



## **Stewart Lee Udall Department of the Interior Building**

Office of Facilities and Administrative Services

Space Planning Guidelines for Building Tenants

January 2022

## Table of Contents

Background .....	3
Purpose .....	3
Space Planning and Management Standards .....	4
Administration .....	5
Space Administrators .....	5
Return of Space .....	5
Tracking and Reporting of Space Allocations .....	6
Requests for Space Adjustments and Alterations .....	6
Maintainability and Compliance with the GSA Delegation Agreement .....	6
Layout and Design Requirements .....	7
Furniture .....	8
Exhibits and Displays .....	8
Electronic Equipment .....	8
Security .....	9
Appendix 1: Standard Finishes .....	10
Paint Colors .....	10
Carpet .....	10
Appendix 2: Space Request Form .....	13
Appendix 3: Special Considerations for Presidential Appointees .....	14
Background .....	14
Definitions .....	14
Review Requirements .....	15
Contact .....	15
Presidential Appointed Officials .....	16

## Background

In alignment with Departmental Manual (DM) 425 - Space Management<sup>1</sup>; Department of the Interior Acquisition, Assistance and Asset Policy (DOI-AAAP)-0049<sup>2</sup>; and Office of Management and Budget (OMB) Memo M-20-10<sup>3</sup>, *Issuance of an Addendum to the National Strategy for the Efficient Use of Real Property*, this document provides space management guidance for tenant organizations at the Stewart Lee Udall Main Interior Building (MIB). The goal of space management is to ensure the highest and best use of the space available to best support the mission of the Department. The planning process follows the Invest, Preserve, Enhance, and Divest model:

- Invest: Operate and maintain the properties currently owned or leased to ensure they remain effective
- Preserve: Maintain existing space inventory to provide for known future needs
- Enhance: Leverage existing space inventory for better uses, such as using underutilized space to co-locate with other organizations
- Divest: Release unneeded space so it can be better utilized by other organizations, or so that it no longer requires rent and support by the Department

The MIB is owned by the General Services Administration (GSA). The Department of the Interior (DOI) has delegated authority to manage the MIB under an occupancy agreement with GSA. The Office of Facilities and Administrative Services (OFAS) manages the delegated building operations and space within the MIB. The OFAS Space and Alterations Branch oversees all space management within the MIB.

## Purpose

These standards, guidelines, and procedures for the management of space within the MIB have been developed in accordance with the guidelines set forth by the GSA National Business Space Assignment Policy<sup>4</sup> and Facilities Standards for the Public Buildings Service (P-100)<sup>5</sup>, and Departmental Manual Part 425<sup>1</sup>. These standards address:

- Space Assignment,
- Interior Design and Construction,
- Furnishing Standards for Assignable Spaces, and
- Building Renovation Project Impacts and Coordination.

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<sup>1</sup> <https://www.doi.gov/sites/doi.gov/files/elips/documents/425-dm-1.pdf>

<sup>2</sup> [https://doimsp.sharepoint.com/:w:/r/sites/AAAP/\\_layouts/15/Doc.aspx?sourcedoc=%7B3F85147E-E765-4D90-A18B-0E73CEDC5B1D%7D&file=DOI-AAAP-0049.docx&wdLOR=c74270370-D6B0-4F2D-8D1F-20C4BE2D713A&action=default&mobileredirect=true](https://doimsp.sharepoint.com/:w:/r/sites/AAAP/_layouts/15/Doc.aspx?sourcedoc=%7B3F85147E-E765-4D90-A18B-0E73CEDC5B1D%7D&file=DOI-AAAP-0049.docx&wdLOR=c74270370-D6B0-4F2D-8D1F-20C4BE2D713A&action=default&mobileredirect=true)

<sup>3</sup> <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-10.pdf>

<sup>4</sup> <https://www.gsa.gov/real-estate/design-construction/spatial-data-management/national-business-space-assignment-policy>

<sup>5</sup> [www.gsa.gov/p100](http://www.gsa.gov/p100)

Through the requirements of GSA, the DOI will follow the Federal Law mandate 40 United States Code (U.S.C.) § 3312, *Compliance with Nationally Recognized Standards*, which prescribes that all Federal Buildings constructed or altered shall, to the maximum extent feasible, be in compliance with the technical requirements of the family of codes issued by the International Code Council (ICC). The ICC family of codes includes but is not limited to: International Building Code (IBC), International Fire Code (IFC), International Plumbing Code (IPC), International Mechanical Code (IMC), and the International Energy Conservation Code (IECC). The ICC family of codes is available through [www.iccsafe.org/](http://www.iccsafe.org/).

Furthermore, GSA and OFAS have adopted the technical egress requirements and the technical electrical requirements of the National Fire Protection Association (NFPA) Life Safety Code (NFPA 101). The NFPA 101 is available through [www.nfpa.org](http://www.nfpa.org). All District of Columbia and local building codes will also be followed to the maximum extent practicable.

### Space Planning and Management Standards

Per DOI-AAAP-0049, *Office Space Utilization Design Standard*, DOI aims for a utilization standard of 180 usable square feet per person (usf/p). Requests for space or for alterations will be evaluated for compliance with this standard.

Per [DOI Personnel Bulletin 21-07<sup>6</sup>](#), *Telework Program*, all tenant offices of the MIB, hereby referred to as Operating Units (OUs) who have positions with core telework agreements for five or more days per bi-weekly pay period, are to implement office sharing or hoteling to better utilize space.

Where positions become permanently remote, tenant organizations are expected to notify the Space and Alterations Branch within 30 calendar days and return unused space to be reallocated. This may require a reconfiguration of space to enable allocatable space to be released.

Where positions are identified as remote eligible but not currently made remote, space is not required to be returned. However, OFAS will coordinate with OUs and the Office of Human Capital to collect information about such positions to be prepared for future changes.

To efficiently utilize space within the MIB, more than one employee should be assigned to a room or bay (the space bounded by a set of four columns and beams). Assigned workstations, desk sharing, and hoteling configurations should be used to maximize the use of the space. Assignment of a private office to only one individual should be reserved for staff whose specific duties or sensitivity of information justify a private office and who are on-site five or more days per bi-weekly pay period. Assignment of private offices should be approved by the Office Director or higher OU management official, who is obliged to adhere to the overall 180 usf/p for allocated space (consisting of a mixture of shared and private offices, conference rooms and storage rooms) assigned to the OU.

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<sup>6</sup> [https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-21-07-telework-program-final-7.23.2021\\_0.pdf](https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-21-07-telework-program-final-7.23.2021_0.pdf)

Organizations with leased space outside the MIB in the National Capital Region are encouraged to coordinate with OFAS to identify opportunities to reduce or eliminate leased space by relocating positions within the commuting area to the MIB or other federally owned space. This aligns with prioritization for lease planning provided in the [GSA Leasing Desk Guide](#).<sup>7</sup>

## Administration

### Space Administrators

The Head of each OU within the MIB shall designate a Space Administrator to be a point of contact for coordinating and managing the OUs' internal administrative and special use space matters. The designation should be sent to the Chief of the OFAS Space and Alterations Branch and updated whenever the designation changes.

Space Administrators will serve as the liaison between OUs and OFAS to assist with space planning functions, including:

- Ensuring organizations are tracking space assignments internally and effectively making use of assigned space
- Supporting requests for additional space
- Making timely notification to OFAS regarding space which can be returned
- Supporting data calls on space planning, such as periodic surveys of the population assigned to the MIB

### Return of Space

OUs Space Administrators are to notify OFAS within 30 calendar days of determining they no longer require space assigned to them at the MIB. Please contact: [OFAS Alteration Services@ios.doi.gov](mailto:OFAS_Alteration_Services@ios.doi.gov) or (202) 208 2222.

For space to be returned, it may need to be severable for use by other tenants. For instance, a single cubicle in an open office may not be returnable unless arrangements can be made for access by other OUs. The OFAS may coordinate with the tenants returning space to look at the best way to utilize their space footprint to allow for return of unneeded space. The OFAS will also inspect any space to be returned to ensure it is in acceptable condition, and that finishes used in the space meet the standards provided in Appendix 1. Prior to returning space to OFAS for reallocation, it is the financial responsibility of the OU returning the space to restore the space to building standards.

If significant amounts of space become available due to telework and remote work, OFAS will review which spaces are in use and how organizations can be relocated within the building to both maximize their internal efficiency and allow for the best utilization of space that has become available. This process, known as blocking and stacking, will involve extensive coordination with tenants throughout the building as well as any other Departmental or exterior organizations that may wish to locate in the available space.

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<sup>7</sup> <https://www.gsa.gov/real-estate/real-estate-services/leasing-policy-procedures/policy-and-tools/policy/leasing-desk-guide-and-other-policy-information/leasing-desk-guide-pdf>

When space is returned for reallocation, it will be classified as shared space available for hoteling until it is needed for a particular tenant. Rent adjustments for space returned will begin in the following fiscal year.

#### Tracking and Reporting of Space Allocations

The OFAS Space and Alterations Branch tracks allocated space throughout the MIB in a computerized space management system. This system allows for automated tracking of space assignments, identification of vacant space, and adjustments as space assignments change. The data is used internally to track utilization and identify available space and is also provided to the Office of Budget (POB) to establish the division of both DOI maintenance funding and GSA rents at the building.

To ensure timely updates and accurate rent sharing, it is critical that any requested adjustments be communicated to the Space and Alterations Branch in a timely manner. Changes in space utilization are to be processed through OFAS. Direct space swaps between organizations are not permitted.

#### Requests for Space Adjustments and Alterations

Requests to change space allocations at the MIB or to perform alterations in existing space should be routed to the Space and Alterations Branch through the OU's Space Administrator at: [OFAS\\_Alteration\\_Services@ios.doi.gov](mailto:OFAS_Alteration_Services@ios.doi.gov) or (202) 208-2222.

Requests for adjustments to space allocations should include the OFAS Space Request form, provided at Appendix 2.

#### Presidential Appointees

There are special considerations, regulations and restrictions for the management of space, refurbishments and furnishings for Presidential Appointees. All OUs with Presidential Appointees are to abide by the regulations outlined in Appendix 3.

#### Maintainability and Compliance with the GSA Delegation Agreement

The MIB Delegation Agreement with GSA provides DOI with a Standard Operating Procedure for operations and maintenance and a Facilities Management Plan. To ensure compliance with the GSA Delegation Agreement, all refurbishment, construction or alterations to the MIB are coordinated through the OFAS Space and Alterations Branch. In addition to the Delegation Agreement, the OFAS Space and Alterations Branch ensures all applicable code provisions are satisfied, that interior design and building standards and finishes are met, safe work practices are followed, and that all tasks are compatible and in compliance with the MIB standards and do not adversely impact other OUs or facility systems.

For all alteration projects, OFAS will conduct plan reviews to ensure applicable Federal laws and regulations, and building codes (e.g., accessibility codes) are followed. To preserve the historic character of the MIB and to promote consistency, maximize value, and to foster fairness for all

occupants of the MIB, OFAS also administers standards for painting throughout the facility. If a bureau or office desires a deviation from the standard finishes provided at Appendix 1, it will be responsible for both the cost of their alterations and the cost to return space to building standard before returning any space for re-allocation.

### Layout and Design Requirements

Office planning and configuration shall be initiated by the OU Space Administrator to accommodate their mission needs. Contract vehicles are available to assist in space planning, assessment, renovation design, and project management. Such projects should be coordinated with the OFAS Space and Alterations Branch to ensure compliance with the standards herein, and so that space allocation records can be kept up to date.

The following factors are provided to assist in developing efficient space utilization:

- Total assigned space (offices, workstations, shared work areas, meeting or conference spaces, storage rooms, and circulation space) square foot should meet the standard of 180 usf/p.
- Plumbing features, such as sinks, taps, and drains, will not be incorporated into an OU's Administrative space; however, shared public break/kitchenette space (e.g., space with a refrigerator, microwave, sink, etc.) are provided throughout the building.
- Private kitchenettes, meeting rooms and multi-function areas within an OU assignable space are not permitted except when included in the existing design of the building.
- Corridors or circulation space should be a minimum of 3'6" and be kept free of items.

Wherever possible, conference rooms should be centrally managed by OFAS for maximum utilization by all OUs. The OFAS already manages a number of central conference rooms and can support scheduling as needed. Efficient use of conference space is critical to meeting the space utilization goals for the Department. For more information on OFAS managed conference space and events support, please see the OFAS Conference and Special Events Office website: <https://www.doi.gov/ofas/asd/events>

OUs should also look at options to reduce storage, especially in space that would otherwise provide a highest and best use as office space. Digitization of paper files, for instance, can free up substantial amounts of space as well as ensuring long term preservation of records through scheduled backups. Excess furniture that is no longer needed can be surplus through GSA to reduce underutilized storage space.

Shared spaces such as kitchenettes or restrooms are centrally managed by OFAS. OUs should not modify these spaces, even if they control all of the adjacent office space. Corridors are historic in nature as well as being shared space controlled by OFAS and should not be modified by OUs.

The MIB is a registered historic building, and no modifications of any historic finishes or artwork are permitted.

## Furniture

While the OFAS Space and Alterations Branch do not directly design and procure furniture at the MIB, they do assist in planning office alterations. If you are planning to alter or replace furniture in your space, please reach out to [Alteration\\_Services@ios.doi.gov](mailto:Alteration_Services@ios.doi.gov) or call 202-208-2222 so that OFAS can discuss your plans. This ensures design and layouts do not impede access to service equipment such as fan coils, electrical panels, or egress; and that relevant accessibility codes are met. OFAS will identify any other contractor support needed such as electrical outlets to be added and provide liaison between the requesting office and the Acquisitions Office. The DOI has access to strategically sourced vehicles for the acquisition of services for design, purchase, and installation of furniture through programs which include Industries for the Blind and the Visually Impaired.

The OFAS Space and Alterations Branch can also assist with locating surplus furniture if available, either at the MIB or through GSA's warehouse.

## Exhibits and Displays

The OFAS Branch of Building Operations is responsible for approving occupant and visitor requests for displays or exhibits in public space on the property of the MIB. Each request is reviewed to ensure that it is appropriate for display (e.g., to ensure it contains a subject of wide interest to occupants and visitors or supports a Departmental program).

Requests for approval must be submitted, in writing, at least five (5) business days prior to placement, and should include details related to the exhibit or display. At a minimum, details should include the type of display (e.g., poster, exhibit), the space required for the display, dates to be displayed, special requirements (e.g., electrical outlet), and a point of contact for all questions.

For more information, please refer to the OFAS Exhibits website:  
<https://www.doi.gov/ofas/mib/exhibits>

## Electronic Equipment

Personal electronic equipment such as coffee makers are restricted to common kitchenettes/break rooms. To comply with fire code, cooking equipment is limited to pieces intended for reheating of food only. Such equipment will not be serviced, cleaned, or supplied by OFAS. Personnel who require refrigeration for medication may use communal refrigerators or the MIB Wellness Center facilities.

OUs should, to the greatest extent possible, make use of shared resources such as printers or scanners to reduce the space required for electronic equipment. In addition to better utilizing space, this will improve energy efficiency in the MIB and simplify the logistics of ordering supplies and services.

Items such as portable space heaters and fans are prohibited in the MIB to ensure compliance with the GSA Federal Management Regulation 41 CFR § 102-74.190<sup>8</sup>.

### Security

Security policies at the MIB are under the oversight of the Office of Law Enforcement and Security (OLES). The OLES performs periodic audits of building security and maintains control of locks and keys. Any above-standard security requirements which would require alterations of space should be coordinated with both OLES and the OFAS Space and Alterations Branch.

For assistance in obtaining keys for office spaces, or for other questions regarding security requirements at the MIB, please email [security\\_services\\_inbox@ios.doi.gov](mailto:security_services_inbox@ios.doi.gov).

Phone boxes and lockers, where required, are to be located inside assigned office space and not in the corridors where they can obstruct egress.

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<sup>8</sup> <https://www.govinfo.gov/content/pkg/CFR-2010-title41-vol3/pdf/CFR-2010-title41-vol3-sec102-74-190.pdf>

## Appendix 1: Standard Finishes

### Paint Colors

The standard paint colors for use inside office spaces are as follows:

Walls: Duron #CW064W “White Pebble” - matte finish

Trim, doors, and fan coil units: Duron #8683W, Pro-Mar 200 “Tinderbox” - eggshell finish

Ceilings: Duron #5820W “White” - flat finish

### Carpet

The standard carpet used in the MIB is 24” x 24” carpet tiles from Tarkett’s Tandus Centiva product family. Typical styles to be used are shown below.



Manufacturer: Tandus Centiva

Style: Aftermath II 03026

Color: Fleece 23508



Manufacturer: Tandus Centiva

Style: Esparto 04119

Color: Trona 45201



Manufacturer: Tandus Centiva

Style: Esparto 04119

Color: Darla 45203



Manufacturer: Tandus Centiva

Style: Esparto 04119

Color: Terrior 45205



Manufacturer: Tandus Centiva

Style: Tenera 04120

Color: Darya 45203

# MIB SPACE REQUEST

## OFFICE DETAILS

Office Name: \_\_\_\_\_

Request Date: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Requester Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Office Director: \_\_\_\_\_

## Request For Additional Space

Number of offices requested \_\_\_\_\_

### NEW FTE GRADES

### HOW MANY ARE SUPERVISORS

Number of new GS 15 & above \_\_\_\_\_

\_\_\_\_\_

Number of new GS 14 & below \_\_\_\_\_

\_\_\_\_\_

Number of new interns \_\_\_\_\_

\_\_\_\_\_

Number of new contractors \_\_\_\_\_

\_\_\_\_\_

Special usage requests (conference rooms, huddle space, storage etc:)

\_\_\_\_\_  
\_\_\_\_\_

Director Signature: \_\_\_\_\_

<sup>9</sup> <https://www.doi.gov/sites/doi.gov/files/mib-space-request-template.pdf>

## Appendix 3: Special Considerations for Presidential Appointees

### Background

Section 710 of the annual Financial Services and General Government Appropriations Act states:

*During the period in which the head of any department or agency, or any other officer or civilian employee of the Federal Government appointed by the President of the United States, holds office, no funds may be obligated or expended in excess of \$5,000 to furnish or redecorate the office of such department head, agency head, officer, or employee, or to purchase furniture or make improvements for any such office, unless advance notice of such furnishing or redecoration is transmitted to the Committees on Appropriations of the House of Representatives and the Senate. For the purposes of this section, the term "office" shall include the entire suite of offices assigned to the individual, as well as any other space used primarily by the individual or the use of which is directly controlled by the individual.*

The \$5,000 limitation applies to an Appointee's term of office. A list of relevant positions is provided on Page 16.

To comply with these requirements, all expenditures covered by Section 710 must be tracked and approved at an appropriate level for each DOI Presidential Appointee. As such, each Bureau or Office is responsible for maintaining a ledger of Section 710 related expenditures for each Presidential Appointee throughout the term of each individual's appointment.

### Definitions

- **Building Standard:** The required building codes and standard space allowances, finishes, and furniture allowed to enable occupants to perform their missions.
- **Functional Change:** Work required to change the functionality of a space in order to support specific mission requirements.
- **Furnish:** "to equip with what is needed, especially to provide furniture for." (Source: American Heritage Dictionary of the English Language)
- **Redecorate:** "To change the appearance or furnishings of; refurbish" or "To change a decorative scheme." (Source: American Heritage Dictionary of the English Language)
- **Improvement:** "A change or addition that improves." (Source: American Heritage Dictionary of the English Language)
- **Operations and maintenance:** The work required to effectively maintain the existing functions and finishes of a building or portion thereof, and to meet all applicable codes and regulations required for that space to be available for occupancy
- **Office:** The entire suite of offices assigned to an individual as well as any other space primarily used by the individual or the use of which is directly controlled by the individual (i.e., a private office, private restroom, private conference room, etc.)

- *Presidential Appointee*: Political officials appointed by the President of the United States, including all positions that are or would become listed in the *United States Government Policy and Supporting Positions (Plum Book)*<sup>10</sup> as either “Presidential Appointment with Senate Confirmation” or “Presidential Appointment (without Senate Confirmation).”

## Review Requirements

All expenditures in excess of the \$5,000 threshold require advance notice to the Committees on Appropriations of the House of Representatives and the Senate. Proposed activities believed to be covered by Section 710 which would bring the total expenditure for the Presidential Appointee above the \$5,000 threshold, are to be routed to the Director, OFAS for review. The office proposing the activity should provide a written description of the activity, photographs of the existing conditions, and either quoted pricing or an independent government cost estimate for the activity. Prior to any obligation or expenditure, the OFAS Director will review each activity and consult with subject matter experts such as the Solicitors Office to confirm Section 710 notification requirements. The OFAS Director, in conjunction with the Office of the Solicitor (SOL) and POB, will draft Section 710 notifications and route them via the requesting office, the SOL and POB, to the Assistant Secretary - Policy, Management, and Budget for signature. The POB will electronically transmit all approved Section 710 notifications to the Committees.

## Contact

Questions or requests for review should be sent to Mick Rusten, Director – OFAS at [michael\\_rusten@ios.doi.gov](mailto:michael_rusten@ios.doi.gov).

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<sup>10</sup> <https://www.govinfo.gov/collection/plum-book?path=/GPO/United%20States%20Government%20Policy%20and%20Supporting%20Positions%20%2528Plum%20Book%2529>

## Presidential Appointed Officials

### Positions Housed in the MIB

- Secretary
- Deputy Secretary
- Solicitor
- Assistant Secretary for Policy, Management, and Budget and Chief Financial Officer
- Assistant Secretary for Land and Minerals Management
- Assistant Secretary for Water and Science
- Assistant Secretary for Fish, Wildlife and Parks
- Assistant Secretary – Indian Affairs
- Assistant Secretary for Insular and International Affairs
- Director – Bureau of Land Management
- Director – Office of Surface Mining Reclamation and Enforcement
- Director – United States Fish and Wildlife Service
- Director – National Park Service
- Commissioner – Bureau of Reclamation
- Inspector General
- Special Trustee – American Indians

### Position Not Housed in the Main Interior Building

- Director – United States Geological Survey (Reston, VA)
- Chair – National Indian Gaming Commission (three-year term of office) (remote/various)