

Allocation of Space in County Buildings

Objective:	To establish procedures for making decisions about allocation of space in County buildings, including relocation of County departments.	Policy/Procedure Number:	09-48
Reference: <i>(All applicable federal, state, and local laws)</i>	Tompkins County Comprehensive Emergency Management Plan; NYS Executive Law §29-b	Effective Date:	June 28, 1982
Legislative Policy Statement:	Tompkins County is committed to optimizing current and future County spaces to ensure that we use these important physical resources effectively. The following policy is to help County departments allocate space and align these decisions with benchmarks of existing and future buildings. Employees will be treated equitably in the allocation of office and support function space in county buildings.	Responsible Department:	Facilities; County Administration
		Modified Date (s):	March 4, 1997; April 5, 2005; April 16, 2019
		Resolution No.:	57; 5; 2019-84
		Next Scheduled Review:	April 2024

General Information:

I. Definitions:

Allocation - A process that assigns space to a unit, either a department or a program.

Reallocation - A process that reassigns space from one unit, either a department or a program, to another unit.

Space - All areas including but not limited to offices, suites, courtrooms, meeting rooms, general purpose rooms, public areas, and common areas within a building owned or leased by the County.

II. Policy:

- A.** Tompkins County will provide a suitable work environment for all employees within the fiscal constraints under which County government operates. Employees will be treated equitably in the allocation of office and support function space in County buildings.
- B.** In most instances allocation of space will be made in accordance with the County's Office Space Guidelines referenced below to the extent reasonably possible. However, quality and functionality of the assigned space is given higher priority than overall square footage of the space.
- C.** Although space is allocated to specific departments, all space is owned by Tompkins County and is allocated on the recommendation of the County Administrator and maintained by the Facilities department.
- D.** County Facilities department in coordination with the Health and Safety Coordinator has the authority to make appropriate decisions regarding the safety of allocated spaces based on compliance with applicable building codes including fire, plumbing, electrical, accessibility, and all federal, state, and local regulations and ordinances.

III. Procedure:

A. Existing Space

1. Requests for allocation or reallocation of existing space in County buildings must be made by a Department Head in writing to the County Administrator. A copy must be forwarded to the Director of Facilities, the Health and Safety Coordinator, and the head(s) of any affected department(s).

The written request should include the following:

- Description: Provide a brief description of the space request. What space allocation or reallocation is being requested and why?
 - Location: Include the location(s) and/or department(s) affected by this request.
 - Timing: Describe any programmatic issues that may affect the timing of the request.
 - Funding: Provide funding details for any request that requires the expenditure of funds such as a renovation or needed equipment or supplies that will support or define the request.
2. The Director of Facilities and the Health and Safety Coordinator will review the space allocation change request for functionality, feasibility, and safety and make a recommendation to the County Administrator.

The County Administrator shall then make a determination and inform the requesting Department Head, Director of Facilities, Health and Safety Coordinator, and any other affected department heads of the decision. The decision will be reported to the Legislative committee with responsibility for oversight of the Facilities Division and to the Legislative committee(s) responsible for oversight of the requesting and affected departments.

3. In the event that the requesting Department Head does not agree with the recommendation of the County Administrator, they may request that their department's Legislative committee review the original request and make an additional recommendation to the committee responsible for oversight of the Facilities Division.

If the Legislative committee responsible for oversight of the Facilities Division agrees with the requesting departments Legislative committee recommendation, that decision shall be final. If the recommendations are in conflict, the recommendations of both committees shall be transmitted to the full Legislature, which shall take action in allocating space.

4. All County renovation projects in existing facilities will be designed and built in accordance with the space guidelines included in this policy to the extent reasonably possible.
5. To the extent that funds are needed to renovate the space, those funds must be available in the budget of the department requesting the space or in an approved capital project for that purpose.

B. Newly Acquired or Newly Constructed Space

1. Allocation of space in newly acquired or newly constructed buildings shall be in accordance with Tompkins County Office Space Guidelines as referenced below to the extent reasonably possible.
2. Exceptions and/or changes to increase the space standards may be granted by the County Administrator.
 - a. Requests for space standard exceptions to the original finalized plan must be made by a Department Head in writing to the County Administrator.

The written request should include the following:

- Description: Provide a brief description of the space standards request. What space needs are being requested and why?
 - Location: Include the location(s) and/or department(s) affect by this request.
- b. The decision to approve or deny the request will be determined following the procedure as outlined in Section II.A.2 above.

C. Space Recommendations

1. The table below shows the recommended assignable square footage for a person by position type. These guidelines are not a guarantee that an employee will receive a specific office type or amount of square feet, but rather define the maximum assignable square feet a person in a specific role should occupy. For example, an office may be assigned space on the smaller end of the square footage range to a person who is more likely to spend time working in a clinic setting than in an office.
2. Conversely, a person may be assigned an office on the upper end of the range to accommodate frequent meetings with multiple individuals. Private offices are necessary for many positions within the County. The size of the office varies depending on the type of work and the need to meet with individuals or groups frequently and in a private setting. These spaces should be able to accommodate a desk, files, bookshelves, and a conference table.
3. It is recognized that field staff often require less office space than provided in the standards and that efficiencies may be realized for shift staff who can share space. As such, the needs for field and shift staff will be considered independently and require approval by the Legislative committee that has oversight of the Facilities Division upon recommendation from the County Administrator.
4. Shared offices, cubicles, and open workspaces are an efficient use of space. Shared offices should not be assigned to

individuals who require a certain amount of privacy or reduced noise levels. Cubicles and open workspaces are particularly space-efficient, flexible, and can accommodate additional guests as needed.

Tompkins County Office Space Guidelines

Staff Type	Description	Standard (SF)
Administration I	Directing, planning, organizing staff, coordinating staff, budgeting, supervising. Private office with conference space for 4.	200
Administration II	Directing, planning, organizing staff, coordinating staff, budgeting, supervising. Private office with conference space for 3.	127
Professional/Mgmt.	Planning, client contact, preparing reports, computing, analyzing. Private office with meeting space for 2.	100
Clerical	Secretarial, clerical, record keeping, support, assistance. Private or shared.	96
Intern	Preparing reports, computing, analyzing. Private or shared, with meeting space for 2.	96
Medical Provider (workstation)	Nurse, Dentist, Therapist, Medical Social Worker, etc. Private or shared. These workers have use of exam or clinic room and therefore, do not require office space to accommodate clients.	64
Room Type	Description	Standard (SF)
Reception	Space for 1-6	210
Conference I	Meeting space for 4-6	150
Conference II	Meeting space for 8-12	300
Copy/mail/supply		127
Kitchen/break	Break space for 1-6	210
Storage	General storage room	127
Exam I	Exam room for client services. Space for 4-6 people, exam table, and counter-cabinet.	120
Exam II	Large exam room for client services. Space for 6-8 people, exam table, counter-cabinet and child play space.	168
Group Clinic	Group clinic space for 7 people with height and scales.	180