DAS Programming Quick Start Guide

DRAFT

SUSTAINABILITY
Familiarize yourself with Oregon's executive orders for sustainability.

OPTIMIZE REAL ESTATE
Take inventory of your leases: area, term, and expiration. How much of the space is actively being used? Consider tracking daily usage and reducing or eliminating underutilized spaces.

SPACE USAGE
Does your agency have a policy for assigned or unassigned workspaces? For example:
3+ days/week = assigned
1-2 days/week = shared or hotelling

TECHNOLOGY
Check with your agency's IT department to validate concerns, constraints, and integration with future enterprise policies.

BIG OR SMALL CHANGE?
What scale of strategic, operational, or spatial change do you need? When do you need these changes implemented?

REUSE EXISTING
Reusing existing spaces, systems, and furniture can maximize the allocation of your budget dollars, State sustainability goals, and the "One State" approach.

SPECIALIZED AGENCY NEEDS
Does your agency have any specialized or unique needs that differ from DAS Space Standards?

HUMAN RESOURCES
Has your agency engaged with labor management? Consider change management and labor agreements.

DOCUMENT ARCHIVING
Archiving or digitizing physical documents may create more space for other types of valuable workspace.

START HERE

GOALS & VISION

PEOPLE

POLICIES

SPACE OPPORTUNITIES & CONSTRAINTS

READY TO DISCUSS WITH DAS!

FUTURE GROWTH
How can your new space anticipate future growth over time? Remote work policies, colocation, or increasing shared spaces may allow the space to support more people.

WHERE DO YOU WORK RIGHT NOW?
Mostly in person, mostly remote, or hybrid? Consider how maximizing time spent in-office may be a strategy to improve collaboration, communication, quality control, and agency culture.

BUILDING CONSIDERATIONS
Consider how to maximize reuse of existing building mechanical, electrical, and plumbing systems. What modifications are needed to optimize daylight, views, thermal, and acoustic comfort?

STORAGE
Validate storage needs early in the programming process to ensure sufficient space is allocated. Consider paper files, supplies, and lockers for staff belongings.

MAX DAILY POPULATION
In a hybrid work environment, consider both typical daily occupancy and peak in-office conditions, rather than total staff quantity.

HOW DO YOU WORK?
What types of spaces should be prioritized for in-office work? Quiet focus spaces, active collaboration areas, or a mix of both? Consider if your staff typically work individually or in teams.

TRANSPORTATION ACCESS
Consider staff safety, access to multimodal transportation and vehicle parking, EV charging, and secure bicycle access and storage.

SHARED SERVICES
Are there areas where your agency could share services and co-locate with one or more other agencies?