

APPENDIX

1. County of Los Angeles Department Office Space Standards



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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Chief Administrative Officer

Board of Supervisors

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Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 26, 2001

To: Each Department Head

From: David E. Jansen
Chief Administrative Officer

DEPARTMENT OFFICE SPACE STANDARDS

The Countywide Strategic Plan directs us to create a positive work environment, while effectively managing our resources. In November 1998, the Board of Supervisors approved a number of real property asset management principles, which form the foundation of this County's asset management strategy and are consistent with the Strategic Plan. Among those was a requirement that we establish building and space standards.

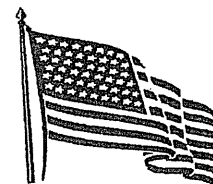
For a number of months, we have been testing draft space guidelines and standards in the design of space to be leased, as well as for build-outs and remodeling of County-owned facilities. Based on our experience, we believe we have developed a workable program for the majority of the County's office space. This memo serves to promulgate those standards officially.

These space standards are intended to be used Countywide, and to be applied uniformly. While there may be occasional deviation from these standards, departmental requests for deviation must be justified by the requesting department, and are subject to review by my office. It is expected that the standards will be applied whenever a remodel or new space is requested/approved.

Key points to understand in our application of these standards are as follows:

- An average of 200 square feet per person (250 in health/mental health clinic settings) is to be considered a rule of thumb in space planning. It is not to be considered an entitlement.

Standards memo



United We Stand

Each Department Head
November 26, 2001
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- Staff offices and cubicle sizes will follow the chart on the Attachment. These standards generally assume that the majority of files will be kept outside the office or cubicle.
- Offices for section heads and managers will be located away from exterior windows, so that natural light will be available to the greatest number of staff.
- Conference rooms, except those for department heads, will be considered shared space, and located so as to be accessible to the greatest number of users. Need will be considered on a building-wide basis.
- Space for storage of supplies will be kept to a minimum, consistent with the County's "just-in-time" purchasing policy.
- Buildings without employee cafeterias will include staff lunchrooms (unless only a small group of County staff are in the building, or it is a very small stand-alone facility). Coffee alcoves will be located conveniently for staff use.
- Parking will be provided at a rate of 80 percent of budgeted staffing for the facility, less if there are a significant number of field staff. (Experience has shown that this ratio provides sufficient parking to meet needs.) Because it negatively affects parking needs, reserved parking will be minimized; all requests for reserved parking must be justified.

The standards are intended to maximize efficient utilization of space as well as create office environments that will promote employee morale and improved operations.

Thank you for your continued cooperation. If you have any questions, please contact Michele Vercoutere of my staff at (213) 893-2476.

DEJ:SNY
MV:co

Attachment

c: Each Supervisor
Administrative Deputies

Department Staff Space Standards

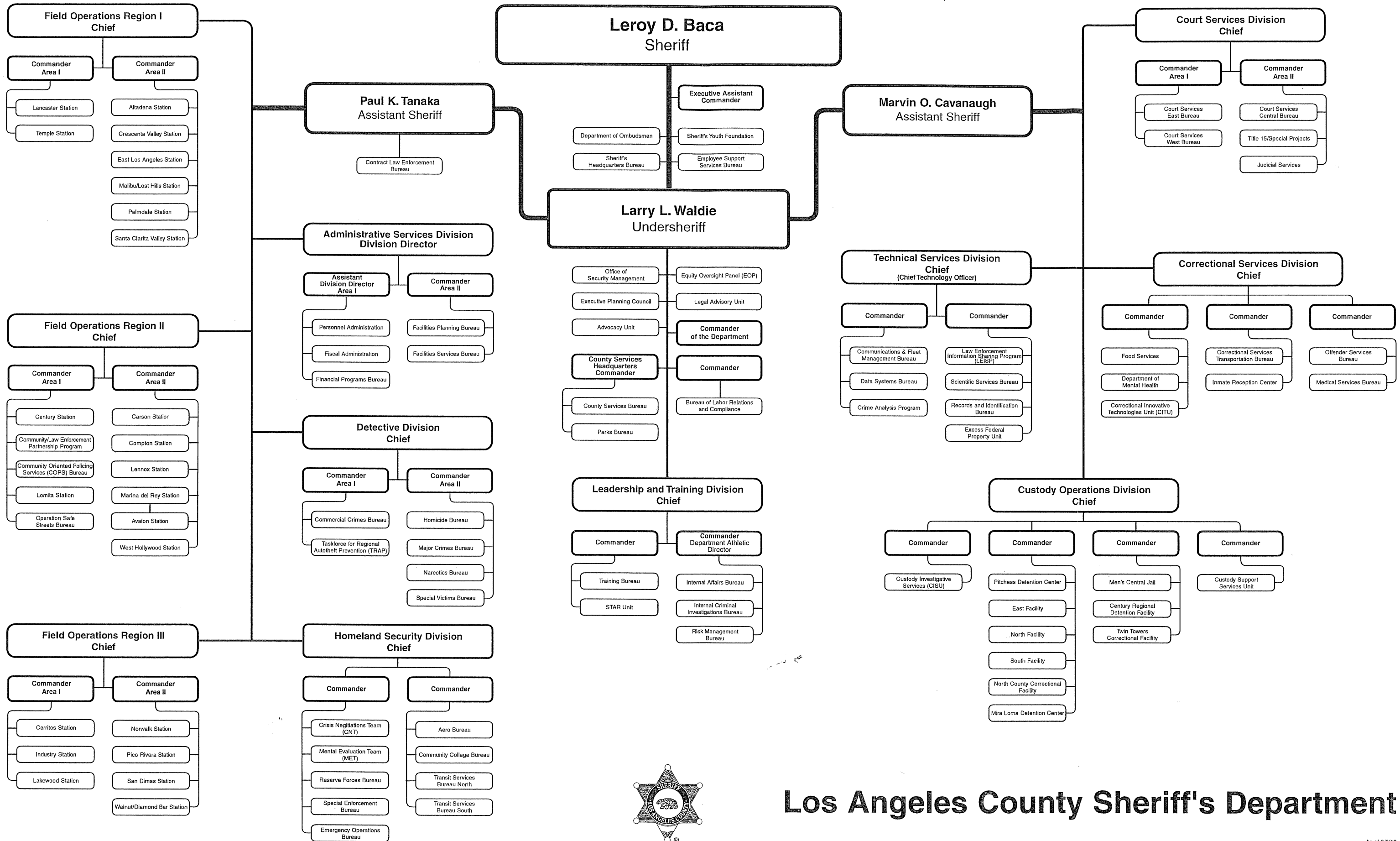
These space standards are intended to be used Countywide, for County-owned buildings as well as leased space. While there may be occasional deviation from these standards, departmental requests for deviation must be justified by the requesting department, and are subject to review by the CAO.

LEVEL	SIZE	CRITERIA/TYPICAL OCCUPANTS
Offices (Hard Walls)		
Level 8	504 square feet (21' x 24') (fits lounge seating, conference area and restroom)	Elected officials and Chief Administrative Officer only
Level 7	360 square feet (15' x 24') (fits large conference table or seating area; restroom)	Department Heads, Assistant Chief Administrative Officer and Undersheriff only
Level 6	280 square feet (14' x 20') (fits conference table for 6)	Department Heads for very small departments (<100 staff) Highest Level Managers: Chief Deputy Director; Assistant Administrative Officer, CAO; Executive Director; Executive Officer; Assistant Sheriff (350 square feet); Bureau Chief, Sheriff (320 square feet); Commander, Sheriff (300 square feet)
Level 5	252 square feet (14' x 18') (fits conference table for 4)	Deputy Director for large departments; Senior Deputy Executive Officer
Level 4	216 square feet (12' x 18') (fits conference table for 4)	High Level Managers: Bureau Chiefs; program directors for very large programs; Captain, Sheriff (215 square feet)
Level 3	180 square feet (12' x 15' or 10' x 18') (fits 2 guest seating)	Managers: Division Chief; Deputy Director for small departments; Head Deputy DA/PD; DPSS/DCFS District Directors; Chief Physician, M.D.; Lieutenant, Sheriff (160)
Level 2	120 square feet (12' x 10') (fits 2 guest seating)	Section Heads and supervisors requiring enclosed spaces; Human/Children's Services Administrator III (other than District Directors)—all positions in this category need to be justified as to the need for enclosed space.
Level 1	108 square feet (9' x 12') (for non-supervisors only)	Attorneys requiring confidentiality; physicians ; Sergeant, Sheriff (96)
Cubicles/Workstations		
Level 6	120 square feet (12' x 10')	Section Heads and direct supervisors of groups of 8 or more; principal project managers

Level 5	108 square feet (12' x 9')	High level staff (will have supporting/or assisting staff) and supervisors of a small group: Human/Children's Services Administrator I, II; Supervising Architect; Attorney; Principal Analyst; Principal Accountant; Principal Facilities Planner; Sergeant, Sheriff (96)
Level 4	81 square feet (9' x 9' or 8' x 10')	Professional staff: Civil Engineer; Departmental Facilities Planner; Architect, Nurse; Supervising Social Worker; Data Systems Analyst; Environmental Health Specialist; Human Resources Analyst; Mental Health Analyst; workers (e.g., GAIN Services Workers) who regularly interview clients at their workstation Secretarial: Executive and Management Secretaries (for levels 5, 6, 7, 8 managers)
Level 3	72 square feet (9' x 8')	General staff: Accountant, Appraiser, Architectural Associate, social worker; staff analyst, technician; Deputy, Sheriff (75)
Level 2	64 square feet (8' x 8')	Assisting staff: technical assistant; Patient Financial Services Worker; Planning Aid Secretarial: Senior Secretary and Secretary (for levels 1, 2, 3, 4 managers) Clerical: Supervising Clerk
Level 1	49 square feet (7' x 7')	Entry level staff: Eligibility Worker; Student Worker; Student Professional Worker Clerical: Intermediate Typist Clerk, Senior Clerk
Field Staff	49 square feet (7' x 7')	Part-time staff and all staff whose primary duties are in the field should have the smallest spaces; consider clustering workstations into a single cubicle for more open arrangement (Note: cluster of 4 cubicles with 4 lateral files in center = 252 square feet, using a portion of circulation space)

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11/13/01

2. Los Angeles County Sheriff's Department Organization Chart



Los Angeles County Sheriff's Department