

DESKS		Standard Desk 60x30
		Typist Desk 60x34 w/Left or Right Typing Bed
		Unitized Desk 60x30 w/Left or Right L-unit Return 36x18
		Conference Desk 72x36
STORAGE UNITS		File, Letter 15x28 (7)
		File, Legal 18x28 (8)
		Lateral File 36x18 (9)
		Bookcase 34x14 (6)

TABLES		Table, Conference 72x36
		Standard Table 60x34
		Table, Medium 45x34
		Table, Small 36x24
		Modular Table Unit 66x18
		Table, Round 54"
		Table, Round 42"
		Table, Round 36"
		Table, Host 42x18
		Table, End 18x24
DIVAN		Divan or Sofa 72x40
		Guest Chair Lounge Chair

MISCELLANEOUS		Storage Cabinet 2-Door 36x18 (12)
		Steel Shelving 36x18 (10)
		Library Shelving 36x15
		Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool
		Map Cabinet 54x42
		Costumer 12-Hanger 51x20 (14)
		Costumer 6-Hanger 30x20 (8)
		Credenza 66x18
	SPACE TYPE SYMBOLS:	
		Open Area
	Private Area	
	Semi-Private Area	
ENCLOSURE TYPE SYMBOLS:		
	Ceiling-High Partition	
	Privacy Screen	
	Open	

SECTION 2

PROGRAMMING INSTRUCTIONS

- Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.
- The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.
 - Workstations** are indicated by employee name, functional title and grade for each *authorized and budgeted* position. If the *authorized position is vacant*, so indicate. Square feet required are determined by layout design on SF-81A, Part 2.
 - Common Function** spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determined by layout design on SF-81A, Part 2.
 - Administrative Support** spaces are either *centralized files* or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in () in Section 1 above.
- Develop the space requirements program in the following manner:
 - Step 1:** List all workspace elements described in (2) above in an order determined by adjacency relationships.
 - Step 2:** As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.
 - Step 3:** Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. DO NOT LIST EXCESS. Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.
 - Step 4:** Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.
- Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.
- The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

STANDARD WORKSPACE DESIGN NO.

WORKSPACE
DESCRIPTION
▼

GRADE

SPACE TYPE
ENCLOSURE

SQUARE FEET

DESKS

CRENZAS
CHAIRS

TABLES

FILES

BC

ST

SS OR LS

MISC.

WORKSPACE DESIGN: (SCALE 1/4" = 1'0")

STANDARD WORKSPACE DESIGN NO.

WORKSPACE
DESCRIPTION
▼

GRADE

SPACE TYPE
ENCLOSURE

SQUARE FEET

DESKS

CRENZAS
CHAIRS

TABLES

FILES

BC

ST

SS OR LS

MISC.

WORKSPACE DESIGN: (SCALE 1/4" = 1'0")

The grid consists of 15 vertical columns and 25 horizontal rows. The first column is the widest, corresponding to the 'WORKSPACE DESCRIPTION' header, and is approximately 1/4 inch wide. The remaining 14 columns are narrower, corresponding to the categories: GRADE, SPACE TYPE ENCLOSURE, SQUARE FEET, DESKS, CRENZAS CHAIRS, TABLES, FILES, BC, ST, SS OR LS, and MISC. The grid is used for drawing the workspace layout.

STANDARD WORKSPACE DESIGN NO.

WORKSPACE
DESCRIPTION
▼

GRADE

SPACE TYPE
ENCLOSURE

SQUARE FEET

DESKS

CRENZAS
CHAIRS

TABLES

FILES

BC

ST

SS OR LS

MISC.

WORKSPACE DESIGN: (SCALE 1/4" = 1'0")

The grid consists of 15 vertical columns and 25 horizontal rows. The first column is wider than the others and aligns with the 'WORKSPACE DESCRIPTION' header. The remaining 14 columns correspond to the categories: GRADE, SPACE TYPE ENCLOSURE, SQUARE FEET, DESKS, CRENZAS CHAIRS, TABLES, FILES, BC, ST, SS OR LS, and MISC. The grid is intended for a detailed architectural drawing of the workspace.