

**State of Maryland:**  
**Department of General Services / DGS**  
**Office Space Standards**  
**Effective June 1, 2021**

<b>POSITION</b>	<b>AREA STANDARD ( SF)</b>
Secretary	160 - 250
Deputy Secretary	140 - 200
Assistant Secretary, Judge/Commissioner	110 - 150
All Other Staff - Office <i>(justification required)</i>	110
Cubicle (Full Time In Office)	35 - 70
Secretary/Field Staff/Hybrid Telework (cubicle)	35 - 50
Hotel Work Stations	35
<b>SPECIAL USE AREAS:</b>	
Conference room, sq. ft. per person	20
Conference room, Theater seating, sq. ft. per person <i>(may only be requested for larger conference room needs)</i>	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 average number of staff expected in office on any given day
Lactation Room	80
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	TBD