**Section 5000.APPENDIX A Space Standards**

These space standards guide the design of interior spaces by establishing policies and requirements to provide State employees with functional work environments appropriate for their required tasks, maximize the efficient use of space, and enhance work areas for all employees and the public. Please note that, in some cases and based upon operations, unique functions and existing building conditions and dimensions that do not meet the space requirements of this Appendix may be greater and/or smaller than what is indicated. DCMS will evaluate and make final recommendations on a case by case basis.

These space standards will be reflected in the Space Request form, which is available from DCMS.

In the analysis of the basic units of activity, the following standards of space were developed to reflect the requirement of recurring, typical activities. The standards provide the occupant of each work station with space sufficient to conduct his/her business in an efficient manner. The amount of space allocated to each activity type includes allowances for various units of equipment and intrawork station circulation. Additional allowances are used for supporting space for each job position, as well as general circulation, conference rooms, reception area, special storage, and other unusual space requirements.

A) Enclosed Interior Office Space Standards

Enclosed private office space for agency Directors, Deputy Directors, the head of a Division, Bureau or Office, and similar employees requiring space to conduct private and confidential business shall be sized in accordance with one of the following 3 types.

1. Small Office Type: 100 through 120 SF

2. Medium Office Type: 120 through 150 SF

3. Large Office Type: 225 through 250 SF

B) Open Interior Work Station Space Standards

1. All open interior work stations shall be sized in accordance with the following (for work stations and cubicles):

a. Bench Type: 25 SF to 30 SF work areas and desks, with or without separators

b. Small Cubicle Type\*: 36 SF

c. Medium Cubicle Type: 48 SF

d. Large Cubicle Type: 64 SF to 80 SF

2. Huddle/Collaboration Areas:

a. For 4 Staff: 64 SF

b. For 6 to 8 Staff: 144 SF

c. For 10 to 14 Staff: 225 SF

3. Reception Areas:

a. With No Waiting: 100 through 120 SF

b. With 4-6 Chairs for Waiting: 144 through 160 SF

c. With 8-12 Chairs for Waiting: 225 through 250 SF

Part-time or Field Personnel

Whenever personnel use the assigned space less than 50% of the work week, the area allowances shall be adjusted to maximize efficient space utilization. Generally, 60 square feet or less should be adequate. If operational requirements permit, desks and space should be shared by multiple staff.

C) Common Space Standards

1. New conference rooms shall have appropriate sizes (20 SF per person with required circulation and clearances) and may be smaller in size than the dimensions listed in a, b and c. All requests shall be evaluated by DCMS to determine the size of the conference room that can be constructed:

a. Small Conference Room for 6 to 10 Staff: 100 through 144 SF

b. Medium Conference Room for 14 to 16 Staff: 400 through 425 SF

c. Large Conference/Training Room for 20+ Staff: 625 through 750 SF

2. Breakrooms and Kitchenettes:

a. Small Breakroom: 120 through 150 SF

b. Medium Breakroom for 8 to 10 Staff: 225 through 250 SF

c. Large Breakroom for 20+ Staff: 400 through 425 SF

3. New storage area requests will be evaluated by DCMS to determine if physical walls are required. DCMS will determine the appropriate size of the storage room, which may be smaller than the following dimensions:

a. Small Storage Area: 100 through 150 SF

b. Medium Storage Area: 225 through 250 SF

c. Large Storage Area: 400 through 425 SF

D) Federal Space Standards

Agencies requesting to use standards other than those established in this Appendix shall supply a copy of those standards to DCMS. In instances in which federal regulations require the use of federal space standards, the agency shall estimate its space requirements in accordance with the federal standards.

(Source: Amended at 44 Ill. Reg. 14851, effective September 1, 2020)