

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS (FDO)

SUBJECT: SPACE ALLOCATION STANDARDS

PPM#: CW-L-019

ISSUE DATE
July 19, 2022

EFFECTIVE DATE
July 19, 2022

PURPOSE:

To establish space allocation standards to be used in the short and long term planning of County facilities.

UPDATES:

Future updates of PPM# CW-L-019 are the responsibility of the Director of FDO.

AUTHORITY:

- Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12101, as may be amended.
- Section 29.008 (relating to the Court System), Florida Statutes, as may be amended.
- Section 2-21(3) and (4), Palm Beach County Code, as may be amended.

POLICY:

In order to increase facility flexibility, minimize space under and over utilization, and foster effective and efficient work processes and practices, standardized spaces, materials, equipment and furniture will be used to the greatest extent possible. All space and furniture layouts shall comply with the Americans with Disabilities Act (ADA).

PROCEDURE:

FDO's Capital Improvement Division, specifically the Space & Interiors Planner, shall develop, maintain and update as necessary, the Space Allocation Standards (Standards). The Standards shall include space allocations for typical functional job classifications that are common to the Palm Beach County Board of County Commissioners, and apply to all functionally equivalent positions that are not expressly referenced in the Standards including Constitutional Officers and State agencies which occupy space within County facilities. The Space & Interiors Planner with

assistance from the User Department will be responsible for developing interior space and occupancy plans. The Standards shall be a guide to outside consultants and FDO staff in the planning of new facilities and renovation/remodeling of existing facilities.

The Space & Interiors Planner shall also be responsible for the “aesthetic” experience that will result inside of County facilities upon completion of construction/renovation/remodeling through the development, implementation and conscientious coordination of the Standards as applied to specifications and warranty requirements for furniture, manufacturer selection, fabric and material color selections, and cost control.

The User Department, with assistance from the Space & Interiors Planner, shall be responsible for identifying the functional requirements for the specific furniture, equipment and material required. Since it is the County’s policy to standardize space, material, equipment and furniture where appropriate, User Departments may be required to utilize specific products to uphold the practical and/or financial benefits of County-wide standardization.

If space planning activities are undertaken in existing facilities, the Space & Interiors Planner and the User Department can make an affirmative determination that it is more cost effective or otherwise practical to utilize the space as configured or with modifications than it is to modify the space for compliance with the standards of this PPM. Based on this affirmative determination, the Director of FDO can waive the individual space allocation requirements of this PPM. However, waiver of the requirements of this PPM in and of itself does not constitute justification for increasing the overall space allocated to a function or functional unit, in whole or in part.

Due to the evolving nature of County government, it is established and understood that this PPM and these Standards cannot expressly identify each and every facility and functional job classification. In such cases the Space & Interiors Planner shall consult the Director FDO Capital Improvement Division and Director of FDO for guidance and direction in the most appropriate classification assignment based upon commonalities, past practice and recent experience. In the event of a disagreement between FDO and a User Department, the burden shall rest with the User Department to produce factual evidence for a classification adjustment. The County Administrator shall resolve any outstanding disagreement.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

PPM# CW-L-019, effective 5/15/89

PPM# CW-L-019, effective 8/5/93

PPM# CW-L-019, effective 12/1/01

PPM# CW-L-019, effective 7/8/11

PPM# CW-L-019, effective 11/7/16