

Legal Aid SA - Workspace Norms Graaff-Reinet Local Office

Position	Number of Employees	Offices Required	Cubicles Required	Open Area	Space Allocation per employee position/facility	Total space m ²	Comments
Space allocation based on employees							
Admin Manager	1	1			12	12	Office
Admin Officer, Admin Sup, Legal Secretary, Secretary	1	2			10	10	Open Plan cubicle recommended - Height 1.5 m
Candidate Attorney	1		4		4	4	(i) Drywall height is 1200mm from the ground and the glass is 300mm, give a total of 1.5meters all around. The drywall height of 1.5meters is to provide for privacy of Practitioners. (ii) The length and breadth is 2.0 meters on each side give a total space of 4m ² . (iii) One side will have an opening of 750mm for access.
Head of Office	1	1			12	12	Office
Paralegal	1	1			9	9	Office
Legal Practitioners - Criminal	3		5		4	12	(i) Drywall height is 1200mm from the ground and the glass is 300mm, give a total of 1.5meters all around. The drywall height of 1.5meters is to provide for privacy of Practitioners. (ii) The length and breadth is 2.0 meters on each side give a total space of 4m ² . (iii) One side will have an opening of 750mm for access.
Supervisory LPs, PLP, HCU Manager	2	1			10	20	Office
Civil LPs	1	1			9	9	Office
Receptionist & Waiting Area	1			1	30	30	Reception counter
Total Space based on employees	12	7	9	1	100	118	
Space allocation based on facilities							
Satellite Office Staff	0						
Registry/ Filing Room		1			9	9	
Boardroom		1			17	17	Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings.
Consultation rooms		2			9	18	
Storeroom		1			13	13	Safe storage room
Stationery room		1			4.5	4.5	
Kitchen		1			4.5	4.5	
Toilet		2			6	12	2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) (1 toilet for clients & 1 toilet for disabled people, will be added advantage).
Server/Network room		1			4	4	Ventilated
Computer Café				1	12	12	Open plan. No Cubicles. 12m ² consisting of an open area of 12m ² .
Total Space based on facilities	10	0	1	79	94		
Total Area Offices and Facilities						212	
Walkways, stairs and hallways						42	
TOTAL	12	17	9	2	179	254	Minimum required workspace
Total Number of Employees		12					
Total Number of Offices, Cubicles and Toilets		26					