

# **EXHIBIT T**

## **SAN BERNARDINO COUNTY FACILITY PLANNING – SPACE STANDARD**

**FOR**

**SAN BERNARDINO COUNTY  
303 W. 5<sup>TH</sup> STREET DESIGN-BUILD  
PROJECT**

**PROJECT NUMBER 10.10.1699**



**SAN BERNARDINO  
COUNTY**



**SAN BERNARDINO COUNTY  
STANDARD PRACTICE**

**No. 12-11 SP 1**

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**EFFECTIVE DATE**

**POLICY: FACILITY IMPROVEMENTS**  
**SP: County Facility Planning – Space Standards**

**APPROVED**  
LUTHER SNOKE Chief Executive Officer

**PURPOSE**

The purpose of this Standard Practice (SP) is to set forth building and office space standards to be used in the implementation of Facility Improvements Policy 12-11. Any questions pertaining to this SP, or its implementation, should be referred to the Chief Executive Officer or designee.

**DEPARTMENTS AFFECTED**

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, Board-Governed Entities

**DEFINITIONS**

None

**PROCEDURES**

**A. COUNTY BUILDING AND OFFICE SPACE STANDARDS**

**1. Guidelines**

The standards set forth below are to be used as guidelines in the planning and preparation of office space for all county departments/functions and are not necessarily minimum space standards.

**2. Exceptions**

Exceptions to the standards will be determined by the County Administrative Office in specific, unique situations.

**3. Net Usable Space**

Each of the standards is designed to provide net usable space to include furnishings, equipment and circulation areas. Overall area may vary by type of building being considered, e.g., open-space, partition-space or some combination.

**4. Private Offices**

<b>WORKSTATION CODE</b>	<b>DESCRIPTION</b>	<b>SPACE STANDARD IN SQUARE FEET (SQ FT)</b>
<b>Office A</b>	Board of Supervisors, Elected Officials, Chief Executive Officer	300
<b>Office B</b>	Assistant Executive Officer, Deputy Executive Officer, Agency Administrator, Department Head, Elected Official Assistant, and Assistant Agency Administrator	240
<b>Office C</b>	Department Head Assistant (Assistant Director, Deputy Director, Chief Deputy), Chief Assistant County Counsel, Division Head	180
<b>Office D</b>	Division Manager, Division Chief, Principal Analysts, Section Head, Manager, Human Resources Business Partner, Attorney, Assistant Division Manager	120

**5. Open Office Areas (Cubicles)**

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WORKSTATION CODE	DESCRIPTION	SPACE STANDARD IN SQ FT
<b>Workstation A</b>	Professional (Professional, Management, Supervisors, Administrative Services) and Support (Clerical and Technical)	64
<b>Workstation B</b>	Field Support (Craft, Labor & Trades, Inspection)	36

6. In addition to the workstation types included within this SP, additional consideration will be given for support spaces, conference rooms, break rooms, file rooms, specialized areas, common areas and lobbies.
7. A factor of 35% of the total space above may be added for intra-departmental (net) circulation, to accommodate hallways and in-suite circulation to access rooms and space within each departmental area.
8. A factor of 15% of the total space above may be added for gross circulation to accommodate main entrance, main corridors and hallways, common stairwells and elevator lobbies, service and utility rooms, mechanical shafts and building wall thickness in alignment with the Building Owners and Management Association (BOMA) standards.
9. The County Administrative Office space planning goal is not to exceed 250 gross square feet per person.

Please refer to the following page for a representative graphic illustration of the above referenced workstation standards.

Note: Workstation A is assumed to be the standard cubicle for all open workstations to promote maximum flexibility within the facility. Workstation B can be utilized for field workers or touch down spaces used less frequently.

**B. FINISHES**

The floor, wall finishes and window coverings used in County buildings shall be economical, functional and easy to maintain. The materials that best fit the requirements of each new or replacement installation shall be determined and authorized by the Deputy Executive Officer for the Capital Improvement Program (DEO- CIP), in coordination with the Real Estate Services and Project and Facilities Management Departments.



Authorization by the DEO-CIP or designee is required for removal and replacement of existing floor and wall finishes and window coverings. The following criteria shall be used in selection materials to be installed in County buildings:

- The materials shall be economical to acquire, install and maintain.
- The useful life expectancy of the materials in the environment in which they are to function shall be cost effective and meet standards prescribed by the Purchasing Agent.
- Commercial grade carpet shall be used as the preferred floor covering for new and replacement installations in office work areas. Floor covering for laboratory, clinic, shop, and other special use areas shall be determined by the appropriate Group Deputy Executive Officer (DEO) or Department Head.
- Variable slat blinds shall generally be used when window coverings are required.
- All materials installed in County buildings shall be in accordance with current fire and safety codes.
- The Department Head shall use standard color schemes for selection of the colors to be used in the areas occupied by that department.
- Deviation from this policy for specific exception may be authorized by agreement between the DEO-CIP and the DEO of the departments involved or Department Head.

**C. REVIEW AND APPROVAL**

It is the responsibility of DEO-CIP or designee to coordinate review and approval of county facilities:

1. DEO-CIP or designee will coordinate conceptual level approval with client Department Head(s) and/or Agency Administrator(s) for initial site selection.
2. DEO-CIP or designee will coordinate and seek consensus from the Chief Executive Officer, Chair of the Board of Supervisor, and the Supervisor in whose district the building is to be located regarding the proposed location for:
  - a. New construction and major expansion to County-owned facilities
  - b. Long-term leases for build-to-suit or existing buildings where the Landlord proposes a major renovation.
3. DEO-CIP or designee will ensure that drawings and specifications are prepared consistent with this standard practice and within the scope of work and budget of the project:
  - a. To minimize excessive costs associated with change requests, DEO-CIP through the Real Estate Services Department or the Project and Facilities Management Department will obtain approval signature from the appropriate Department Head and/or Agency Administrator of detailed drawings and specifications.
  - b. After approval, any desired change to either the drawings or specifications must be submitted (in writing) to the DEO-CIP or designee, whose approval will be necessary prior to change implementation.

In selecting the location of a site for a county facility, consideration will also be given to economic development impacts (such as removing blight, or furthering the goals of a community plan), where appropriate.

**LEAD DEPARTMENT**

County Administrative Office