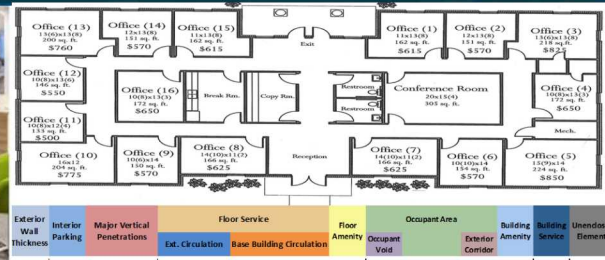


This paper describes objective technical results and analysis. Any subjective views or opinions that might be expressed in the paper do not necessarily represent the views of the U.S. Department of Energy or the United States Government.

SAND2019-4498C

SNL's Implementation of FIMS Data Element: Space Type Usable SF - Office



PRESENTED BY

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DOE Implementation Guidance for the Revised Office Space Standard (FIMS Data Element: Space Type Usable SF – Office)

DOE's Office Usable Area space standard is an Office Usable Area/quantity of administrative workstations (assumes 1 person per workstation), and is an average of 180 square feet of usable area per person. The 180 square feet of usable area per person, on average, applies to all acquisitions and major renovations of administrative office space in owned and leased buildings, including GSA Occupancy Agreements, executed after 27 Dec 2016.

Office Usable Area

INCLUDES

- Assignable to Office Space
- **Reported in FIMS Data Element: “Space Type Usable SF – Office”**
- Office Area (SF) + Administrative Workstations Area (SF) + Office Toilet/Restroom Area (SF) + Office Collaborative Area (SF) + Office Waiting Area (SF) + Office General Use Area (SF) + Secondary Circulation Area (SF)

EXCLUDES

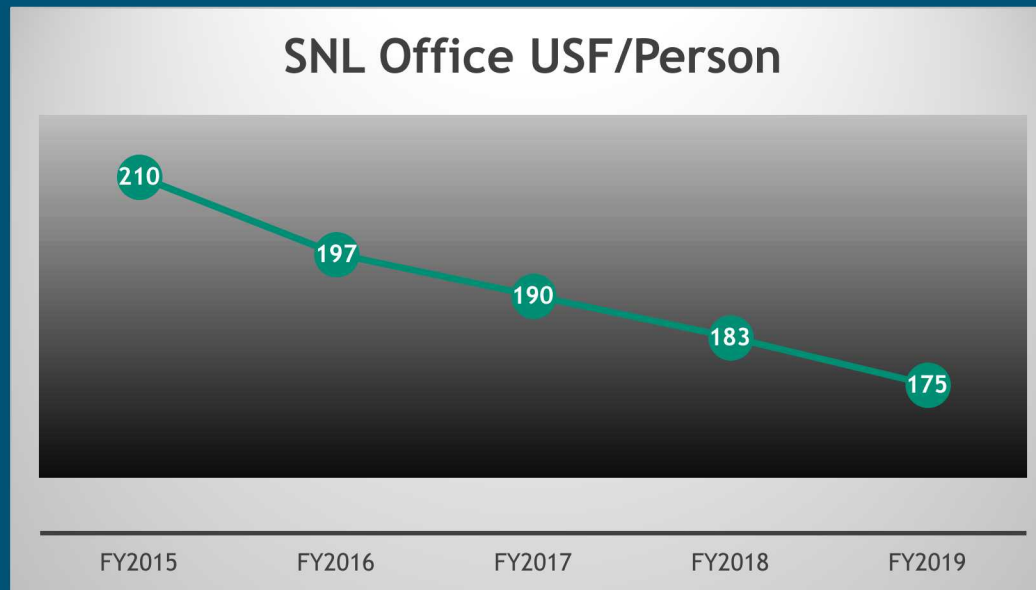
- Labs
- Training Centers
- Warehouse/Storage
- Auditoriums
- Exhibit Space
- Cafeterias
- Building Common Space – Including primary circulation
- **Secure & Limited Access Spaces**
- **Excludes buildings and building spaces that are subject to security measures greater than “Property Protection Areas (PPA)” and “Limited Areas (LA)”**



- One Laboratory - Four Locations: New Mexico, California, Nevada, Hawaii
- Size: 7.7M GSF
- Total Number of Spaces: approximately 26,000 (includes; office, office support, labs, storage and building common)
- IBM TRIRIGA – Used to track building & space level data, floor plans, utilization data

SNL Space Utilization

- Office Space Allocation/Utilization
 - Number of allocated office spaces
- Office Net Square Feet Per Person
 - Square feet of office space allocated to a person
- **Office Usable Square Feet/Person**
 - *Usable square feet of administrative workspace per person expands the tracking of space utilization beyond just individual office spaces. Administrative workspace in the USF/Person calculation includes individual space (private and open workspaces) and shared space of an office/administrative nature*



SNL Space Types – *Included* in USF – Office Space Calculation

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DOE Rubric OFFICE Categories	
Management Office	Individual work spaces assigned to Management (i.e., President, VP-Executive, ALD, Director, SR Mgr, Manager, Captain, Team Lead, Sr. SCI/Eng, Attorney, Ombuds, Physician)
Secretarial Office	Individual workspaces constructed as secretarial stations, or a workspace occupied by secretarial staff (i.e., OAA, MGT ASST, SR MGT ASST, EXEC MGT ASST)
General Office - Open	Individual workspaces with no hard-walls, featuring systems furniture to enhance collaboration and interaction.
General Office - Enclosed	Individual workspaces enclosed by hard-walls, featuring either systems, or stand alone, furniture.
General Office - Student	Work spaces that may be shared by more than one occupant and are typically reserved for and assigned to SNL's summer student population. These spaces typically have no hard-walls, are less than 50 square feet, and feature systems furniture to enhance collaboration and interaction. Spaces are assigned to the occupant(s). Spaces may be alternatively used throughout the year.
DOE Rubric ADMINISTRATIVE/COLLABORATION Categories	
Administrative	Support space for administrative functions including office machines; filing; office supplies ; collaborative space; waiting areas, vending areas , small designated computing rooms (not server rooms), and other office space in which no one is assigned as a permanent workspace.
Kiosk	A small shared work area, up to 50 square feet, for ready access to corporate computing resources and communications to accomplish work while away from one's allocated workspace. May be located in a private, semi-private, or open workspace environment. Spaces are not assigned to an individual.
Break Room	Division-specific administrative space designated for break time activity, including food consumption & storage.
Focus Room	A small shared private workspace intended for short-term use.
Project/Work Room	A work area dedicated to a specific project where materials can be left in place and teams can gather when needed.
Conference	Rooms equipped for meetings or briefings.
DOE Rubric SECONDARY CIRCULATION Category	
Hall	Secondary circulation embedded in a suite, assigned to an organization. Note that primary circulation corridors, stairwells, lobbies, interior loading docks, etc., are unassigned building common space.

EXCLUDED SPACES - Secure & Limited Access Spaces

SNL Space Types – *Excluded* in USF – Office Space Calculation

6

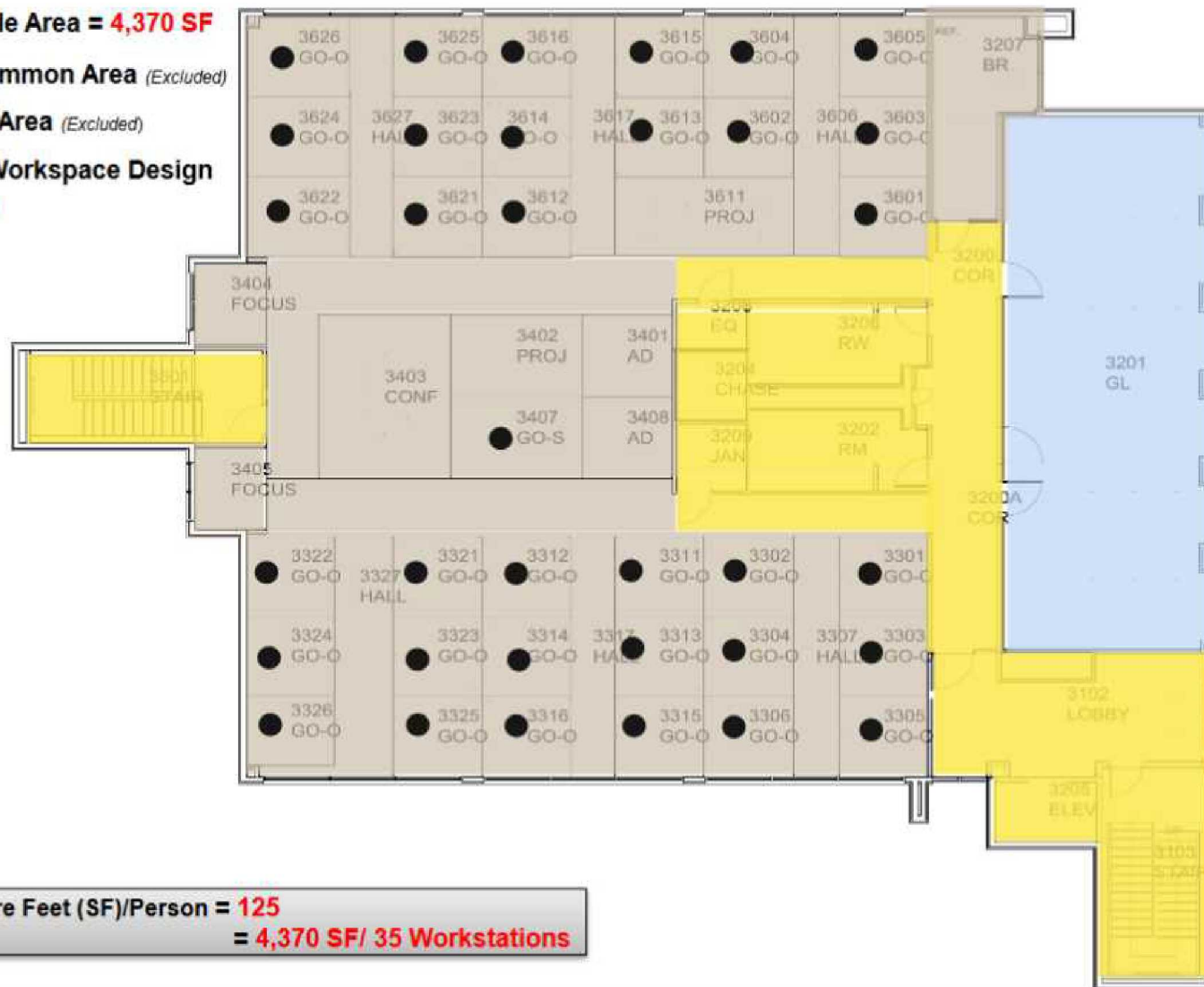
DOE Rubric SPECIALITY SPACE Categories	
Auditorium	Theatre style rooms, > 1,000 square feet, equipped for meetings, briefings, or classroom instruction.
Exhibit	Specialty spaces used for display purposes.
Classroom	Spaces designed specially for classroom instruction with moveable seating for up to 40 people.
Archives Records	Records storage spaces, >500 square feet, subject to National Archives & Records Administration (NARA) requirements.
<i>NEW SNL Workspace Types Created For DOE Office Usable Area Calculation</i>	
DOE Rubric LAB Categories	
Computer	Space for division-specific computer servers and information technology equipment that requires a special environment, high electrical loads, or increased air conditioning loads above the general workspace levels.
General Laboratory	Laboratories with conventional heating, ventilation, and air conditioning, moderate electrical loads, and moderate process piping. Individual workspace located within labs will be categorized as lab space.
Special Laboratory	Laboratories with any of the following characteristics: special environment (clean room), high electrical loads, extensive piping systems, exhaust systems, or construction that limits the facility to a single use.
High-Bay Laboratory	Laboratory space with ceiling height greater than a single floor (12 feet), designed for large manufacturing or assembly operations, testing, or extensive overhead material handling equipment. High-bay labs are often designed to accommodate laboratory equipment with heavy floor loads.
Shop	Workspace typically outfitted with machines and tools for maintenance, research, and fabrication.
DOE Rubric STORAGE Categories	
Storage	Facilities designed for material storage and handling. This excludes tool cribs, active records storage (libraries and reproduction vaults), and maintenance material holding areas. Typically, administrative or lab areas will not be re-categorized as storage. Spaces are typically >300NSF.
Warehouse	Spaces within a building designed specifically for warehouse activities including material storage and handling. Spaces are typically >500NSF.
DOE Rubric BUILDING COMMON/SUPPORT Categories	
Space in a building or structure that is either available for use by all building occupants or restricted to operations and maintenance personnel for safety reasons. These spaces include but are not limited to restrooms, utility chases, exterior walls and structural elements, vestibules, lobbies, main circulation spaces - Primary Circulation - Corridor, life safety exit paths, building systems (mechanical, electrical) equipment rooms and shafts, exit stairs and landings, elevators, elevator equipment rooms and shafts, shower and locker rooms, janitor closets, custodial storage, internal distribution rooms (IDRs)/communication rooms, cafeterias, loading docks, etc.	
EXCLUDED SPACES - Secure & Limited Access Spaces	

Primary Office Building Example: Space Type USF - Office

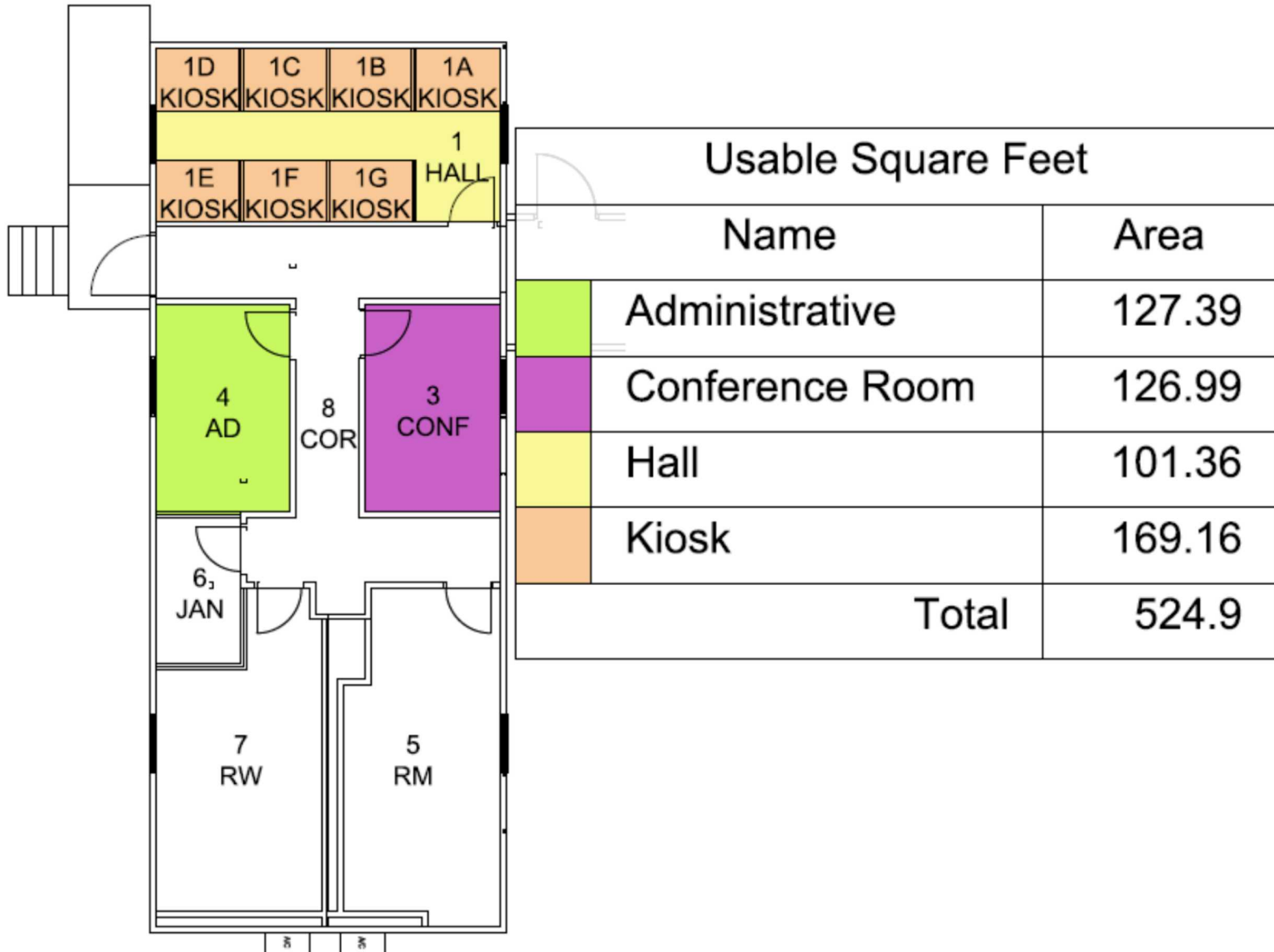
Figure 1. Example: Space Type Usable Square Feet - Office/Person

LEGEND

- Office Usable Area = **4,370 SF**
- Building Common Area (Excluded)
- Laboratory Area (Excluded)
- Individual Workspace Design Basis = **35**



Office Usable Square Feet (SF)/Person = **125**
 = **4,370 SF/ 35 Workstations**



IBM Tririga - FIMS Space Type USF - Office Reports: *Easy Uploads into FIMS*



IBM TRIRIGA

Home My Reports Requests Projects VPAT Tasks Space Maintenance Sustainability Contracts Portfolio Tools

Home > DOE FIMS Usable SF by Location

Open In New Window Add to Bookmarks My Bookmarks

DOE FIMS Usable SF by Location

Export

1 total found Apply Filters Clear Filters

Parent Property	FIMS Property ID	Name	FIMS Usable Square Feet
Contains	Contains	MO270	More Than or Equals
SNL - New Mexico	MO270	MO270	524.9025 square-feet

IBM/Tririga - FIMS Space Type USF - Office Report

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Location	Tech Area	Building	Room Number	BOMA Type	Space Type	Space Square Feet
SNL - New Mexico	001_Area I	MO270	1	Hall	Hall	101.36
SNL - New Mexico	001_Area I	MO270	1A	Admin	Kiosk	24.42
SNL - New Mexico	001_Area I	MO270	1B	Admin	Kiosk	24.30
SNL - New Mexico	001_Area I	MO270	1C	Admin	Kiosk	24.29
SNL - New Mexico	001_Area I	MO270	1D	Admin	Kiosk	23.85
SNL - New Mexico	001_Area I	MO270	1E	Admin	Kiosk	23.80
SNL - New Mexico	001_Area I	MO270	1F	Admin	Kiosk	24.25
SNL - New Mexico	001_Area I	MO270	1G	Admin	Kiosk	24.25
SNL - New Mexico	001_Area I	MO270	3	Conference	Conference	126.99
SNL - New Mexico	001_Area I	MO270	4	Admin	Administrative	127.39
TOTAL						524.90

SNL's Steps in Implementing Space Type USF - Office

- Created four new workspace types to match the DOE Office Usable Area Calculation requirements for exclusion purposes:
 - Auditorium
 - Exhibit
 - Classroom
 - Archives Records
- Validated & updated workspace types in IBM Tririga
- Worked with SNL's Physical Security team to obtain list of Secure & Limited Access spaces – *manual process - limited access to field.*
- IBM Tririga created new field on space records to identify high security spaces – *manual process – limited access to field.*
- Developed reporting capabilities in IBM Tririga
 - Reports export out of Tririga into Excel for easy uploading into FIMS
 - Reports are used as source documents for FIMS validation
- Updated floorplan graphics in IBM Tririga – *floorplans won't highlight any high security space.*

