



OCCUPANT LOAD METHODOLOGY FOR OPEN OFFICE & ACCESSORY MEETING AREAS

CODE REFERENCE:

2016 California Building Code Sections 1004.1.2 and 1004.2

GENERAL EXITING REQUIREMENTS:

- An egress analysis shall be provided for projects in which a floor is reconfigured or the use is modified.
- The egress analysis shall be based on all rooms and spaces being fully occupied. The occupancy classification, the use, the square footage, the occupant load factor (OLF), the calculated occupant load, the seat count (if applicable) for each room or space shall be clearly identified in the egress analysis.
- Furniture layout shall be incorporated into the egress analysis plans. This is used to confirm occupant load and compliance with the accessibility requirements.

REQUIREMENTS FOR OPEN OFFICE AND ACCESSORY MEETING AREAS:

- Small meeting spaces (such as Collaboration, Focus, Huddle, Phone, etc.) not exceeding 200 s.f. that are intended to be occupied by the same employees in the adjacent open office spaces may be calculated at 100 OLF. All other meeting rooms shall be calculated in accordance with CBC Table 1004.1.2 based on the anticipated concentration of the use.
- In the Open Office areas, if the furniture layout results in higher number of seats than the calculated occupant load using 100 OLF, then there are two options to consider for the design approach.

Option 1:

The applicant could elect to base the design on the higher occupant load for the specific open office areas (as permitted by CBC 1004.2 for increased occupant load).

Option 2:

The applicant could elect to base the design on the calculated occupant load with the assumption that not all the seats will be occupied at the same time. In this case, an Operational Statement Letter is required to confirm the actual occupant load of the space will not exceed the calculated occupant load. The occupant load for each open office area shall be posted in a conspicuous location near the main exit or exit access doorway from the room or space. The posted signs shall be of permanent design and maintained by the owner or the owner's authorized agent.

Requirements for the Operational Statement Letter (OSL):

- The OSL shall be signed by the building owner or owner's authorized agent, the tenant, and the project architect of record.
- The complete OSL shall be incorporated into the cover sheet of the permitted plans.
- The OSL shall include a statement that indicates NOT all the seats will be occupied at the same time and a description of the means to achieve this.
- The OSL shall include a description of the maintenance of the operational statement.
- Egress plans in 11"x17" format with all the open office areas covered by this statement highlighted shall be attached to the OSL.