

SPACE NEEDS ANALYSIS
FOR



LG SETA LIMPOPO													DATE2025/06/29													
													SPACE REQUIREMENT ANALYSIS						SPACE BASED ON 1200 X 600 CEILING GRID							
SUMMARY PAGE																										
DEPARTMENTS		A	B	C	D	E	F	G	H	I	J	k	TOTALS	COMMON AREAS								TOTAL				
		36,00	28,80	23,04	20,16	17,28	15,12	12,96	10,80	8,64	5,76	2,00		FILING	PAUSE	STORAGE	UTILITY	INT MEET	*	*	*	SPACE	OFFICE	TEAM	OPEN	HOT
1	STAFF	0	0	0	1	0	0	4	0	4	0	0	9	0	0	0	5,76	0	0	0	0	112,32	4	0	4	0
	SPACE	0	0	0	20,16	0	0	51,84	0	34,56	0	0	106,56	0	0	0	0	0	0	0	0	0	0	0	0	
2	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SHARED AREAS		SPACE											101,04									101,04				
													207,60	0	0	0	5,76	0	0	0	0	213,36	4	0	4	0

PERMANENT	Staff working oermanantly from the office		
HYBRID	Staff working from home coming into the office on preetermined or adhoc times		

Cellular Office	Office with full height walls and door or closed room
Team Office	Office shared amongst a certain number of people or semi private
Open Office	No walls or doors
Hot Desking	amongst a

STAFF TOTAL		8
OCCUPIED SPACE m2		213,4
18% ACCESS SPACE		38,4
TOTAL USABLE SPACE REQUIRED M2		251,8
COMMON AREA M2		20,1
TOTAL RENTABLE AREA M2		271,9
AVAILABLE RENTABLESPACE M2		0,0
LEFT FOR EXPANSION M2		-271,9
COMFORT INDICATOR (AVERAGE M2 PER PERSON)		31,5

SPACE NEEDS ANALYSIS

FOR



LG SETA MPUMALANGA													DATE 2025/06/29													
													SPACE REQUIREMENT ANALYSIS						SPACE BASED ON 1200 X 600 CEILING GRID							
SUMMARY PAGE																										
DEPARTMENTS		A	B	C	D	E	F	G	H	I	J	k	TOTALS	COMMON AREAS								TOTAL				
		36,00	28,80	23,04	20,16	17,28	15,12	12,96	10,80	8,64	5,76	2,00		FILING	PAUSE	STORAGE	UTILITY	INT MEET	*	*	*	SPACE	OFFICE	TEAM	OPEN	HOT
1	STAFF	0	0	0	1	0	1	2	0	0	1	0	5	0	0	0	5,76	0	0	0	72,72	3	0	0	0	
	SPACE	0	0	0	20,16	0	15,12	25,92	0	0	5,76	0	66,96	0	0	0	0	0	0	0	0	0	0	0	0	
2	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SHARED AREAS		SPACE											109,68									109,68				
													176,64	0	0	0	5,76	0	0	0	0	182,40	3	0	0	0

PERMANENT	Staff working oermanantly from the office			0
HYBRID	Staff working from home coming into the office on preetermined or adhoc times			0

Cellular Office	Office with full height walls and door or closed room
Team Office	Office shared amongst a certain number of people or semi private
Open Office	No walls or doors
Hot Desking	amongst a

STAFF TOTAL		4
OCCUPIED SPACE m2		182,4
18% ACCESS SPACE		32,8
TOTAL USABLE SPACE REQUIRED M2		215,2
COMMON AREA M2		17,2
TOTAL RENTABLE AREA M2		232,5
AVAILABLE RENTABLESPACE M2		0,0
LEFT FOR EXPANSION M2		-232,5
COMFORT INDICATOR (AVERAGE M2 PER PERSON)		53,8

LG SETA MPUMALANGA				HYBRID		SPACE ANALYSIS															
STAFF TOTAL				AREA TYPE						WORK STATION TYPES										2025/06/29	
SECTION	NO	NAME	POSITION	PERM	HYBRID	OFFICE	TEAM	OPEN	HOT	A	B	C	D	E	F	G	H	I	J	K	TOTALS
C E O O F F I C E	1		Provincial Specialist			1									1						15,12
	2		Liason Officer			1										1					12,96
	3		Quality Assurer			1										1					12,96
	4		Office Administrator					1										1			5,76
	5																				0
	6																				0
	7																				0
	8																				0
	9																				0
	10																				0
	11																				0
	12																				0
	13																				0
	14																				0
	15																				0
	16																				0
	17																				0
	18																				0
	19																				0
	20																				0
	21																				0
	22																				0
	23																				0
	24																				0
	25																				0
	26																				0
	27																				0
	28																				0
	29																				0
	30																				0
	31																				0
	32																				0
	33																				0
	34																				0
	35																				0
	36																				0
	37																				0
	38																				0
	39																				0
	40																				0
		TOTALS	DESCRIPTION			0	0	1	0	0	0	0	1	0	1	2	0	0	1	0	5
T E A M S P A C E	Filing																				0
	Waiting area																				0
	Storage																				0
	Utility Areas/Printing area																				0
	Internal Meeting rooms	6 seater						1										1			5,76
	Informal Meeting Area																				0
	*																				0
	*																				0
	PAGE SUMMARY		AREA QTY			3	0	2	0	SPACE TOTALS											52,56

SPACE NEEDS ANALYSIS
FOR



LG SETA KZN													DATE2025/06/29													
													SPACE REQUIREMENT ANALYSIS						SPACE BASED ON 1200 X 600 CEILING GRID							
SUMMARY PAGE																										
DEPARTMENTS		A	B	C	D	E	F	G	H	I	J	k	TOTALS	COMMON AREAS							TOTAL					
		36,00	28,80	23,04	20,16	17,28	15,12	12,96	10,80	8,64	5,76	2,00		FILING	PAUSE	STORAGE	UTILITY	INT MEET	*	*	*	SPACE	OFFICE	TEAM	OPEN	HOT
1	STAFF	0	0	0	0	0	1	3	0	0	5	0	9	0	0	0	5,76	0	0	0	88,56	4	0	5	0	
	SPACE	0	0	0	0	0	15,12	38,88	0	0	28,8	0	82,8	0	0	0	0	0	0	0	0	0	0	0		
2	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SHARED AREAS		SPACE											120,48								120,48					
													203,28	0	0	0	5,76	0	0	0	0	209,04	4	0	5	0

PERMANENT	Staff working oermanantly from the office		
HYBRID	Staff working from home coming into the office on preetermined or adhoc times		

Cellular Office	Office with full height walls and door or closed room
Team Office	Office shared amongst a certain number of people or semi private
Open Office	No walls or doors
Hot Desking	amongst a

STAFF TOTAL		9
OCCUPIED SPACE m2		209,0
18% ACCESS SPACE		37,6
TOTAL USABLE SPACE REQUIRED M2		246,7
COMMON AREA M2		19,7
TOTAL RENTABLE AREA M2		266,4
AVAILABLE RENTABLESPACE M2		0,0
LEFT FOR EXPANSION M2		-266,4
COMFORT INDICATOR (AVERAGE M2 PER PERSON)		27,4

[illegible]

SPACE NEEDS ANALYSIS

FOR



LG SETA EASTERN CAPE													DATE 2025/06/29													
													SPACE REQUIREMENT ANALYSIS						SPACE BASED ON 1200 X 600 CEILING GRID							
SUMMARY PAGE																										
DEPARTMENTS		A	B	C	D	E	F	G	H	I	J	k	TOTALS	COMMON AREAS								TOTAL				
		36,00	28,80	23,04	20,16	17,28	15,12	12,96	10,80	8,64	5,76	2,00		FILING	PAUSE	STORAGE	UTILITY	INT MEET	*	*	*	SPACE	OFFICE	TEAM	OPEN	HOT
1	STAFF	0	0	0	0	0	1	3	0	1	0	0	5													
	SPACE	0	0	0	0	0	15,12	38,88	0	8,64	0	0	62,64	0	0	0	5,76	0	0	0	0	68,4	4	0	1	0
2	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SHARED AREAS		SPACE											120,48									120,48				
													183,12	0	0	0	5,76	0	0	0	0	188,88	4	0	1	0

PERMANENT	Staff working oermanantly from the office		
HYBRID	Staff working from home coming into the office on preetermined or adhoc times		

Cellular Office	Office with full height walls and door or closed room
Team Office	Office shared amongst a certain number of people or semi private
Open Office	No walls or doors
Hot Desking	amongst a

STAFF TOTAL		5
OCCUPIED SPACE M2		188,9
18% ACCESS SPACE		34,0
TOTAL USABLE SPACE REQUIRED M2		222,9
COMMON AREA M2		17,8
TOTAL RENTABLE AREA M2		240,7
AVAILABLE RENTABLESPACE M2		0,0
LEFT FOR EXPANSION M2		-240,7
COMFORT INDICATOR (AVERAGE M2 PER PERSON)		44,6

SPACE NEEDS ANALYSIS
FOR



LG SETA WESTERN CAPE													DATE 2025/06/29													
													SPACE REQUIREMENT ANALYSIS						SPACE BASED ON 1200 X 600 CEILING GRID							
SUMMARY PAGE																										
DEPARTMENTS		A	B	C	D	E	F	G	H	I	J	k	TOTALS	COMMON AREAS							TOTAL					
		36,00	28,80	23,04	20,16	17,28	15,12	12,96	10,80	8,64	5,76	2,00		FILING	PAUSE	STORAGE	UTILITY	INT MEET	*	*	*	SPACE	OFFICE	TEAM	OPEN	HOT
1	STAFF	0	0	0	0	0	1	2	0	3	0	0	6	0	0	0	5,76	0	0	0	72,72	6	0	3	0	
	SPACE	0	0	0	0	0	15,12	25,92	0	25,92	0	0	66,96	0	0	0	0	0	0	0	0	0	0	0		
2	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6	STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SHARED AREAS		SPACE											120,48								120,48					
													187,44	0	0	0	5,76	0	0	0	0	193,20	6	0	3	0

PERMANENT	Staff working permanently from the office		
HYBRID	Staff working from home coming into the office on preterminated or adhoc times		

Cellular Office	Office with full height walls and door or closed room
Team Office	Office shared amongst a certain number of people or semi private
Open Office	No walls or doors
Hot Desking	amongst a

STAFF TOTAL		9
OCCUPIED SPACE M2		193,2
18% ACCESS SPACE		34,8
TOTAL USABLE SPACE REQUIRED M2		228,0
COMMON AREA M2		18,2
TOTAL RENTABLE AREA M2		246,2
AVAILABLE RENTABLESPACE M2		0,0
LEFT FOR EXPANSION M2		-246,2
COMFORT INDICATOR (AVERAGE M2 PER PERSON)		25,3

SPACE NEEDS ANALYSIS
FOR



LG SETA NORTHERN CAPE													DATE 2025/07/02													
													SPACE REQUIREMENT ANALYSIS					SPACE BASED ON 1200 X 600 CEILING GRID								
SUMMARY PAGE																										
DEPARTMENTS		A	B	C	D	E	F	G	H	I	J	k	TOTALS	COMMON AREAS							TOTAL					
		36,00	28,80	23,04	20,16	17,28	15,12	12,96	10,80	8,64	5,76	2,00		FILING	PAUSE	STORAGE	UTILITY	INT MEET	*	*	*	SPACE	OFFICE	TEAM	OPEN	HOT
1	STAFF	0	0	0	0	0	1	3	0	1	0	0	5													
	SPACE	0	0	0	0	0	15,12	38,88	0	8,64	0	0	62,64	0	0	0	5,76	0	0	0	0	68,4	4	0	1	0
2	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	STAFF	0	0	0	0	0	0	0	0	0	0	0	0													
	SPACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SHARED AREAS		SPACE											120,48								120,48					
													183,12	0	0	0	5,76	0	0	0	0	188,88	4	0	1	0

PERMANENT	Staff working permanently from the office		
HYBRID	Staff working from home coming into the office on preterminated or adhoc times		

Cellular Office	Office with full height walls and door or closed room
Team Office	Office shared amongst a certain number of people or semi private
Open Office	No walls or doors
Hot Desking	amongst a

STAFF TOTAL		5
OCCUPIED SPACE M2		188,9
18% ACCESS SPACE		34,0
TOTAL USABLE SPACE REQUIRED M2		222,9
COMMON AREA M2		17,8
TOTAL RENTABLE AREA M2		240,7
AVAILABLE RENTABLESPACE M2		0,0
LEFT FOR EXPANSION M2		-240,7
COMFORT INDICATOR (AVERAGE M2 PER PERSON)		44,6

