

## EFCOG Best Practice #86

**Best Practice Title:** Space Management Practices

**Facility:** Sandia National Laboratories

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**Brief Description of Best Practice:**

Implementation of space standards, space charges and tracking metrics enables better management of space at Sandia National Laboratories.

**Why the best practice was used:**

Increasing space costs combined with poor utilization of space and inconsistent square footage standards led to the development of a comprehensive space management manual and policy.

**What are the benefits of the best practice:**

Development of these standards have resulted in consistent designs for new facilities and remodels, increased usage of space, and timely return of space for reassignment.

**What problems/issues were associated with the best practice:**

New practices and metrics must be socialized with tenants since costs paid for space are more evident and metrics are visible to all site tenants including upper management. Upper management must support the new practice and understand the importance of managing space. In addition give the tenants time to implement changes prior to openly posting metrics.

**How the success of the Best Practice was measured:**

Metrics used to measure success are Space Utilization by Department by facility and net to gross square footage ratios compared to occupants by facility.

**Description of process experience using the Best Practice:**

Space standards were developed defining office square footage requirements by position and number of occupants. These standards were placed in the corporate policy structure as a Manual. Space charges were then implemented on an assigned square footage basis. Occupants are charged for total square footage assigned to their department. Space utilization metrics are calculated monthly and posted on the web for easy viewing. Target utilization rate is >90% occupied. This data is acquired from the space chargeback database and enterprise person database matching occupants to office locations. The visibility of these measures results in peer pressure to return unused space to programs needing space. Users are now seeing the direct benefit of managing space in this manner. Specifics of standards and space chargeback can be viewed on the Energy and Infrastructure Working Group website.