

State of Maryland
 Department of General Services
 Office Space Standards
 23 January 2018

Position	Area Standard Square Feet
Secretary	300
Deputy Secretary	250
Judge, Exc. Director, Commissioner	200
Assistant Secretary, Division Chief, Director	200
Branch Heads, Assistant Division Chief	150
Assistant Directors	150
Attorneys, Doctors, Field Supervisors	150
Professional, supervisory (private office)	110
Professional, non-supervisory (private office)	90
Professional, supervisory (open office)	90
Professional (open office)	70
Desk space for technical personnel, field staff	50
Secretary, Professional (shared office)	70
Secretary, open office	50
Word processor, clerical (open office)	50
Special Use Areas	
Conference room, sq. ft. per person	20
Conference room, Theater seating, sq. ft. per person	10
Fax/Copy/ Mail room, open space	80
File cabinets, five drawer, letter size	7 sq. ft. per cabinet
File cabinets, lateral	15 sq. ft. per cabinet
Handicap restroom (one WC and one lavatory)	50
Interview rooms (staff worker and two clients)	80
Lunch room, minimum of 100 sq. ft.	4 sq. ft. X total staff
Reception/waiting rooms sq. ft. per person	10
Receptionist's room, per person, minimum of 75 sq. ft.	48
Storage cabinets	15
Telephone/server room	75
Training Rooms, sq. ft. per person	30
Circulation Factor	25%