

BPA Policy 440-93

Office, Workstation and Furniture

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1. Purpose & Background

For employees who work at a Bonneville Power Administration (BPA) work site, BPA provides offices, workstations and furniture to support employee productivity. BPA recognizes that different facility locations have varying space availability and work requirements for accomplishing required work.

This policy provides requirements for employee offices, workstations, general workspaces, furniture allocation and acquisition consistent with federal government regulations, BPA's safety requirements, and sustainability initiatives.

The policy and standards maximize the effective and efficient use of space in all BPA occupied buildings. The policy and standards apply to all BPA employees and contractors.

2. Policy Owner

The Chief Administrative Officer owns this policy. The Director of Facilities has overall responsibility for its implementation and may approve associated procedures. Changes to Appendix A may be published on approval by the Director of Facilities.

3. Applicability

This policy applies to BPA workstations established for new or existing employees.

4. Terms & Definitions

- A. **Architectural exceptions:** Building features (such as floorplate, columns, weight-bearing walls, etc.) that may impact workstation/office sizes, locations, availability and allocation.
- B. **Furniture:** Office furniture is defined as systems furniture, executive furniture and storage furniture.
 - 1. Systems furniture consists of connecting pieces of painted metal, plastics or fabric covered panels with conduit for power and data cabling.
 - 2. Executive furniture is constructed of hardwood, wood veneer, or quality laminate with a cabinetry-like finish.
 - 3. Storage furniture are free-standing units such as bookshelves, credenzas, cabinets or mobile pedestals, and may consist of wood or metal.
- C. **Seating:** Seating refers to any standardized chairs designed for extended use including task, side and conference room chairs.
- D. **Space allocation:** Refers to space/area that is assigned to an organization for their use. This includes vacant space for growth. This can also refer to the square footage provided for an

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employee workspace or office area. Space planners in Workplace Services review space allocations bi-annually for current and future suitability.

- E. **Workstation:** A term that refers to different kinds of desk areas including cubicles, an open workspace, a bullpen or an office area with system furniture.

5. Policy

Employees work most effectively when they have the tools and resources to do their job. BPA recognizes that different job functions may have varying needs to be successful. For employees who work at a BPA work site, BPA provides offices, workstations and furniture to support employee productivity. BPA recognizes that different facility locations have varying space availability and work requirements for accomplishing the job.

- A. **Assignment/Allocation of work space:** BPA assigns workspace to organizations and employees based on their job needs, level of responsibility and their GS classification at the work site including enclosed offices, workstations, bullpens, touch-down stations and other configurations as described in Appendix A: Workstation Standards and Layout.
 - 1. **Planning of new workspace designs:** Using space allocation standards paired with each organization’s needs and employee composition, Workplace Services works directly with each organization’s leadership to determine the most efficient and suitable layout to meet the organization’s needs based on the assignment of workspace.
 - 2. **Adjustments to existing allocated workspace designs:** Within the assignment of workspace and the workstation standards, smaller adjustments can be made to accommodate changes in needs of an organization.
 - a) Adjustments incur costs and may be charged to the corresponding organization.
 - b) Adjustments may cause corresponding impacts to other organizations’ space.
- B. **Space allocation standards:** Space allocation standards and workstation layout standards apply to work sites at BPA-occupied facilities.
 - 1. Workplace Services determines 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 building code and life safety requirements and take into consideration site-specific variables (e.g., building geometry, columns, etc.).
 - 2. Workplace Services space allocation standard for organization space is to provide for growth of each organization.
- C. **Furniture standards:** Furniture standards apply to work sites at BPA-occupied facilities based on job requirements, locational availability and purchasing requirements,

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ergonomics, and Reasonable Accommodations. All office furniture is provided by BPA. Some personal items that require power are allowed in the workstation as defined in the [Appliances in the Workplace – Policy 440-92](#).

1. Furniture provided may be specified based on any of the following factors:
 - a) Job requirements of the position (i.e., Scheduling, IT support, level of responsibility),
 - b) Locational availability and/or purchasing requirements,
 - c) Results of ergonomic assessment,
 - d) Requirements defined by the Reasonable Accommodations program.

D. **Deviations:** Any deviation from BPA’s set space allocation standards or workstation layout standards must be reasonable, cost-effective, and necessary to meet applicable code and policy requirements. Deviations may include accommodation for architectural elements, medical accommodation, and accommodations due to physical limitations or disabilities that cannot be accomplished within the space and layout standards. Deviations require the requesting organization’s justification to be submitted by requestor’s direct supervisor, along with Workplace Services approval.

1. Deviations may not violate any federal law or regulation.
2. Personal items that require power are allowed in the workstation as defined by the [Appliances in the Workplace – Policy 440-92](#).

6. Policy Exceptions

The Reasonable Accommodations program may require a workplace adjustment to meet individual employee needs. Architectural exceptions may limit or expand opportunities for workstation size or enclosed office spaces.

7. Responsibilities

A. Workplace Services Facilities Planning and Projects

1. Responsible for providing a safe and building code compliant physical environment from the standpoint of space and furniture for all employees.
2. Manages the design of workspaces and coordinates new office building construction and adjustments to existing workstation designs.
3. Plans and assigns workspace to organizations and employees based on their functional needs, level of responsibility and their GS classification at the work site including enclosed offices, workstations, bullpens, touch-down stations and other configurations as described in Appendix A: Workstation Standards and Layout.

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4. Oversees the application and implementation of space allocation and workstation layout standards.
5. Determines specific workspace designs, within the range of the recommended standards and building limitations.
6. Oversees the standards, procurement and installation of Government-provided furniture at BPA work sites.

B. Workplace Services Space Services

1. Coordinates with the Workplace Services Facilities Planning and Projects team to execute workstation designs and workstation adjustments.
2. Manages workstation adjustments, including employee moves, adjustments for ergonomics, Reasonable Accommodations, lighting, etc.
3. Manages the vendor contract to maintain high-density storage systems for Portland and Vancouver offices.
4. Coordinates the acquisition of new high-density storage systems for new construction or major facility remodeling projects.

C. BPA Safety Office

1. Coordinates ergonomic assessments as needed for federal employees.
2. Ergonomic assessments for contract employees (CFTE) should be conducted by the contractor’s employer. Approval by Workplace Services Space Services is required prior to bringing any contractor-provided furniture to the work site.

D. Organizational managers and supervisors

1. Department managers/supervisors will work with Workplace Services Facilities Planning and Projects to help determine the number of workstations needed and coordinate workstation re-stacks or multiple moves within an organization.
2. Managers/supervisors are responsible for coordinating with Workplace Services Space Services on individual workstation moves or workstation adjustments via [online request](#).

8. Standards & Procedures

- A. Workplace Services maintains the current Appendix A: Workstation Standards and Layout.
- B. Requests for evaluation of your organizations’ allocated space, workstation re-stacks or multiple moves are submitted to [Workplace Services Planning and Projects](#). For questions, email [Workplace Services Strategic Space Planning](#).

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- C. Requests for individual workstation assignments for new hires, individual workstation moves, or workstation adjustments are submitted to [Workplace Services Space Services](#).
- D. Requests for ergonomic assessments for federal employees are submitted to [the Safety Office](#). Ergonomic assessments for contract employees (CFTE) are conducted by the contractor’s employer.

9. Performance & Monitoring

- A. BPA’s Workplace Services Facilities Planning and Projects team oversees the overall allocation and coordination of workspace across BPA facilities. Space planners in Workplace Services review space allocations bi-annually for current and future suitability.

10. Authorities & References

- A. Federal Property Management Regulations, Vehicular and Pedestrian Traffic, 41 CFR 102-79, Assignment and Utilization of Space
- B. Accessibility, 41 CFR-101-8.309
- C. [Appliances in the Workplace – Policy 440-92](#)

11. Review

This policy will be reviewed at least every 3 years by the Director of Facilities for appropriate content, accuracy, and completeness.

12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	5/21/2024	Conversion of BPAM Chapter 1037 to new CAO Policy format

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Appendix A: Workstation Standards and Layouts

TABLE 1: STANDARDS FOR SPACE ALLOCATIONS

Workstation Standards	Maximum Space Allocated
GS-4 thru GS-14 Non-Managerial Positions Contract Administrative assistants, Students, Volunteers, Visitors	72 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.
GS-15 Senior Level Performance Managers	144 sq. ft.
Schedulers (D-day desk)/Traders Contractors	54 sq. ft.
Enclosed Office Standards*	
Attorney Advisers (108 sq. ft. workstation, if enclosed office not available)	120 sq. ft.
GS-13, GS-14 managers, if space allows	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 Chief Workforce and Strategy Officer Chief Operating Officer and Chief Administrative Officer	400 sq. ft.
Other	
Executive Secretaries	Open space

*Enclosed offices are based on space availability.

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TABLE 2: STANDARDS FOR WORKSTATION LAYOUTS

Workstation and Office Components**

Fixed Components	Flexible Components
Work Surfaces: Adjustable Desk	Side Table Guest Chairs
Seating: 1 Task Chair	Monitor Arms, Keyboard Tray, Tack or White boards
Access Hole Location	Storage Options
Ergonomic/RA accessories as prescribed	Opening Location
	See figures below

Executive Office Spaces

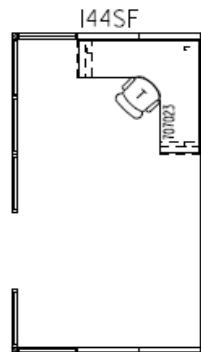
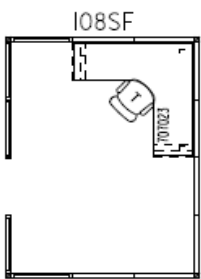
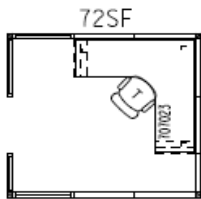
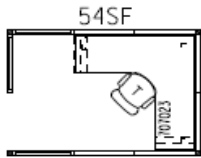
Fixed Components	Flexible Components
Desks and Credenza	Side or Meeting Table with Guest Chairs
Task Chair	Storage Options
Ergonomic/RA accessories as prescribed	White and Tack Boards

****All layouts will be compliant with building code and life safety requirements**

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TABLE 2: EXAMPLES OF WORKSTATION LAYOUTS

WORKSTATION LAYOUT AND SIZE EXAMPLES



OPTIONAL COMPONENTS

BOOKCASE



MOBILE PEDESTAL



LATERAL FILE



COMBO FILE



GUEST SEATING



SIDE TABLE



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