

Freeze the Footprint *(Unaudited)*

The U.S. General Services Administration (GSA) is meeting and exceeding the requirement to freeze its own real property footprint. GSA reduced its total workspace by approximately 19.4 percent since the Fiscal Year (FY) 2012 baseline. GSA is accomplishing this by improving the utilization of space, through various workplace strategies, including: right-sizing individual, collaborative, and support spaces; desk-sharing; a continued emphasis on enabling and supporting mobile work; and shifting from traditional office space to more flexible, equitable, open-plan workplace environments.

In September 2013, GSA began implementation of its nationwide initiative with the vision of creating an inspiring workplace portfolio focused on enabling

GSA's workforce to improve service to the American taxpayer, boost innovation and collaboration, and build stronger connections between business lines and our customers while maximizing assets and better utilizing resources. Additionally, GSA has created an internal space allocation, design, and management policy, applied to GSA occupied space that:

- Establishes clear roles and responsibilities;
- Sets a 136-Usable Square Feet/person allocation limit on all new projects;
- Establishes a space utilization target of 70 percent;
- Establishes sizes for workstations;
- Sets limitations on private offices; and
- Focuses on design quality, including acoustics and ergonomics.