



## SPACE NEEDS FORM (“SNF”)

For State Agency Office Space- Expansion, Reduction, New Lease, or Renewal of an Existing Lease  
**(Not Required for Institutions of Higher Education)**

This form is an integral part of the leasing process, as outlined in the Real Estate Program’s Policies and Procedures Manual, and the agency’s efforts to reduce the state’s footprint as outlined in the Strategic Office Space Plan. When **office** space is the predominant use of the space, use this form to justify the requested square footage on the Space Request Form (SRF) sent to REP.

Please complete and submit to the **Office of the State Architect, Statewide Planning Program**. Attach with submittal any additional documents prepared for the Agency (e.g., planning documents). If you have any questions, please email James Walker at [james.a.walker@state.co.us](mailto:james.a.walker@state.co.us).

<b>Agency/ Institution:</b>		Submittal Date:
<b>Program Contact:</b>	<b>Person Filling Out this Form:</b>	<b>Statewide Planning Program Approval:</b>
Name:	Name:	Name:
Phone:	Phone:	Phone:
Email:	Email:	Email:
		Signature:

Agencies should be familiar with the Design Guidelines for office space, found on the [OSA/Statewide Planning website](#). Information collected on this form will provide the usable square foot (USF) required by the Agency based on seat counts. The 197 SF/Seat standard covers the space requirement associated with the seat count, internal circulation, and common shared spaces such as conference rooms, break areas, huddle, and collaboration spaces.

Alternatively, you may use a fillable version of this form on our website that will perform the calculations for you. The [Space Needs Calculator Worksheet](#) has additional clarifying information and is a substitution for Section B below. Contact Statewide Planning Program for assistance or questions.

**A. Headcounts: (Includes vendors, other agencies, and vacant positions)**

1) Total headcount working 100% remote.	
2) Total headcount working hybrid	
3) Total headcount working permanently in the office	
4) Total Headcount (sum of 1-3 above)	

**B. Seat Counts: (Includes vendors, other agencies, and vacant positions)**

1) Seat count requiring hard wall offices (both assigned and shared) <sup>1</sup>	
2) Seat count requiring workstations (both assigned and shared) <sup>1</sup>	
3) Seat count required for remote workers (touchdown spaces) <sup>2</sup>	
4) Total Seat Count (sum of 1-3 above)	
5) Space requirement to accommodate agency seat count (4 above x 197)	
6) Unique square footage <sup>3</sup>	
7) Total Space Need- Includes 5% contingency (sum of 5-6 above x 1.05)	

<sup>1</sup>Assigned seats are calculated at 1:1, shared seats (specific people assigned to share a specific seat) usually calculated at 2:1.

<sup>2</sup>Remote workers are typically provided a small space to ‘touchdown’ if they come into the office, usually calculated at a 10:1.

<sup>3</sup>Unique space needs such as file storage rooms, large hearing rooms, reception/waiting areas, reference libraries, etc.