

Applies to: All Employees within the Operations & Facilities Management Department (OFMD)

GUIDELINES:

Issued: December 17, 2013

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PURPOSE:

To establish guidelines that ensures all personnel within OFMD understand and utilize these proper building area measurements.

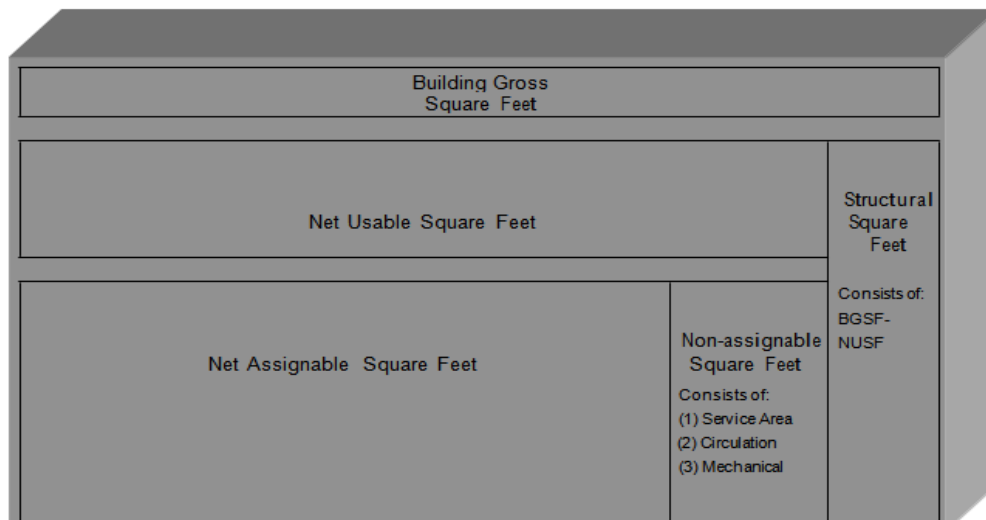
PROCESS:

I. CATEGORIES OF BUILDING MEASUREMENT

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|----|-----------------------------------|---|--|
| 1. | BUILDING GROSS SQUARE FEET (BGSF) | = | Net Usable Square Feet + Structural Square Feet |
| 2. | NET USABLE SQUARE FEET (NUSF) | = | Assignable Square Feet + Non-assignable Square Feet |
| 3. | NET ASSIGNABLE SQUARE FEET (NASF) | = | Categories of Assignable Space |
| 4. | NON-ASSIGNABLE SQUARE FEET | = | Categories of Non-assignable Space |
| 5. | STRUCTURAL SQUARE FEET | = | Gross Square Feet – Net Usable Square Feet |
| 6. | RENTABLE SQUARE FEET | = | Usable square footage plus the tenant's pro-rata share of the Building Common Areas, such as the lobby, public corridors and restrooms |

II. CONCEPTUAL FRAMEWORK FOR BUILDING SQUARE FOOTAGE

**If space is in non-assignable categories and is "assigned" for only departmental use it is then added to Net Assignable Calculation*



DEFINITIONS

1. BUILDING GROSS SQUARE FEET (BGSF)

- A.** The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas for circulation and shaft areas that connect one floor to another.
- B.** Basis for Measurement – Building Gross Square Feet is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding architectural and structural projections such as cornices, pilasters, buttresses, etc., that extend beyond the exterior building wall faces. Excludes areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure is met, round up BGSF to the nearest whole number. Within the building, count vertical circulation space-whether floored or not, such as vertical mechanical, electrical & elevator shafts at each floor.
- C.** Examples of *Included Space*:
- All interior assignable spaces
 - Basements and attics
 - Garages
 - Enclosed porches or portion of porch covered
 - Penthouses
 - Mechanical equipment floors (interstitial)
 - Public areaways, lobbies, and mezzanines
 - Inside balconies utilized for operational functions
 - Vertical circulation with/without floors (count at each floor)
 - Mechanical and electrical shafts (count at each floor)
 - Elevators and elevator shafts (count at each floor)
- D.** Examples of *Excluded Space*:
- Attics without flooring
 - Parking lots (uncovered)
 - Light wells
 - Playing fields
 - Portions of upper floors eliminated by rooms or lobbies which rise above single floor height
 - Floored areas with less than 3.0” clear headroom (unless they can be properly designated and used as mechanical or custodial areas)
 - All open to the weather spaces with no overhead covering (e.g. exterior corridors, porches, balconies, courts, etc.)

2. NET USABLE SQUARE FEET (NUSF)

- A.** The sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building.
- B.** Basis for Measurement – Net Usable Square Feet is computed by summing the Net Assignable Square Feet and the Non-assignable Square Feet.
- C.** Limitations – Deduction should not be made for necessary building columns and projections. These small areas are not excluded as they represent an insignificant percentage of the total area of an average-sized space. Capturing their area would be unduly burdensome relative to the very small contribution they would make toward precision. Areas defined as structural should not be included.
- D.** Examples of *Included Space*:
 - Laboratories
 - Offices
 - Lab/offices support spaces
 - Mechanical rooms
 - Electrical rooms
 - Public corridors (street level)
 - Phone/data rooms
 - Kitchens
 - Vending machine areas
 - Elevator lobbies (street level)
 - Building Maintenance
 - Loading docks
 - Janitorial Spaces

- E.** Examples of *Excluded Space*:

- Bathrooms
- Elevators
- Stairs
- Mechanical shafts
- Public corridors (non-street level)
- Elevator lobbies (non-street level)

3. NET ASSIGNABLE SQUARE FEET (NASF)

- A.** The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use.
- B.** Basis for Measurement – Net Assignable Square Feet is computed by physically measuring or scaling measurements from the inside faces of surfaces such as walls, partitions or doors, etc., that form the boundaries of the designated areas. Space is to be covered by a ceiling 3'-0" or higher, and preferably but not required in special circumstances, enclosed on all sides by walls, partitions, doors, or functionally equivalent. Round up ASF to the nearest whole number. Include columns or similar structural elements, built-in or freestanding furniture and equipment, and alcoves and other similarly recessed areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met.

C. Examples of *Included Space*:

- Reception
- Interior circulation within the suite when one department occupies the whole suite
 - Interior circulation is **excluded** if there is more than one department within the suite
- Phantom corridor for large un-partitioned space
- Office
- Workroom/Copy room
- Conference or seminar room
- File room or storage room
- Teaching or Research Laboratory
- Teaching or Research Laboratory support space
- Classroom and classroom support space
- Library and library support space
- Special purpose room (auditoria, cafeteria, TV studio)
- Locker or shower room
- Maintenance garage
- Private restroom or Custodial closets specific for departmental operations

4. NON-ASSIGNABLE SQUARE FEET

- A. The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building.
- B. Basis for Measurement - Non-assignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than 3-foot clear ceiling height unless the criteria of a separate structure are met.
- C. Description – Included should be space subdivisions of the three non-assignable space use categories of:
 - i. **Building Service Area**
 - ii. **Circulation Area**
 - iii. **Mechanical Area**

These categories are used to support the building's general operation. This space is all space which is not considered NASF. Non-assignable square feet does not include the thickness of walls.

D. Examples of *Included Space*:

1. Building Service Area
 - Custodial supply closets
 - Custodial room
 - Public restrooms and restroom support space
 - Building trash room
 - Other specialized custodial facilities which are usable only for building maintenance
2. Circulation Area
 - Bridge (if covered)/Tunnel
 - Elevator and dumbwaiter
 - Public Lobby
 - Public and shared-use circulation corridor
 - Public stairway and stairwell
 - Loading dock and enclosed driveways
3. Mechanical Area
 - Mechanical room
 - Electrical room

- Telephone and data network closets
- Shaft space
- All areas in central plant buildings devoted to mechanical services or equipment, either for the building itself or for services to other buildings

E. Limitations - Deductions should not be made for necessary building columns and projections. These small areas are not excluded as they represent an insignificant percentage of the total area of an average-sized space. Capturing their area would be unduly burdensome relative to the very small contribution they would make toward precision. Areas defined as assignable should not be included.

5. STRUCTURAL SQUARE FEET

- A.** The remaining area within the gross square footage of a building is structural or “construction” square feet, which cannot be occupied or put to use. This is defined as the sum of all areas on all floors that cannot be occupied or put to use because of structural building features. This is the mathematical difference between Gross Square Feet and Net Usable Square Feet. Examples of building features normally classified as structural areas include exterior walls, fire walls, permanent partitions, unusable area in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas.
- B. Basis for Measure** - Precise computation by direct measurement is not possible under this definition. Structural Square Feet is determined by calculating the difference between the measured gross square feet and the measured net usable square feet.
- C. Description** – Examples of building features normally classified as structural areas include exterior walls, fire walls, and permanent partitions, usable areas in attics or basements, or comparable portions of a building with ceiling height restrictions.
- D. Limitations** - This area is not measurable but can be calculated by Structural Square Feet formula above.

6. RENTABLE SQUARE FOOTAGE (RSF) VS. USABLE SQUARE FOOTAGE (USF)

- A.** Rent is quoted in terms of rentable, not usable square footage. The rentable area of virtually every office lease includes a pro-rata portion of the building’s common area square footage, for which the tenant is charged rent.
- B. RSF** - Equals the usable square footage plus the tenant’s pro-rata share of the Building Common Areas, such as the lobby, public corridors, and restrooms.
- C. USF** - The area contained within the demising walls of the tenant space, i.e., the space you occupy.

The percentage difference between the rentable and usable area is known as the Load Factor (it has other names, too). There are exact standards for establishing the Load Factor in office buildings. It is expressed as a percentage, which can then be applied to the usable square footage to determine the rentable square footage upon which the tenant will pay rent.

A building with a high quoted rent, but a lower Load Factor, can actually be less expensive than one with a low quoted rent, but a higher Load Factor.