

Office Space Calculator



Calculate Office Space Requirements

To estimate the total Rentable Square Feet (RSF) that your office space requires - simply enter the # Units for each space type.

Tip: Hover mouse over Red Flag on Description for additional information on each space type

	Description	Dimensions (Sq Ft)			Sq Ft per Unit	# Units	Sq Ft Required
OFFICES	Executive Office	20	X	15	300	1	300
	Manager Office	15	X	15	225	1	225
	Standard Office	15	X	10	150	1	150
	Small Office	12	X	10	120	1	120
WORKSTATIONS	Manager Workstation	10	X	10	100	1	100
	Large Cubicle	10	X	8	80	1	80
	Standard Cubicle	8	X	6	48	1	48
	Work Station	5	X	6	30	25	750
CONFERENCE	Large Board Room	20	X	20	600	1	600
	Board Room	25	X	15	375	1	375
	Training Room	30	X	20	600	1	600
	Conference Room	20	X	15	300	1	300
	Meeting Room	15	X	15	225	1	225
	Small Meeting Room	15	X	12	180	1	180
SUPPORT	Large Reception	25	X	20	500	1	500
	Small Reception	20	X	15	300	1	300
	File Room	25	X	15	375	1	375
	Copy Room	15	X	10	150	1	150
	Telecoms Room	10	X	10	100	1	100
	Kitchen	10	X	8	80	1	80
	Break Room	20	X	10	300	1	300
Sub Total							5,858
plus Circulation Area (*)						20%	1,172
Total Usable Square Feet (USF)							7,030
plus Add-On Factor (#)						50%	3,515
TOTAL RENTABLE SQUARE FEET							10,544

Explanations

Circulation Area (*) - for common areas such as aisles & corridors provided within the office to allow for access to the various work areas

Add-On Factor (#) - includes elevator shafts, columns, stairwells, hallways, bathrooms & common areas within the office space leased.

Notes

These office space calculations are an estimate and should only be used as a guideline.

To determine your precise office space requirements you should hire an Architect or Office Design Company.

They can help you work out your space planning requirements and then work alongside you to identify the best office space layout & configuration.

Go to www.countrywidecre.com