

## Office Space Size Calculations

| Line | Space Type                  | Dimensions                        |          | Sq. Ft. Each | Quantity of each type | Space Req'd for each type = C X D | Sub Totals |
|------|-----------------------------|-----------------------------------|----------|--------------|-----------------------|-----------------------------------|------------|
|      |                             | Length                            | Width    | A X B =      |                       |                                   |            |
|      |                             | <i>A</i>                          | <i>B</i> | <i>C</i>     | <i>D</i>              | <i>E</i>                          | <i>F</i>   |
| 1    | Executive Offices           | 20                                | 15       | 300          |                       |                                   |            |
| 2    | Manager Offices             | 15                                | 15       | 225          |                       |                                   |            |
| 3    | Standard Offices            | 15                                | 10       | 150          |                       |                                   |            |
| 4    | Small Offices               | 12                                | 10       | 120          |                       |                                   |            |
| 5    | <i>Sub Total - Column F</i> |                                   |          |              |                       |                                   |            |
| 6    |                             |                                   |          |              |                       |                                   |            |
| 7    | Supervisor Workstation      | 10                                | 10       | 100          |                       |                                   |            |
| 8    | Standard Workstation        | 8                                 | 6        | 48           |                       |                                   |            |
| 9    | Small Workstation           | 5                                 | 5        | 25           |                       |                                   |            |
| 10   | <i>Sub Total - Column F</i> |                                   |          |              |                       |                                   |            |
| 11   |                             |                                   |          |              |                       |                                   |            |
| 12   | Conference Room - large     | 25                                | 15       | 375          |                       |                                   |            |
| 13   | Conference Room             | 20                                | 15       | 300          |                       |                                   |            |
| 14   | Small Meeting Room          | 15                                | 15       | 225          |                       |                                   |            |
| 15   | <i>Sub Total - Column F</i> |                                   |          |              |                       |                                   |            |
| 16   |                             |                                   |          |              |                       |                                   |            |
| 17   | Reception - Large           | 25                                | 20       | 500          |                       |                                   |            |
| 18   | Reception - Small           | 20                                | 15       | 300          |                       |                                   |            |
| 19   | Copier Fax Room             | 15                                | 10       | 150          |                       |                                   |            |
| 20   | Lunch Room                  | 20                                | 15       | 300          |                       |                                   |            |
| 21   | File Storage                | 15                                | 15       | 225          |                       |                                   |            |
|      | <i>Sub Total - Column F</i> |                                   |          |              |                       |                                   |            |
|      |                             |                                   |          |              |                       |                                   |            |
|      |                             | Subtotal:                         |          |              |                       |                                   |            |
|      |                             | Plus (+) Circulation Area (27.5%) |          |              |                       |                                   |            |
|      |                             | Total Usable Square Feet:         |          |              |                       |                                   |            |
|      |                             | Plus (+) Public Factor (12.5%)    |          |              |                       |                                   |            |
|      |                             | Total Rentable Square Feet:       |          |              |                       |                                   |            |

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