

SCALE 45 OFFICES

1 This scale is to be read in conjunction with Scale 1 and 47. Reference should also be made to Scale 9 (Civilian Staff Catering Facilities), and Scale 17 (Car Parking). It applies to all MOD office accommodation, both military and civilian, except where specifically provided for in other scales, e.g. medical and technical. In accordance with DE PI 06/08, Efficiency Standards for Office Space, all office new build or major refurbishment schemes should not exceed 10m² per person (Net Internal Area), and all other refurbishments should not exceed 12m²pp (NIA)

2 Office provision falls into two categories, cellular and open plan. The cellular solution will normally be applicable to offices which are provided as part of a larger function, e.g. M.T., Stores, etc, where a small number of people are engaged. The open plan solution will apply to larger groupings which are a pure office function involving larger groups of people.

3 In the cellular solution, there will be a mixture of individual and small communal offices.

4 In open plan offices, large communal offices will be provided, with no space differentiation between grades. Where specific requirements for separation exist, e.g.

a Security requirements,

- b Privacy requirements, for functions which involve personnel or 'Management in Confidence' information,
- c The nature of the function can be disrupted by or disruptive to other office users,
- d Health and Safety requirements where activities may be hazardous to other office users

the office layout should be planned in such a way that these activities can be physically separated from the remainder of the office.

5 Desk spaces should be provided for no more than 80% of the personnel allocated to a specific office building. The number of desk spaces required should be assessed having regard to the number of occupants who can be expected to require desk space at any one time, bearing in mind the patterns of flexible working in operation.

6 Shared workspaces should be the normal provision for staff that spend the majority of their time away from their permanent duty station.

7 The effective operation of an open plan working environment depends on the provision of a variety of breakout areas, which can vary from a small one person room for short term occupancy, through formal meeting rooms of varying

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sizes, to an informal area possibly in conjunction with a refreshment area. It is advisable for all such areas to be fully ICT enabled to provide maximum flexibility in use.

8 The minimum ceiling height for all offices is to be 2.4m. Therefore, as The Workplace (Health, Safety and Welfare) Regulations 1992 stipulates 11m^3 to be the minimum volume of space per person, this results in a legal minimum floor area of 4.6m^2 .

9 Whether noise is internally or externally generated, noise levels within the building should not exceed 55dB(A). Noise reduction measures should be taken where necessary and consideration given to the provision of additional ventilation.

10 Where conversational privacy is essential on the grounds of preserving in-confidence discussions against eavesdropping, the need for additional internal sound insulation should be identified at project brief stage.

11 The doors to all individual offices are to be lockable, and security locks are to be provided on the outside doors of office blocks. Special security requirements, e.g. provision of built-in safes, window bars, for certain offices are to be decided at project brief stage, to conform to current security regulations.

12 Sun blinds are to be provided in rooms facing east to west through south.

13 Telephones and IT facilities - Refer to Scale 1 Serials 85-87. All communication and information systems installations must comply with those standards set out in JSP 480.

SUB-TROPICAL AND TROPICAL INCREMENTS

14 Accommodation subject to increment over Home scales (see Scale 1).

Serial Nos	Sub-tropical	Tropical
22,23,24,25,)		
28,29,31,34)	plus 12.5%	plus 33.3%

15 The provision of child care facilities should be considered in accordance with 'Childcare - a guide' issued by CM (IR).

16 - 20 Spare.

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Accommodation	Area	M & E Services	Planning Notes, Special Fittings etc
(a)	(b)	(c)	(d)
21 Entrance Hall, corridors and staircases.	To be provided out of area addition	<p>Illumination - 175 lux for entrance and reception lobby, 100 lux for corridors. External light over entrance where street lighting insufficient. Supplementary lighting over notice board and telephone hood.</p> <p>Electric Power - One 13A socket outlet to every 37m² of floor space, or to every 12m run of corridor.</p> <p>Heating - 16.0°C for reception lobby and corridors.</p>	Entrance hall to be provided only at stations/major unit headquarters offices, formation headquarters offices and large civilian offices. Planned to give a reasonably spacious entry. External doors to be self-closing and draught-proof. Reception lobby with reception desk, notice boards and telephone hoods as required. Interior sign posting as required. Corridor width to provide space for disciplinary parades as necessary.

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(a)	(b)	(c)	(d)
22 Enclosed Office space a Single person b Multiple occupancy	13.5m ² 6.0m ²	Illumination - 350 lux with provision for individual task lighting as necessary. Electric Power - minimum of two 13A double socket outlets. Additional requirements to be identified at project brief stage. Heating - 18.5°C. Ventilation - Natural ventilation to a depth of 6m from the perimeter where applicable. Internal areas to provide air changes in accordance with CBSE recommendations.	Where individual offices are used for orders/defaulters 4.5m ² should be added. Clothes hooks and pin boards as required, for all offices. The installation of heavy duty safes is to include reinforcement of floor area as necessary.
23 Open Plan offices	6.0m ² per workspace	See Serial 22	.See Serial 22
24 Local Support Areas per workstation	Large meeting space (1 per 100 FTE) 40.0m ² Small meeting space (1 per 50 FTE) 18.0m ² Break out area (1 per 100FTE) 18.0m ²	See Serial 22	Dry wipe boards, notice boards, fittings for audio visual equipment as required. Break out area may be combined with beverage bays where appropriate.

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(a)	(b)	(c)	(d)
24 contd	Print and copy (1 area per 25 FTE) 5.0m ² Filing (1 cabinet per 2 FTE) 1.8m ² Storage (1 cabinet per 5FTE) 1.2m ²	.	.
25 Central Support Areas per workstation	Conference Room 150.0m ² Seminar Room 180.0m ² Library/Resource Room For up to 300 FTE 75.0m ² 10.0m ² per 100FTE additional in larger establishments Storage/Stationery For up to 300 FTE, 27.0m ² 0.09m ² per FTE additional in larger establishments Mail/Reprographics For up to 300 FTE 9.0m ² 0.015m ² per FTE additional in larger establishments	See Serial 22	Dry wipe boards, notice boards, fittings for audio visual equipment as required. Racking for storage and stationery areas. Library/display shelving as required. Sorting racks for Mail room.

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(a)	(b)	(c)	(d)
26 Drying Room	0.1m ² per person. (minimum 4.6m ²)	Illumination - 175 lux Heating - Heat source, circulation, and extract fans all to requirements of articles to be dried.	For staff with outdoor duties only (e.g. messengers covering more than one building).
27 Beverage Bay			Refer to Scale 47
28 Common Room			Refer to Scale 47
29 First Aid Facilities Treatment Area Treatment/Rest Room Separate Treatment and Rest Rooms Separate Treatment and Rest Rooms and WC	Personnel Size m ² less than 40 5.6 40 - 400 11.1 401 - 1000 18.6 1000 - 2000 23.2 over 2000 37.2	Illumination - 350 lux. Supplementary lighting as required. Electric Power - One 13A double socket outlet. Power supply for medical equipment as required. Heating - 21.0°C Water Supply - Hot and cold.	To be provided when Service Medical facilities are not available. Wash basin; fitted lockable first aid cupboard.
30 Cleaners' Room			Refer to Scale 1 Annex B. One to each floor when multi-storied, or to every 400m ² of floor space.

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(a)	(b)	(c)	(d)
31 Toilet Area	To be provided out of area addition		Refer to Scale 1 Annex B.
32 Map and Information Room	28.0m ²	Illumination - 350 lux Supplementary lighting for map boards as required. Electric Power - Two 13A double socket outlets. Additional power points for IT equipment as required. Heating - 18.5 ⁰ C.	For Army Districts, Areas, Divisional and Brigade headquarters only. For Command HQ size to be agreed at project brief stage. Map boards and clothes hooks as required.
33 Intelligence Room	28.0m ²	As for Serial 32.	For Royal Marines Commando Units with an establishment of 500 or more. All Army major units. Map boards and clothes hooks as required.
34 Server Room	As required		Refer to JSP 480. Size to be agreed at project brief stage.
