

REQUEST FOR SPACE ALLOCATION

NOTE: See reverse side for instructions.

			1. DATE OF REQUEST	2. <input type="checkbox"/> NEW ALLOCATION <input type="checkbox"/> REVISED ALLOCATION
3. REQUESTING DEPARTMENT (INCLUDE BUREAU OR DIVISION)			4. PRESENT LOCATION (INCLUDE CITY AND COUNTY)	
5. EXECUTIVE BOARD APPROVAL ? DATE APPROVED	6. TYPE	<input type="checkbox"/> STATE-OWNED (IDENTIFY) <input type="checkbox"/> LEASED SPACE	7. PREVIOUS ALLOCATION NO. IF ANY	8. TOTAL SPACE NEEDED
<input type="checkbox"/> DOES NOT APPLY <input type="checkbox"/> YES			SA	SQ. FT.
9. CURRENT SPACE OCCUPIED	10. EXCESS OR DEF.	11. PURPOSE		<input type="checkbox"/> OTHER (SPECIFY)
SQ. FT.	SQ. FT.	<input type="checkbox"/> GENERAL OFFICES <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> STORAGE <input type="checkbox"/> PUBLIC RECEPTION		
12. JUSTIFICATION (EXPLAIN REASON FOR REQUEST AND THE FUNCTIONS TO BE PERFORMED. BE SPECIFIC. USE ADDITIONAL SHEETS IF NEEDED.)				

13. PERSONNEL COMPLEMENT					14. BUDGET OFFICE USE ONLY	
A. PRESENT PERSONNEL			B. PROJECTED PERSONNEL			
AUTHORIZED	FILLED	VACANT	REQUESTED	DATE PROJECTED FOR		
15. PERSONNEL			STANDARD ALLOWANCE	SQ. FT./EA.	NO. OF POSITIONS REQUIRED	TOTAL SQ. FT. ASSIGNED
EXECUTIVE I			25 FT. X 17 FT.	425		
EXECUTIVE II			15 FT. X 17 FT.	255		
SENIOR MANAGER			15 FT. X 15 FT.	225		
MID MGR/PRIVATE OFFICE			10 FT. X 15 FT.	150		
SUPERVISOR/TECHNICAL			8 FT. X 12 FT.	96		
ANALYST/ADMIN/SECRETARY			8 FT. X 8 FT.	64		
CLERICAL/FIELD			6 FT. X 8 FT.	48		
PERSONNEL TOTAL			→			
16. AUXILIARY AREAS			DETERMINATE	SQ. FT./EA.	NO. REQUIRED	TOTAL SQ. FT. ASSIGNED
CONFERENCE ROOM			PER PERSON MEETING	17		
RECEPTION			PER PERSON WAITING	7		
STORAGE ROOM			AREA REQUIRED			
LIBRARY			AREA REQUIRED			
WAITING ROOM			AREA REQUIRED			
LUNCH ROOM			LEASED SPACE ONLY			
COMPUTER ROOM			AREA REQUIRED			
FILE ROOM			AREA REQUIRED			
MAIL ROOM			AREA REQUIRED			
OTHER			AREA REQUIRED			
OTHER			AREA REQUIRED			
AUXILIARY TOTAL			→			
17. SHARED EQUIPMENT (NOT IN AUXILIARY AREAS/EMPLOYEE WORK SPACES)			STANDARD ALLOWANCE (INCLUDES WORK SPACE)	SQUARE FT. EA.	NO. REQUIRED	TOTAL SQ. FT. ASSIGNED
FILE CABINETS			1.5 FT. X 4.5 FT.	7		
TABLES			5 FT. X 5 FT.	25		
PC/WP/CRT			5 FT. X 5 FT.	25		
COPIERS			5 FT. X 6 FT.	30		
STORAGE CABINETS			3 FT. X 3 FT.	9		
PLAN FILES			4 FT. X 6.5 FT.	26		
BOOKCASES			2 FT. X 3 FT.	6		
COAT VALET			2 FT. X 2 FT.	4		
LATERAL FILES			2.5 FT. X 4 FT.	10		
OTHER			FT. X FT.			
SHARED EQUIPMENT TOTAL			→			
18. SUB TOTAL (ADD TOTALS FROM 15, 16, & 17)			→			
19. ALLOWANCE FOR ACCESS AND CIRCULATION (35% OF SUB TOTAL)			→			
20. AREAS NOT REQUIRING CIRCULATION				SQ. FT./EA.	NO. REQUIRED	TOTAL SQ. FT. ASSIGNED
WAREHOUSE						
GARAGE						
OTHER AREAS TOTAL						
21. GRAND TOTAL (ADD TOTALS FROM 18, 19, & 20)			→			
22. SIGNATURE OF REQUESTING AGENCY REPRESENTATIVE						

INSTRUCTIONS

GENERAL Form STD-564 must be submitted to the Bureau of Real Estate Space Management Division, Department of General Services, where it will be reviewed for adherence to policy and administrative plans. Use additional sheets if necessary.

Block No.

1. Self-explanatory.
2. Check the appropriate block. A new allocation is requested when an entirely new requirement exists. A revised allocation is requested when the present allocation is no longer suitable for the present or projected function.
3. Self-explanatory.
4. Specify the city and county within which the allocation is required.
5. Check appropriate block. Approval of Executive Board is required for establishment of a new branch or field office outside the Capital City. If "yes", enter the date of approval.
6. Check the appropriate block. If request is for space in a state-owned building, identify it.
7. Enter previous space allocation number, if any.
8. Enter total square feet required as estimated by the requesting agency.
9. For a new allocation, insert "0". For a revised allocation, insert the number of net square feet presently **occupied**, since amount allocated and that occupied sometime differ.
10. Subtract amount shown in "9" from the amount in "8" (or vice versa if for a reduction) and insert the remainder in "10". This represents the excess or deficiency between total space requested and that presently occupied.
11. Check block(s) indicating the principal purpose for which the space is to be used. If "other", identify.
12. Explain as completely as possible the reason for request and the function to be performed.
13. Personnel Complement:

No request for space can be considered unless the personnel complement has budgetary approval.
 - 13.A. - Enter the current totals as of date of this request.
 - 13.B. - Enter the projected totals as of the date of the proposed occupancy of the space being requested. Enter the proposed date of occupancy.
14. Leave blank.
15. List the number of personnel by functional title for the complement shown in "13.B"; the total number of square feet assigned; and the overall total square feet requested for employees.
16. Where auxiliary space such as for conference rooms, reception area, etc., is needed, enter the number of rooms, the type of area, total per type and the overall total square feet of auxiliary space requested.
17. Where space is needed for shared equipment, such as filing cabinets, photocopy equipment, etc., enter the number of items for each type, total per type and the overall total square feet requested for shared equipment.
18. Enter sum of the totals shown in blocks "15", "16" and "17".
19. Enter 35% of total shown in block "18".
20. Where remote space is required for standalone functions such as warehouse or garage, list the requirement and size. (Additional circulation not added.)
21. Enter sum of the totals shown in blocks "18", "19" and "20".
22. Signature of requesting agency's representative.