USAID - Space Standards Summary

STANDARDS				
1. PRIMARY OFFICE				
ENCLOSED OFFICES:*		**TITLE/STANDARD**	**Max.SQ.FT**	**NOTES**
C	Supervisory	Asst. Administrator & Independent Office Dir.	275	Furnishing Vary
D	Supervisory	Deputy AA's and Bureau Office Directors	200	Conf tables start
E	Supervisory	Division Chiefs and Deputy Office Directors	120	2 guest chairs
E	Work of Sensitive Nature	Special Assistants/Senior Advisors to AAs	120	2 guest chairs
(SYSTEMS FURNITURE) WORKSTATIONS:				
F1	Supervisory	Deputy Division Chief, Supervisory Professional, GS-9 and up	88	2 guest chairs, U
F1.2	Supervisory	Negotiators and Attorneys - No longer available	88	2 guest chairs, U
F2	Non-Supervisory	Professional Staff GS-9 and up, Non-Supervisory	88	1 guest chair, U
F3	Shared	To accommodate 2 NDH Contract Staff only or Others	88	2 Staff
G1	DH or NDH Support	Support Staff Grades GS-1 to GS-8 and Others	64	1 guest chair, L
G2	Reception	Reception Station, GS-8 and below or NDH Staff	64	counter
G3	Reception	Reception Station (smaller transaction counter)	64	smaller counter
H	Touch-down	Carroll Station (NEPS, Intern, & TDY)	35	limited use
2. OFFICE SUPPORT		**(14% of Primary Office Area)**		
		ENCL/OPEN	**STANDARD**	**Max.SQ.FT**	**NOTES**
RA 1	Reception/Waiting Area	Open	1 per organization reporting to Administrator	110	
RA 2	Reception/Waiting Area	Open	1 per organization reporting to Asst.Administrator	70	
TA	Team Area	Open	1 per 25 people, 4 seats	120	
TR	Team Room	Encl.	1 per 50 people, 7-12 seats	200	
UE 1	Utility Area	Open	3 Printers, & 1 FAX per 50 people (per Org.) reporting to USAID	40	
COPY	Copy Area	Open	1 large or medium Copier per 50 people (per Org.) reporting to USAID. Includes paper storage.	As Req'd.	
M	Mail	Open	1 per organization reporting to Asst.Administrator	As Req'd.	
S 1	Storage - varies	Open	Files, Reference Materials.	As Req'd.	
3. SPECIAL SPACES				
AGENCY WIDE		**ENCL/OPEN**	**STANDARD**	**Max.SQ.FT**	
GL	Galley	Encl.	1 Per Floors 2-8	480	
CP	Copy Centers	Encl.	1 Per Floors 2-8	580	
A	Conference Room	Encl.	Per Floors 2-8 (adjacent) Moveable Wall. 20 each side	750	40 seats total
ASSISTANT ADMINISTRATOR MEETING SPACES				
B1	Conference Room	Encl.	1 Per Organization reporting to A/AID with total personnel of 30 or more.	370	15-20 seats Built-in projection
B2	Team Room	Encl.	1 Per Organization with a total personnel count, less than 30.	200	7-12 seats Built-in projection

The following are planning guidelines that are necessary to meet code or agency directives.

1. Primary corridors must be a minimum of 44 inches clear, secondary corridors must be a minimum of 36 inches clear.
2. Slab to slab partitions are specified in suite demising walls, AA suites, and large conference rooms
3. Overhead storage is to be used in workstations, not freestanding Bookcases.
4. All offices or conference rooms receive a standard side light.
5. Unican locks and auto door openers will not be used unless a special need or security requirement is present.
6. All new doors shall receive a standard coat hook.

*Application of standards will be based on availability of work spaces and configuration of suites. As a general rule, staff will not be relocated for the sole purpose of complying with standards, but standards will be applied to the extent possible as moves occur.

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