

SPACE WORKSHEET

Date:

To:

Space Requirements	
Department:	
Number of employees currently:	
Number of employees necessary:	
Projected employees in one year:	
Number of private offices:	

Office type	Description	# Required Occupancy	Total SF
A (250 sf)	Sr. Executive		
B (200 sf)	VP		
C (120 sf)	Private Office		
D (80 sf)	Workstations or Interior P.O.		
E (80 sf)	Workstation Trader Secretary		

Sub-Total of Personnel Space	
Non-personnel Space:	
Reception Area (150 sf)	
Conference Room (300 sf)	
Copy/Storage/Pantry (200 sf)	
Files 5 Drawer (9 sf)	
Subtotal of Non-personnel Space:	
Total of Personnel and Non-personnel:	
Circulation + 30%:	
Total Usable Area Required:	