

## SPACE REQUIREMENTS QUESTIONNAIRE

### Instructions

(**Note:** A copy of this form is available on Microsoft Outlook Public Folders/  
All Public Folders/Agency Issuances/Forms/FSIS 2,000 Series.)

All of the enclosed information should be fully and accurately addressed. Contact ASD for assistance in completing this information if needed. Any requirements, specifications, or issues not addressed should be attached to this document. All items marked with an asterisk (\*) are items that are not typically considered general office requirements and may require funding beyond what is covered in the base lease rental. Submit the completed questionnaire to ASD along with the completed FSIS Form 2530-1.

### I. INTRODUCTION

The purpose of this questionnaire is to assist FSIS offices in defining requirements of the space delivery process. Once the questionnaire is completed, it will be used to develop a comprehensive space requirements package for your office.

### II. GENERAL REQUIREMENTS

1. Requesting Office: (name) \_\_\_\_\_  
(program/division/branch) \_\_\_\_\_

2. Location Requested (City/State): \_\_\_\_\_

3. Hours of operation:

Monday thru Friday: From \_\_\_\_\_ To \_\_\_\_\_

Saturday: From \_\_\_\_\_ To \_\_\_\_\_

Sunday: From \_\_\_\_\_ To \_\_\_\_\_

4. After hours access/utilities are required. YES NO

If yes, frequency \_\_\_\_\_ (hours/day) \_\_\_\_\_ (days/week)

\*Utilities for overtime operation will be reimbursable.

5. After hours cleaning services are required. YES NO

6. Space Requirements:

a. Date Required: \_\_\_\_\_

b. Maximum firm term of requirement: (This is the noncancelable lease term based on the agency's best knowledge of continuing needs.)

3 yrs      5 yrs      10 yrs      Other (explain):

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Also, indicate the need for any renewal options, both in terms of the number of options and the required length in years.

- c. Number of Occupants: (Needed to determine toilet facility requirements.)

Female: \_\_\_\_\_

Male: \_\_\_\_\_

7. Configuration of space:

- a. Space must provide a minimum of \_\_\_\_\_ square feet of occupiable space on each floor. A minimum of \_\_\_\_\_ floors must be consecutive and all space offered must be within \_\_\_\_\_ contiguous floors.
- b. Space must be on a particular floor. YES NO  
If yes, attach explanation.
- c. Space must be located in one contiguous block without being split by a public corridor. YES NO  
If no, explain:

### III. OFFICE TYPE SPACE

#### Definitions:

**Office Space:** Space which provides an environment suitable for an office operation.

**Primary Work Station:** Location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. The number of work stations in an office space assignment is the number of such locations that must be provided to support the maximum number of personnel housed in that office space during any 8-hour shift.

**Secondary Work Station:** Nondedicated work station used by two or more persons occupying a space assignment during an 8-hour shift. It must function in support of the mission of the activity occupying the space assignment; it must be housed outside existing work stations; it must be in use more than 50 percent of the time and used by two or more persons occupying the space assignment.

**Office Support Space:** Specific and discrete areas constructed as office space and used to meet needs outside the agency's work station requirements, such as public-oriented or centralized reception, hearing or meeting facilities, service, inspection distribution, storage or processing activities. Such space is most cost-effectively collocated with normal office space.

1. Number of primary work stations: \_\_\_\_\_
2. Number of secondary work stations: \_\_\_\_\_
3. Systems furniture will be used. YES NO

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4. Telecommunications: One telephone and one data line outlet will be provided on the basis of one (1) per 100 sq. ft. If you require additional outlets, describe:

(As a result of the deregulation of the telephone industry, telecommunications equipment, wiring and hook ups are considered customer premise and the lessor is not responsible for providing such service. Only the costs of providing the space and the horizontal and vertical conduit will be provided. All wiring from the wire closet in support of FSIS is the responsibility of FSIS. In all other situations, telecommunications services, i.e. switches and basic vertical and horizontal wiring for telephone/data, shall be the responsibility of FSIS. The lessor will not provide wiring to or from local area networks at the new location. FSIS will be required to budget for the funds necessary to cover the cost of the level of telecommunications services they deem appropriate.)

5. Four plex (double duplex) floor or wall outlets are required on the basis of one (1) per \_\_\_\_\_ square feet. Duplex floor or wall outlets will be provided on the basis of one (1) per \_\_\_\_\_ square feet. Dedicated, clean electrical computer receptacles, painted a distinctly different color than the four plex and duplex outlets, are required on the basis of one (1) per \_\_\_\_\_ square feet. Anything over 110V is above standard. If you require additional 110V outlets, state number: \_\_\_\_\_

\*May be reimbursable.

6. \*Special electrical requirements other than computer are required. YES ☐ NO ☐  
(This includes special requirements for photocopiers, remote computer terminals, etc., including information on voltage, amperage, cycle, phase, if separate or isolated circuit, type of ground (if special), BTU output, etc.). Attach your response.

7. Carpet or carpet tiles will be provided in all office areas, including interior hallways and conference rooms. If required in other areas, describe.

8. Partitioned offices and open office areas will be covered with paint, vinyl wall covering or equivalent finish. If required in other areas, describe.

9. Partitioning/screens:

- a. List the rooms in which ceiling-high partitioning is needed:

(One linear foot of ceiling high partition for every 10 square feet of occupiable space is provided in conventional planning and one linear foot of free standing screens for every 40 square feet of occupiable space is provided in open planning.)

**\*Amounts in excess of these ratios are reimbursable.**

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- b. \*Security partitioning, i.e. slab-to-slab wire mesh, etc. is required.  
YES ☐ NO ☐

Provide details on where:

10. Standard window treatment is vertical or horizontal blinds or equivalent.  
\*Draperies are required in the following office areas:

*(Note: Some buildings do not allow drapes.)*

11. \*Lighting other than standard fluorescent lighting at 50 f.c. is required.  
YES ☐ NO ☐

If yes, explain:

12. \*Spots or recessed lights are required.  
If yes, give number and location: YES ☐ NO ☐

13. \*Sound masking system is required.  
A sound masking system capable of masking sounds above the speech privacy range may be provided in assignments of 10,000 square feet or more of open space if desired. YES ☐ NO ☐

14. \*Sidelight windows are required.  
If yes, in which private offices: YES ☐ NO ☐

15. \*An observation window is required.  
If yes, provide locations: YES ☐ NO ☐

16. Coat closets are required. YES ☐ NO ☐

17. \*A Dutch door is required.  
If so, which room: YES ☐ NO ☐

18. Entry way requirements:  
If yes, explain: YES ☐ NO ☐

19. Special Security requirements:  
If yes, explain: YES ☐ NO ☐

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20. Summary of all office space:

TYPE	SQUARE FOOT
Primary work stations	_____
Secondary work stations	_____
Reception/waiting area	_____
Conference/meeting rooms	_____
Reference/study areas	_____
File areas	_____
Central storage areas (A/V, Supply)	_____
Processing areas (Mail)	_____
*Other (lounge/lunch room, communication equipment, union office, etc.)*	_____
General Storage	_____
<b>TOTAL</b>	_____

21. Other requirements:  
If yes, explain:

YES ☐ NO ☐

**IV. STORAGE TYPE SPACE**

Affirmative answers to the following questions may result in a higher classification of space and increased rent costs.

**Definitions:**

**Storage Space:** This space is suitable for storage of supplies, equipment, records, materials, etc., and does not in its present state provide an environment suitable for assignment as office type.

**General Storage Area:** Areas contiguous or adjacent to office or special type space which was, for the most part, developed incidental to the prime use of the space.

**A. GENERAL STORAGE AREA**

1. \*Flammable or hazardous storage is required. YES ☐ NO ☐  
If yes, describe materials and quantities to be stored:

2. 10 foot candles lighting at floor level will be provided. If requirement differs, describe:

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3. Heating and ventilation will be provided to a minimum of 55 degrees Fahrenheit. If requirement is different, describe:
4. Ceilings and walls will generally be in an unfinished condition. If requirement is different, describe:
5. Floors will be sealed concrete or other material adequate for general storage. If requirement is different, describe:
6. \*A dead bolt lock is required. YES ☐ NO ☐
7. Other YES ☐ NO ☐  
If yes, explain:

#### B. WAREHOUSE AREA

Is a warehouse area needed? YES ☐ NO ☐  
If yes, describe type of work that will be performed in this area:

*(Note: ASD will contact you for more specific information on the type of warehouse space needed.)*

#### V. SPECIAL TYPE SPACE

##### A. LABORATORY AREA

**Definition:** Classification includes those areas containing built-in equipment and utilities required for the qualitative and quantitative analysis of matter, the welfare of employees, or the welfare of the public. Examples include wet laboratories, clean laboratories, photographic laboratories, rooms with special equipment, and private toilets. It may include the installation of special building equipment to meet the environmental requirements of the laboratory.

Is a laboratory area needed? YES ☐ NO ☐  
If yes, describe type of work that will be performed in this area:

*(Note: ASD will contact you for more specific information on the type of laboratory space needed.)*

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### B. AUTOMATED DATA PROCESSING AREA

**Definition:** These areas are used for housing automated data processing equipment and have special features such as humidity and temperature control, raised flooring, special wiring, etc. This subset includes computer rooms support area (with special flooring and wiring); and tape vaults. Raised floor alone does not constitute SP-4 classification.

Is an automated data processing area needed? YES NO

If yes, describe type of work that will be performed in this area and attach specific requirements: (**Note:** ASD will notify OCIO of the specific requirements that you provide.)

### C. CONFERENCE - TRAINING AREA

**Definition:** These areas are used for conference, training, hearing, etc., with special equipment and/or supplementary heating, ventilating, air conditioning (HVAC).

1. This area will require separate HVAC zone controls in order to maintain adequate ventilation and temperatures in the acceptable GSA range when occupied by \_\_\_\_\_ persons.
2. \*Installation of agency-owned blackboards, marker boards or projection screen is required. YES NO  
If yes, state size, wall mounted or hung, recessed, etc:
3. \*Folding wall is required. YES NO  
If yes, approximate length is \_\_\_\_\_ feet.
4. What is the maximum occupancy at any given time?
5. Sound conditioning will be a minimum: 45 STC walls/55 STC ceilings. If requirement is different, describe:

Attach additional sheets as needed to provide for any other requirements not covered in the questionnaire.