Table 1: Space Planning Norms for Office Buildings

A. Overall Space Norms			
A.1 Gross construction area per FTE			
Applicable to: New office buildings procured by government			
Measure		**Norm**	
Gross construction divided by number of FTEs		Average gross construction area per FTE should not exceed $24m^2$	
A.2 Workspace area per FTE			
Applicable to: All office space used (included leased space) by government			
Measure		**Norm**	
Workspace area divided by number of FTEs		Average workspace area per FTE should not exceed $12m^2$	
B. Workspace Norms			
B.1 Workspace area per function			
Applicable to: All office space used (included leased space) by government			
Function	**Spatial requirements**	**Norm**	**Notes**
Administration	Open-plan. Some local storage.	Workspace area should be between $6-8m^2$	1. Standard hard wearing modular furniture should be used. 2. All workspaces should have a daylight factor of at least 10%. 3. Refer to definition of "open-plan" in glossary.
Technical & Management	Open-plan. Some layout space and or space for large equipment such as drawing boards.	Workspace area should be between $8-16m^2$	
Senior Management	Open-plan or cellular offices. Requirement for some privacy and space for small meetings.	Workspace area should be between $16-20m^2$	
Executive Management	Cellular offices. Requirement for privacy and space for small meetings.	Workspace area should be between $20-25m^2$	
B.2 Support space per workspace area			
Applicable to: All office space used (included leased space) by government			
Function	**Example**	**Guide**	**Notes**
Workspace support	Meeting rooms, rest rooms, catering, storage, information management, tea rooms, crèches and parking	Support space is usually between 55% to 65% of workspace area	1. Executive management such as Ministers and Director Generals have additional spatial requirements in the form of additional storage and large meeting spaces.
B.3 Core space per workspace area			
Applicable to: All new buildings, either owned or leased by government			
Function	**Example**	**Guide**	**Notes**
Organisation support	Circulation, technical support and facilities management	Core space is usually between 65% to 85% of workspace area	1. Centralised meeting areas: These should be easily accessible to both building users and visitors. They are therefore likely to be near the main entrance and on the ground floor.
B.3 Structural space per internal area (workspace + workspace support + core)			
Applicable to: All office space used (included leased space) by government			
Structure	**Example**	**Guide**	**Notes**
Structure	External walls, internal walls, structural columns	Structural space should not exceed 10% of (workspace + workspace support + core space areas)	1. Building must be designed to enable a range of different office layouts, allowing change to be accommodated.