



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
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POLICY

TITLE

SPACE USE STANDARDS

REVIEW/REVISION HISTORY:

Effective: 4/5/18
Reviewed: 3/25/21
Revised: 9/10/21

SUMMARY OF REVISION/REVIEW:

I.B. - Adjusted for person-centered language

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

8/27/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 43.82.035](#); [Governor's Executive Order 16-07](#); [OFM Policy 1.01](#); [OFM State Facilities Workplace Strategies and Space Use Guidelines](#); [Six-Year Facilities Plan](#)

POLICY:

- I. The Department is committed to modernizing the work environment (e.g., organizational culture, physical space, technology and tools, interactions with co-workers) by using strategies to identify patterns to enable flexibility, collaboration, improved productivity and performance, and cost efficiency while maintaining/improving business operations and customer service.
- II. The Department has established space use standards for facilities and offices to provide guidelines and tools for space planning and management support to ensure it is efficient, purpose-driven, aligns with the work being done and customers served, and supports the state's effort to optimize facility spaces per the Governor's Executive Order 16-07 and Office of Financial Management (OFM) Policy 1.01.

DIRECTIVE:

- I. General Requirements
 - A. Facilities and offices will be planned, designed, and maintained using modern workplace strategies (e.g., open office layout, universal workstations) to improve the square footage per individual and work environment.
 1. Workplace decisions must take into consideration how space will be used.
 - B. All new, expanded, and relocated space must be approved by OFM using the modified predesign process per RCW 43.82.035 or authorized in the capital budget.
- II. Responsibilities
 - A. The Director of Capital Planning and Development/designee will:
 1. Serve on the Workplace Strategy Council led by OFM to establish specific goals documented in the Six-Year Facilities Plan.
 2. Develop, oversee, monitor, and maintain space use standards based on best practices and modern workplace strategies using OFM's Policy 1.01 and State Facilities Workplace Strategies and Space Use Guidelines.

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3. Coordinate and provide space planning activities through presentations and facilitation of assessment of work patterns, space identification, and prioritization as needed.
 4. Advise the Operational Briefing Team of trends and emerging issues, including space needs based on supervised population by geography.
- B. Managers, supervisors, and administrators will encourage and support modern workplace strategies by:
1. Adhering to standards and expectations regarding the needs of employees/contract staff.
 2. Initiating and participating in space planning and work pattern assessment activities through Capital Planning and Development.
 3. Advising Capital Planning and Development of emerging issues.
- C. Employees/contract staff will:
1. Comply with space standards and procedures.
 2. Notify their supervisor and Capital Planning and Development of issues regarding space needs.
 3. Ensure modern work pattern assessments and space needs surveys are completed before new furniture planning and purchase.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Workplace. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None