

CHAPTER 13

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 SPACE DESIGN STANDARDS  
 EFFECTIVE **XXX** 2023

**Table of Contents**

ACRONYMS ..... 2

DEFINITIONS ..... 2

POLICY OBJECTIVES ..... 4

REGULATORY AUTHORITIES ..... 5

PRIVACY ACT CONSIDERATIONS..... 6

CONTRACT REQUIREMENTS ..... 6

RECORDS RETENTION/DISPOSITION REQUIREMENTS ..... 6

KEY CROSS REFERENCES..... 6

FORMS REFERENCED AND/OR REQUIRED ..... 6

FUNCTIONAL ORGANIZATIONS..... 6

    Office of the Assistant Secretary for Administration..... 6

    Office of the Chief Administrative Officer ..... 6

    Office of Facilities Management Services ..... 7

    Office of Field Support Services..... 7

SPACE REQUIREMENTS AND ALLOCATION ALLOWANCES..... 8

    Location of HUD Offices..... 8

    Office Environment..... 8

    Space Utilization Rate Calculation ..... 8

    Office Space Calculation..... 8

Office Space Standards—General Definitions..... 9

**Space Assignment – Headquarters and Field** ..... 10

    Exceptions to HUD Space Management Policy..... 11

    Space Allowances..... 11

## ACRONYMS

<b>ABBAS</b>	Architectural Barriers Act Accessibility Standards
<b>ABOA</b>	ANSI/BOMA Office Area
<b>ADA</b>	Americans with Disabilities Act
<b>ADAAG</b>	Americans with Disabilities Act Accessibility Guidelines
<b>AFGE</b>	American Federation of Government Employees
<b>ASHRAE</b>	American Society of Heating, Refrigerating and Air-Conditioning Engineers
<b>ASA</b>	Office of the Assistant Secretary for Administration
<b>BUE</b>	Bargaining Unit Employee
<b>BOMA</b>	Building Owners and Managers Association
<b>CBA</b>	Central Business Area
<b>CFR</b>	Code of Federal Regulations
<b>EEOC</b>	Equal Employment Opportunity Commission
<b>FMR</b>	Federal Management Regulations
<b>GSA</b>	General Services Administration
<b>HVAC</b>	Heating, Ventilation and Air Conditioning
<b>NFFE</b>	National Federation of Federal Employees
<b>OFMS</b>	Office of Facilities Management Services
<b>OFSS</b>	Office of Field Support Services
<b>OA</b>	Occupancy Agreement
<b>OCAO</b>	Office of the Chief Administrative Officer
<b>OCHCO</b>	Office of the Chief Human Capital Officer
<b>OCPO</b>	Office of the Chief Procurement Officer
<b>ODEEO</b>	Office of Departmental Equal Employment Opportunity
<b>OIG</b>	Office of Inspector General
<b>OGC</b>	Office of the General Counsel
<b>OMB</b>	Office of Management and Budget
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PP&amp;E</b>	Property, Plant, and Equipment
<b>RSF</b>	Rentable Square Feet
<b>SES</b>	Senior Executive Service
<b>SF</b>	Square Feet
<b>SMP</b>	Space Management Program
<b>UR</b>	Utilization Rate
<b>USF</b>	Usable Square Footage

## DEFINITIONS

**ANSI/BOMA Office Area:** The area where a tenant normally houses personnel, and/or furniture, for which a measurement is to be computed.

**Attorney:** For the purposes of this standard, an “Attorney” refers to an OGC employee only who is authorized to practice law.

**Circulation:** Area needed to move around the office and special space within the office and building. Tenant circulation within the office is part of the USF. Circulation space needed for movement around a building or outside the tenant space may be part of the RSF.

**Collaboration Space:** an informal or formal gathering area designed to accommodate group meetings. It can be enclosed or within an open area.

**Regional Administrator (RA):** RAs provide input, resolve disputes between program heads and approve space projects within their respective jurisdictions. They assist the OA in implementing space management policy as specified herein, in their Regions.

**Field Office Director (FOD):** An FOD is the senior management official located in each Field Office, reports to the RA, and approves space projects within their respective Office as well as assists OCAO in implementing Departmental space management policy, as specified herein.

**Program Director (PD):** A PD is the ranking program person onsite in a Field Office.

**Regional Support Manager:** The Regional Support Manager (RSM) reports to the Director, Office of Field Support Services (OFSS) and is responsible for the oversight and provision of a variety of management and administrative support services to HUD field offices throughout the United States. The RSM serves as senior advisor to Field management officials on administrative services including human capital development and related issues; assisting employees and administrative staffs with personnel and payroll transactions; formulating and executing Regional and Field Office budgets; and executing, managing, and coordinating a variety of administrative and logistical support services. The RSM is responsible for identifying potential areas of concerns impacting the effective and efficient delivery of administrative support and, after conducting a thorough analysis, implements approved changes that result in higher levels of customer satisfaction.

**Hoteling:** An alternative workspace arrangement in which employees reserve workspaces on an as-needed basis. Rather than each employee having their own desk, workstations are shared throughout the agency and reserved by employees when necessary.

**Hot Desking:** An alternative workspace arrangement in which employees use non-dedicated, non-permanent workspaces assigned on a first-come, first-served basis. Also known as free address or touchdown workstations.

**Mobile Work:** Work characterized by routine and regular travel to conduct work in customer or other varying worksites as opposed to a single authorized agency or alternative worksite.

**Modernization:** The comprehensive replacement or restoration of virtually all major systems, tenant-related interior work (e.g., ceilings, partitions, doors, floor finishes, etc.) and building elements and features.

**Privacy Personnel:** Employees within OCAO, Office of FOIA & Privacy who are involved in highly confidential tasks or classified materials, responsible for developing and implementing HUD's privacy policies and procedures and receiving complaints and providing individuals with information on HUD's privacy practices, as outlined in their Position Description.

**Renovation:** A limited construction project for an existing building that comprises a space realignment or modification to- or replacement of one or more existing building systems.

**Rentable Square Feet (RSF):** typically includes employee work and support space and a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas (e.g., restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms).

**Support Space:** Space needed to complement workstations, including collaboration space, storage, LAN rooms, break areas, large conference rooms, and training rooms.

**Telework:** Refers to a voluntary arrangement where the employee, under a written Flexiplace agreement, is expected to report to work at an agency worksite on a regular and recurring basis each pay period and also works from an alternative worksite on a regular and recurring or situational basis for an agreed upon period of time.

**Usable Square Feet (USF):** The square footage used exclusively by the tenant and includes the main workstations, collaboration areas, special use space, and circulation within the tenant space. It does not include building common areas.

**Utilization Rate (UR):** This is determined by taking the total usable square footage (USF) and dividing it by the total number of personnel on the maximum occupancy pattern day identified.

**Workspace:** An individual's assigned work area (e.g., private office, workstation).

## **POLICY OBJECTIVES**

- 1) Utilize furniture that will allow for flexibility in reconfigurations; provide for efficient storage capacity; and be more ergonomically precise and adaptable;
- 2) Provide an efficient, safe, modern, open, and collaborative working environment;
- 3) Adhere to interior space design standards that maximize energy efficiency and natural lighting;
- 4) Provide guidance to managers on space layouts that promote efficient workflow and enhance the work unit operations;
- 5) Promote maximum efficiency and economy through effective space utilization, not to exceed a specified Utilization Rate;

- 6) Comply with all current and applicable space agreements negotiated with HUD's Unions;
- 7) Adhere to all requirements within [Handbook 625.1 Rev., 1, Flexiplace Policy](#) (May 2022);
- 8) Adhere to all Federal EEO laws, including those requiring reasonable accommodation, which adjusts an employee's work environment in order to successfully perform his or her job tasks to the same extent as people without disabilities; and
- 9) Provide a workplace that supports physical accessibility (e.g., wheelchair ramps, braille signage, and accessible restrooms) and digital accessibility (e.g., compatible with assistive technology devices), while ensuring compliance with all requirements, in accordance with the ADA and Sections 504 and 508 of the Rehabilitation Act of 1973.

## REGULATORY AUTHORITIES

GSA prescribes the procedures and methods governing the reporting, assigning, reassignment, utilization, pricing, and release of space in Government-owned and leased buildings in the U.S. GSA performs all functions, including the execution of the necessary documents for the acquisition of leased space, except as otherwise specified in 41 CFR, Subtitle C, *Federal Property Management Regulations System*.

The following Directives and Regulations are necessary to administer the Space Management Program:

1. [41 CFR, Subtitle C, Chapter 101, Subchapter D, Public Buildings and Space](#)
2. ANSI/BOMA Z65.1-2017, *BOMA 2017 for Office Buildings: Standard Methods of Measurement*
3. [ANSI/ASHRAE 62-1939, Ventilation for Acceptable Indoor Air Quality](#)
4. *Architectural Barriers Act Accessibility Standards (ABAAS)* (May 9, 2006 and June 30, 2006)
5. Sections 501, 504, and 508 of the [Rehabilitation Act of 1973](#)
6. [Executive Order 12072](#), *Federal Space Management* (August 16, 1978)
7. [Executive Order 14057](#), *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability* (December 8, 2021)
8. Public Law 94-163, *Energy Policy and Conservation Act* (December 22, 1975), as amended by [Public Law 117-58](#) (November 15, 2021)
9. [Occupational Safety and Health Act of 1970](#) (OSHA) (December 29, 1970)
10. [Uniform Federal Accessibility Standards](#) (UFAS)

11. [OMB Memorandum M-12-12 Section 3: Reduce the Footprint](#)
12. [Guiding Principles for Sustainable New Construction and Major Renovations](#)
13. [PBS-Facilities Standards for the Public Buildings Service](#)
14. [Facilities Standards \(P100\) Overview | GSA](#)
15. Programmatic Agreement (PA): Agreement among the U.S. General Services Administration, the District of Columbia State Historic Preservation Office, and HUD HQ concerning specification of permitted interior construction of the Robert C. Weaver Federal Building to meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties while also allowing for maximization of office use to meet current needs and systems. Washington D.C. (January 31, 2019).

## PRIVACY ACT CONSIDERATIONS

None.

## CONTRACT REQUIREMENTS

See Requirements under *Space Requirements And Allocation Allowances*.

## RECORDS RETENTION/DISPOSITION REQUIREMENTS

See HUD [Handbook 2225.6, Records Disposition Schedules, Schedule 3](#)

## KEY CROSS REFERENCES

HUD [Safety and Health Regulations for Construction](#)  
 HUD [Personal Property Management](#) Chapter Ch. 9

## FORMS REFERENCED AND/OR REQUIRED

Standard Form 81, [Request for Space](#)  
 GSA [Client Project Agreement](#)  
 GSA Form 2957, [Reimbursable Work Authorization](#)

## FUNCTIONAL ORGANIZATIONS

### Office of the Assistant Secretary for Administration

ASA works to improve the services HUD provides to their customers – the people who support the public. Consolidated therein, are OCAO, OCHCO, and OCPO.

### Office of the Chief Administrative Officer

OCAO is responsible for providing administrative and customer support to HUD employees, effectively delivering administrative support and customer service nationwide to assist HUD employees in fulfilling the Department’s mission to:

- Build a stronger HUD;
- Help secure quality housing;
- End homelessness;
- Strengthen communities in this century of cities; and
- Level the playing field for all Americans and address climate change.

OCAO is and will continue to be the premier customer service provider in HUD through consistent and equitable service and making the most efficient use of its employee's skills, resources, and technology.

### Office of Facilities Management Services

OFMS provides a diverse array of key support services to Headquarters and the Field, including real and personal property management; fleet management; building operations; energy and environmental management; Headquarters transportation services; lock and key services; parking management; telecommunications management; safety and health program management services; and development and issuance of Departmental policy for administrative services. OFMS is responsible for Departmental policy and procedures related to PP&E, coordinating the physical inventory, maintaining accountability through the inventory and reconciliation process, and reporting excess property to the GSA.

Additionally, OFMS:

- Develops appropriate documentation and requests for space additions, reductions, or other changes when necessary;
- Determines the organizational layout plans for HUD Headquarters;
- Ensures efficient and economical space utilization standards are developed and implemented for the agency, including compliance with reasonable accommodation and physical accessibility requirements;
- Maintains floor plans of all Headquarters' space holdings for the agency;
- Develops and monitors procedures for the maintenance and upkeep of all Headquarters' space holdings, including inspection, reporting and preparation and review of work requests;
- Evaluates the effectiveness of space programs through site visits, reports, and surveys; and
- Maintains liaison with GSA, other Federal agencies, and private industry.

### Office of Field Support Services

OFSS ensures the implementation of these space policies within the limitations of each Field Office and the availability of funding and resources. Additionally, OFSS:

- Confirms Field Office positions meet the definition of the private office allocation guidance;
- Utilizes the current organizational listing and receives a recommendation from OCHCO supporting the determination of the functional title of the position from a personnel classification standpoint;
- Develops and maintains current space requirements for each location within the Field;

- Develops requirements for the acquisition or release of space within the Field, when necessary;
- Ensures efficient and economical space utilization in the Field;
- Reviews and accepts and/or declines Field space offerings;
- Determines and develops Field organization layout plans;
- Maintains up-to-date floor plans of all Field space holdings;
- Evaluates the effectiveness of field space programs through site visits, reports, and surveys; and
- Maintains liaison with GSA Regional Offices, other regional Federal agencies, and private industry organizations in the field.

## SPACE REQUIREMENTS AND ALLOCATION ALLOWANCES

### Location of HUD Offices

It is the Department's policy to locate its offices, wherever possible, in the CBA in accordance with Executive Order 12072 and the FMR. HUD Offices will be housed in Federal Buildings or Federally controlled space, where selected by GSA, and when available. Field Offices may be situated on any floor of an office building above ground level. All locations shall meet ADA/ABAAS requirements.

### Office Environment

Office environmental standards, such as HVAC, floor covering, window and acoustical treatment, and lighting, shall be in accordance with applicable FMR, OSHA, GSA and appropriate building related code standards. Consideration shall be given to all safety, security, and accessibility code requirements.

### Space Utilization Rate Calculation

The utilization rate for office space including conference rooms, break rooms, and other space occupied by personnel, shall be 175 square feet per person or the maximum allowed by GSA. Management shall determine specific offices' space requirements based on the planned maximum occupancy pattern of that location. Management shall provide sufficient workstations/cubicles (or private offices if applicable) to accommodate the planned maximum occupancy pattern. The amount of workspace for employees shall be approximately 30-35% of the utilization rate.

### Office Space Calculation

Management shall determine specific offices' space requirements based on the planned maximum occupancy pattern of that location. The maximum occupancy pattern will be calculated by gathering an office location's telework data for each workday. Once the maximum occupancy day is identified, the office space calculation will be the UR x number of employees on maximum occupancy day.

For example, if there are 30 employees in an office (table below shows occupancy pattern), the office size calculation will be  $175 \times 15 = 2,625$  square feet.



Workday	Occupancy
Monday	7
Tuesday	10
Wednesday	15
Thursday	12
Friday	5

### Office Space Standards—General Definitions

Provides the criteria for office space standards and work patterns to develop the most efficient and effective space including shared workstations that minimize the number of dedicated and assigned employee workstations; effective collaborative workspace; and mobile work and telework considerations. The Workspace Standard outlined below is to be used to deliver space accommodations and applies to full office relocations, renovations, and new space requirements. Space design that does not incorporate the new Workspace Standards herein must have OCAO approval prior to initiating the acquisition process.

Type of Workstation	Square Feet	Features	Inclusions
Private Offices	120		Individual, lockable storage space sufficient to store personal items (purse, briefcase), outerwear including winter or adverse weather items (parkas, boots, umbrellas), laptops in carrying cases, and documents
Non-Supervisory	42	Standard panel height of 50" with an optional 7" frosted glass; or 14" frosted glass if the space is deemed as a high traffic area wherein the cubicle faces the aisle	Individual, lockable storage space sufficient to store personal items (purse, briefcase), outerwear including winter or adverse weather items (parkas, boots, umbrellas), laptops in carrying cases, and documents
Supervisory	80	Demountable wall system using glazing and laminate materials	Individual, lockable storage space with sufficient space to store personal items (purse, briefcase), outerwear including winter or adverse weather items (parkas, boots, umbrellas), laptops in carrying cases, and work-related files and documents
Hoteling	N/A	Up to 60" of work surface	Two (2) monitors, one (1) keyboard, one (1) mouse, and at least one (1) lockable mobile pedestal drawer with a seat unit on top
Hot Desks	N/A	Up to 36" of work surface	Plug-in and/or power-up with option to request locked storage

## Space Assignment – Headquarters and Field

Permanent workspace assignments are for employees (PACS/EPPES) who regularly work at least six (6) days per pay period in a HUD Office. Otherwise, desk sharing will be utilized. This includes cubicles, and for qualifying personnel, supervisory workstations and private offices. First line supervisors will be able to reserve a private office, although not entitled to a permanent private office. A non-dedicated, non-permanent workspace may be reserved through a reservation system. Hot desks will be available on a first come, first serve non-reservable basis.

Type of Space	Who Qualifies
Private Offices	See Tables Below
Supervisory Workstations	First Line Supervisors
Non-Supervisory Workstations	BUE and Non-BUE Employees
Hoteling	All employees
Hot Desks	All employees

### Headquarters

Private office space allocation representing the maximum amount of square footage to be provided the Headquarters positions that are entitled to private offices are indicated below. Only the positions described below are entitled to private offices. The size of private offices will depend on existing conditions and the availability of funding to make any needed size adjustments. The offices located in the center of the south-end of the Weaver Building are designated historic and cannot be altered. The sizes detailed below are for occupants of spaces that are not in the historic area:

Position	Maximum Square Feet
Assistant Secretary; Principal Deputy Assistant Secretary; General Counsel; President, Government National Mortgage Association; Chief Information Officer; Chief Financial Officer; Assistant Deputy Secretary	300
General Deputy Assistant Secretary; Chief of Staff; Chief Operating Officer; Deputy Assistant Secretary; Associate Deputy Assistant Secretary; Chief Procurement Officer; Chief Human Capital Officer; Chief Administrative Officer	200
Office Director (2 or more subordinate supervisory levels of authority)	120
Deputy Director (2 or more subordinate supervisory levels of authority)	
Senior Supervisory Level- (1 or more subordinate supervisory levels of authority)	
Supervisory Attorney Advisor; Trial Attorney/Attorney Advisor; Attorney Advisor (OGC)	
Special/Senior Advisor to an SES position	
Administrative Law Judge	
ODEOO Equal Employment Specialist	
Human Resources Specialist (Employee Labor Relations)	
Administrative Officer	

Privacy Personnel	100
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## Field

Private office space allocation representing the maximum amount of square footage to be provided the Regional and Field Office positions that are entitled to private offices are indicated below. Only the positions described below are entitled to private offices:

Position	Maximum Square Feet
Regional Administrator (FPM)	200
Deputy Regional Administrator (FPM)	
Field Office Director (FPM)	
Senior Supervisory Level- (1 or more subordinate supervisory levels of authority)	
Special/Senior Advisor to an SES position	
Administrative Officer	
Supervisory Attorney Advisor	120
Attorney Advisor (OGC)	
ODEOO Equal Employment Specialist	
Human Resources Specialist (Employee Labor Relations)	
Regional Public Affairs Officer	
Privacy Personnel	100

### Considerations:

- If a Private Office is unoccupied due to position vacancy, it *may* be used as a conference room, interview room, or training room until such time that the vacancy is filled (requires exception waiver approval). They are not, however, to be used as temporary Private offices for anyone not entitled to a private office.
- If a permanent workstation is unoccupied due to position vacancy, it *may* be used as a designated hoteling desk, until it is needed as a permanently assigned workstation.

### Exceptions to HUD Space Management Policy

All exceptions to Space Management Policy, as specified herein, shall be addressed by OCAO in concert with OFMS and/or OFSS. Requests for exceptions must be provided in writing to the Chief Administrative Officer, OCAO by the senior-most Official of the requesting organization.

### Space Allowances

**General/Broadcast Training Room:** Size determined by Field Office/ program area population and specific requirements; one per Field Office.

Size	Min Size	Max Size	Notes
Small	200	400	25 Employees or less
Medium	400	800	25 to 100 Employees
Large	1200	1600	100 to 200 Employees
X-Large	1600	2000	200 or more Employees

Storage	75	150	1 per Field Office
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**Teaming/General Conference Rooms:** Size determined by Field Office/program area population and specific requirements; one per Field Office.

Teaming/Conference Room Size	Min Size	Max Size	Occupancy Maximum
Small	100	200	15 Employees for 200 SF
Medium	201	300	20 Employees for 300 SF
Large	301	400	25 Employees for 400 SF
Extra Large	401	TBD. Based on office requirement.	TBD. Based on office requirement.

### Support Space Allocation:

Type of Room/Area	Min Size	Max Size	Notes
Coffee Bar	100	120	1 per Floor where break room is not available
Mail Room	150	250	250 is only permitted if collocated w/HOC
Health Room	120	120	HQ will remain same
Computer LAN Server Room			HQ Will remain same
Regional	250	350	If a LAN room is combined with the Telephone Room, size will be determined case-by-case.
Field	120	150	
Telephone Closet	120	200	
Union Office	120	120	
Supply Room	120	400	
Bulk Storage Room	250	500	
Reception Desk & Area	150	200	
Interview Room	80	120	
Break Room	120	500	Can be larger than 500 if the Room is developed as a multi-use space (break/collaboration room)
Meeting/Huddle Pods	80	100	
Locker Room/Lockers			Dependent on size of office