

PUBLIC BUILDINGS SERVICE

NET SPACE REQUIREMENTS FOR FUTURE FEDERAL BUILDING CONSTRUCTION

| | |
|----------------|--------------------------------|
| CITY AND STATE | CONTEMPLATED BUILDING TITLE |
| | Federal Office Building |

PART I NET SPACE NOW OCCUPIED

A. IN GOVERNMENT-OWNED BUILDINGS

| BUILDING NAME | (1) | (2) | (3) |
|---------------|----------------|------------------|----------------|
| TYPE OF SPACE | AREA (SQ. FT.) | NO. OF PERSONNEL | AREA (SQ. FT.) |
| OFFICE | 250 | 2 | |
| FILE | | | |
| STORAGE | | | |
| OTHER | | | |
| TOTALS | 250 | 2 | |

B. IN LEASED BUILDINGS

| BUILDING NAME | (1) | (2) | (3) |
|--------------------|----------------|------------------|----------------|
| ADDRESS | AREA (SQ. FT.) | NO. OF PERSONNEL | AREA (SQ. FT.) |
| OFFICE | | | |
| FILE | | | |
| STORAGE | | | |
| OTHER | | | |
| TOTALS | | | |
| ANNUAL RENTAL | | | |
| LEASE EXPIRES | | | |
| NOTICE TO CANCEL | | | |
| PROBABLE OCCUPANCY | | | |

PART II NET SPACE REQUIREMENTS (Including A and B of PART I)

| PROPOSED USE OF ROOMS (List according to plan arrangement and continuity desired) | NUMBER OF ROOMS | AREA OF EACH ROOM | TOTAL SPACE REQUIRED | PERSONNEL | | SQ. FT. PER PERSON | THIS COLUMN FOR GSA USE |
|--|-----------------|-------------------|----------------------|-----------|----------|--------------------|-------------------------|
| | | | | MALE | FEMALE | | |
| Two or three adjacent offices with connecting doors to be used for | | | | | | | |
| Executive | 1 | 250 | 250 | 1 | | 250 | |
| Secretary | 1 | 250 | 250 | | 1 | 250 | |
| File and Storage room | 1 | 250 | 250 | | | | |
| Office space must be centrally located within business district | | | | | | | |
| TOTALS | 3 | | 750 | 1 | 1 | | |

| | |
|------------------------------------|--------------------|
| DEPARTMENT OR AGENCY | BUREAU OR DIVISION |
| Central Intelligence Agency | |
| APPROVED BY | TITLE |
| <i>191</i> (Signature) | |
| DATE | |
| JUL 26 1966 | ILLEGIB |

INSTRUCTIONS

This report is to provide information as a basis for the design of the Federal building specified on the face of this form.

Additional copies of the form, or attachments on plain paper with appropriate headings, should be used if necessary to furnish complete information. If space is not desired in the proposed building, enter a statement to that effect at the bottom of Part II of this form.

PART I

A and B: **NET SPACE NOW OCCUPIED.** Enter complete information for each kind of occupancy. Use a separate column for each building. Enter the building name in the space provided, and give the aggregate of each kind of space occupied in the building. The dimensions for computing net space are taken from the inside faces of exterior walls to the faces of corridor walls, and from center to center of cross partitions (or the faces of partitions separating net assignable areas from other areas).

PART II

NET SPACE REQUIREMENTS. The entries here should indicate the net space requirements based on staffing permitted by current appropriations or authorizations. Space allowances for additional staffing based on future programs will be allowed by GSA only if such programs have Bureau of the Budget approval. Space ultimately will be assigned in accordance with GSA Reg. 2-II, with due regard to the allowances set forth in section 502.00 of that Chapter. Agencies should be guided accordingly in stating estimated net space requirements. Exclude estimated space requirements for temporary or emergency expansion.

PROPOSED USE OF ROOMS: List the types of occupants such as "Executives", "Junior Executives", "Secretaries", and "Clerks" in the order of planning arrangement, or in the order of preferred arrangement if no plan has been made. If any of the following types of rooms or facilities are needed, give the additional information required for each:

- Conference or meeting room - Number of persons to be seated.
- Counters - Length and location.
- File Room - Number and type (letter, legal or special) of file cases.
- Laboratory - Quantity and dimensions of fixed equipment.
- Library - Number of volumes and readers.
- Service platform and yard - Number and size of vehicles and extent of shipping activities.
- Storage and supply room - Quantity and type of material stored and extent of activity.
- Vaults - Size and purpose.

A special justification is required, explaining the need in detail, for any unusual requests for space.

Complete and accurate data must be entered in Part II; the size and cost of the contemplated building will depend upon these data.

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MEMORANDUM FOR: THE DIRECTOR

The attached proposed Certificate of Need has been requested by Mr. F. Moran McConihe, Commissioner of Public Buildings, regarding an estimate of office space which would be required by this Agency in a proposed office building being considered

Request your signature.

L. K. WHITE
Deputy Director
(Support)

JUL 23 1956

(DATE)

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