

Building/Department	Count of SPACE TYPE				Sum of SF				Average of SF				Total Count of SPACE TYPE	Total Sum of SF	Total Average of SF
	Hoteling Workstation	Office	Workstation	Workstation/Storage	Hoteling Workstation	Office	Workstation	Workstation/Storage	Hoteling Workstation	Office	Workstation	Workstation/Storage			
Clark	10	50	152		478	6,540	8,365		48	131	55		212	15,383	73
Department of Administrative Services		31	130			4,190	7,287			135	56		161	11,477	71
Office of Comptroller	6	11	9		294	1,389	441		49	126	49		26	2,124	82
Office of Emergency Management	4	8	13		184	961	637		46	120	49		25	1,782	71
Coggs		71	153			11,074	10,620			156	69		224	21,694	97
Department of Administrative Services		9	1			1,668	40			185	40		10	1,708	171
Department of Health and Human Services		38	89			5,795	6,665			153	75		127	12,460	98
Department on Aging		22	63			3,321	3,915			151	62		85	7,236	85
Human Resources		2				290				145			2	290	145
Courthouse	6	163	264		461	38,100	17,814		77	234	67		433	56,375	130
Child Support Services		23	127			4,176	7,046			182	55		150	11,222	75
Corporation Counsel		20	3			4,203	270			210	90		23	4,473	194
County Board of Supervisors		29				5,257				181			29	5,257	181
County Clerk		7	10			1,834	693			262	69		17	2,527	149
County Executive		10	8			2,411	1,257			241	157		18	3,668	204
Department of Administrative Services	1	16	15		195	4,340	1,757		195	271	117		32	6,292	197
Election Commission		1	4			299	272			299	68		5	571	114
Human Resources		26	24			4,314	1,365			166	57		50	5,679	114
Office of Comptroller	5	7	34		266	1,157	3,112		53	165	92		46	4,535	99
Personnel Review Board		3				676				225			3	676	225
Register of Deeds		2	30			589	1,532			295	51		32	2,121	66
Treasurer		2	8			524	384			262	48		10	908	91
Unassigned Space		17	1			8,320	126			489	126		18	8,446	469
Vel Phillips		8				1,276				160			8	1,276	160
Department of Administrative Services		5				986				197			5	986	197
Unassigned Space		3				290				97			3	290	97
Parks Admin		20	50			3,395	3,497			170	70		70	6,892	98
Department of Administrative Services			1				64				64		1	64	64
Human Resources		2				287				144			2	287	144
Parks Department		18	49			3,108	3,433			173	70		67	6,541	98
Public Safety Building		12	16	3		2,426	721	426		202	45	142	31	3,573	115
Department of Administrative Services		8				1,564				196			8	1,564	196
Human Resources		1	1			131	49			131	49		2	180	90
Office of Emergency Management		3	15	3		731	672	426		244	45	142	21	1,829	87
Grand Total	16	324	635	3	939	62,811	41,017	426	59	194	65	142	978	105,193	108



Space Allocation

■ Utilization benchmarks

- When comparing Milwaukee County utilization rates with similar organizations, it should be noted that the county has not moved or substantially altered the footprint of many of its departments for many years, so higher utilization rates have “carried over” and new standards have not been applied.
 - In addition, most of the primary office areas are in older buildings with many impediments such as light wells, wings with narrow floor plates, wide central corridors and large columns that hinder efficient layouts.
 - The “Utilization Benchmark” box to the right highlights that Milwaukee County can save space by reducing space allocations to match current standards for similar organizations.
 - The 334 SF/FTE “Per Suite Useable should be compared with the customer facing metric, while the 287 SF/FTE can be compared with the targets in the 154 – 157 SF/FTE range.
 - A separate study should be completed to update the space standards and utilization outlined in the 1) 2009 Milwaukee County Space Allocation report, 2) planning report 2002 for the Courthouse and 3) the planning reports from 1992/2008 for the Safety Building to determine the best strategy and optimal capacity for these buildings. Space in the Criminal Justice Facility should be included in this assessment.
- Utilization Benchmark**
Utilization benchmark: Useable SF/FTE

 - County Core Buildings:
 - Per Net Useable Area 287 SF/FTE
 - Per Suite Gross Area 334
 - GSA Target (1): 157
 - State Report Targets (2):
 - Admin Space 154
 - Call Center 105
 - Customer Facing 180

1) House Committee target for GSA
2) Recent state strategy recommendation completed by CBRE
- Proposed Space standards are highlighted below.
 - Many current layouts have spaces that are larger than the 2009 Milwaukee County Space Allocation standards. The “Transition” standards below are meant to gain acceptance of changes in standards, however, the more rapidly the County moves toward lower standards, the more quickly savings will accrue to the occupancy cost savings in the real estate portfolio.
 - “Goal” standards should be considered. The 180 SF office size could also be considered for downsizing to 120 SF as was recently recommended to a large state.

Space Allocation Summary

Proposed Space Allocation by Position Categories				2009 Proposed	Transition	Goal
Code	Position Type or Category	Constructed or Open Office	Job Title	Allocated Workspace Area (SF)	Workspace Area (SF)	Workspace Area (SF)
A	Executive	C	Elected Official	216	180	180
B	Administrator	C	Division Head	192	150	120
C	Managers	C	Deputy Director	160	150	120
D	Managers	C	Executive Director 2 & 3	144	120	120
E	Supervising Professionals	O	Supervisor 2 & 3 Section Heads	96	48	48
F	Architect/ Engineer	O	Space fo Large Plan Layout	72	48	48
G	Professional General	O	Clerical/Fiscal/Accnt/Admin 1	64	48	48
H	Professionals with Confidentiality Needs	O	Confidential w/No Conf Access; Attorney, HR; EAP/AAP	120	120	120

Milwaukee County Space Standards

CODE	Position Type or Category	Constructed Office or Open Office	Office -SqFt	Cubicle-SqFt	Other Space - SqFt /Area	Comments
A	Executive	C	180-200	0	0	Elected Officials
B	Division Head	C	150-180	0	0	Directors / Administrators
C	Manager	C	120-150	0	0	Directors and Managers
D	Professional with Confidentiality Needs	C	80-120	0	0	Attorney, HR, EAP/AAP Confidential work with no access to private conference room space
E	Supervising Professionals	O	0	72-96	0	Supervisors with direct reports
F	Architect/Engineer	O	0	64-72	0	Professional w/ plan review space
G	Professional General	O	0	48-64	0	Professionals, Accountants, Administrative 1, Social Workers, Purchasing Agents, Specialists
H	General	O	0	36-48	0	Computer Work, Clerical, Data Entry, Auditors, Interns, Contractors, Hoteling Spaces