



**State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Real Estate and Leasing Services**

Space Request Instructions

State Leasing Office, 2401 N. Lincoln Blvd., Oklahoma City, OK 73105 - Telephone: (405) 521-3819

PURPOSE OF FORM

The Space Request form (DCS/State Leasing - Form 189-A) is the means by which an agency must provide justification and information necessary for the Division of Capital Assets Management (DCAM) to evaluate the space needs of the agency. It is required whether the request is for space in a state-owned or non state-owned facility as well as for agencies planning to purchase or lease-purchase real property.

1. The form is to be utilized by all agencies where there is a need for one of the following:
 - a. New Space
 - b. Increased space at current location;
 - c. Decreased space at current location; and
 - d. Four-year Space Review. Initiated when an agency has been at its present location over four (4) years and every fourth year thereafter, as determined necessary by the Division of Capital Assets Management on a case-by-case basis.
2. Reference: OAC 580:60-1-4, OAC 580:60-1-5, and Appendix A. Space Standards.

EXPLANATION FOR THE USE OF FORM

1. Appendix A. Space Standards is OAC 580:60-1-4 that has been modified for easy reference. Appendix A must be referenced to ensure proper completion of the Space Request form (see pages 5-9).
2. If an agency desires additional space at its current location for new employees or programs, the Space Request shall reflect the total number of FTE's and applicable special space that the agency can justify based upon the official Space Standards (Appendix A). The actual square footage at the current location that is being utilized for a specific need must not be listed. Example: If the agency currently has a 472 square foot conference room but can only justify 200 square feet based upon the Special Space Standards, the "Allowable Square Feet" listed on the Space Request must be 200 square feet.
3. The "Estimated Space Allocation" total listed in Section 16 of the Space Request is based strictly on Personnel and Special Space allocations justified in Sections 14 and 15. If this total differs significantly from the "Total Square Feet Requested By Agency," an explanation/justification of the difference must be submitted with the Space Request form for its consideration during the evaluation of the Space Request.
4. Four (4) Year Space Review. The Division of Capital Assets Management will notify the agency whenever it is necessary to complete a Space Request for a Four Year Space Review. In such case, information on the Space Request must reflect only what the agency might justify based upon Personnel and Special Space Standard allowances in Appendix A. Space Standards, and not on the actual amount of space currently occupied by the agency.
 - a. The "Estimated Space Allocation" and the "Total Space Requested" in Section 16 of the Space Request are not required to reflect the same square footage. In many cases, the amount of space currently occupied by an agency is greater than the amount of space that may be justified in accordance with the Space Standards. In other cases, the amount of space that may be justified by the agency exceeds the amount of space currently occupied.
 - b. If a Four Year Space Review is required by DCS, it will be evaluated before the agency is authorized to renew its current lease. However, relocation and/or alterations to the space shall be required only if it is determined to be advantageous to the State.

INSTRUCTIONS FOR PREPARATION OF FORM

A Space Request must be prepared and submitted in duplicate, along with all related information/documentation, directly to the State Leasing Administrator, Division of Capital Assets Management. The request is due no less than ninety (90) days prior to the anticipated need of the space.

The Division of Capital Assets Management shall retain the original form. After review and analysis, the copy will be returned to the agency indicating what action will be taken and the amount of space to be authorized.

1. **AGENCY NAME:** List the requesting agency's name.
2. **DATE OF REQUEST:** List date Request is submitted to the Division of Capital Assets Management.
3. **AGENCY CONTACT:** List name of agency liaison that will be working with State Leasing.
4. **PHONE AND E-MAIL ADDRESS:** Agency liaison's telephone number.
5. **EMAIL ADDRESS:** Agency's liaison's email address.
6. **DATE ACTION NEEDED:** List the projected date the change is needed.
7. **AGENCY/DIVISION TO OCCUPY SPACE:** Specify whether a division of the agency or the entire agency will be occupying the space.
8. **CURRENT ADDRESS OF AGENCY OR DIVISION:** Provide current address of the agency or division that will occupy the space.
- 8a. **PROJECTED OCCUPANCY LOCATION:** List the city/town the agency desires to establish occupancy.
9. **ACTION REQUESTED:** Mark "New" if a new office is being created or relocation from current facilities is requested. "4 Yr. Space Review" must be checked only if the agency has been in its present location for four (4) years and is required by DCS to submit a 4-year space review. If the request is for "Additional" space at the same location, Sections 15, 16, 17 and 19 shall include justification and information for space for the current number of employees, as well as additional employees and/or programs.
10. **REASON FOR REQUEST:** Examples of "Other" may include the Lessor's desire not to renew the lease or situations where the Lessor is not maintaining the building.
11. **TYPE OF SPACE:** Specify type of space needed. ("Other" includes: hangar, group home, print shop, etc.)
12. **CURRENT OCCUPANCY STATUS OF AGENCY/DIVISION:**
 - a. Effect of Request on Current Lease: Mark "No Change" if the current space will continue to be occupied. Examples of "Other" include agencies in rent-free space or new agencies.
 - b. Initial Date of Occupancy of Current Space: If the agency has occupied the space for more than four (4) years, the year of initial occupancy will be sufficient.
 - c. Date of Current Lease Term: Provide requested information relevant to the existing lease.
 - d. Current Lease Utilities and Janitorial: Check the corresponding boxes if current lease provides utilities and janitorial.
13. **SPECIAL SPACE REQUIREMENTS:** Complete the information that is applicable.

14. SPECIAL SPACE REQUIREMENT WORKSHEET:

a. Refer to Appendix A. Space Standards (pages 5-9) to determine space allowances **THIS PART OF THE FORM HAS AUTOMATIC CALCULATIONS. ITEMS SUCH AS FILE CABINETS, BOOKCASES, TABLES, ETC ARE NOT CALCULATED AUTOMATICALLY. YOU MUST JUSTIFY THESE ITEMS IN SECTION 19.**

b. Use attachments as necessary, to provide complete justification for all specialized rooms/areas.

c. All figures must be based on the average number of people utilizing the space at any given time.

EXAMPLE: If a monthly meeting is attended by 50 people but the average attendance at other regular meetings is between 5 - 12, the figure "50" cannot be listed as the average number of occupants.

d. Substantial justification must be provided in order to accurately evaluate the agency's request for special space.

e. Specify each Specialized Room/Area that qualifies according to Appendix A. Space Standards (pages 5-9). Provide quantitative information that will assist in determining the amount of square footage required.

f. If the agency has a unique space usage that is not addressed in Appendix A. Space Standards (pages 5-9), it must be included for evaluation.

1) # of Areas: Specify the number of areas/rooms, e.g. "1 conference room," etc.

2) Average Number of Occupants: List the average number of occupants of the space at any given time, e.g. 30 visitors per day justifies 40 square feet of "Special Space" because 30 divided by 8 hours per day equals 4 visitors at any given time.

3) Square Feet: This figure is the number of Areas x Average number of occupants x the allowable square feet authorized in Appendix A. Space Standards (pages 5-9).

4) Do not duplicate space for staff that is included in Section 15.

5) The total square feet must be listed as Item "M" at the bottom of the "Allowable Square Feet" column. This figure, "M", will be utilized again in Section 16.

15. PERSONNEL SPACE REQUIREMENT:

A. Provide the number of current Full Time Employees (FTE) who will physically occupy the space being requested in accordance with the Personnel Space Standards (See Appendix B, page 10). Do not include any employees who work out of their homes or sub-offices, or employees who only report to the office on an infrequent basis ("field" staff) such as auditors, inspectors, visiting trainers, etc. Do not include funded vacancies.

B. Provide the number of full-time contract or project employees and limited-term positions that qualify, listing the specific position and hours per week that they will be occupying the space. An explanation must be provided regarding the purpose and length of the contract/project. An attachment must be included with the Space Request to explain these positions.

C. Indicate the number of authorized, funded vacancies that the agency plans to fill. Any projected, unfunded FTE can be addressed in a separate narrative for clarification and must not be included in Section 15. **NOTE:** If a contract or temporary employee currently occupies a funded vacancy, count that position in only one area, either as a Funded Vacancy or in "B". Do not duplicate the position.

D. "Other:" An example is student interns. Provide a written explanation that includes the specific position and total number of hours per week the individual is at the facility. An attachment must be added to explain these positions.

E. Total of lines A through D.

F. Employees who might qualify under Item F include personnel who are field representatives, inspectors, auditors, or part-time employees. Employees who do not qualify under Item F include visiting employees, employees who work out of their homes or other offices, or employees who are at the office on an infrequent basis.

G. The number of employees who work in space defined as "Special Space" in Section 14 must be included in Section 15, Item G. These positions might include computer or large office equipment operators, photographers, drafters, technicians, etc. Do not include a receptionist in Item G.

Example: If an employee's permanent workstation is a laboratory that has been listed as Special Space in Section 14, the employee must be included in Section 15, Item G.

16. AGENCY WORKSHEET: This worksheet is designed to compute the estimated space allocation for the agency/division. **THIS SECTION IS FULLY AUTOMATIC – IF SECTIONS 14 AND 15 ARE FILLED OUT CORRECTLY, THEN SECTION 16 WILL HAVE ALREADY CALCULATED EVERYTHING FOR YOU. ITEMS SUCH AS FILE CABINETS, BOOKCASES, TABLES, ETC ARE NOT CALCULATED AUTOMATICALLY. YOU MUST JUSTIFY THESE ITEMS IN SECTION 19.**

- a. Estimated Space Allocation: This figure represents the total of the "Adjusted Personnel Space Requirement" listed in Section 15 and the "Special Space Requirement" listed in Section 14.
- b. Total Square Feet Requested by Agency: List the amount of space that is being requested. If the space being requested exceeds the "Estimated Space Allocation" in Section 16, the agency must attach justification for the difference. This information will be considered in the evaluation of the request.

17. PERSONNEL POSITIONS BY CATEGORY: Definitions of the job functions are provided in OAC 580:60-1-8 (Position Descriptions) of the State Leasing rules, and provided in these instructions as Appendix B (page 10), and should be referenced when completing this section. This information will provide an overview of the classifications of the personnel that are listed in Section 15.

18. REQUESTING AGENCY AUTHORIZATION: This section must be signed by the agency director or commissioner. The signature of a deputy director or any other designated representative is not acceptable on a Space Request without prior authorization by the DCS State Leasing Office.

19. OPTIONAL: This section must be completed if there is additional information that will assist in the evaluation of the request. The agency is encouraged to add attachments as necessary. Information may include, but is not limited to:

- a. Brief overview of need for additional new space if unusual or emergency situation exists.
- b. Evaluation of Existing Space. Describe problems you want to resolve or avoid in new space, e.g. more parking, larger equipment room, ventilation problems, etc.
- c. Future Changes. Briefly describe any future organizational or operational changes that the agency foresees as probable and that might affect the agency's space needs, e.g. new legislative mandates, new programs, applications of new methods or technology to implement record storage, work flow, or task processing.
- d. Function of the Agency/Division. Describe special or unusual work tasks for which space will be used that may affect the amount of space needed by the agency. Add an attachment if there is not sufficient space in this area.

ACTION BY THE DIVISION OF CAPITAL ASSETS MANAGEMENT

The State Leasing Administrator will evaluate the Standard Space Request and any additional documentation and indicate the appropriate action in the DCS Action section of the form. A copy will be returned to the agency as official notice of the action determined by the State Leasing Administrator, which will include the amount of space to be authorized, whether state-owned or privately leased space will be used to fulfill the Space Request, and/or delegation of authority to the agency to secure privately leased space.

The quality, quantity, and type of space assigned or approved by the Division of Capital Assets Management may vary depending on various factors. Such factors may include, but are not limited to, functional considerations, the magnitude of contiguous space required, and the configurations of available space for reassignment. Economic consideration is also a factor when the available space requires remodeling to conform to the State Space Standards.

APPENDIX A. SPACE STANDARDS
(Reference OAC 580:60-1-4)

1. PURPOSE. The purpose of the Space Standards is to present a uniform and consistent method of evaluation of the amount of space required to support a specific program or agency in state owned space, non state-owned space, and all real property to be purchased or lease-purchased by the state.

2. GENERAL PROVISIONS.

A. The Space Standards are applicable to all space occupied by State agencies whether in state-owned or privately-leased facilities, and are to be implemented when acquiring new/additional space, and for internal space reorganization.

B. Whenever possible, the Division of Capital Assets Management must satisfy requests for new space through the assignment of vacant space available in state-owned facilities.

C. Funding allocated to an agency by the Legislature for an increase in the amount of space or the rental rate which has not been preauthorized by the Division of Capital Assets Management is not intended as final approval of the amount of space allowable to the agency. In such cases the agency is still subject to the State's space standards and a Space Request must be authorized by the Division of Capital Assets Management in accordance with the rules.

D. Any "Special Space" justified by the agency which is subsequently authorized by the Division of Capital Assets Management must be reflected in the actual utilization of the space with minimal deviation, or the total square footage allowable to the agency may be adjusted accordingly by the Division of Capital Assets Management before final authorization of a Lease Agreement.

E. Unless otherwise noted, all square footage listed and the term "square feet" means "Net Usable Square Feet."

F. The final decision concerning an agency's allowable amount of square footage will be made by the Division of Capital Assets Management.

3. PERSONNEL SPACE STANDARDS. The Personnel Space Standards shall be the standard guidelines for the determination of an agency's space allocation for personnel.

A. The Personnel Space Standards shall not exceed the product of 150 square feet times the number of full-time funded employees (FTEs) to occupy the space. This standard is not to be interpreted as an entitlement per individual employee, but rather entitlement to space allocated to the agency (or division) as a whole.

B. Space allocation for an individual employee may only be considered for the employee's primary office location.

C. Space for employees who work out of their homes or other offices, or are at the office on an infrequent basis, are not included in the space allocation.

D. A position should only be included in one section. If a "Funded Vacancy" is currently being filled by a contract or temporary employee, include that position only one time. Do Not Duplicate.

E. Authorized and funded FTE vacancies which the agency fully intends to fill may be included. (Exception: See "D" above).

F. The allocation of space for those employees in the office 50% of the time shall be seventy (70) square feet per position. The allocation of space for personnel who report to the facility on a weekly basis, or less, shall be determined through the Special Space Requirements, rather than on the standard 150 or 70 square foot allowances.

G. The allocation of space for those positions whose work stations are within special space shall be 70 square feet per position.

H. The allocation of space for personnel in warehouses, print shops, motor pools, large data centers, etc., where the employees support the functions and/or equipment, not vice versa, will be determined through the Special

Space requirements, rather than on the standard 150 or 70 square foot allowance. Administrative personnel of such functions may, however, be included in the standard FTE space allocation.

I. The Personnel Space Standard allocation includes work stations, circulation between work stations, and work station-related support space, such as reception and routine office equipment unless specified in the Special Space Standards.

J. Project and limited term positions (temporary) are not normally included; exceptions may be made for projects which exceed two years or limited term positions that recur regularly.

K. Future expansion needs will not be considered until the positions or programs have been authorized and funded, unless there is a documented history of frequent expansion in the agency's programs and number of employees required to support the programs.

4. SPECIAL SPACE STANDARDS. The Special Space Standards shall be the standard guideline for determining an agency's special space requirements. With appropriate written documentation and justification, additional square footage may be allowable if the space meets the specified criteria. All figures used to complete the justification of Special Space should be based on the average number of occupants utilizing the space at any given time.

A. Reception/Client Areas. Most office locations require some type of reception area, however, where there is little or no public contact the space allocated to the receptionist is sufficient. Waiting areas with a few chairs for occasional visitors shall not qualify as special space.

1. Space allocation shall be determined on the basis of the following criteria:

- a. Average number of visitors utilizing the space at any given time;
- b. Type of visitors (i.e., accompanied by children, etc.); and
- c. Special requirements (i.e., tables, etc.).

2. Allowable space shall be ten (10) square feet times the average number of visitors at any given time. (The total should not include the space requirements for a receptionist, which is included in the Personnel Section.)

B. Conference Rooms. A separate Conference room shall be established only when it will be in use at least twenty (20) hours per week. Occasional meeting areas for five or six people, areas used primarily by the operational unit without public attendance, or meeting areas in an office shall not qualify as special space (reference L: Multipurpose Room). The agency shall provide documentation of the actual history of usage of conference rooms and/or meetings to verify need. It is suggested that a log/calendar be maintained which includes purpose, dates and length of use, number of participants and/or spectators.

1. Space allocation shall be determined on the basis of the following criteria:

- a. Average number of persons in attendance;
- b. Frequency of meetings (average hours per week);
- c. Availability of private office space; and
- d. Special requirements (i.e., blackboard, projector and screen, video equipment, etc.)
- e. Availability of existing meeting facilities at little/no cost to building tenants.

2. Allowable space which meets the above criteria shall be 20 square feet per person based on the average number of attendees, as documented by the agency, not the average of one or two specific meetings.

3. It is acknowledged that these standards may be adjusted with appropriate documentation when special equipment is regularly used in a given setting. In addition, the methods for calculating the actual room size may vary according to use and the number of participants and/or spectators.

C. Classroom/Training Rooms. Classrooms/Training Rooms must be combined with the conference room usage unless there exists justification for separate areas. If separate classrooms and training rooms are justified, space will be established only if it will be in use at least 20 hours per week. Occasional space needed for five or six people will not qualify as special space. The agency shall provide documentation of the actual history of usage of training sessions. The agency must provide documentation of the actual history of training to verify need. It is suggested that a log/calendar be maintained which includes purpose, dates, length of use, and number of participants.

1. Space allocation shall be determined on the basis of the following criteria:

- a. Average number of persons in attendance;
- b. Frequency of classes/training (average hours per week);
- c. Special requirements (specify); and
- d. Availability of existing meeting facilities at little/no cost within the building and/or the space to be occupied by the agency.

2. Allowable space shall be twenty (20) square feet per person, based on the overall average number of attendees as documented by the agency, not the average of one or two specific sessions.

D. Intake/Interview Room. This type of space shall be established only when it will be in use at least 25 hours per week and shall be considered on a case-by-case basis as special space by the Division of Capital Assets Management.

1. Space allocation shall be determined on the basis of the following criteria:

- a. Frequency of use (average hours per week); and
- b. Availability of private office space or meeting space.

2. Allowable space shall not exceed 100 square feet per individual room, with the total number of rooms based on the demonstrated need for such space.

E. Libraries/Bookcases. The allowable square footage for bookcases shall be based on the following formula:

1. Determine the total number of freestanding bookcases within the space, (i.e. open areas; private offices; libraries). Do not include any "built - in" type cases.

2. If the total number of bookcases is greater than the total number of FTE occupying the space, the difference shall be considered as the number of bookcases, which will be allowable as special space.

3. Allowable space shall be six (6) square feet each for the number of bookcases which exceed the total number of FTEs occupying the space.

EXAMPLE: 32 bookcases - 10 FTEs = 22 bookcases allowable as special space. 22 x 6 square feet = 132 square feet allowable as special space.)

F. File Areas. The allowable square footage for file cabinets shall be based on the following formula:

1. Determine the total number of file cabinets within the space regardless of location or size (i.e., open areas; private offices; 2, 3, 4, & 5 drawer, lateral & vertical). Do not include files cabinets that are a part of a modular system.

2. If the total number of file cabinets is greater than the total number of FTEs occupying the space, the difference will be considered as the number of file cabinets which will be allowable as special space.

3. Allowable space shall be nine (9) square feet for each file cabinet which exceeds the total number of FTEs occupying the space.

EXAMPLE: 24 File cabinets - 18 FTEs = 6 file cabinets allowable as special space. 6 x 9 square feet = 54 square feet allowable as special space.

4. Space for **mobile filing systems** should be justified separately on the Space Request form and shall include exact system dimensions.

G. Storage, Copiers, Mail. The agency shall be allocated space to be used for general storage, copiers, and mail areas. The allocation shall be based on the number of FTEs who will be occupying the space.

1. Space allocation shall be based on the following formula:

- a. Less than fifty FTEs. Allowable space shall be up to 10 square feet per FTE;
- b. Fifty or more FTEs. Allowable space shall be up to 5% of the space allowed for the total number of FTEs, excluding any special space allowances. This figure shall be determined by multiplying 5% times the Total Square Footage in Section 16 "Adjusted Personnel Space Requirement."

EXAMPLE: The "Adjusted Personnel Space Requirement" in Section 16 lists 8,700 square feet. $8,700 \times 5\% (.05) = 435$ square feet allowable to the agency for storage, copiers and mail areas.

- c. Contract, temporary or volunteers shall not be included when computing this allowance.

2. Unusual space needs for storage, copiers, or mail areas in excess of the allowable space must be justified separately on the Space Request and will be evaluated on a case-by-case basis.

H. Large Copiers, Reproduction and Printing Areas. These areas may, with appropriate documentation, be considered as special space if they are in a physically delineated area with specific staff dedicated to operating the equipment. The allowable space shall be the actual measurement of the equipment plus circulation or the manufacturer's recommended allowance. Space for small copiers and equipment used for routine purposes shall be included in space allocated in accordance with Item G above. The square footage shall not include space requirements for personnel, which shall be included in the Personnel Space Requirements in Section 15 of the Space Request form.

I. Equipment Dominated Area. This area shall be considered as special space if people will support the equipment, not vice versa. Occasional microfiche machines, word processing areas, and computer terminals used or assigned to employees, as a routine part of their work will not qualify as special space. The allowable space shall be the actual measurement of the equipment plus circulation or the manufacturer's recommended allowance. The square footage shall not include space requirements for personnel, which shall be included in the Personnel Space Requirements in Section 15 of the Space Request form.

J. Smoking Room. The allocation of this type of space shall be dependent strictly on current laws or rules. Allocation for a smoking room will be very rare.

1. Should the laws or rules require such space be provided, the maximum allowable space allocated to the agency shall be 150 square feet.
2. An agency will not be allocated space for a Smoking Room for public use unless there is a significant need/justification for such.
3. A Smoking Room shall be isolated, shall have an independent, dedicated ventilation systems exhausting directly to the outdoors, and must be in accordance with federal and state codes and rules.

K. Employee Break Room. This area shall be considered on a case-by-case basis as special space.

1. Space allocation shall be based on the following criteria:
 - a. Availability of a food service area within a selected facility;
 - b. Availability of a conference room, classroom, or other multipurpose room; and
 - c. Total number of employees.
2. Allowable space shall be ten (10) square feet per average occupancy.

L. Multipurpose Room. This type of space shall be considered for multiple-use purposes for those agencies who are unable to justify other specific "Special Space", such as a conference room, break room, central storage, etc., and where there is a justified need for such a room. Allowable space shall be determined by using a combination of the other special space allowances. The allocation of this type of space will be considered on a case-by-case basis.

M. Other. Any specialized space requirement which an agency needs that has not been defined herein as "Special Space" may be included on the Space Request form in Section 14. Justification must be included in order for the space to be considered. Examples might include, but not be limited to, training kitchens, rest rooms for medical/correctional purposes, laboratories (photography, medical, etc.), examination rooms, vaults, etc.

5. SPACE PLANNING.

A. Space allocation planning shall, to the fullest extent possible, employ the open space concept. In most cases the elimination of internal fixed walls makes maximum use of space, is more flexible in accommodating change, facilitates better control of lighting, heating, air conditioning, and ventilating, and reduces construction and maintenance costs.

B. Private office space shall be provided only when there is a demonstrated functional need, however, no additional square footage shall be allowed for the purpose of providing for private office space.

C. No private office within the total amount of space allowable to the agency shall exceed 300 square feet in size.

D. The actual design of the space to be occupied shall include those Special Space areas which were authorized by DCS. Further, these areas shall be as consistent as possible with the amount of space authorized on the Space Request for such use. DCS may alter the final square footage allocation if the agency fails to utilize space in accordance with the agency's space justification as designated on the authorized Space Request form.

E. DCS may aid agencies in preparation of the initial space layout. When an agency requires space design assistance, a request for such assistance should be made to the State Leasing office. An agency may utilize the services of a space planner or architect provided at the building owner's expense, however, DCS shall have final review of the plan. An agency should not contract for space planning services without specific authorization from DCS.

6. SPACE FOR SHORT-TERM USE. Agencies needing facilities for short-term use, such as conferences and testing, shall utilize available state-owned or leased facilities whenever possible. Agencies shall make inquiries regarding availability of such space to the Administrator of State Leasing. If it is determined that no suitable state controlled facilities are available, an agency may arrange for the use of privately owned facilities for a period not to exceed 10 days, provided that the agency has the authority to contract for such facilities. Any extensions beyond 10 days shall be approved by DCS.

7. MEASUREMENT OF SPACE. Unless otherwise noted, all square footage indicated in both the Space Request form, the Space Standards, and leases of non-state owned facilities, shall mean "Net Usable Square Feet". As such, it represents the amount of space that shall actually be usable to the agency and its personnel, to include the placement of furniture, interior wall spaces and internal circulation areas.

A. Net Usable Square Feet is defined as that space in privately owned facilities for which the State of Oklahoma shall pay a square foot rate.

B. Net Usable Square Feet shall be determined as follows:

1. If Single Tenant, computing the inside gross area of the space by measuring from the normal inside finish of the permanent exterior walls, or from the face of the convector (pipes or other wall-hung fixtures) if the convector occupies at least 50% of the length of exterior walls.

2. If Multiple Tenant, measuring from the exterior building walls as above (#1) and to the room side finish of the fixed corridor, shaft walls, and/or tenant-separating partitions.

3. In all measurements, make no deductions for columns and projections enclosing the structural elements of the building and deduct the following from the gross area including their enclosing walls:

- a. Toilets and lounges
- b. Stairwells and bearing partitions
- c. Elevator and escalator shafts
- d. Building equipment and service areas
- e. Entrance and all elevator lobbies
- f. Stacks and shafts

4. Common-Area Space accessible to and/or utilized by entities other than the State is not included as Net Usable Square Feet.

5. If rest rooms are available in a common area of a multiple tenant building, those rest rooms within the State's leased space which are for the State's exclusive use shall be included as Net Usable Square Feet.

6. When the only accessible rest room facilities are within the State's leased space, one set of rest rooms and their enclosing walls shall be deducted.

APPENDIX B. POSITION DESCRIPTIONS
(OAC 580:60-1-8)

The following position definitions shall be used by agencies to describe the type of employees indicated on a Space Request form.

DEFINITION OF POSITIONS	JOB CLASSIFICATION
Executive	Cabinet Secretary, Agency Director
Administrators	Administrator of Small Board or Commission; Department heads; Division Chiefs
Professionals	Supervisors, systems analysts, architects, social workers, accountants, counselors, attorneys personnel officers
Technicians	Computer programmers and operators, drafters, photographers, assessors, technicians (medical, electronic)
Paraprofessionals	Library assistants, research assistants
Office and Clerical	Secretaries, account clerks, typist clerks, dispatchers, license distributors, payroll clerks
Skilled Craft Workers	Mechanics and repairers, electricians, carpenters, typesetters, skilled machine occupations
Service Maintenance	Custodial workers, construction laborers, gardeners and grounds keepers, laundry workers
Other	Positions (not included above) where work space requirements are defined by equipment or type of work done. Room functions include computers, reproduction, mail, labs, warehouses or other specialized areas.