

# DHMH POLICY

<http://dhmh.maryland.gov/SitePages/op02.aspx>

OFFICE OF THE SECRETARY - Central Services Division

DHMH Policy 01.05.04  
Effective Date: February 28, 2014

## DHMH SPACE POLICY

### **I. EXECUTIVE SUMMARY**

The Department of General Services (DGS) issues space standards that govern the maximum amount of work area allowed per individual in the facilities that it manages. To meet the growing demands of its units, the Department of Health and Mental Hygiene (DHMH) has, within the DGS guidelines, set forth in this policy the amount of work space that is allocated per individual.

The DHMH Space Policy is managed by the Chief, Central Services Division (CSD). This policy sets forth the general guidelines of the DHMH Space Policy.

### **II. BACKGROUND**

The DHMH workspace allotment is sufficient to accommodate each employee with an adequate workspace to perform their job. The amount of workspace is determined by the individual's title, grade, and time actually spent in the work area.

Based upon a unit's organizational chart and specific needs, the Chief, (CSD), or designee, will be responsible for designing work space that falls within the guidelines set forth in this policy for the unit's employees. All designs must take into consideration and adhere to specifications of the Americans with Disabilities Act (ADA).

This policy version supersedes and recodifies DHMH Space Rental Policy (Leases) 02.12.03 issued November 1, 2011. This version makes the following routine updates: 1) Removes references to the Office of Procurement and Support Services (OPASS) because the Central Services Division now reports directly to the Office of the Secretary; 2) Recodifies the policy to reflect that it is now under the Office of the Secretary; 3) Updates Table of Authorities list; and 4) Updates links and form names.

### **III. POLICY STATEMENTS**

#### **A. SCOPE**

This policy applies to DHMH agencies located in State owned and/or leased facilities.

#### **B. TABLE OF AUTHORITIES**

1. DGS Space Standards

**Department of Health & Mental Hygiene**

Office of Regulation and Policy Coordination

201 West Preston Street - Room 512 – Baltimore Maryland 21201-2301

Phone 410 767-6499 FAX 410 767-6483

2. DGS Guidelines and Standards for Leased Properties
3. ADA Standards for Accessible Design
4. NFPA 101
5. DHMH Space Standards

**C. DEFINITIONS**

1. **“Modular professional workstation or cubicle”** means is a work area consisting of four removable/interchangeable walls at least 54 inches in height and a minimum entrance of 32 inches. It has work surfaces along two walls and a corner surface to accommodate a computer monitor and a keyboard. It has one overhead locking cabinet, one shelf, one task light, and two under-surface locking file cabinets on wheels (pedfile).
2. **“Modular clerical workstation or cubicle”** means is a work area consisting of four removable/interchangeable walls, two of which are at least 54 inches in height and two which are 42 inches in height, with a minimum entrance of 32 inches. It has work surfaces along two walls and a corner surface to accommodate a computer monitor and a keyboard. It has a counter mounted along the top of one of the 42 inch walls. It has one overhead locking cabinet, one shelf, one task light, and two pedfiles.
3. **“Modular office”** means a work area consisting of four removable/ interchangeable walls with a minimum height of 80 inches and a solid door which is 42 inches wide. It has work surfaces arranged in a “U” shape, one locking overhead cabinet, one task light, one shelf, and two pedfiles.
4. **“Conventional office or hard office”** means an office whose walls are solid and run from floor to ceiling and has a solid door. Furniture can be either standard or modular flex furniture.
5. **“Lateral file cabinet”** means one in which the drawers are wider than they are deep. They are usually 30, 36, or 42 inches wide. All are 18 inches deep.
6. **“Vertical file cabinet”** means one in which the drawers are deeper than they are wide. They are either standard (11 inches) or legal (14 inches) width and are 18 inches deep.
7. **“Storage cabinet”** means there are no drawers and has two doors. It may or may not have shelves. They are 18 inches deep and vary in width.
8. **“Hotelling”** means is the placement of more than one workstation within the confines of one predetermined space.

**D. DISCLAIMER OF LIABILITY**

Neither DHMH nor DGS are responsible for the loss of or damage to personal property that is stored in an employee’s workspace.

**E. ROLES AND RESPONSIBILITIES**

1. The Secretary of DHMH, has overall responsibility for the Department's operations, and delegates the space management authority and oversight responsibility to the Director of the Office of Procurement and Support Services (OPASS).
2. The Chief, CSD or his designee, administers the DHMH Space Policy as well as acts as the liaison for the DHMH space needs and concerns between the DGS and DHMH employees. The telephone number in CSD for space issues is 410-767-6808.
3. Chief, CSD is responsible for the following:
  - a. Maintaining accurate, up-to-date DHMH space records;
  - b. Overseeing renovation projects;
  - c. Processing requests for space;
  - d. Acting as liaison with DGS when additional leased space is requested;
  - e. Monitoring utilization and compliance with directives;
  - f. Revoking or reassigning space, when justified, in accordance with this policy;
  - g. Reviewing unit organizational charts for compliance; and
  - h. Coordinating contractors with DGS when necessary for renovations..

**F. OPERATIONS**

1. General.
  - a. All unit space needs will be reviewed from time to time in order to make the best use of areas occupied by DHMH. This allows for the expansion of units that require it and a reduction in space for units which experience a reduction in force.
  - b. The Chief, CSD or his designee will correct and redesign, if necessary, any area where the workspace does not meet the criteria set forth in this policy or ADA guidelines. In addition, any unit placing an employee in a workspace that does not meet the criteria set forth in this policy for that employee's title, grade, or occupancy rate, will have the employee relocated to a workspace within the unit that does meet the criteria
  - c. Spatial needs of a unit may be addressed to the Chief, CSD for consideration (see §F2 of this policy). When major renovations occur to a unit's area, every consideration shall be made by the Chief, CSD to accommodate the unit's needs within the guidelines of this policy and to do so with a minimal amount of interruption to the unit's routine or ability to provide its services.
2. Requests for Space.
  - a. Requests for space are made to the Chief, CSD. A current organizational chart must accompany all requests.

- b. The Chief, CSD will meet with the unit director.
- c. A Computer Aided Design (CAD) drawing will be presented to and discussed with the unit director for any changes that may be required.
- d. All parties affected by the re-design of space will agree to the dates and costs for the renovation.
- e. When the space requested involves leased space, the Chief, CSD will act as the liaison with DGS to obtain the proper space in accordance with DGS protocols for leased properties. However, within the leased space, DHMH agencies will adhere to this space policy.
- f. All other employees who are not full time merit employees of the Department of Health and Mental Hygiene may be hotelled.

3. Space allocation guidelines are as follows:  
*(Note: there is a 5% differential allowed for these standards.)*

	<b><u>Conventional Office</u></b>	<b><u>Modular Office</u></b>
Cabinet Secretary	300 sq. ft.	
Deputy Secretary	250 sq. ft.	
Director, Division Chief	175 sq. ft.	
Asst. Director	175 sq. ft.	
Attorneys, Doctors	150 sq. ft.	100 sq. ft.
Asst. Division Chief, Supervisors (3+ employees)	125 sq. ft.	100 sq. ft.
		<b><u>Open Modular</u></b>
Professionals grade 12 and above (supervisory less than 3 emp.)		65 sq. ft.
Professional grade 12 and above (>50% field)		35 sq. ft.
Secretary, paraprofessional, grade 12 and below (when classification starts below grade 12 clerical)	55 sq. ft.	
Clerical		40 sq. ft.
Hotelling		as space allows

**Equipment located in general access area**

Lateral file cabinet	12 sq. ft.
Vertical file cabinet	7 sq. ft.
Storage cabinet	7 sq. ft.
Network Printers, Facsimile Machines	7 sq. ft.
Bookcases	5 sq. ft.
Copiers	25 sq. ft.
Shredder	7 sq. ft.

**IV. REFERENCES**

- DGS Space Standards  
<http://www.dgs.maryland.gov/RealEstate/OfficeAreaStandards.pdf>

- DGS Guidelines and Standards for Leased Properties  
<http://www.dgs.maryland.gov/RealEstate/LeaseComp&EnforceGuide.pdf>
- ADA Standards for Accessible Design  
<http://www.ada.gov/stdspdf.htm>

**APPROVED:**



---

**Joshua M. Sharfstein, M.D.**  
**Secretary**

**February 28, 2014**  
**Effective Date**