



Space Planning Benchmarks

Jake Smithwick, PhD, FMP

Jake.Smithwick@charlotte.edu



Today's Agenda

- Introduction
- Purpose of Report & Methodology
- Space Planning Benchmarks
- Moves & Relocations
- Organizational Change

Simplar

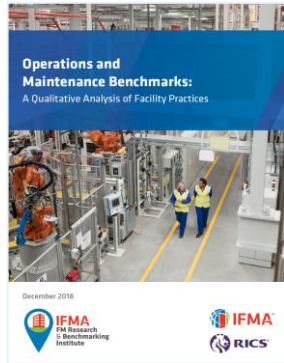
- Group of researchers and educators
- Integrated with all parties (owners & vendors)
- Developed tools & hands-on support:
 - Organizational Transformation
 - Procurement & Sourcing
 - Risk-based Partnering & Contracting
 - Project & Risk Management
 - Performance Measurements
- **Become a Client (or Vendor) of Choice**



A long history of practical reports



2017



2018



2020



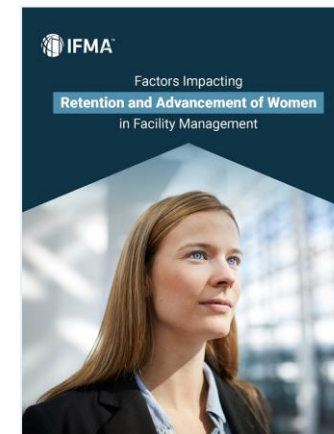
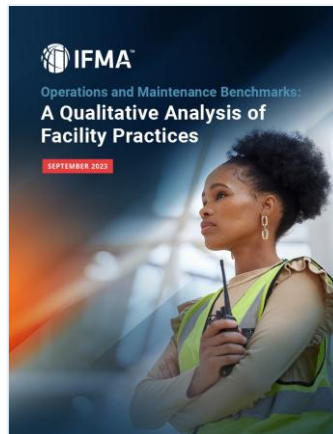
2021



2022



2023



2024

Importance of Space Planning

- Real estate is an important workplace asset
- Can't manage what you don't measure
- New ways of working and occupancy change what space management look like

Space Planning Benchmarks

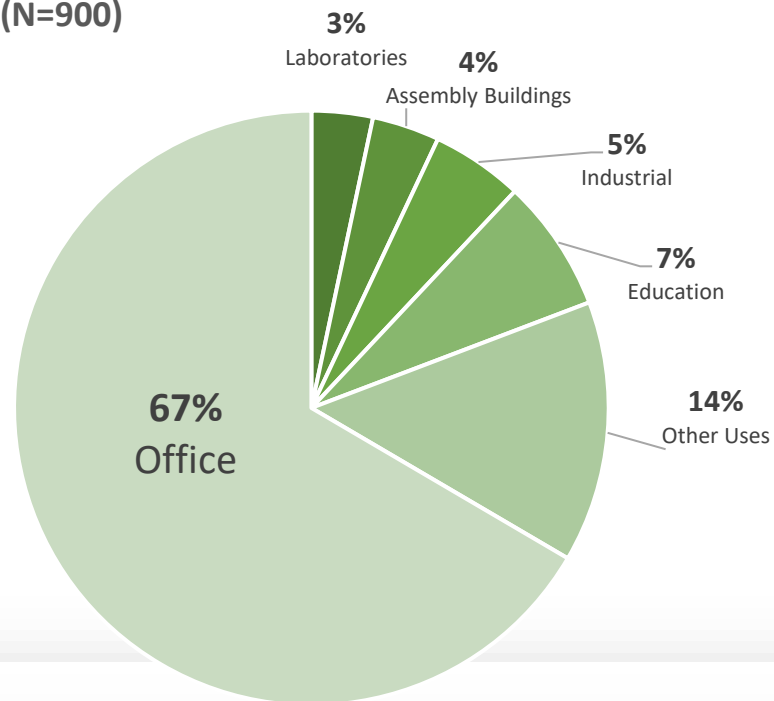
IFMA Benchmarking Study

- Surveyed IFMA's membership
- Last time study completed: 2020

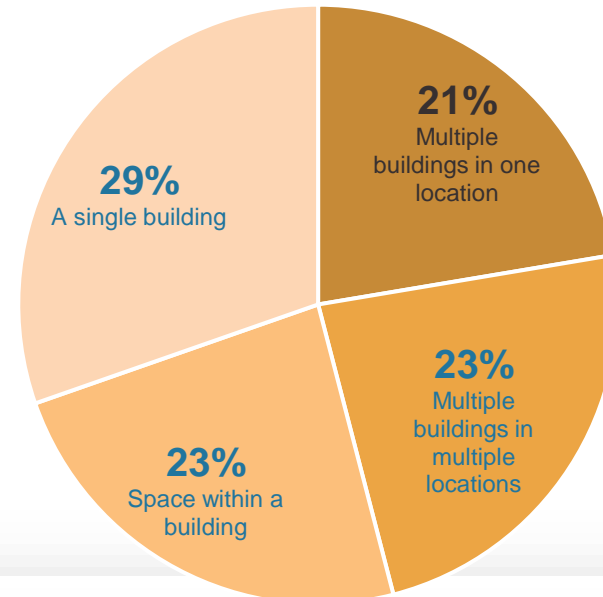
***Understand how FMs
allocate & manage space + new trends***

Facilities Demographics

Facility Use (N=900)

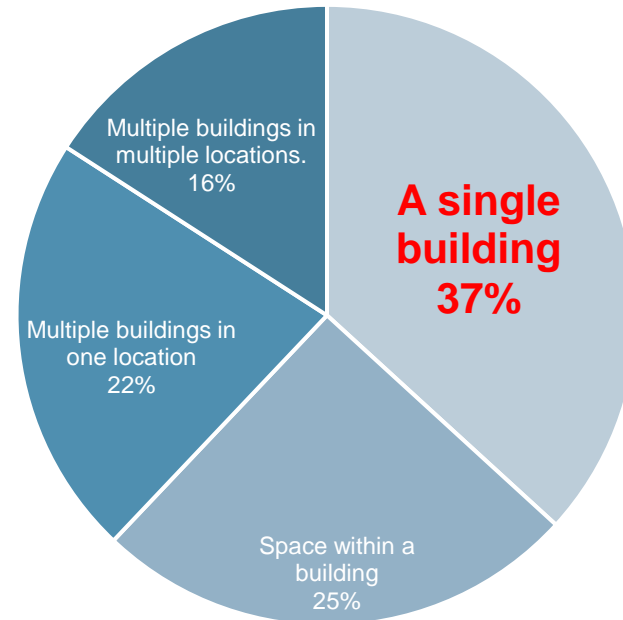
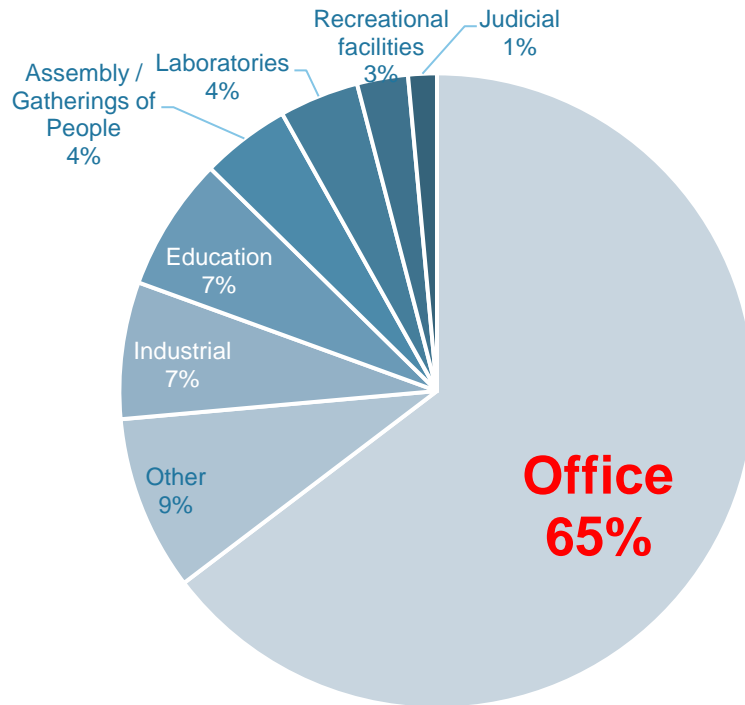


Reported Facility Description (N=903)



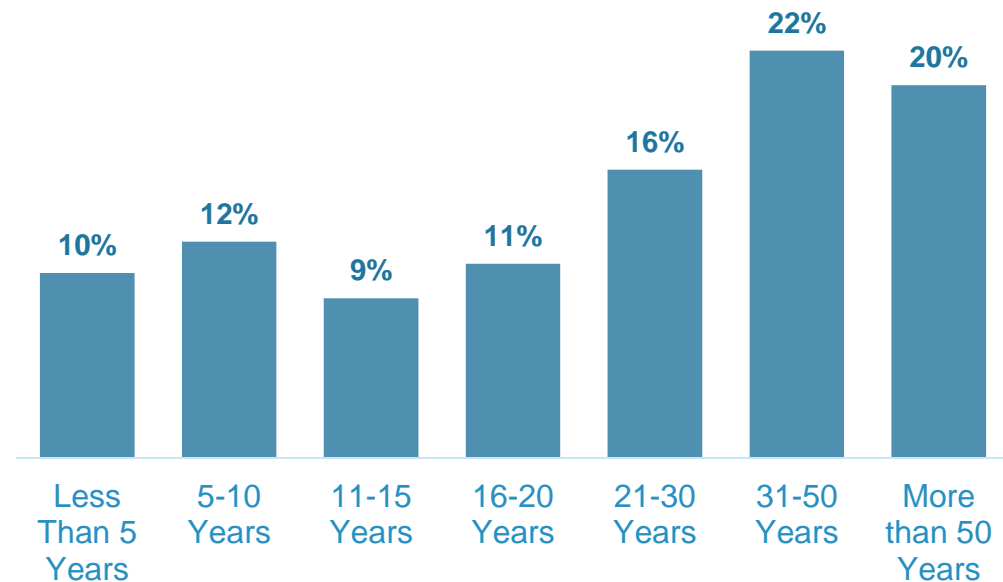
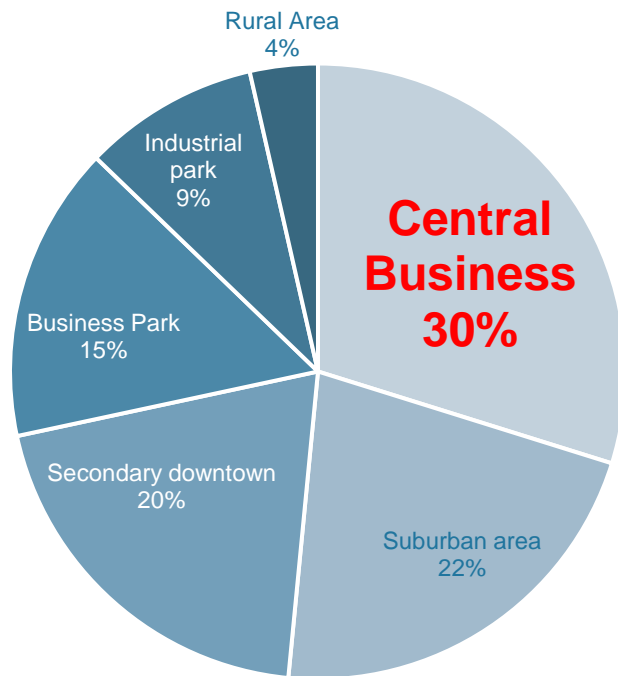
Facility Demographics

65% of 600+ responses were for **Offices**.



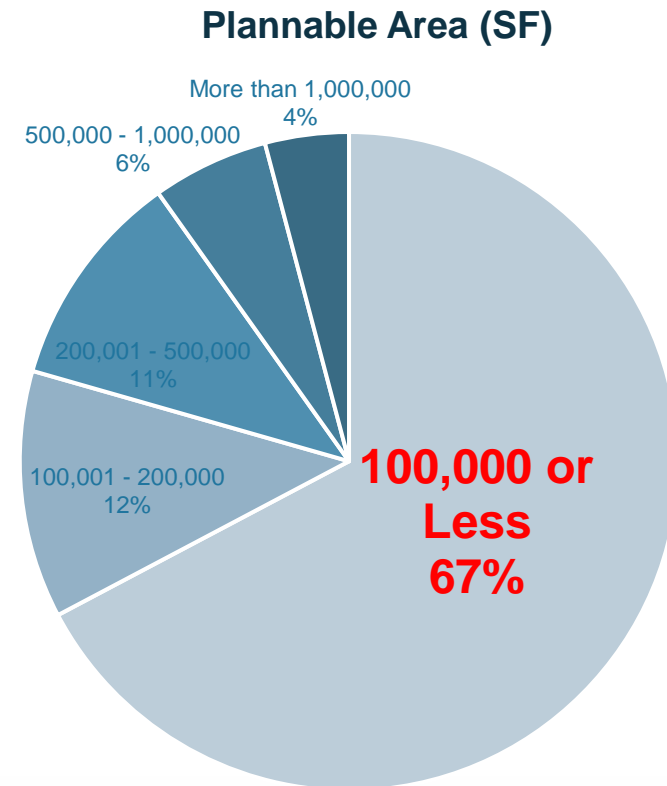
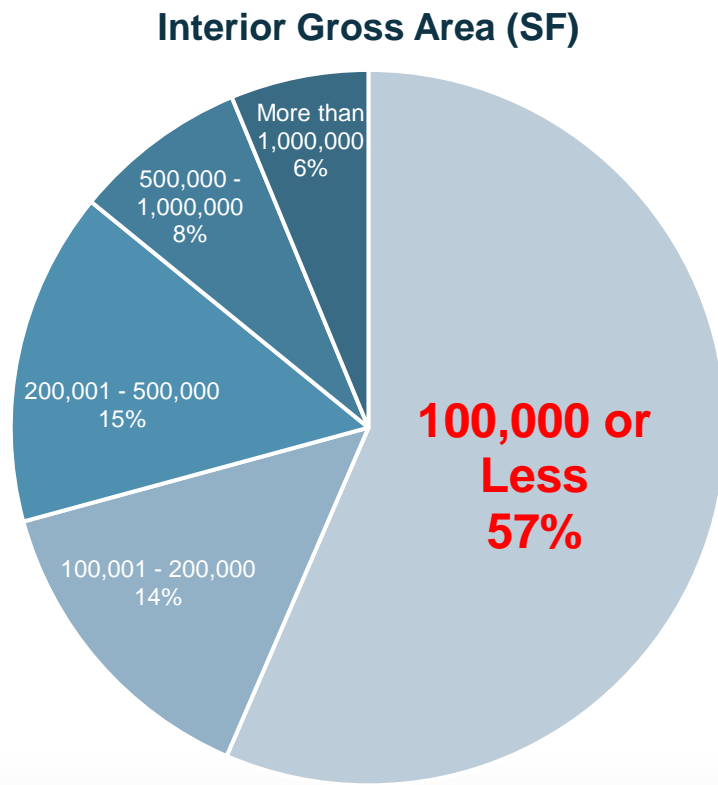
Facility Demographics, cont'd

22% of facilities were constructed over the last decade.



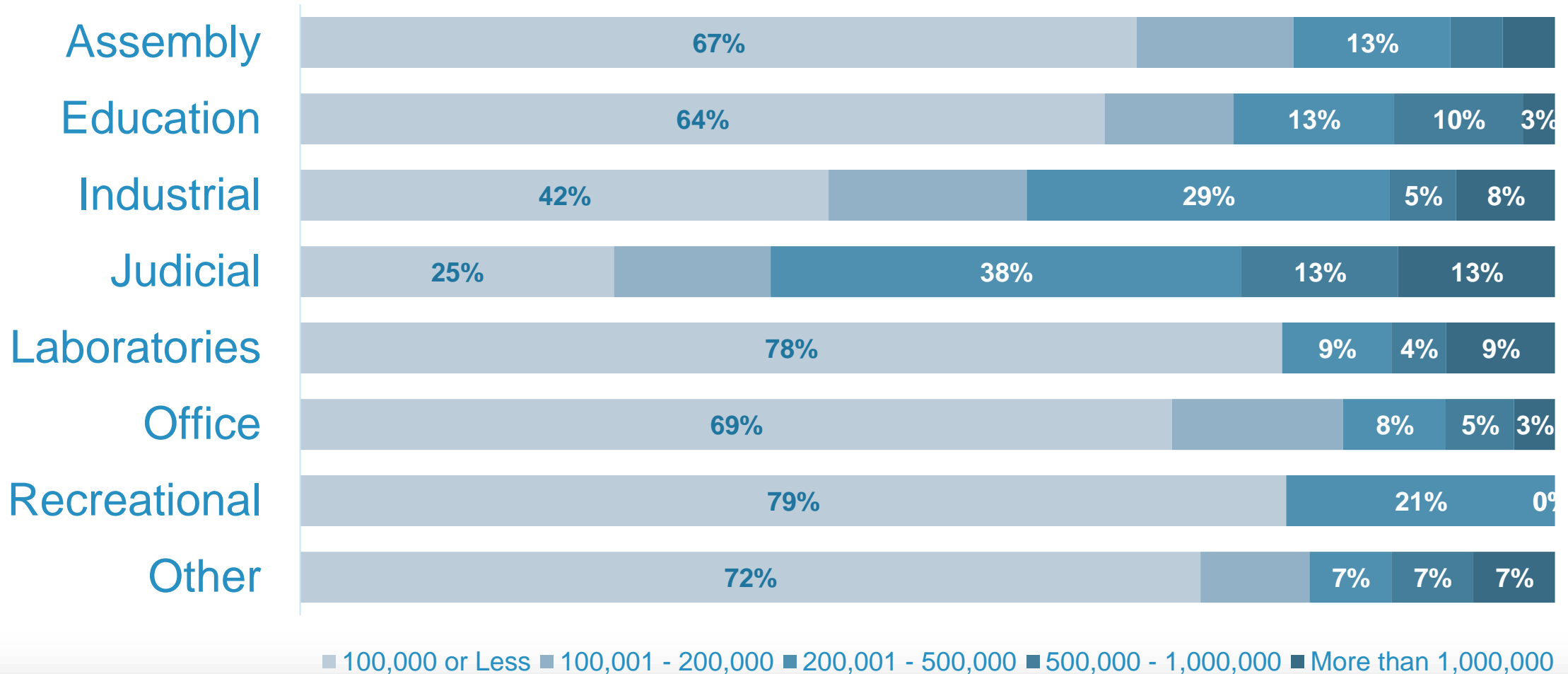
Facility Demographics, cont'd

More than half of the reported facilities had **100,000 or less** SF of plannable area.

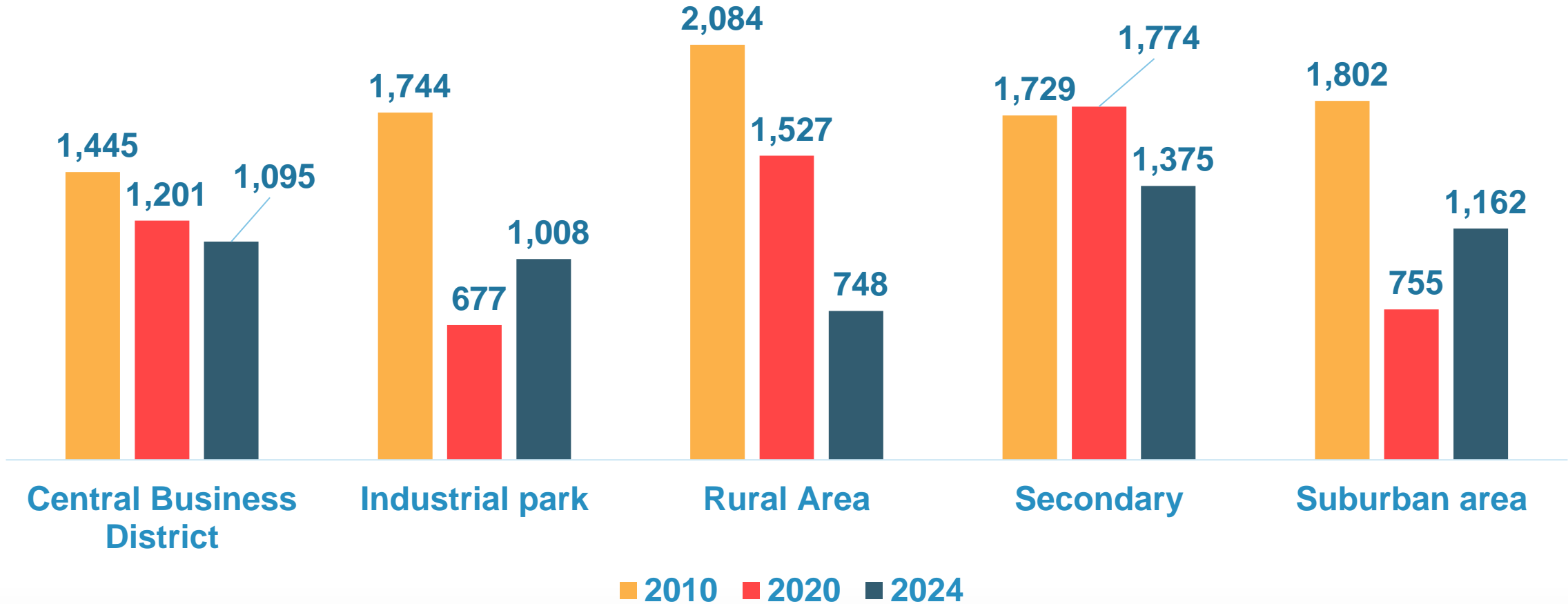


Facility Demographics, cont'd

Plannable Area Distribution across Facility Use

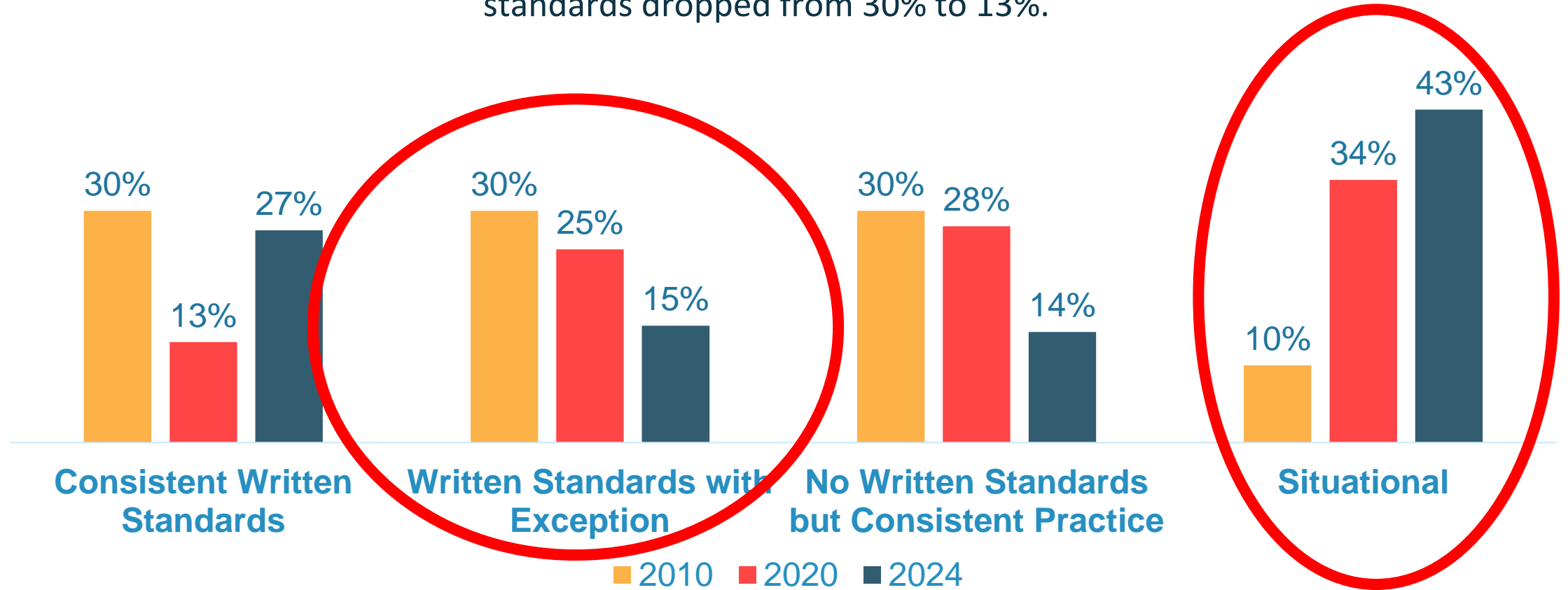


Average Daily Occupants across Facility Settings



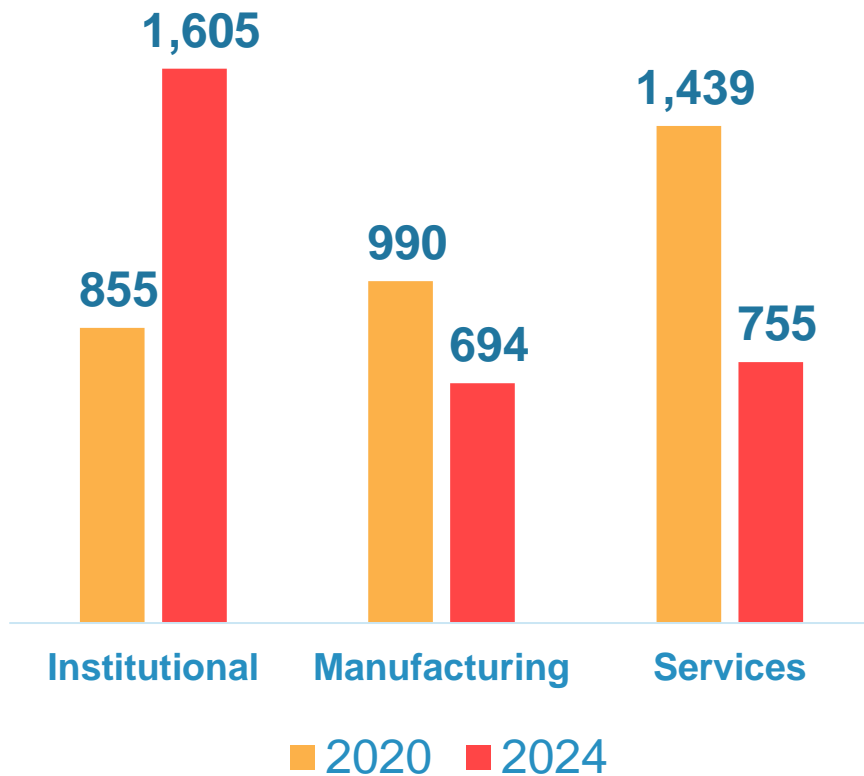
Space Utilization

Situational space allocation policies rose from **10% in 2010** to **43% in 2024**, while consistent written standards dropped from 30% to 13%.

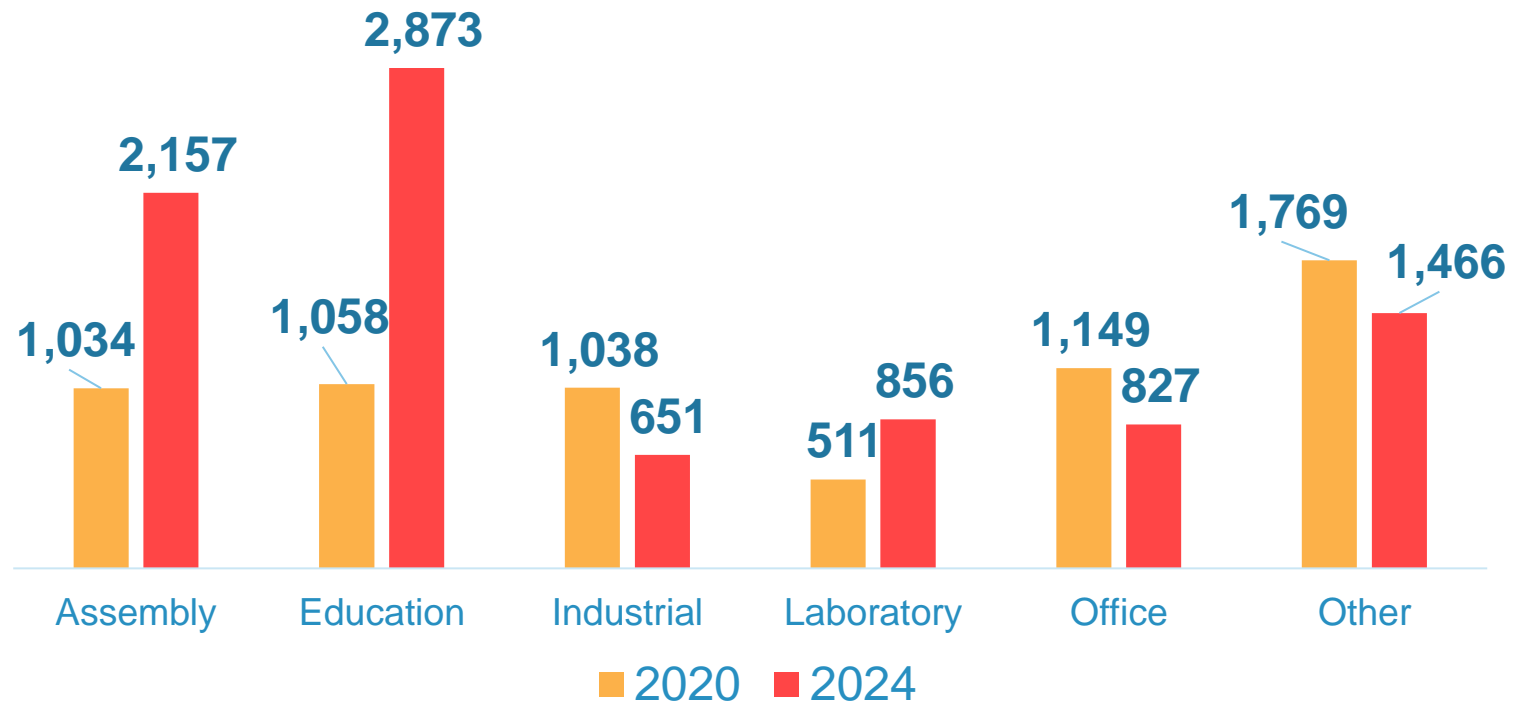


Sector and Facility Use Daily Occupants

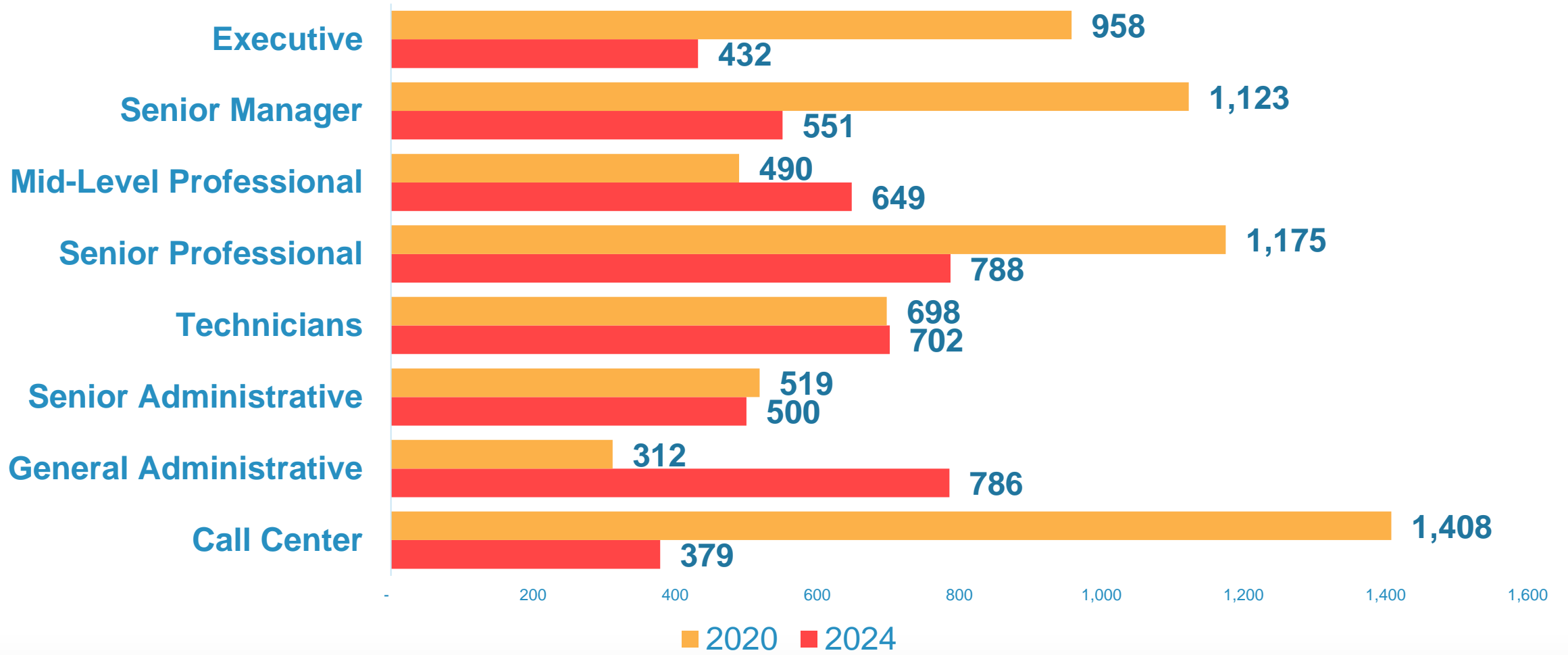
Sector



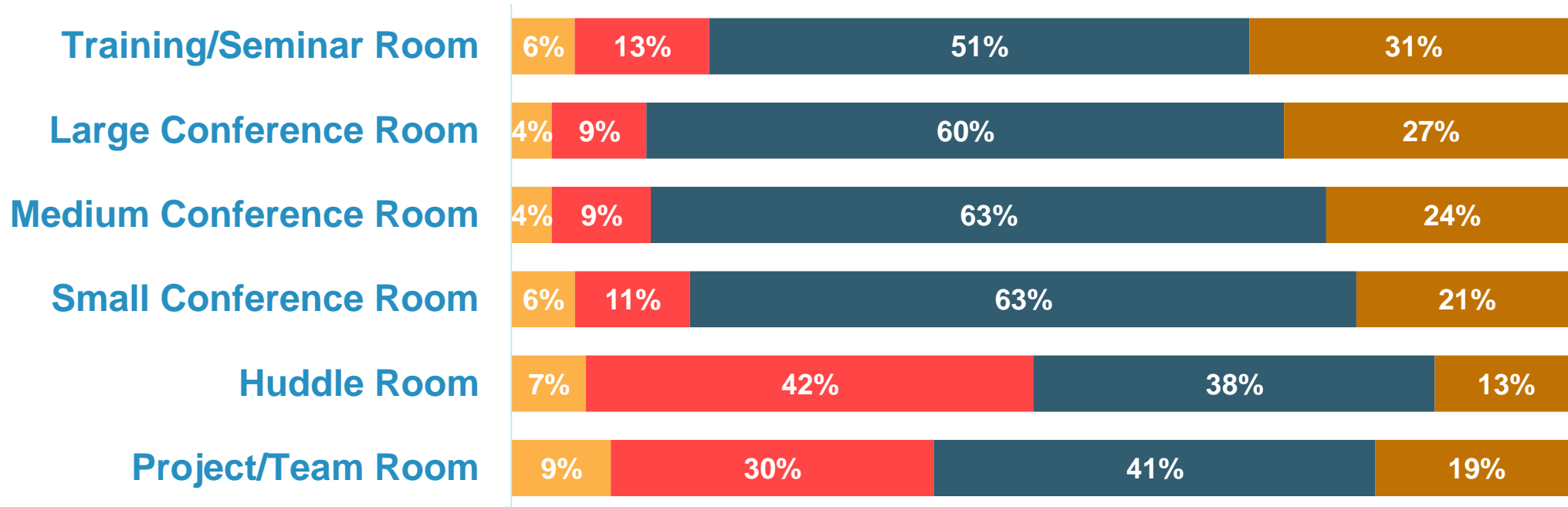
Facility Use



Average Area for Workstation Types (SF)

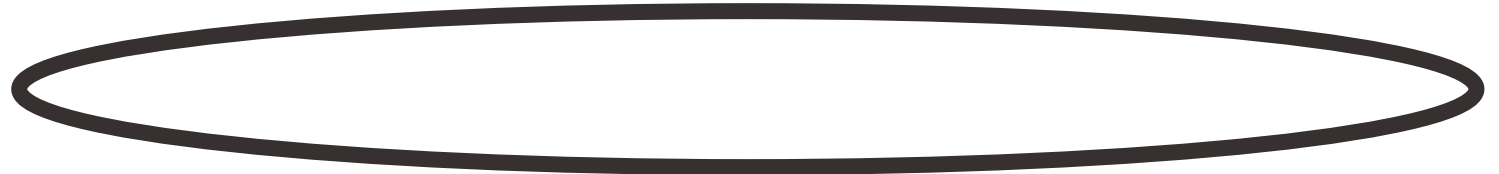


Reservation System for Conference Rooms



- Decentralized
- No reservation process in place
- Online Reservation system for ALL users
- Online room reservation system available to centralized staff

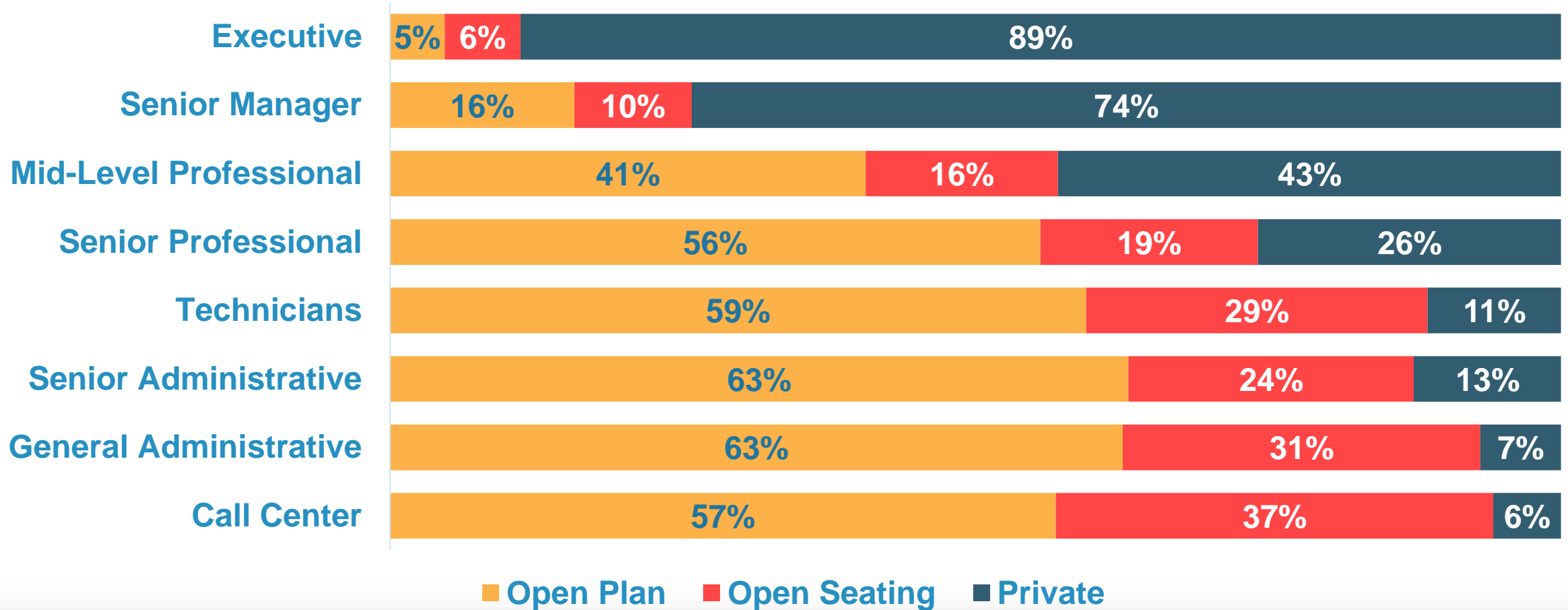
Office Types



Offices are shifting to **open seating**, which **quadrupled from 6% in 2002 to 24% in 2020** and rose further to 38% in 2024

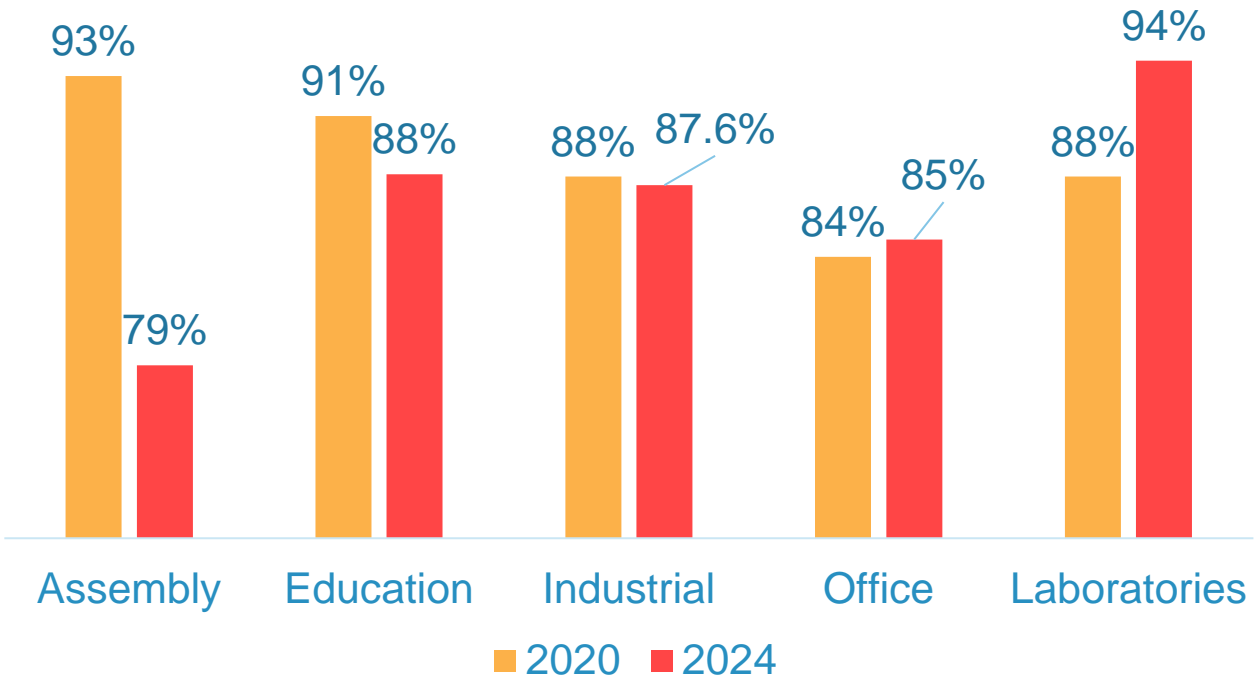
■ Private Office ■ Open Plan ■ Open Seating

Office Type by Worker

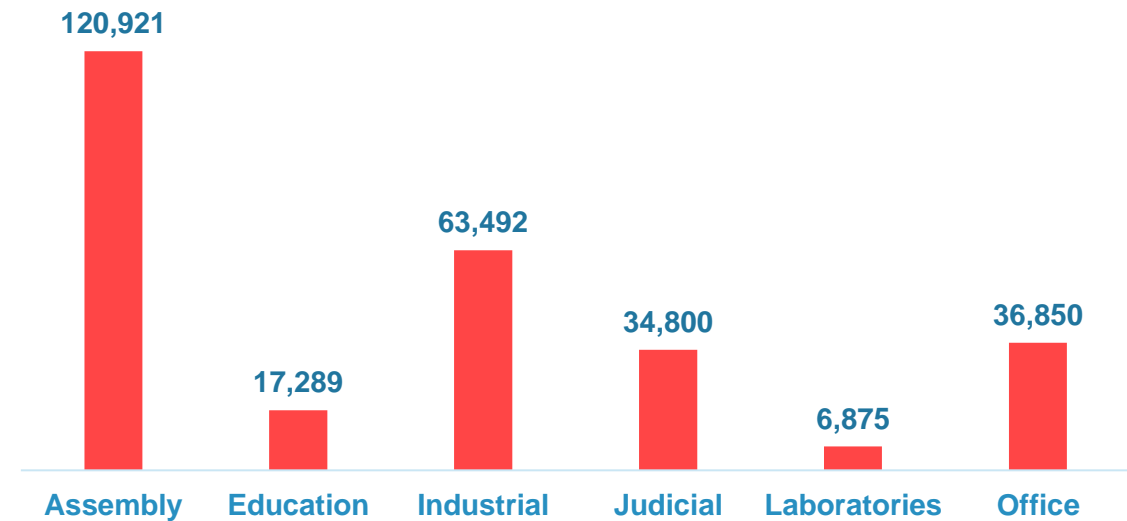


Space Utilization

Percent Utilization



Average Unoccupied Space (SF)

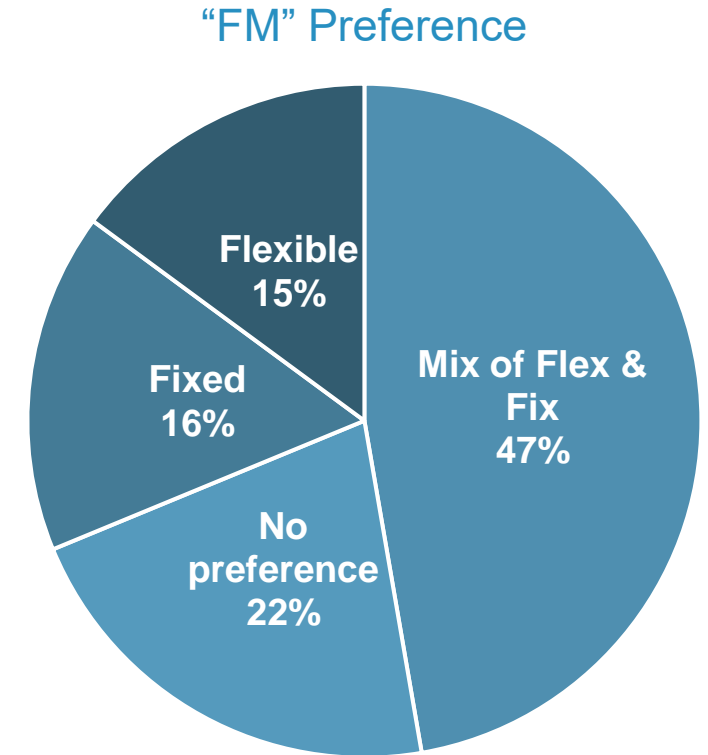
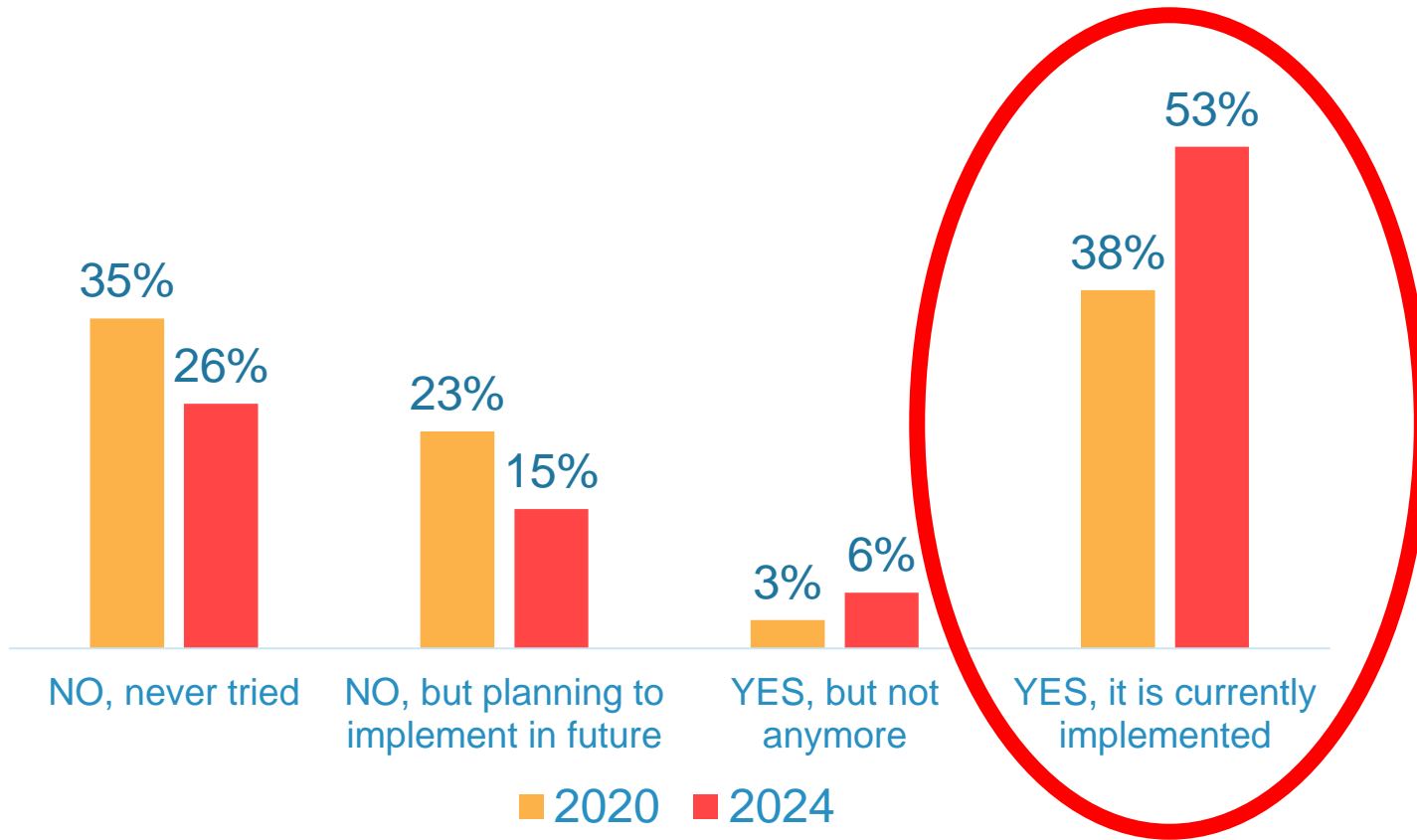


Key Considerations for Flexible Workspace

- Understanding your role as the FM
- Maintenance & cleaning standards [i.e., clean desk policy]
- This can put the FM in a difficult situation [i.e., having to police space]
- Needs continuous monitoring (& comparing to what the initial expectation)
- *This is different.* Typically focus on vacancy...
- Need to measure it different from traditional space

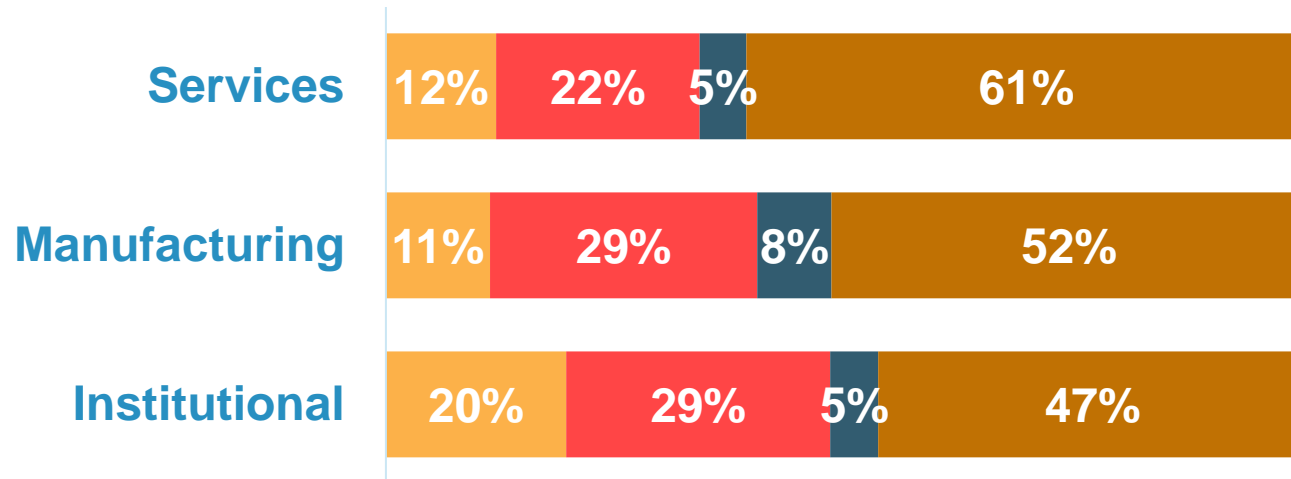
Flexible Workspace

Flex Workspace Adoption



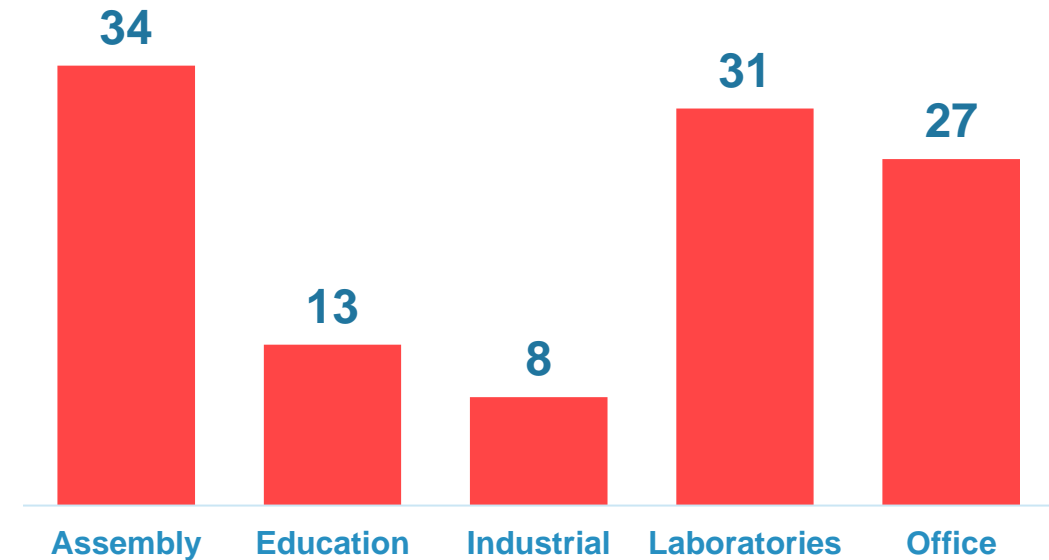
Flex Space by Sector & Facility Use

Flex Workspace Implementation



- NO, but planning to implement in future
- NO, never tried
- YES, but not anymore
- YES, it is currently implemented

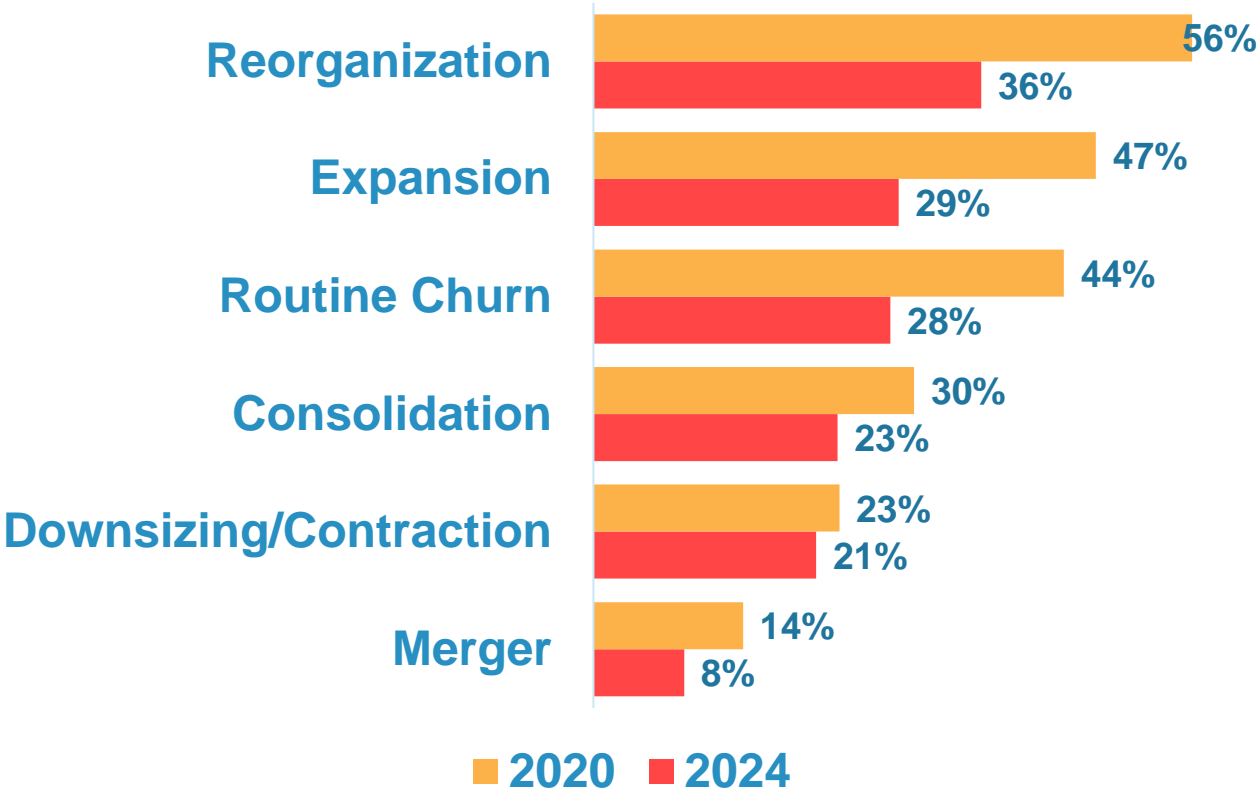
Flex Workspace (SF) per Person



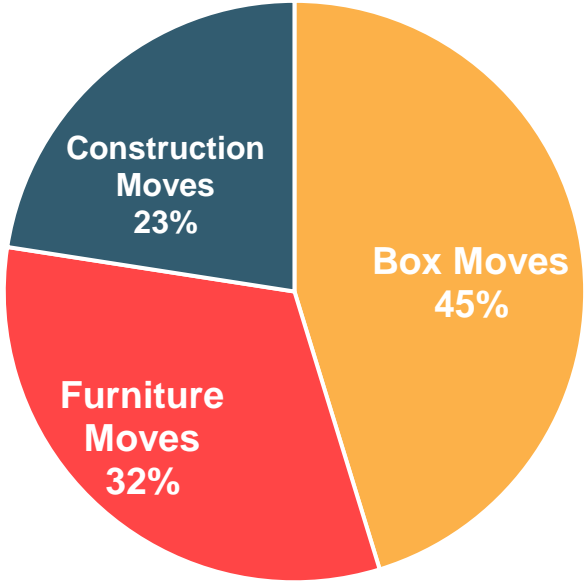
Moves & Furniture

Moves & Furniture

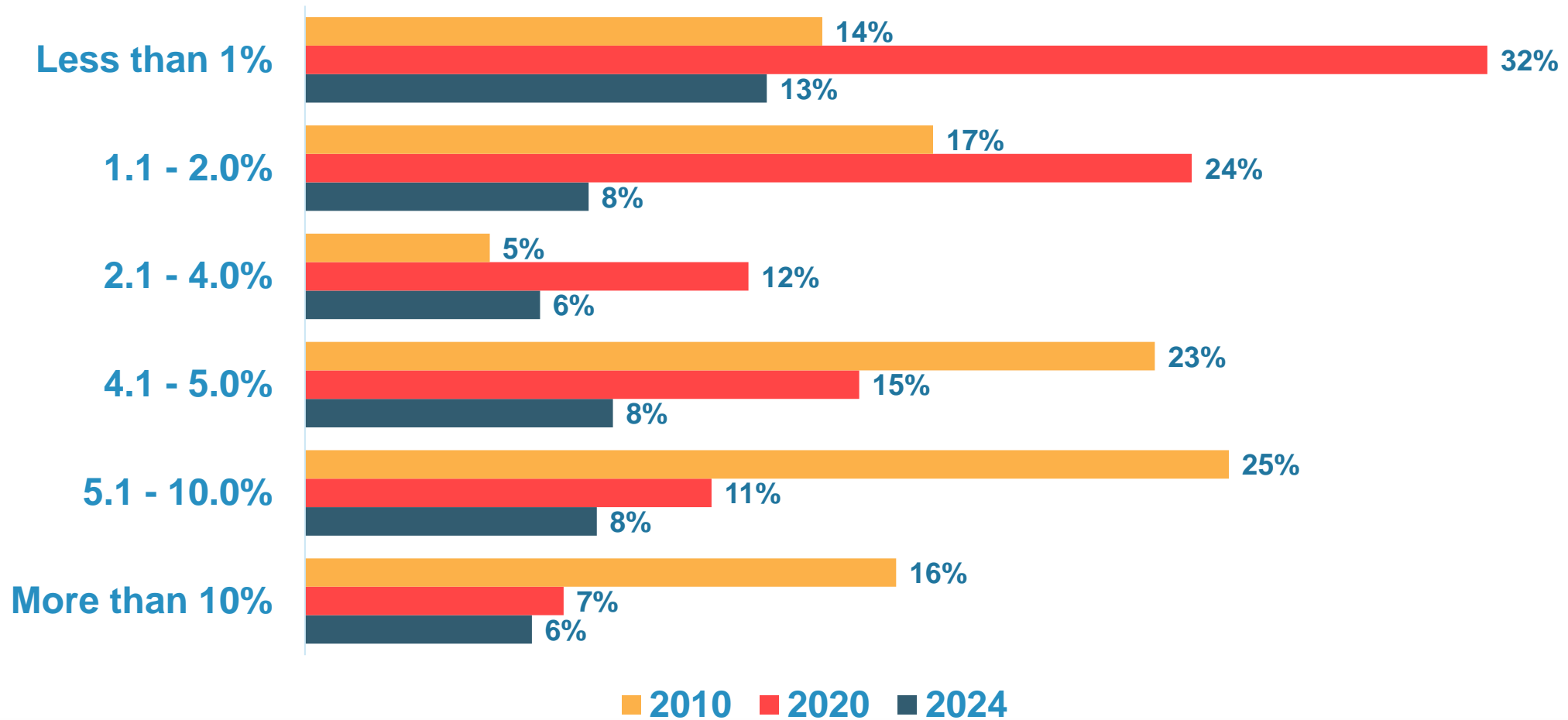
Moves in the Last 12 Months



Move Types in 2024

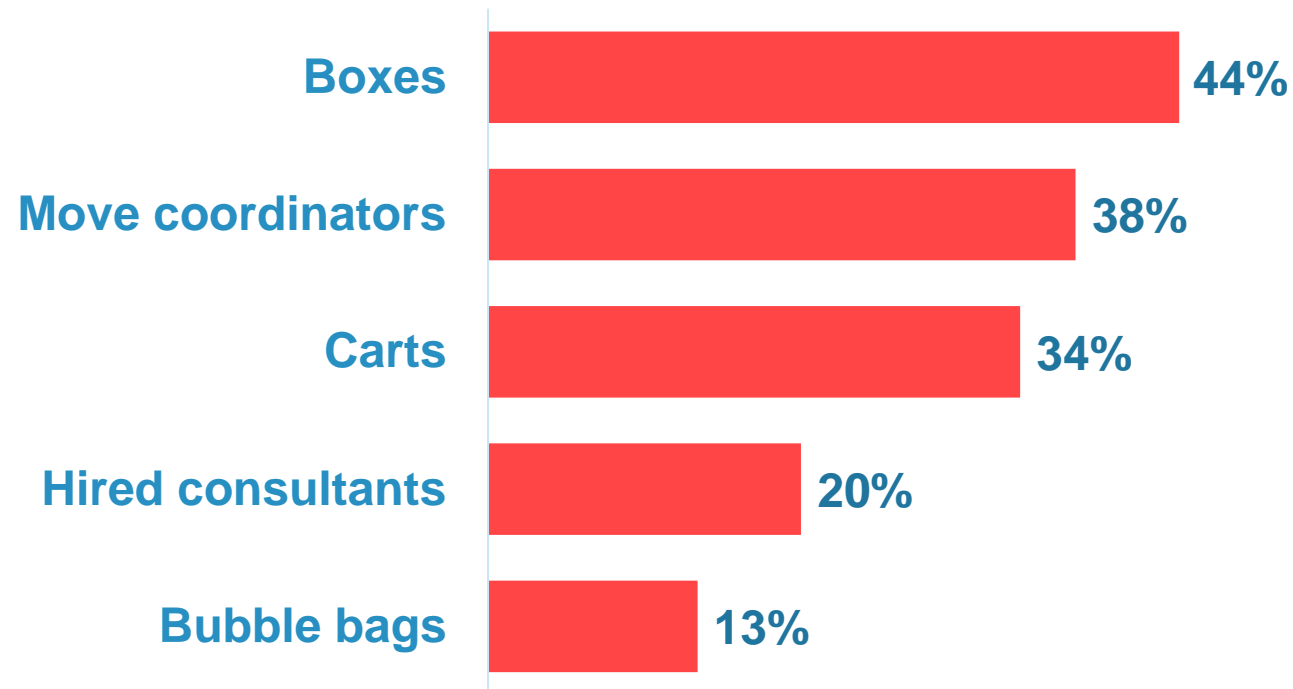


Swing Space

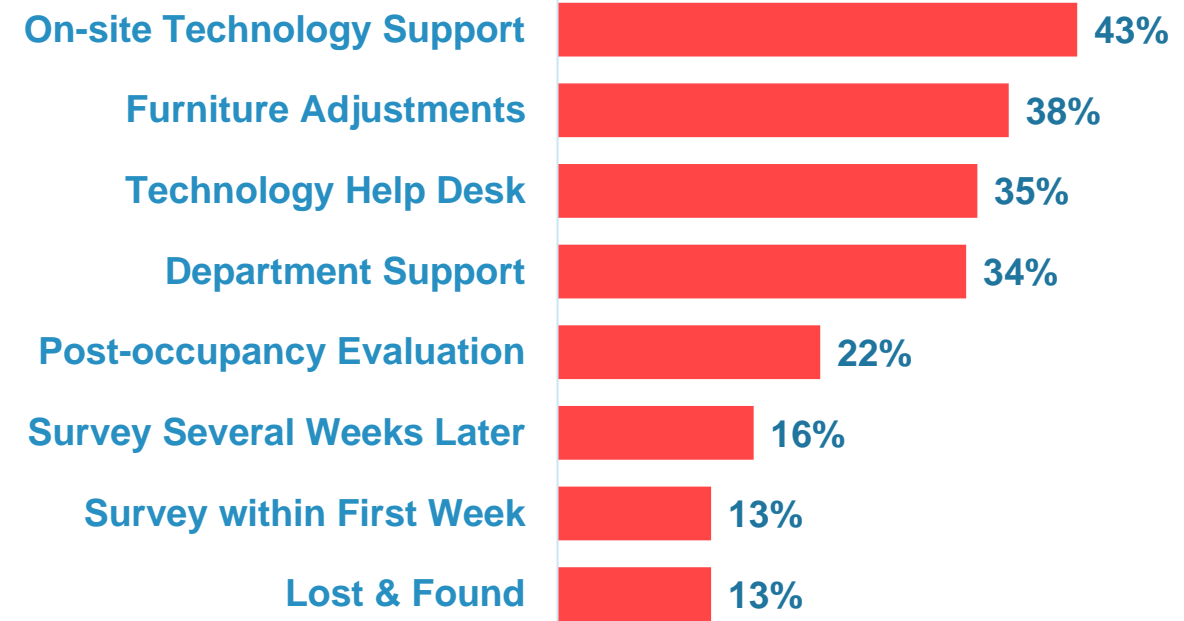


Moves Support

Pre-Move Resources

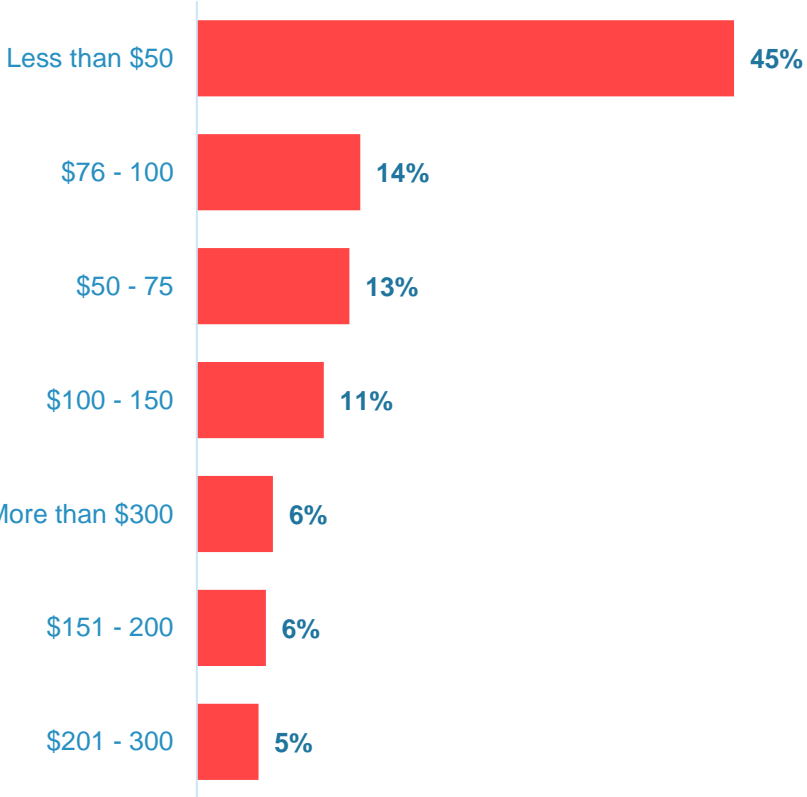


Post Move Support

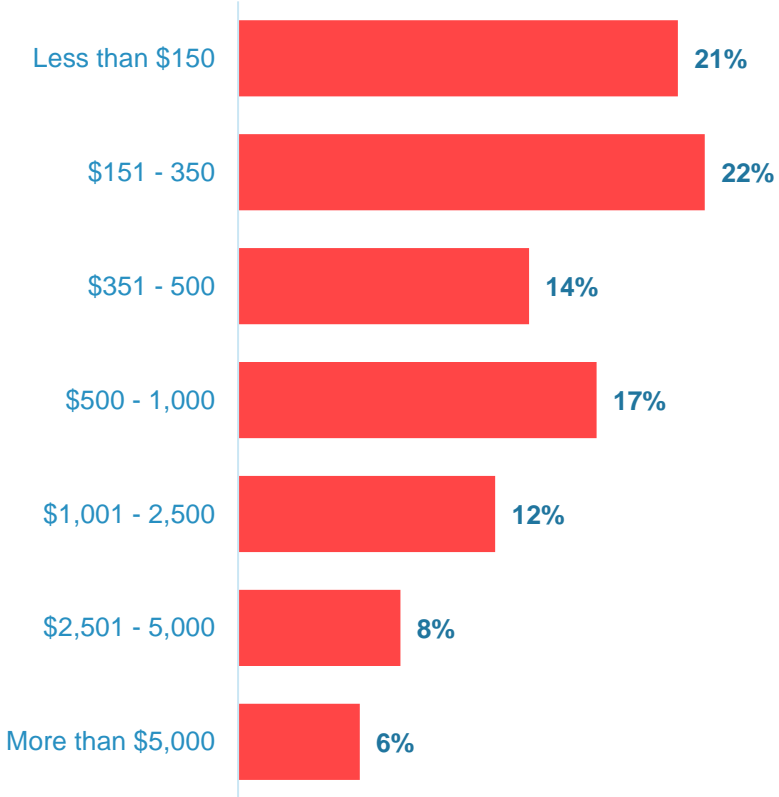


Moves Cost

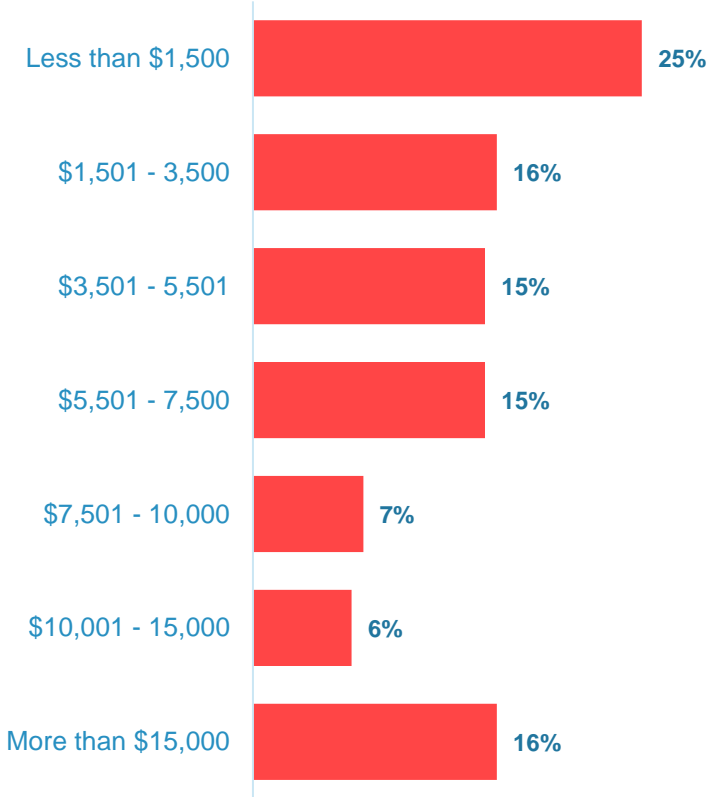
Cost for Box Moves



Cost for Furniture Moves



Cost for Construction Moves



Organizational Change

Iron Curtain of Knowledge



Common Misperception

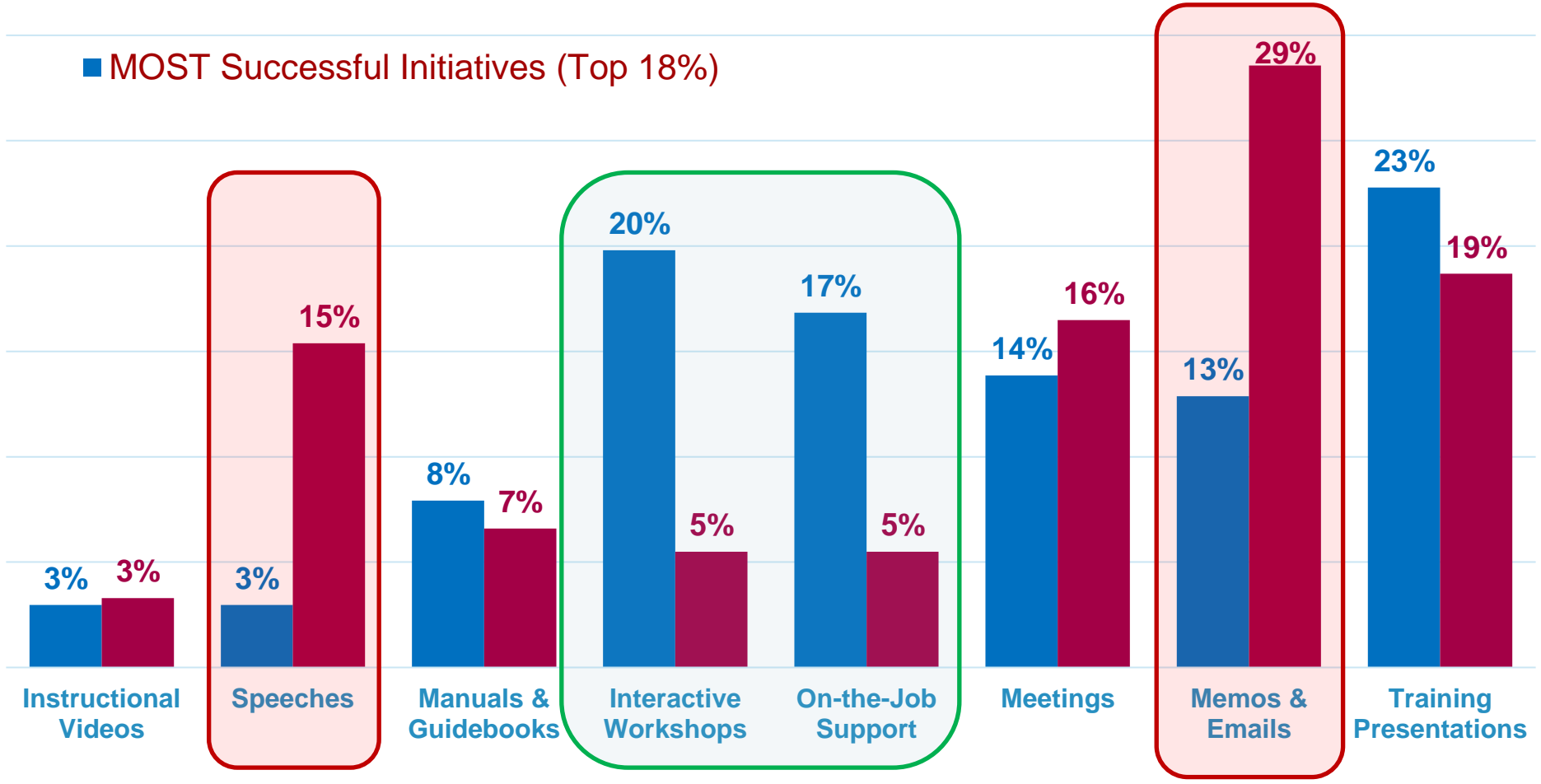
ROI alone does not
drive change readiness & acceptance.

It is simply part of the puzzle.

Org Change Study

- Organizational Change Management Study
- 547 Case Studies from Organizations globally
- Each response represents a single, large-scale change initiative within an organization.
- Survey objective: profile of numerous change initiatives across industry

Communicating the Change Message



N=234

What does this all mean?

What you do now + Science =
Better People & Better Projects

ID High Performers
for your Projects

Build Higher
Performing Teams

Increased Job
Predictability

Identify & Grow
Current and Future
Talent

Comments / Questions



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Jake.Smithwick@charlotte.edu