



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

June 16, 2015

MEMORANDUM FOR DoDEA Facilities Chiefs

FROM: HQ DoDEA Facilities Branch

SUBJECT: DoDEA Computation of Gross Square Footage

To ensure consistency for facility planning, programming, and reporting, DoDEA will utilize the following as the basis for gross square footage measurement:

(1) Enclosed Spaces. The gross area includes the total area of all floors, including basements, mezzanines, penthouses, usable attic or sloping spaces used to accommodate mechanical equipment or for storage with an average height of 2100 mm (6 ft. 11 in.) measured from the underside of the structural system and with perimeter walls measuring a minimum of 1500 mm (4 ft. 11 in.) in height, and other enclosed spaces as determined by the effective outside dimensions of the building.

(2) One-Half Spaces. One-half of the area will be included in the gross area for balconies and porches; exterior covered loading platforms or facilities, either depressed, ground level, or raised; covered and uncovered but open stairs; and covered ramps.

(3) Excluded Spaces. Crawl spaces; exterior uncovered loading platforms or facilities, either depressed, ground level, or raised; exterior insulation applied to existing buildings; open courtyards; open paved terraces; roof overhangs and soffits for weather protection; covered but open walkways; uncovered ramps; uncovered stoops; and utility tunnels and raceways will be excluded from the gross area.

(4) Reporting Requirements. The cost of covered walkways (sometimes referred to as canopies) will be reported as a lump sum on the DO Form 1391 in block 9 under Supporting Facilities. Covered walkways should not be attached to the primary facility. The square footage and estimated cost associated with these covered walkways will not be included with the Primary Facility.

(5) Shade and Weather Protection. Canopies are not authorized for standalone shade or weather protection without HQ DoDEA Facilities Branch approval. Shade or weather protection coverings are permitted for playground structures if they are an integral part/ designed to be part of that piece of equipment.

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This memorandum supersedes the memorandum dated May 16, 2012; subject "DoDEA Computation of Gross Square Footage. Questions should be referred to HQ DoDEA Facilities Branch.

6/16/2015

**X** Michael Smiley

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Mike Smiley

Chief, Facilities Branch

Signed by: SMILEY.MICHAEL.T.1077656061