

**Arizona State
Capitol Complex
Master Plan Update
1985**

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BACKGROUND

It was unusually warm that summer 120 years ago, and the staff at the first territorial capitol of Arizona, located in a small tent near Prescott, were probably thinking about better accommodations. Their planning paid off, as 35 years later, twelve years before Arizona became a state, the original Capitol building was completed in Phoenix.

Two wings were added to the Capitol in 1918 and 1939. The present House and Senate Buildings were added in 1960. The West Wing Tower was completed in 1974, to provide additional office space for the executive branch of government. With the Capitol substantially completed, planning moved on for other state buildings.

Formerly, the Legislature directed the executive branch of state government to commission planning consultants to finalize basic plans for the development of the Capitol Complex. The Legislative leadership, with the concurrence of the Governor, approved the creation of the Coordinating Committee for the City/County/State/Federal Complex. This committee conducted fourteen meetings during 1968. The committee was headed by the Chairman of the Senate Appropriations Committee. The Senate had two members on the committee and the House of Representatives also had two members on the committee. Maricopa County representation included three members of the Board of Supervisors among their five members. The City of Phoenix was represented by a six-man delegation, headed by their City Manager. The federal government, Valley Beautiful Committee and the El Zaribah Shrine Temple, were also represented on the committee. This committee provided the basic input to the consultants who prepared the 1969 Master Plan. In 1979, the

Master Plan was updated to provide new guidelines and direction for the continued development of the Capitol Complex and the Governmental Mall.

Willdan Associates were selected to update the Warnecke Report. The projection of employee growth in the Capitol Complex was aimed at three and five year spans. With the downturn in the economy, projections never fully materialized. The projections, which are the basis for developing land and building needs, diluted the projected space needs for the land acquisition and construction program. An evaluation of the Warnecke Report indicates the projections were basically conservative and the projections of the Willdan Report were realistic, based upon their data input.

The input to the consultants by state agencies, was compiled well in advance of the depressed economy; consequently, the Willdan Report failed to become an effective tool as the economy continued its downturn and the necessary funds were not appropriated for land acquisition and construction.

With the passage of House Bill 2088 in the 37th Legislative session, the Governmental Mall Commission was re-established to provide for the orderly and beneficial growth and development of the Governmental Mall.

The Governmental Mall has been redefined and is projected to encompass an area with a western boundry of 20th Avenue, a northern boundry of West Van Buren Street, an eastern boundry of Central Avenue and a southern boundry of West Harrison Street.

PURPOSE

The purpose of updating Master Plans, is to permit the development of a current and continuing state policy document. It is imperative that the plan contains sound, realistic guidelines for the development of the Capitol

Complex and Governmental Mall. The current key goals must permit effective implementation of the program. The assumptions must permit some flexibility, but the basic guidelines must also recognize the current ongoing goals of state government. The purpose of the plan is to develop an effective planning tool that provides for conformance to the City of Phoenix codes, properly-sized and energy-efficient buildings, adequate elimination of architectural barriers for the physically-handicapped and adequate visitor and employee parking.

The purpose should also enable the other three levels of government to be cognizant of the goals of state government. The coordinated planning efforts of the four levels of government should lead to a sound and continual planning process.

The composition of the new Governmental Mall Commission being:

1. Governor or his designee;
2. President of the Senate or his designee as an advisory member;
3. Speaker of the House of Representatives or his designee as an advisory member;
4. Chairman of the Maricopa County Board of Supervisors or his designee;
5. Mayor of the City of Phoenix or his designee;
6. Representative in Congress from Congressional District 2 or his designee;
7. A member of the public selected by the other six members of the Commission; and
8. A member selected by the Speaker of the House of Representatives and the President of the Senate, who is a real estate developer.

This commission should ensure a comprehensive, long range plan for Mall development and encourage intergovernmental agreements and contracts implementing the Plan.

With sound planning and updated guidelines, the main purpose is to shape the growth of the center of state government into a financially sound and aesthetically-acceptable center of government.

PAST PLANNING CONSIDERATIONS

The land acquisition program enjoyed a logical priority in past planning considerations. The acquisition of privately-owned land in advance of actual construction has thus far permitted the orderly development of the Capitol Complex and Governmental Mall. Construction costs were effectively controlled because adequate sites consisting of an entire city block became available for major state office buildings.

At all times, the state governmental planning considerations have included the recognition of the goals and objectives of the other levels of government. The State has traditionally relied upon the City of Phoenix for input regarding plans for transportation, parking and other needed off-site improvements. The movement of pedestrian traffic and the circulation of vehicle traffic within the Capitol Complex and the Governmental Mall require close coordination with the various departmental functions of the City of Phoenix. The movement of pedestrians (foot traffic) must be planned to provide maximum safety. Only through close intergovernmental cooperation can this goal be achieved.

The planning process needs the input of the private sector to develop plans to improve the aesthetics of the Capitol Complex and the Governmental Mall. This is a very important planning consideration.

SPACE STANDARDS

The space standards prepared by Theodore Barry and Associates (1968) are being used as the basic guidelines and space standards in planning the state buildings. With the recent innovation of high technology in the business world, new standards are necessitated by the creation of more sophisticated office equipment, such as word-processing equipment. This updating includes a supplement to the basic space standards contained in the Barry Study. (see Appendix "B")

The Department of Administration, Facilities Planning & Construction Office, utilizes these standards for planning the construction of new state buildings. These standards are also utilized in the allocation of space in the existing state-owned office buildings. The open office concept has also brought about a reduction in the size of some work stations.

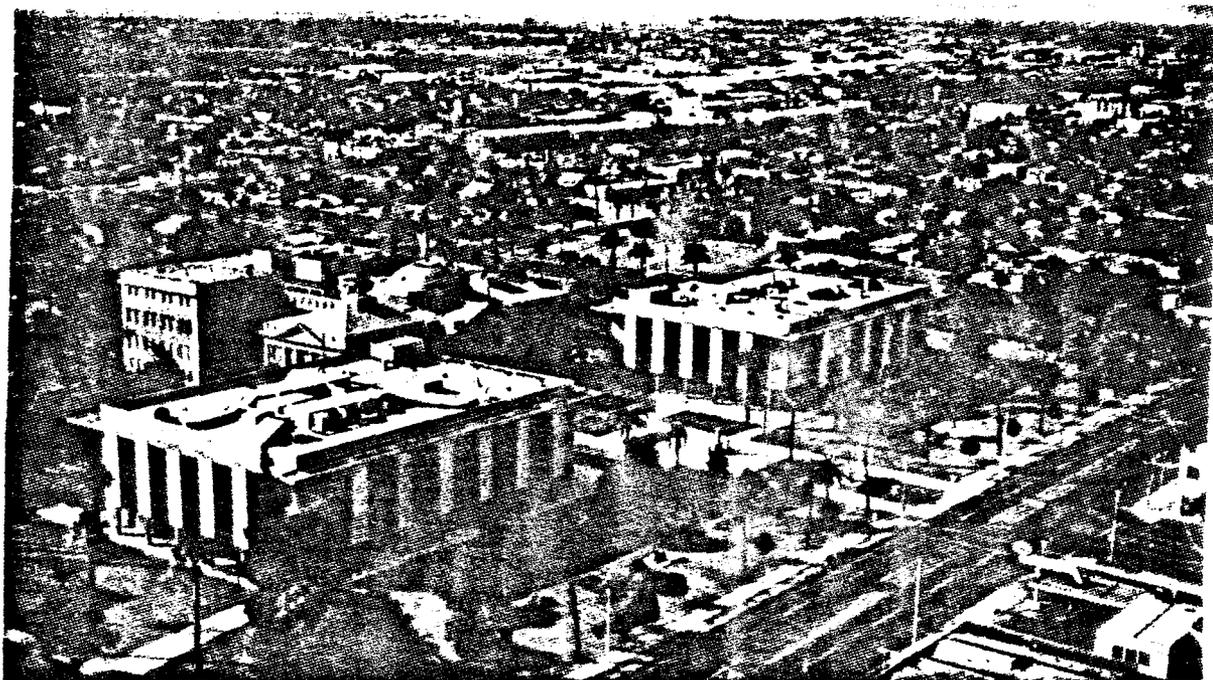
MASTER PLAN

The 1968 Report (or Master Plan) prepared by John Carl Warnecke and Associates, gained the formal acceptance of three levels of government. The federal government could not take any formal action to demonstrate their approval of the Master Plan. The Legislature passed a Concurrent Resolution approving the basic plan. The City Council of Phoenix, and the Board of Supervisors, also passed formal resolutions approving the Master Plan.

The basic summary and recommendation of the Master Plan continue to be outstanding guidelines for continuing the implementation of the Capitol Complex Development Program.

The seven basic proposals of the plan are as follows:

1. Expand the State Capitol Complex eastward along the Capitol Mall.
2. Terminate the Mall in a broad, landscaped plaza in front of the Capitol Building.
3. Locate the new Supreme Court building in the plaza and reserve a new Capitol site there.
4. Expand office buildings in a basically linear pattern that allows for a mechanical means of transportation in the future.
5. Open a new street connection from Washington to Jefferson at 16th Avenue; close 17th Avenue in front of the Capitol; and make other traffic improvements.
6. Implement a continuing landscape program.
7. Implement a rapid land acquisition program.



GOVERNMENTAL MALL

The 1968 Master Plan and the 1979 Updated Plan, recommended that the state pursue an expansion program along the Capitol Mall/ Governmental Mall. The State initially agreed to going eastward to 10th Avenue. This goal was established with the understanding that the federal government would become a full partner with the other three levels of government. The federal governmental participation has failed to materialize. The City of Phoenix and the Maricopa County government fulfilled their commitments to expand their developmental programs in a westwardly direction to 7th Avenue. Lack of federal participation created a gap in the proposed Governmental Mall between 7th Avenue and 10th Avenue.

The planners of the City of Phoenix, recently completed the Urban Infill and Development program, which includes the nine block area in the Governmental Mall as a target area. At this updating, the City of Phoenix and the State of Arizona have acquired the three-block area between 7th and 10th Avenues along Washington Street. The Industrial Commission of the State of Arizona, sited their new \$13 million dollar building on the north side of Washington Street, between 8th and 10th Avenues. The City of Phoenix plans to enlarge the parking facilities for the Police Administration Building located at 6th and 7th Avenues along Washington Street. They purchased the block bounded by 7th and 8th Avenues and Washinton and Adams Streets for additional parking. The projected goal for the conversion of this area has not been firmly established due to the revenue picture of all levels of government.

CAPITOL COMPLEX SECURITY AND SAFETY

The implementation of the Capitol Complex Security Program, is the responsibility of the Operations Division of the Department of Administration.

This effort is coordinated with the personnel of the Department of Public Safety and the City of Phoenix. The Department of Public Safety has the statutory responsibility for the safety and security of the Governor of the State of Arizona. Personnel of the Department of Public Safety, also have security assignments with the Legislative branch of government.

The Capitol Security Office of the Department of Administration and the City of Phoenix Police Department support each other on a daily basis. The Capitol Security force has developed adequate plans and programs with the City of Phoenix Police Department and the Department of Public Safety to provide sufficient security, safety and protection for all types of problems that might arise. The excellent cooperation of the law enforcement agencies, can be attributed to the training programs of the various law enforcement units with responsibilities in the Capitol Complex area.

LAND ACQUISITION PROGRAM

The 1969 Master Plan identified the land acquisition program as the most important proposal contained in the report. The carefully planned acquisition program enabled the State to minimize litigation to acquire privately owned properties. The initial investments in the land acquisition also permitted the State to make major off-site improvements in advance of construction activities. Representatives of Arizona Public Service, Mountain Bell, the Water and Sewer Department and the City of Phoenix, coordinated their planning efforts for a five-year period by participating in monthly meetings at the State Capitol.

Overhead utility lines were methodically placed underground, prior to the start of the construction of new office buildings. Additionally, the improvements to the electrical service system and phone system in the Capitol Complex provided an aesthetic improvement. Early acquisition has helped to

hold land costs to the minimum. The continued use of a three-man Appraisal Team is a basic recommendation of this report. Much of the success of the land acquisition program can be attributed to the establishment of uniform land values. The systematic monitoring of comparable sales has enabled the property owners to receive fair market value for their properties.

An ongoing land acquisition program is necessary to control the development of the entire planning area. The full utilization of the land is possible only if the acquisition adequately precedes the construction program. Diagram "A" of this update shows the current acquisitions.

PROPOSAL

Consideration should be given to rejuvenating the land acquisition program. Sites for new buildings should be acquired well in advance of the construction program, to permit the control of off-site construction costs. This may also prove to be a helpful factor with a lease purchase program. The 1985-86 LB&I request provides for a \$1,600,000 acquisition fund with an additional \$600,000 availability in each of the following three years.

TRANSPORTATION

The Traffic Engineering Department of the City of Phoenix has the basic responsibility for planning the movement of traffic in the Capitol Complex and the Governmental Mall. The plans and specifications for all new buildings should continue to be submitted to the City of Phoenix Building Safety Department. The plan check procedure of the City of Phoenix ensures needed input from the Traffic Engineering Department.

The close coordination of the city transportation planning function has led to the greatly improved bus service to the State Capitol Complex. The State of Arizona has enjoyed the complete cooperation of the City of Phoenix

Traffic Engineering Department throughout all phases of the Capitol Complex Development Program. All crosswalks are systematically repainted by the City. These safety needs are scheduled as part of their normal routine.

The buildings in the Capitol Complex have been sited to permit the installation of more sophisticated transportation systems in the future. Overhead transportation or monorail systems could be installed with minimal land acquisition costs because a selected pathway has been protected for this possible advent in the years ahead.

The Department of Administration plans to schedule a seminar (1985) and critique the existing transportation plans affecting state governmental units in the Capitol Complex and Governmental Mall. City of Phoenix officials will be invited to participate in this planning session.

No general fund expenditures are planned to be requested to develop or implement any of the plans for the transportation systems.

PARKING

The plans for satisfying the parking needs are continually reviewed by the Department of Administration and its Operations Division. Special attention is directed to the following:

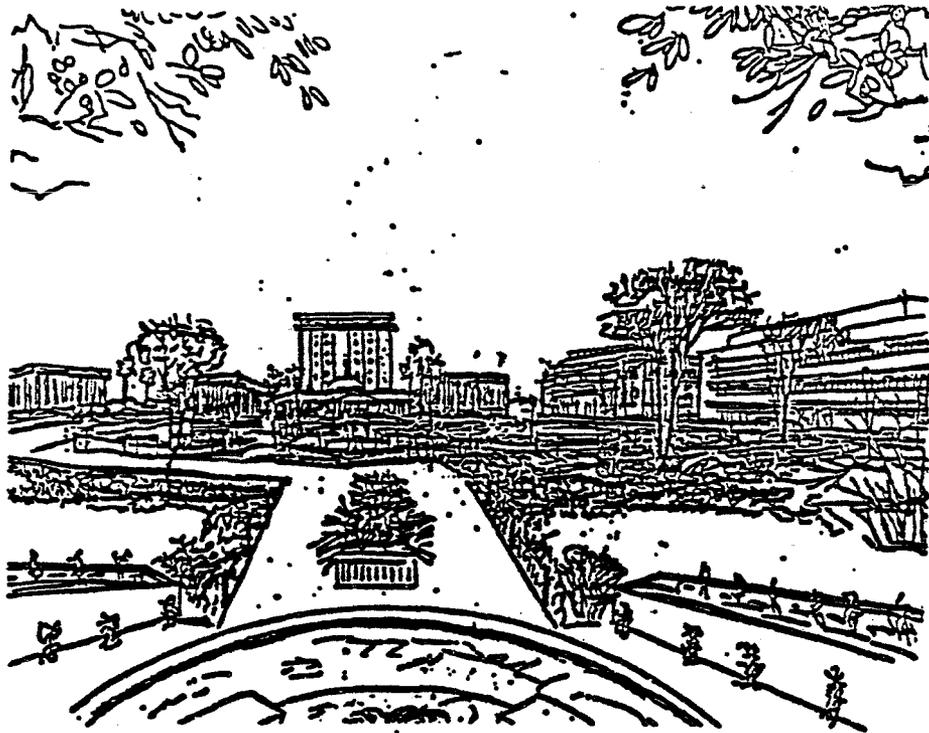
- A. Physically-handicapped parking
- B. Car Pools
- C. Motor Pool Parking Areas
- D. Security/Fire Vehicles
- E. No parking Areas
- F. Visitor Parking
- G. Employee Parking
- H. Elected Officials
- I. Motorcycle Space
- J. Service Deliveries

The Department of Administration has implemented new parking regulations which include monetary penalties for violations. The annual parking survey, conducted by the Department of Administration, shows a total of 6,313 parking spaces in the Capitol Complex. The 6,313 spaces currently appear to be adequate for the Capitol Complex parking needs; however, during the Legislative sessions, there may be times when additional parking spaces would be helpful.

It should be pointed out that the State of Arizona has traditionally exceeded the City of Phoenix code requirements pertaining to parking. As property values increase in the Governmental Mall and the City of Phoenix in general, it is going to be necessary to consider constructing multi-level parking facilities. As state government grows, the plans for the future may have to include fee parking for the state employees, to offset construction costs. Many other states are using this method to offset parking costs. Arizona State University received \$1,979,100 in revenue during the 1984-85 fiscal year from parking fees and citations which helped to support their parking improvements.

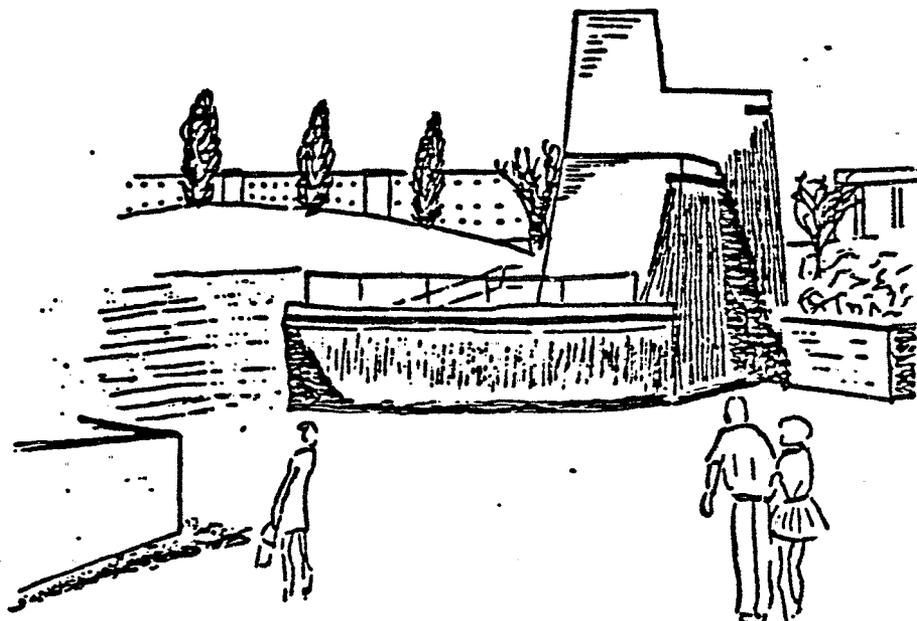
Surface parking in the Capitol Complex is a planned "safety valve." In the future, we can expect to reach a point of prohibitive land costs. The construction of multi-level parking structures would free some of the existing state-owned surface parking areas for sites of new buildings.

Plans for all new buildings should continue to incorporate companion plans for all needed parking. The growth of the state can hardly be controlled; however, continual planning processes will enable sound, economical management of our physical assets.



WESLEY BOLIN MEMORIAL PLAZA

Since the dedication of the Plaza, July 8, 1983, the site has proven to be a gathering point for employees at noon time, a place for visitors to the Capitol area to relax, and a new location for public events. This past year, the Plaza has been the site for memorial services, public rallies, Octoberfests, Candlelight vigils, Our Lady of Guadalupe Celebrations, Bike-a-thons, festivals, Energy Fairs, Prayer gatherings, Catered luncheions, Easter Sunrise Services, Concerts, Arizona Agriculture Day Celebrations and the ASU Centennial Picnic. Bolin Plaza has indeed proven to be a very popular spot in the Governmental Mall.



Wesley Bolin Memorial Plaza Dedication

Friday, July 8, 1983
9:00 a.m.

Mrs. Rose McJannet, Secretary of State, Presiding

Invocation

Reverend Anis Kozak, Executive Minister, Church Of The Beatitudes, Pledge Of Allegiance

Representative Polly Donahoe

Introductions

Members Of The Bolin Family, Representative Betty Brockwell, Architect George C. Montgomery, General Contractor A.M. (Michael) McGee

Remarks

Governer Bobbit, Governor, State Of Arizona, Senator Stan Findley, Senate President, Representative Frank Kelly, Speaker Of The House, Senator Ed C. Savage, Past Senate President

Benediction

Reverend Anis Kozak, Executive Minister, Church Of The Beatitudes

Public reception to follow in Rotunda

OPEN SPACE CONCEPTS

The planned development of open space areas permits the planning of beautification projects. Special attention needs to be directed to near maintenance-free landscaped open space areas. The complex possesses adequate setbacks for most major buildings in the Capitol Complex.

The center of government can be a prideful possession of the citizenry, provided it has been properly and economically planned. Water conservation, maintenance, staffing costs and aesthetical acceptance should be thoroughly studied with this phase of the Capitol Complex Development program.

The completion of the Bolin Plaza fulfills this basic goal; however, mini-parks, outdoor patios and landscaped parking areas should be included in future developments.

COORDINATED PLANNING

The lines of communication between the planning functions of the four levels of government are very good. We enjoy a better level of cooperation as a center of government.

There is an ongoing need for the State to work with the City of Phoenix on the planning of development in the Governmental Mall, and the reestablishment of the Governmental Mall Commission will guarantee this planned development. Carnegie Park is the property of the City of Phoenix, but leased to the State, and this area presently will be developed as a museum to enhance the Governmental Mall.

As necessary, the Department of Administration will be prepared to make recommendations for needed legislation to help develop a solution for the problem areas in the proposed Governmental Mall, and will continue to coordinate with the City and County.

CONSTRUCTION PROGRAM

The first building constructed on the Capitol Complex was built at a cost of \$136,000. Today the replacement value of the state-owned buildings in the Capitol Complex exceeds \$200,000,000. This is nearly twenty percent of the total replacement value of the 2,637 structures of general government in the State of Arizona.

The construction program which was launched following the completion of the 1969 Master Plan, produced one-third of today's replacement values. Most of the buildings constructed in recent years are energy-efficient buildings primarily due to the statutory requirements to satisfy the Fall-Out Radiation Protection Factor and the Energy Conservation Program. This statutory requirement had heavy impact upon architectural design criteria for the new office buildings.

Buildings in excess of four stories are required to meet numerous costly high-rise life-safety code requirements. The decision to restrict the height of the major office buildings fronting the Bolin Plaza (on Washington and Jefferson Streets between Fifteenth and Nineteenth Avenues) to four stories, produced lower construction costs and visually enhanced the Governmental Mall. The buildings also possess a higher percentage of net useable space because they are not in the high-rise category.

The 1969 Master Plan estimated the space needs at 1.9 million square feet by the year 1990. The 1979 Updated Plan recommended the construction of an additional 600,000 square feet of state-owned space in the Capitol Complex by 1990. Surveys of the FTE agency load in the existing buildings confirms the need for additional office space in the complex.

The older buildings are being rehabilitated to permit the best and maximum utilization of space. The remodeling has eliminated some basement storage areas in a move to acquire more employee work stations. Major departments are badly fragmented. Half of the employees of one agency are housed in \$1,000-a-day rental quarters out of the Governmental Mall.

New laws, new functions and new responsibilities have created increased workloads and increased staffs. New laws have enlarged the programs of the Department of Revenue, Health Services Department, Department of Law, State Banking Department and the Department of Racing. Temporary make-shift measures are continually being implemented to accommodate the various agency space needs. But the end result is frequently the loss of another agency from the Mall.

The State of Arizona is currently spending nearly five million dollars annually for rented space within Maricopa County. The construction program of the Capitol Complex Development Program has barely kept pace with the projections of the previous planning studies.

The completion of the new Industrial Commission Building will help meet some of the space needs of state government. The elimination of overcrowding in some of the state-owned buildings in the Capitol Complex will not be accomplished with the completion of this building and other buildings in the planning stage.

CONSTRUCTION MANAGEMENT

The utilization of the construction manager as the owner's agent and manager of an entire building project is a basic recommendation for agencies dealing with the construction of a building. The retention of a Construction Manager for the construction of the new Corporation Commission Building and the Department of Law Building, proved to be advantageous to the State of Arizona. In the future we highly recommend that a Construction Manager be retained for new major construction projects. It is imperative that the Construction Manager be retained prior to the commission for architectural services. The Construction Manager should participate in the selection process for architectural services. This permits the development of teamwork between the Construction Manager, Architect and general contractor. The Construction Manager provides estimating, budgetary, scheduling and cost controls. This eliminates requests for supplemental capital outlay appropriations to complete a project; occupancy dates can be better planned; and, budgeting and funding the operating costs of new buildings are accomplished in a harmonious manner.

Upon completion, the owner receives a complete narrative and documentation which represents the complete chronology of the construction activity. These records will prove invaluable to the staff of the Auditor General when they conduct their audits.

Our experience with the Construction Management concept is that it saves time, money and permits us to meet planned occupancy dates.

RECOMMENDATION:

Consideration needs to be given to the ways and means for funding the construction of state governmental office buildings in the Capitol Complex. General obligation bonds are an unsuitable source of funding. General fund appropriation may not be a good possibility without a dramatic upturn in the national economy. The sale of Tax-exempt revenue bonds is a potential source of funding. The lease purchase program of the federal government has been a highly successful means for funding new construction for our national government. This may be the ideal method to fund major office buildings and other needed facilities in the future.

With the establishment of the seven member Governmental Mall Commission, consideration must be given to a mix of private development within the Mall area to provide needed services. A variety of private developments conforming to the development plan, would enhance the Mall area. It is anticipated that the impetus of the Mall development will have a far reaching effect upon the areas north and west of the Capitol section of the Mall, and in general, support downtown revitalization.

THE EVALUATION AND AN ADDITIONAL REVIEW OF THE 1969 MASTER PLAN AND 1979 UPDATED PLAN INDICATES A NEED FOR 600,000 SQUARE FEET OF NEW BUILDINGS BY 1990, AND THE STATE CONSTRUCTION PROGRAM SHOULD MOVE FORWARD TO MEET THIS NEED,

RECOMMENDATION AND PRIORITIES

REVENUE BUILDING 200,000 sq. ft.

- a. 200,000 sq. ft.
- b. Estimated cost \$13 million
- c. State-owned site available
- d. Working drawings completed
- e. Occupancy Fall '85

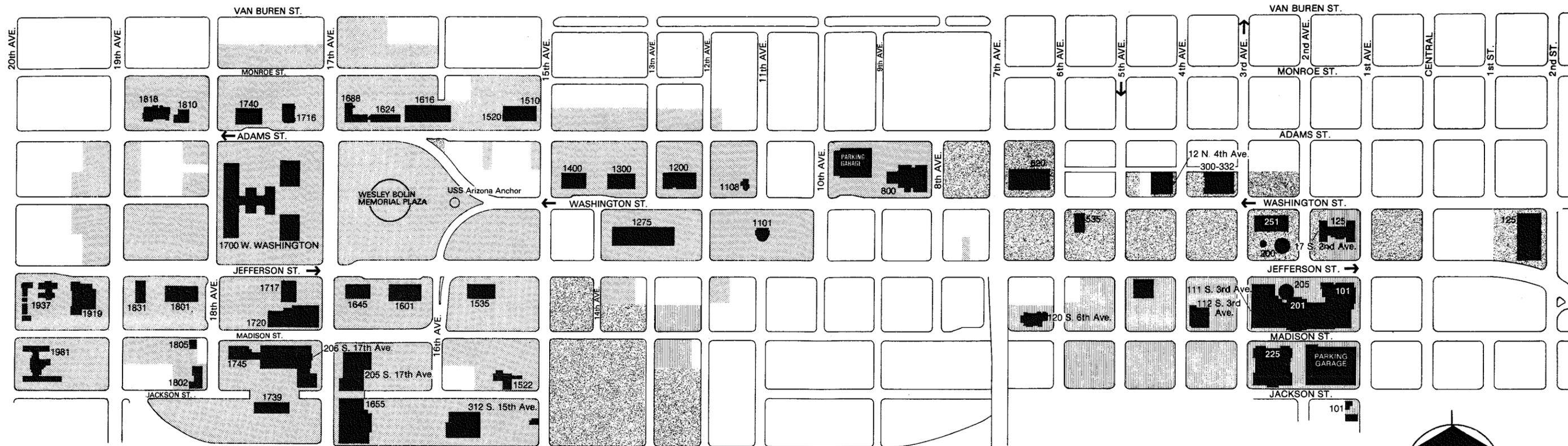
COURTS BUILDING 207,000 sq. ft.

- a. Admin. Hdqtrs and Courts
- b. 207,000 sq. ft.
- c. Estimated cost \$19 million
- d. State-owned site available

MINERAL RESOURCES BUILDING 30,000 sq. ft.

- a. 30,000 sq. ft.
- b. No state-owned site available
- c. State Mine Inspector Offices

TOTAL 587,000 Sq. Ft.



Governmental Mall



State

- Arizona Power Authority**
1810 W. Adams
- Capitol Museum**
- Capitol (1918-38 Additions)**
- Capitol, West Wing**
1700 W. Washington
- Carnegie Library Building**
1101 W. Washington
- Child Development Center**
1937 W. Jefferson
- Corporation Commission**
1200 W. Washington
- Data Center**
1510 W. Adams
- Dept. of Economic Security (DES)**
 - Administration**
1717 W. Jefferson
 - Computer Building**
1720 W. Madison
 - State Office Building**
1300 W. Washington
 - State Office Building**
1400 W. Washington

- Dept. of Transportation (DOT)**
 - Administration**
206 S. 17th Ave.
 - Engineering Building**
205 S. 17th Ave.
 - Materials Laboratory**
1745 W. Madison
 - Motor Vehicle Division**
1801 W. Jefferson
 - Purchasing Building**
1739 W. Jackson
 - General Operations Bldg.**
1655 W. Jackson
- East Annex**
1624 W. Adams
- Education Building**
1535 W. Jefferson
- Evans House**
1108 W. Washington
- General Services Administration**
1805 W. Madison
- Health Lab**
1520 W. Adams
- Health Services**
1740 W. Adams

- House of Representatives**
1700 W. Washington
- Industrial Commission**
800 W. Washington
- Interagency Services Building**
1802 W. Jackson
- Jackson Building**
1981 W. Madison
- Joint Legislative Budget Committee**
(JLBC) 1716 W. Adams
- Law Building**
1275 W. Washington
- Motor Pool**
1522 W. Jackson
- Personnel Building**
1831 W. Jefferson
- Records Retention Center**
1919 W. Jefferson
- Registrar of Contractors**
1818 W. Adams
- Senate Building**
1700 W. Washington
- State Compensation Fund**
1616 W. Adams

- State Office Building**
1601 W. Jefferson
- State Office Building**
1645 W. Jefferson
- Surplus Property**
312 S. 15th Ave.
- Wayland Complex**
1937 W. Jefferson
- West Annex**
1688 W. Adams

County

- Administration**
111 S. 3rd Ave.
- Auditorium**
205 W. Jefferson
- Central Court Building**
201 W. Jefferson
- East Court Building**
101 W. Jefferson
- Equipment Service Facility**
101 W. Jackson
- Facilities Management**
112 S. 3rd Ave.

- Madison Street Jail**
225 W. Madison
- Medical Examiners**
120 S. 6th Ave.
- Old Courthouse**
125 W. Washington

City

- City Council Chambers**
200 W. Jefferson
- Court Building**
12 N. 4th Ave.
- Municipal Building**
251 W. Washington
- Municipal Bldg. Annex**
300-332 W. Washington
- Municipal Court Annex**
535 W. Washington
- Old City Hall**
17 S. 2nd Ave.
- Plaza Municipal Bldg.**
125 E. Washington
- Police and Public Safety Bldg.**
620 W. Washington

APPENDIX A

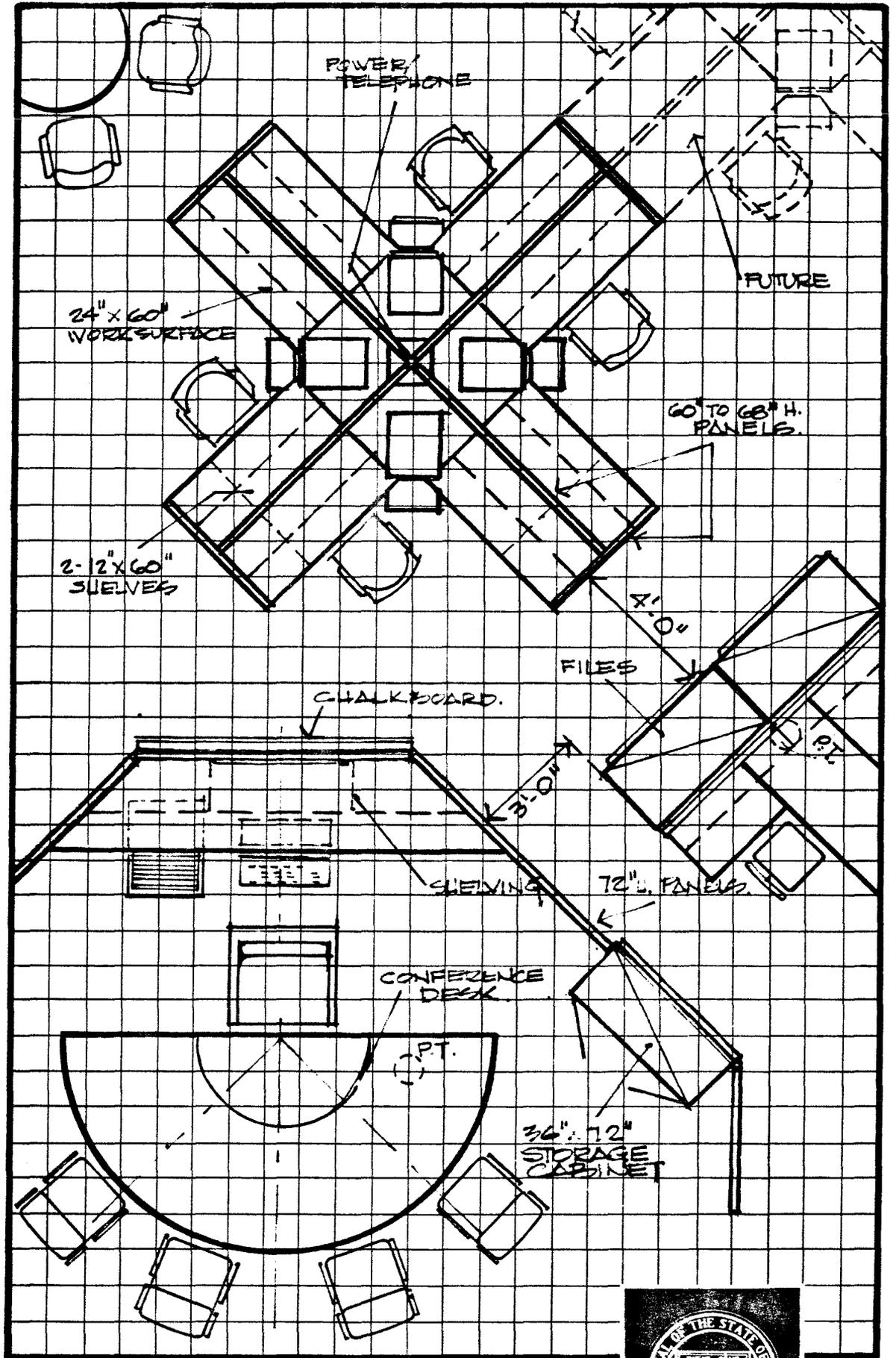
CAPITOL COMPLEX PARKING SURVEY - FEBRUARY 25, 1985

LEGISLATIVE BRANCH	317
COVERED PARKING	367
CARPools	332
VISITORS *	246
HANDICAPPED	119
MOTORCYCLES	31
SERVICE/DELIVERY	63
TIME	25
OTHER	92
GENERAL EMPLOYEE PARKING *	4,721
TOTAL PARKING SPACES	<u>6,313</u>

* Curbside parking excluded

STATE OF ARIZONA

space standards





STATE OF ARIZONA

OFFICE SPACE
STANDARDS

PREPARED BY:
THE DEPARTMENT OF ADMINISTRATION
OPERATIONS DIVISION

1985

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- V. SPACE USER SURVEY (SUS 185)
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- VII. BLANK FORMS AND LAYOUT SHEETS

I. PURPOSE

The enclosed space standards are intended to guide agency facilities planners in providing appropriate and adequate workspace for each of their employees and to provide the state's building development planners an effective employee-space occupancy ratio in projecting facilities expansion and improvement projects.

The standards enclosed are a result of an evaluation by the Operations Division of the Department of Administration of existing standards and practices in the Capitol Complex and a comparison with programs of other state governments, the GSA, Federal Government Standards as well as leading corporations throughout the country.

These standards suggest, as a planning objective of the State of Arizona, an average office space occupancy ratio of 140 sq.ft. to 150 sq.ft. per person (full time employee.) This represents a slight increase over standards established for the office 20 years ago, but it does not mean we require more space to perform

our duties! Paper production and storage is the primary reason for the increase in the space-occupancy ratio.

The comparison made with other governments and private organizations confirmed the need for improved space management. The two most significant contributors to space over-crowding and need for additional space were oversized and/or excess furniture, and agency offices "fitted into" inflexible, permanently partitioned spaces. For this reason, the workspace standards enclosed include furniture and equipment quantities and sizes normally required for specific functions and tasks with more emphasis on an open plan, moveable walls, floor-plan concept.

Costs for new office buildings, utility costs, office operations including salaries, equipment and space modifications have risen to levels that demand conscientious planning and management. It is anticipated that these standards will serve as a guide to help lower costs, assist in providing greater efficiency in office operations, improve the environmental characteristics of the office and raise employee morale.

II. WORKSPACE GUIDELINES

The individual workspace guidelines are based more on the functions and activities of the workspace and their meaning to the overall efficiency and productivity of the entire office operation than on position, rank or longevity. These space allowances will be used as a guideline in the approval, planning and development of new or modified office space. They are not, however, intended to be inflexible rules by which space assignments or changes are to be made. Changing architectural and structural elements to accommodate space standards may be impractical if not impossible. Therefore, use of the guidelines in conjunction with other planning techniques and given limitations are necessary in determining final space assignments.

The individual workspace allowances compare similarly with those guidelines in use by other states, GSA and private industry. The concerns regarding costly private office space are equally similar and deserve special attention. Provisions for private enclosures to merely denote an official's position in the organization is an expensive practice.

Private offices should be assigned primarily for functional reasons, i.e., nature of work, visitor traffic, or for security reasons and, large enough only to conduct normal business with a reasonable degree of dignity. There are alternatives to the private office that economics demand be considered before assignments are approved.

Completed forms Space Change Request (SCR) and Space User Survey (SUS) must accompany any request for modified or additional space. These forms, samples of which are enclosed, are designed to assist both the requesting agency and the planning group in considering the alternatives, if possible, and ascertaining the appropriate standard relative to the agency's office function and activity.

INDIVIDUAL WORKSPACE
AND COMMON USE
AREA ALLOWANCES

INDIVIDUAL WORKSPACE

The following list does not attempt to identify every job function or classification in state government. Those listed represent general activity similar to most positions, except for technical and specialty classifications that need be evaluated individually. An allowed range of space is identified for each classification and found to be quite adequate for standard arrangements and individual workstyle preferences.

COMMON USE AREAS

Most areas are determined by a specific formula. Exceptions to these standards are not uncommon due to the unique and individual requirements of state agencies, but, more often than not, the additional requirements are caused by oversized furnishings and the selection of incorrect equipment to accomodate storage needs.

WORKSPACE ALLOWANCES

The following workstation area allowances represent the amount of space required for furnishings, accessory equipment, and space to perform normal functions. The allowance figure does not include aisle and passageway.

EXECUTIVE GROUP I _____ 270 to 300 sqft

Major Department Heads
Major Department Directors
Elected Officials

EXECUTIVE GROUP II _____ 240 sqft

Department Heads
Department Director
Elected Officials
Major Department Asst. Director
Major Department Deputy Director

MANAGEMENT and PROFESSIONAL _____ 150 to 180 sqft

Department Asst. Director
Department Deputy Director
Major Department Managers
Special Appointees
Board Chairman
Accountants
Architects - Engineers
Attorneys
Hearing Officers
Bureau Chiefs

ADMINISTRATIVE and SUPERVISORY _____ 100 to 125 sqft

Administrative Officers
Special Assistants
Section Managers

CLERICAL and ADMINISTRATIVE SUPPORT _____ 40 to 70 sqft

Administrative Assistants
Secretary
Accounting Clerk

TASK PERSONNEL _____ 30 to 45 sqft

Claims Processor
Clerk - Clerk Typist
Collections
Field Personnel, Investigators, Inspectors
Research - Analyst
Programmer - Word Processor

SPACE ALLOWANCES FOR COMMON USE AREAS

CONFERENCE ROOMS/AREAS 18 sq.ft. per person

Typical sizes:

5 to 6 persons: 10 x 10
6 to 8 persons: 12 x 12
8 to 10 persons: 12 x 15
10 to 12 persons: 12 x 18
12 to 15 persons: 15 x 18

HEARING ROOMS 22 sq ft. per person to
25 sq. ft.

Typical sizes:

10 to 12 persons: 15 x 20
15 to 20 persons: 20 x 25
20 to 25 persons: 22 x 30
25 to 30 persons: 22 x 40

TRAINING ROOMS - TESTING 25 sq. ft. per person

RECEPTION - WAITING AREAS 28 sq. ft. per person

FILE-STORAGE AREA (Within Office Area)

Standard allowance is computed on the basis of 10 sq. ft. per every 100 sq. ft. of office space assigned. Justification for additional in-office file-storage space will be required.

FILE-STORAGE AREA (Not Within Office Area)

Away-from-office storage space will be assigned on a "first come", as available basis. Critical need will have priority.

General Note to Office Planners:

Office building's lavatories, fire stairways, corridors, etc., are designed according to building code stating all facilities will accommodate a people load of not less than 100 sq. ft. per person. This means a typical floor of 10,000 sq. ft. should not have more than a maximum number of 100 people.

FORM SCR 185
SPACE CHANGE REQUEST

The SCR is an 'Action' form required by the Department of Administration to be completed by the requesting agency and submitted to the Operations Division, before any consideration can be given to adding, modifying, or relocating, office and storage space. It is not required for routine maintenance and repair of existing facilities.

The form requires you to provide current occupancy information which in the case of large agencies, could be limited to the division or section involved in the space change. In addition to the obvious benefit of achieving more equitable distribution of space within your own agency, as well as throughout the capitol complex, the information will improve the quality of our assistance and develop a 'profile of change' needed by our building planners.

SPACE CHANGE REQUEST



Department of Administration
 Operations Division OPCC
 Room 800 West Wing Building
 State Capitol
 Phoenix, Arizona 85007

REQUESTING AGENCY: _____

LOCATION: _____

AGENCY CONTACT: _____

PHONE: _____

1. THIS REQUEST IS FOR:

- | | | |
|--|-------------------------------|--------------------|
| <input type="radio"/> ADDITIONAL SPACE | <input type="radio"/> OFFICE | HOW LONG? _____ |
| <input type="radio"/> SPACE MODIFICATION | <input type="radio"/> STORAGE | TEMPORARY? _____ |
| <input type="radio"/> SPACE RELOCATION | <input type="radio"/> OTHER | WHEN NEEDED? _____ |

2. LOCATION OF PROPOSED CHANGES:

3. CURRENT OCCUPANCY INFORMATION

Complete and attach FORM SUS 185 Space User Survey.
 From that form enter the following information:

- a. The total number of Gross Square Feet now occupied: _____
- b. The total number of all personnel requiring office space.
 Include those stations vacant but approved positions. _____
- c. Divide line a by line b and enter the average square feet
 per person in your current office space. _____

4. If approved, when will the change be needed? _____

Will there be telephone changes or the need for other outside workmen to be involved? _____

Who? _____

5. JUSTIFICATION FOR REQUESTED CHANGE:

State the intended benefit of the change and indicate any program change or authorization of new staff which mandates a change, an increase, or alteration of existing space. Attach supporting documents. Indicate specifically what effect a denial of this request will have upon your responsibilities. Additional information may be requested.

6. This requested space change is necessary. Funds (are, are not) available for alteration costs and increased rent if applicable in _____ budget year.

Date	Typed Name and Title	Signature of Authorized Official

FOR OPERATIONS DIVISION, DOA USE ONLY

REQUEST HELD PENDING:

- a. CURRENT SPACE, FURNISHINGS AND EQUIPMENT REVIEW.
- b. SUFFICIENT INFORMATION IS PROVIDED JUSTIFYING NEED.
- c. AVAILABILITY OF DESIRED SPACE.

REQUEST DENIED:

REQUEST APPROVED, TENTATIVELY SCHEDULED _____

DEPARTMENT OF ADMINISTRATION • OPERATIONS DIVISION

Date: _____

FORM SUS 185
SPACE USER SURVEY

The SUS form is a required survey of current space utilization and must accompany any request for space changes.

List every individual requiring office space and place an (x) behind the names of those that are not full-time employees (FTE's). Vacancies, but approved positions, should be included. Positions and programs anticipated, but not approved, should be listed separately and not included in totals requested in the form.

Include pay grade, first initial and last name, and the job title of each position. Identify the number of hours per week spent by each employee at the work place. If space is not continually occupied, or if space is shared, used by shifts, field personnel, etc., attach a brief explanation of procedure currently practiced utilizing the space.

Use numerical code in identifying 'type' of space now in use.

The blank space may be used identifying unique features about the specific position creating special space needs beyond the standard allowance, or, for specific reference entries to

attached supplemental information.

Identify utility requirements of the space and finally the current space assigned the specific position.

'Other space' refers to all other space except the individual assigned workspace, corridors and passageways. Total the space used for the specific functions indicated and include specialty areas such as libraries, laboratories, finger printing rooms, etc.

'Unassigned Equipment' refers to files, bookshelves, word processing equipment, copiers, etc., that are located centrally and used by all office personnel and not assigned any specific workspace.

The 'Total Gross Space' is to be recorded on line 3a. and the total number of personnel listed, on line 3b. of the Space Change Request Form (SCR 185).

At the bottom of the form is an inquiry regarding parking needs of your agency. Indicate the quantity requirements you are currently experiencing.

