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1037.0 PURPOSE

This chapter establishes policy, and standards and procedures for Bonneville Power Administration (BPA) executive, manager, and employee offices or workstations, general workspace environment, and furniture allocation and acquisition. The policy and standards maximizes the effective and efficient use of space in all BPA occupied buildings. The policy and standards apply to all BPA employees and contractors.

1037.1 DEFINITIONS

A. Furniture

1. Systems furniture consists of interconnecting furniture and panel components with painted metal, plastic, or fabric-covered construction.
2. Executive furniture is constructed of hardwood, wood veneer, or quality laminate with like cabinetry finish.
3. Storage furniture is free-standing units such as bookshelves, credenzas, cabinets or mobile pedestals, and may consist of wood or metal.

B. Seating consists of task, side and conference room chairs.

C. Space allocation is the square footage provided for a BPA employee or contractor workspace or office area.


1037.2 POLICY

BPA Space Management is accountable to design, allocate, and maintain space usage based on 41 C.F.R. §§ 102-79, Assignment and Utilization of Space.

- A. Space allocation** standards, workstation layout standards, and furniture standards apply to office spaces at commercial sites and BPA-owned facilities. Space Management will determine specific workspace designs, within the range of the recommended standards and building limitations. Allocations are intended to be consistent within the designated maximum limits that normally apply and will adhere to safety requirements and take into consideration site-specific variables (e.g., posts and pillars).
- B. Any deviation** from BPA's set space allocation standards and/or workstation layout standards must be reasonable, cost-effective, and necessary. Deviations require the requesting organization's justification and managerial approval, along with Space Management manager approval. Deviations may include medical accommodation, and accommodations due to physical limitations or disability that cannot be accomplished within the space and layout standards.

1037.3 RESPONSIBILITIES

- A. Performance Managers**, or support personnel acting on managements' behalf, are responsible for approving and requesting space management services.
- B. Safety Office**, Space Management, or any BPA or contractor manager, may require the removal of unauthorized furniture or furnishings, in accordance with, and subject to, these responsibilities and procedural guidelines.

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- C. **Space Management** is responsible for providing a safe physical environment from the standpoint of space and furniture for all employees and contractors. Space Management will oversee the application and implementation of the space allocation and workstation layout standards; as well as the standards, procurement, and installation of Government-provided furniture at BPA worksites. Personal furniture is not permitted. The Space Management manager will approve or disapprove requests for deviations from the space allocation and/or workstation layout standards.
- D. **BPA Reasonable Accommodation** Program Coordinator works with Space Management to address any office, workstation, and/or furniture needs associated with a reasonable accommodation situation.
- E. **Ergonomic Assessments.** BPA Talent Sustainment coordinates with the Space Management office to address any office, workstation and/or furniture needs associated with ergonomic assessments for BPA employees.
- F. **Contractor Managers** are responsible for providing any ergonomic assessments and resulting recommended furniture for their employees. BPA approval is required prior to bringing any contractor provided furniture to the worksite.

1037.4 PROCEDURES

(See pages 3 through 5 - Standards for Space Allocations and Standards for Workstation Layout)

- A. **Requests** for space and/or furniture (in accordance with the standards) are coordinated and submitted through the appropriate performance manager to Space Management.
- B. **Deviations** from the standard space allocation or standard workstation layout are submitted to Space Management with a justification and approval from the performance manager. The Space Management manager approves or disapproves the deviation and communicates the decision to the performance manager.
- C. **Ergonomic** requests for assessments for BPA employees are coordinated and submitted through the appropriate performance manager to Talent Sustainment. Assessments are scheduled with managerial approval. All ergonomic assessment recommendations associated with office and workstation space and/or furniture will be implemented by space management. Existing ergonomic assessment recommendations on file will be applied to an employee's new workstation, if they are subsequently moved. (See also, *BPA Manual Chapter 183, Ergonomic Program*).

1037.5 REFERENCES

- A. **Federal Property Management Regulations System (FMPR), 41 C.F.R., 102-79**, Assignment and Utilization of Space: http://www.access.gpo.gov/nara/cfr/waisidx_01/41cfr102-79_01.html
- B. **Safety and Health Program Handbook:** <http://webip1/ebr/safety/dsftybook.htm> (Scroll down to Section B, Ergonomics, Chapter 16.)
- C. **BPA Manual Chapter 183**, Ergonomic Program: <http://bpaweb/sites/BPMAN/default.aspx>

1037.6 REVIEW

This policy chapter is scheduled for review in 2018.



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TABLE: STANDARDS FOR SPACE ALLOCATIONS

Position	Maximum Space Allocated
Open Workstation Standards	
GS-4 thru GS-14 Non-Managerial Positions Contractors, Students, Volunteers, Visitors	72 sq. ft.
GS-4 thru GS-14 Non-Managerial positions; all classifications, with a drafting table as approved by Performance Manager	90 sq. ft.
GS-12 thru GS-14 Performance Managers GS-14 thru GS-15 Core Customer Account Executives GS-15 Senior Level Non-Managerial Positions	108 sq. ft.
Schedulers/Traders	48 sq. ft.
Enclosed Office Standards	
Attorney Advisers (108 sq. ft. workstation, if enclosed office not available)	120 sq. ft.
GS-15 Senior Level Performance Managers (144 sq. ft. workstation, if enclosed office not available)	200 sq. ft.
Senior Vice Presidents, Executive Vice Presidents and Vice Presidents	260 sq. ft.
Administrator/Chief Executive Officer Deputy Administrator Chief Operating Officer	400 sq. ft.
Other	
Executive Secretaries	Open space

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STANDARDS FOR WORKSTATION LAYOUT

72 sq. ft. workstation

Fixed Components	Flexible Components	Employee Options
Work Surfaces: Configured in a Standard L-Shape See Figure 1	Task Chair Placement: Employee Has 3 Location Choices See Figure 2	Select two items max from list: 1. Storage Cabinets: (2 Drawer, 4 Drawer, Bookcase or Combo) 2. Small Table 3. Guest Chair
Overhead Storage: 1 Binder Bin, 1 Shelf 2 Tack Boards	Keyboard Mechanism: Optional Based on Preference	
Seating: 1 Task Chair, 1 Guest Chair	2 Pedestal Files: 1 Box/File, 1 File/File	Additional Binder Bin
Access Hole Location Workstation Opening Location	See Figure 3 For Example	

90 sq. ft. workstation

Fixed Components	Flexible Components	Employee Options w/drafting table or sit/stand work surface	Employee Options w/ layout table
Work Surfaces: Configured in a Standard L-Shape See Figure 4	Task Chair Placement: Employee Has 3 Location Choices See Figure 5	Select two items max from list: 1. Rolling Pedestal File 2. Small Table 3. Guest Chair	Select two items max from list: 1. Storage Cabinets: (2 Drawer, 4 Drawer, Bookcase or Combo) 2. Small Table 3. Guest Chair
Overhead Storage: 1 Binder Bin, 1 Shelf 2 Tack Boards	Keyboard Mechanism: Optional Based on Preference		
Seating: 1 Task Chair, 1 Guest Chair	2 Pedestal Files: 1 Box/File, 1 File/File	Additional Binder Bin	Additional Binder Bin
Access Hole Location Workstation Opening Location	See Figure 6 For Example		



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108 sq. ft. workstation

Fixed Components	Flexible Components	Employee Options
Work Surfaces: Configured in a Standard L-Shape See Figure 7	Task Chair Placement: Employee Has 3 Location Choices See Figure 8	Select four items max from list: 1. Storage Cabinets: (2 Drawer, 4 Drawer, Bookcase or Combo) 2. Small Table 3. Guest Chair
Overhead Storage: 1 Binder Bin, 1 Shelf 2 Tack Boards	Keyboard Mechanism: Optional Based on Preference	
Seating: 1 Task Chair, 1 Guest Chair	2 Pedestal Files: 1 Box/File, 1 File/File	Additional Binder Bin
Access Hole Location Workstation Opening Location	See Figure 9 For Example	

48 sq. ft. workstation

Fixed Components	Flexible Components
Work Surfaces: Configured in a Standard L-Shape See Figure 10	Task Chair Placement: Employee Has 2 Location Choices See Figure 11
Overhead Storage: 1 Binder Bin, 1 Shelf 2 Tack Boards	Keyboard Mechanism: Optional Based on Preference
Seating: 1 Task Chair	2 Pedestal Files: 1 Box/File, 1 File/File
Access Hole Location Workstation Opening Location	Guest Chair optional



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EXAMPLES OF STANDARD 72 ft² WORKSTATION LAYOUTS

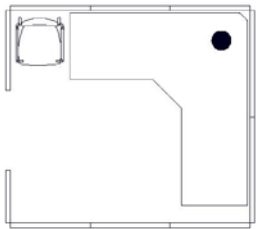


FIG 1:
72 ft² W/ STANDARD
FIXED ELEMENTS

FIG 2:
TASK CHAIR OPTIONS
AND OVERHEAD
STORAGE

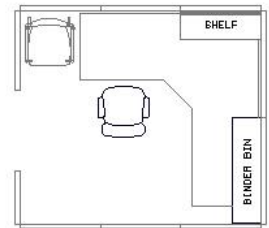
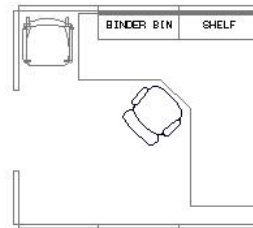
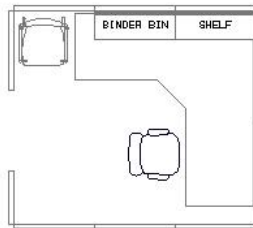
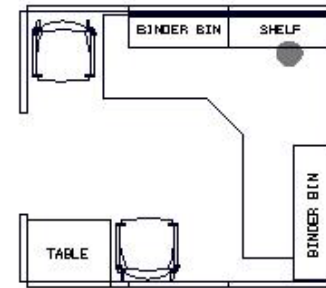
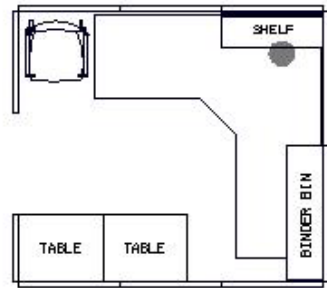
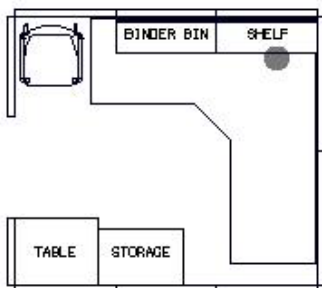
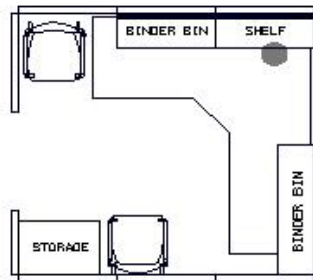
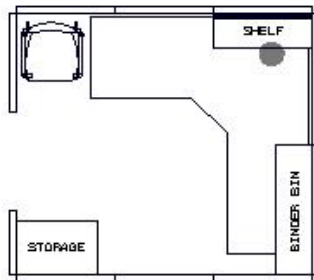
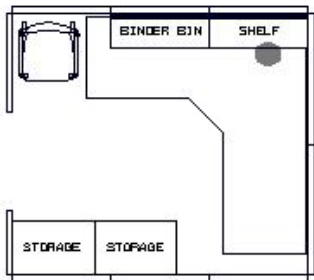


FIG 3: 72 ft² SAMPLE OPTIONS



EXAMPLES OF STANDARD 90 ft² WORKSTATION LAYOUTS

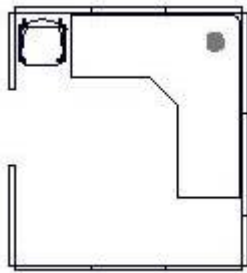


FIG 4:
90 ft² W/ STANDARD
FIXED ELEMENTS

FIG 5:
TASK CHAIR OPTIONS
AND OVERHEAD
STORAGE

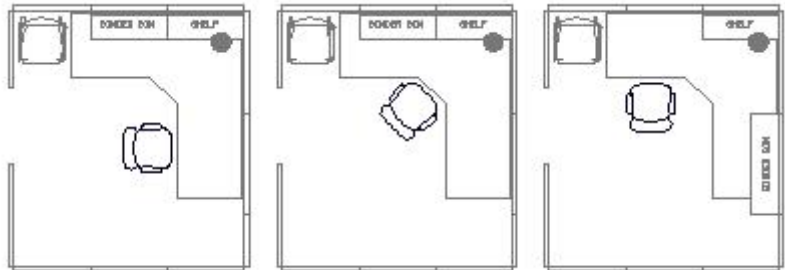
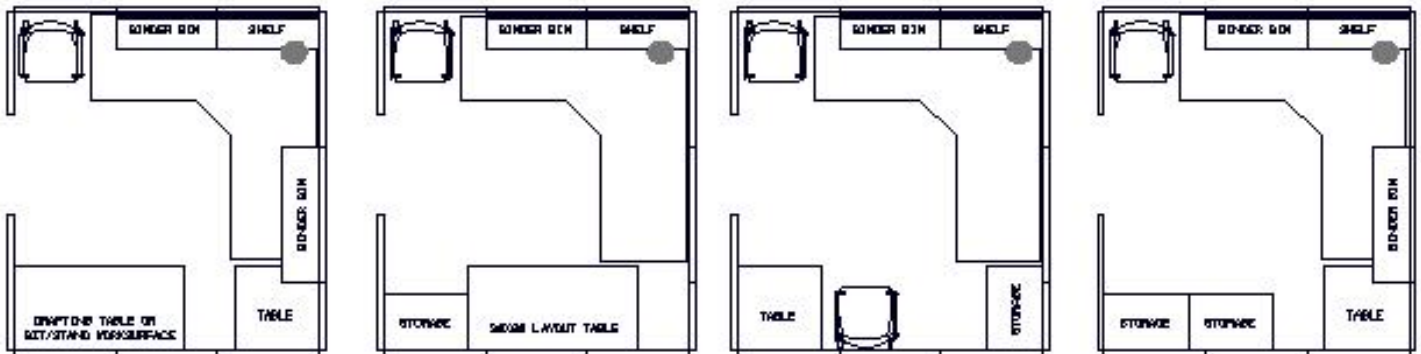


FIG 6: 90 ft² SAMPLE OPTIONS





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EXAMPLES OF STANDARD 108 ft² WORKSTATION LAYOUTS

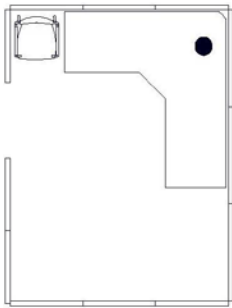


FIG 7:
108 ft² W/ STANDARD
FIXED ELEMENTS

FIG 8:
TASK CHAIR OPTIONS &
OVERHEAD STORAGE

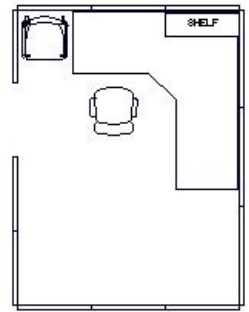
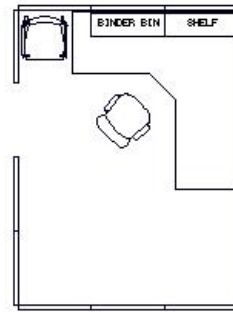
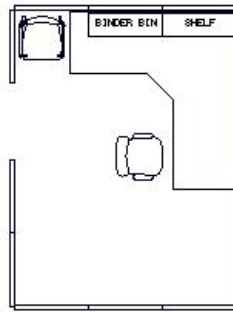
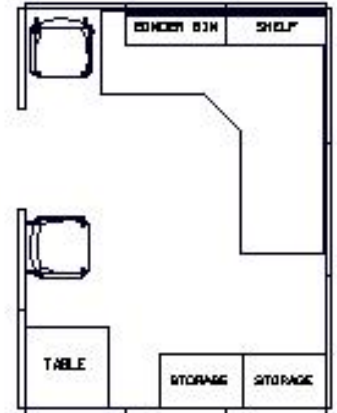
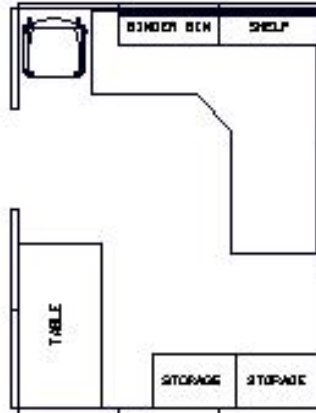
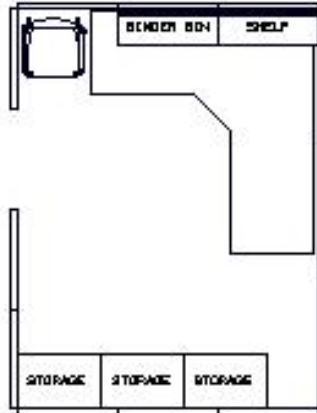
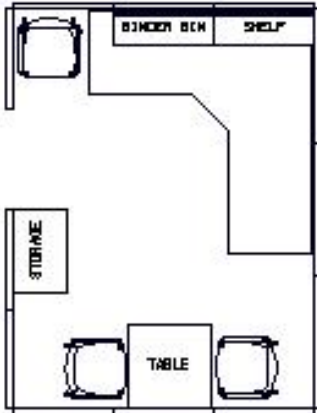


FIG 9:
108 ft² SAMPLE OPTIONS





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EXAMPLES OF STANDARD 48 ft² WORKSTATION LAYOUTS

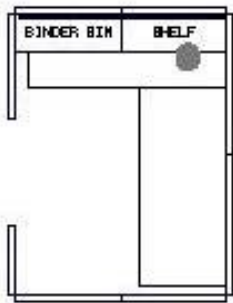


FIG 10:
48 ft² W/ STANDARD
FIXED ELEMENTS

FIG 11:
TASK CHAIR OPTIONS

