

Introduction

Here is a guideline to calculating how much office space to rent. The numbers are approximate and can be changed as desired. The areas were based on minimum areas normally used in the office layouts.

A nice online Calculator can be found here: http://www.guidancebrokers.com/Tool1/office_space_square_footage_calculator.php

Office Space Requirements - Common Areas

Description	Size	Dimension	USF
Reception / Waiting Area	Small - 2 people	10' x 15'	150
Reception / Waiting Area	Medium - 5 people	20' x 20'	400
Conference Room	Small - 6 people	15' x 15'	225
Conference Room	Medium - 10 people	15' x 20'	300
Conference Room	Large - 14 people	15' x 30'	450
Kitchen/Break Area	Small - 6 people	10' x 12'	120
Kitchen/Break Area	Large - 12 people	15' x 20'	300
Coffee Bar Area	Small	4' x 6'	24
Computer/Server Room	Small	4' x 6'	24
Computer/Server Room	Medium	10' x 12'	120
File / Storage Room	Small	10' x 12'	120
File / Storage Room	Large	15' x 20'	300
Work Room (Copy/- fax/mail)	Small	10' x 12'	120
Work Room (Copy/- fax/mail)	Large	15' x 20'	300

Offices and other Work Areas

Description	Size	Dimensions	USF
CEO / Director Office	Small	15' x 15'	120
CEO / Director Office	Large	15' x 20'	150
Private Offices	Small	10' x 12'	225
Private Offices	Standard	10' x 15'	300
Office Cubicles	Small	6' x 6'	36
Office Cubicles	Medium	8' x 6'	48
Office Cubicles	Large	8' x 8'	64

Calculating the Total Square Footage

Description	USF
Total Square Feet (TSF)	_____
TSF x Circulation Factor 35%	_____
Total Useable Square Feet (USF)	_____
Total USF x Common Area factor	_____
Grand Total	_____