



Statewide Space Use Policy

Purpose:

This policy establishes expectations for the efficient use of state facilities and in support of building a modern work environment.

Authority:

[RCW 43.82.055](#) requires the Office of Financial Management (OFM) to establish and enforce policies and workplace strategies that promote the efficient use of state facilities.

Who must comply:

This policy applies to state agencies in state owned and leased facilities.

Policy:

To promote the efficient and effective use of state resources, it is the policy of the state to plan and design facilities that:

- a) Align with the desired agency culture and workplace trends.
- b) Support the business functions performed by the agency within the facility.
- c) Consider the work patterns of the employees who will work within the facility.
- d) Increase building utilization as measured by square foot per user.
- e) Be flexible, to accommodate changing business and workforce needs.
- f) Encourage internal and external mobility practices.
- g) Empower employee choice by providing space that accommodates privacy, interactive and concentration work, and learning and social connections as appropriate to support work functions.
- h) Integrate modern technology such as software, hardware, electronic file storage, remote access, and public and networked internet connectivity.
- i) Support health and wellness by encouraging movement during the day, providing access to natural light, and incorporating wellness spaces.

Requirements:

1. The state shall apply modern workplace strategies to increase utilization and improve the square footage per user. Each state agency's square foot per user must be at or below the agency's specific facilities goals established in the current Six-Year Facilities Plan.
2. All new, expanded, relocated or reconfigured spaces shall conform to space use guidelines published by OFM.
3. All new, expanded and relocated space must be approved by OFM as required by [RCW 43.82.035](#) using the modified pre-design process unless authorized in the capital budget.

4. Agencies with over 50,000 square feet of space shall establish agency administrative policies for space use in alignment with this policy and OFM's guidelines by September 1, 2017. Policies shall be filed with OFM when updated.
5. Before requesting any space an agency must review its space utilization and consider:
 - a. Reassignment of work space based on work patterns.
 - b. Reconfiguration of the existing space in alignment with modern workplace strategies.
 - c. Colocation opportunities in obligated state facilities or use of state co-working space.
6. New and relocated facilities will be sited with consideration for:
 - a. Business needs.
 - b. Customer geography.
 - c. Impact on the workforce.
 - d. Access to transit.
 - e. Access to technology infrastructure.
 - f. Traffic impacts.
 - g. Growth management planning.

Definitions:

Colocation is to share a location or facility with another agency.

Culture is the way an organization interacts including attitudes, values, behaviors, artifacts and habits shared by a group of people.

Facilities goals are agency specific square foot per user metrics defined through the state's Six-Year Facilities Plan.

Modern work environment is everything that shapes the employee's involvement with the work itself– including the organizational culture, physical space, technology and tools– where interactions with co-workers and supervisors have been adapted to reflect today's needs or habits.

Mobility is the ability to work in a variety of locations to maximize productivity. Mobility also encompasses remote work that is functionally required for some jobs, such as fieldwork. It may also include telework, which is the practice of working from home or other alternative locations closer to home.

New space is a new facility for a state agency. This could be a location to accommodate projected growth in staff, a new line of business, or creation of an office in a community where none previously existed or in addition to existing offices.

Expanded space is a new space that is acquired adjacent to an existing obligated space.

Reconfigured space is a space project where approximately 50 percent of an existing workspace is being changed or remodeled.

Relocated space is a project that moves an agency or agencies from one space to another.

Square feet is the measurement used to describe the total obligated space.

Work patterns are how, when and where people conduct work. This includes the mode of work – concentrative, interactive, and the degree of mobility – resident, deskbound, internal and external.

Workplace Strategy is the dynamic alignment of an organization’s work patterns with the work environment to enable peak performance and reduce costs while maintaining or improving business operations and customer service.

Forms and Instructions:

[Request to acquire, expand, or relocate a state facility \(modified pre-design\)](#)

[Modified pre-design instructions](#)

[State of Washington’s building a modern work environment website](#)