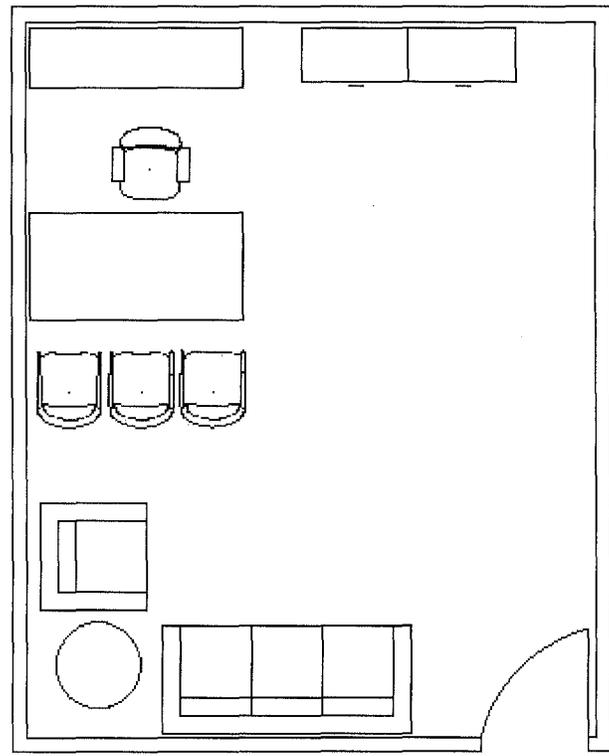
<u>POSITION TYPE</u>	<u>Square Feet</u>
I Constitutional Officers County Administrator County Attorney Court Administrator	320
II Administration/Department Heads	270
III Division Director	224
IV Supervisors/Managers	120
V Secretary or Private Office	100
VI Work Station	100
VII Work Station	100
VIII Work Station	60
IX Work Station	48
X Work Station	33

SUPPORT AREAS

Conference Room	25 sq. ft. per person
Interview Room	20 sq. ft. per person
Reception Room	20 sq. ft. per person
Active File Cabinets	12 sq. ft. each
Inactive Storage	Actual sq. ft. X 1.5
Plan Files	50 sq. ft. each
Circulation	20% of position space

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

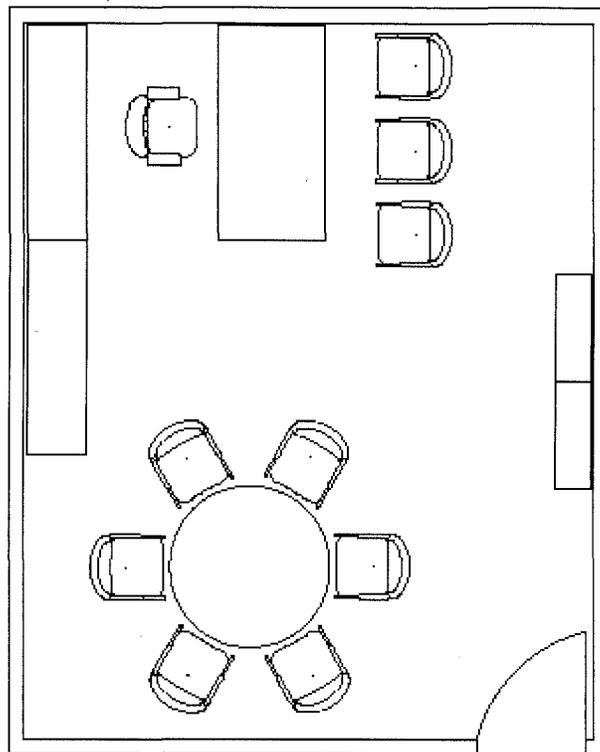
TYPE I  
VERSION 1



16'x20' 320 SQ.FT.

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

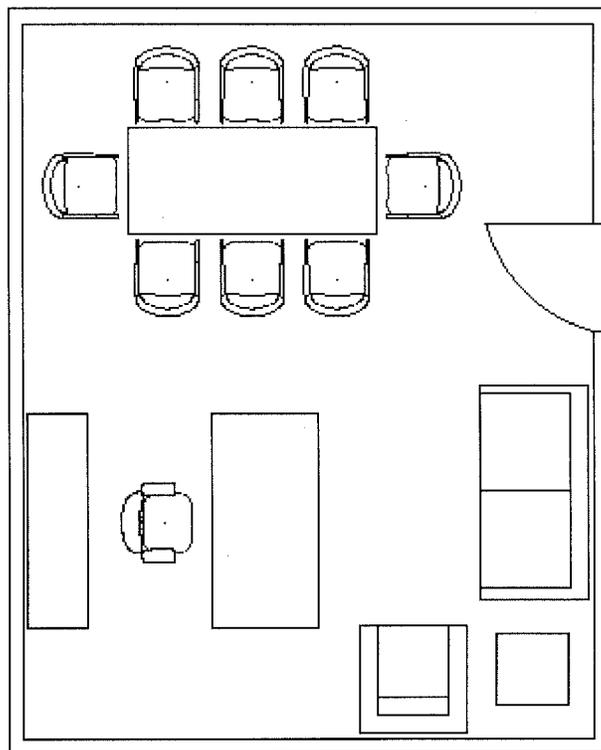
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VERSION 2



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LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

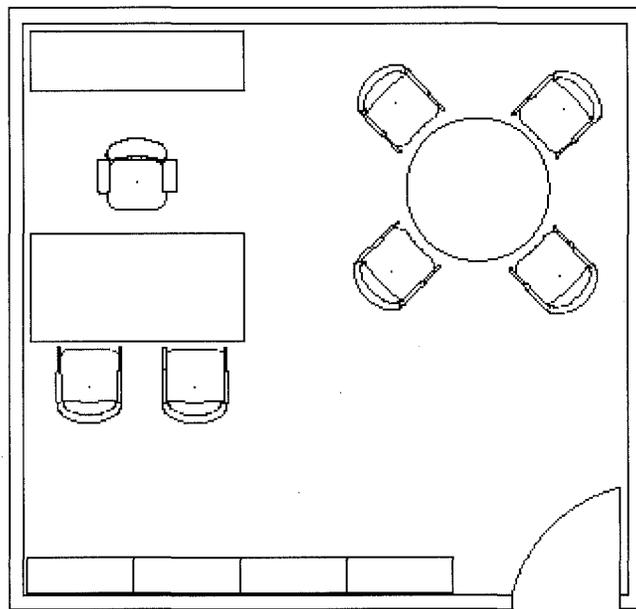
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VERSION 3



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LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

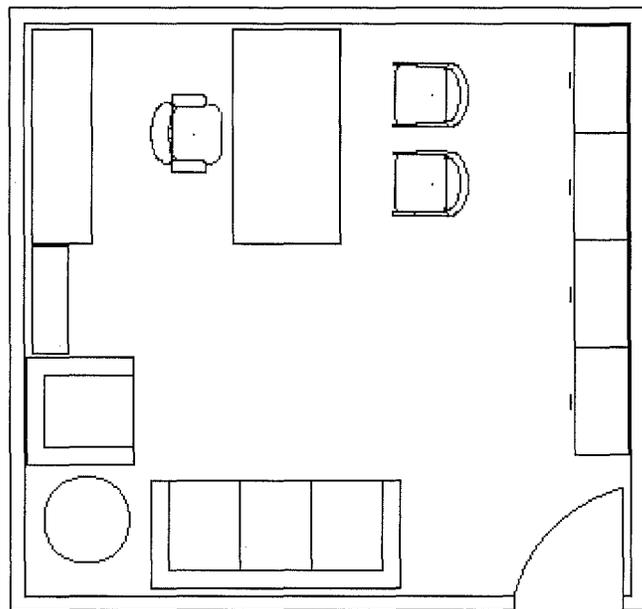
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17'x16' 270 SQ.FT.

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

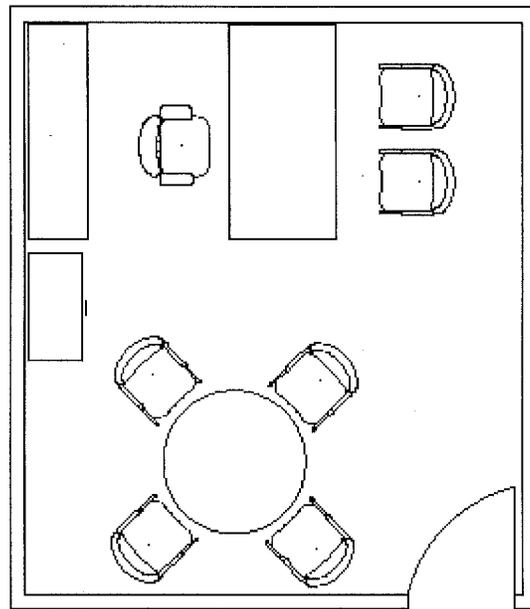
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VERSION 2



17'x16' 270 SQ.FT.

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SPACE STANDARDS

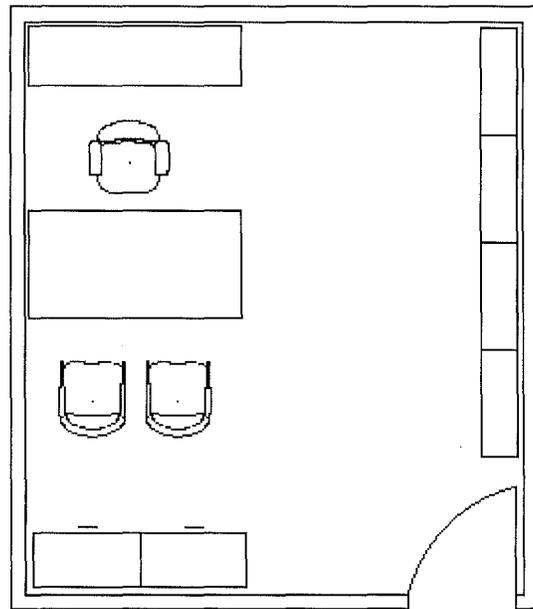
TYPE III  
VERSION 1



16'x14' 224 SQ.FT.

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DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

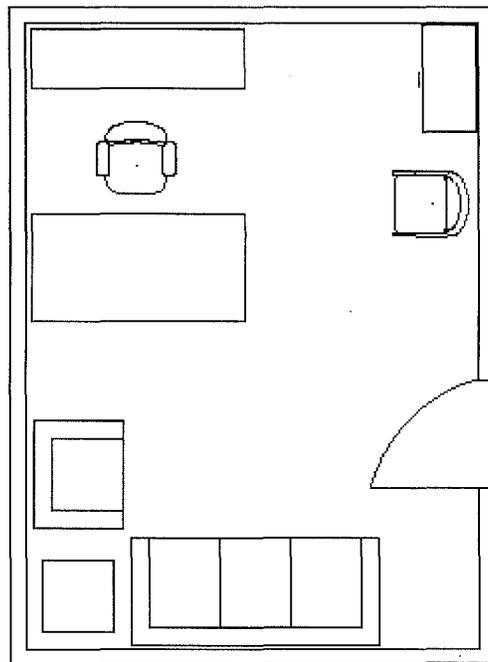
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VERSION 2



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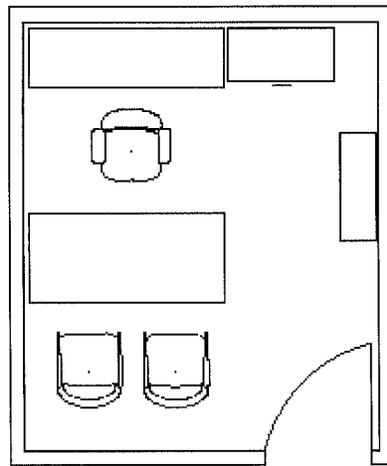
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VERSION 3



16'x14' 224 SQ.FT.

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SPACE STANDARDS

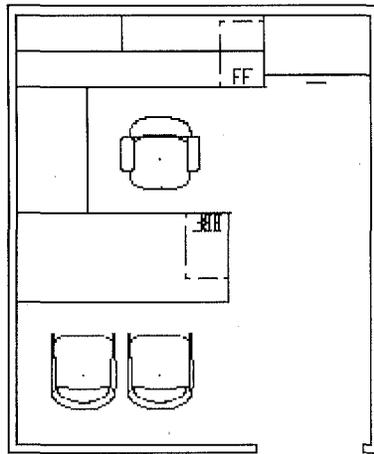
TYPE IV  
VERSION 1



10'x12' 120 SQ.FT.  
PRIVATE OFFICE

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

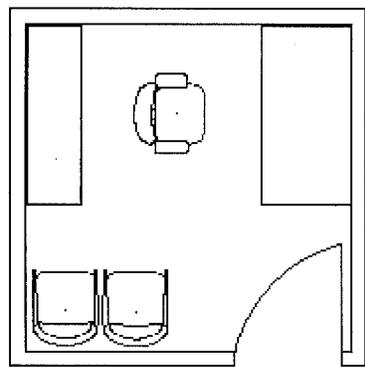
TYPE IV  
VERSION 2



10'x12' 120 SQ.FT.  
MODULAR WORKSTATION

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

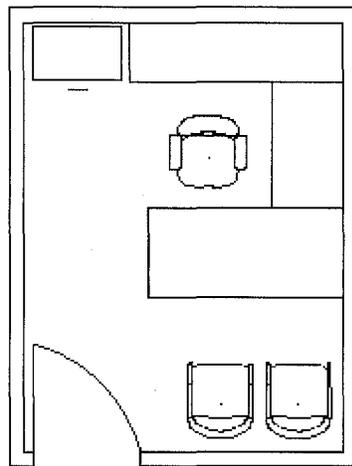
TYPE V  
VERSION 1



10'x10' 100 SQ.FT.  
PRIVATE OFFICE

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

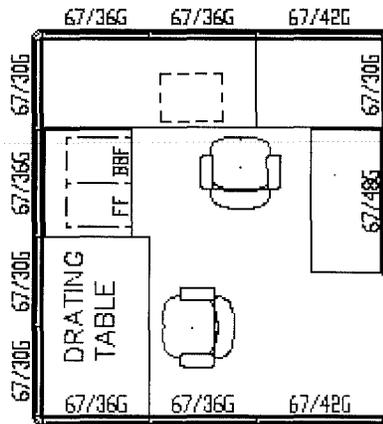
TYPE V  
VERSION 2



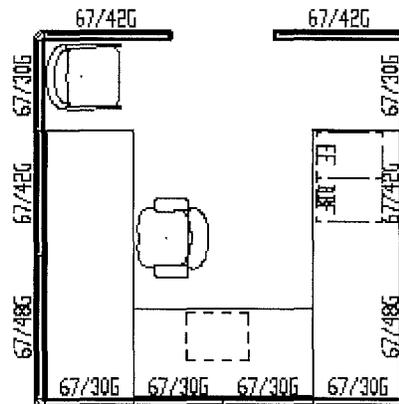
9'x12' 100 SQ.FT.  
PRIVATE OFFICE

LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

TYPE VI  
VERSION 1  
9'6" x 10'6"  
100 SQ.FT



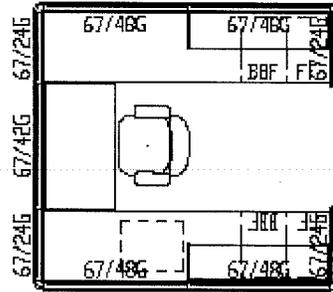
TYPE VI  
VERSION 2  
10' x 10'  
100 SQ.FT



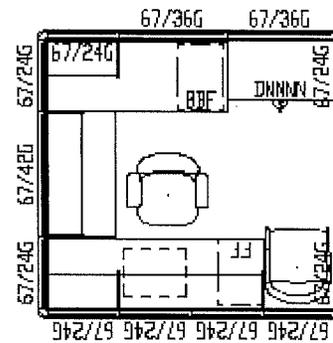


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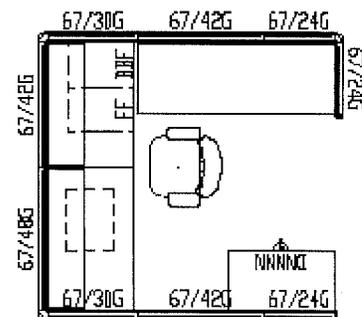
TYPE VIII  
 VERSION 1  
 7'6" x 8'  
 60 SQ.FT



TYPE VIII  
 VERSION 2  
 7'6" x 8'  
 60 SQ.FT

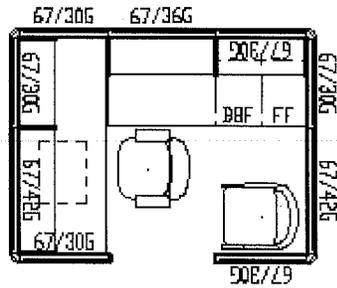


TYPE VIII  
 VERSION 3  
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 60 SQ.FT

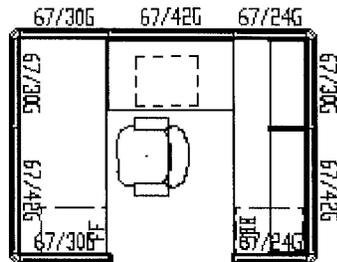


LEE COUNTY, FLORIDA  
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TYPE IX  
VERSION 1  
8' x 6'  
48 SQ.FT

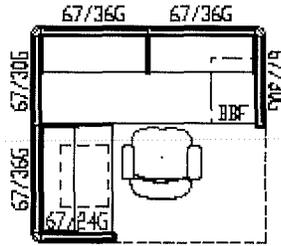


TYPE IX  
VERSION 2  
8' x 6'  
48 SQ.FT



LEE COUNTY, FLORIDA  
DEPT of CONSTRUCTION & DESIGN  
SPACE STANDARDS

TYPE X  
VERSION 1  
6' x 5'6"  
33 SQ.FT



TYPE X  
VERSION 2  
6' x 5'6"  
33 SQ.FT

