

# auri research brief

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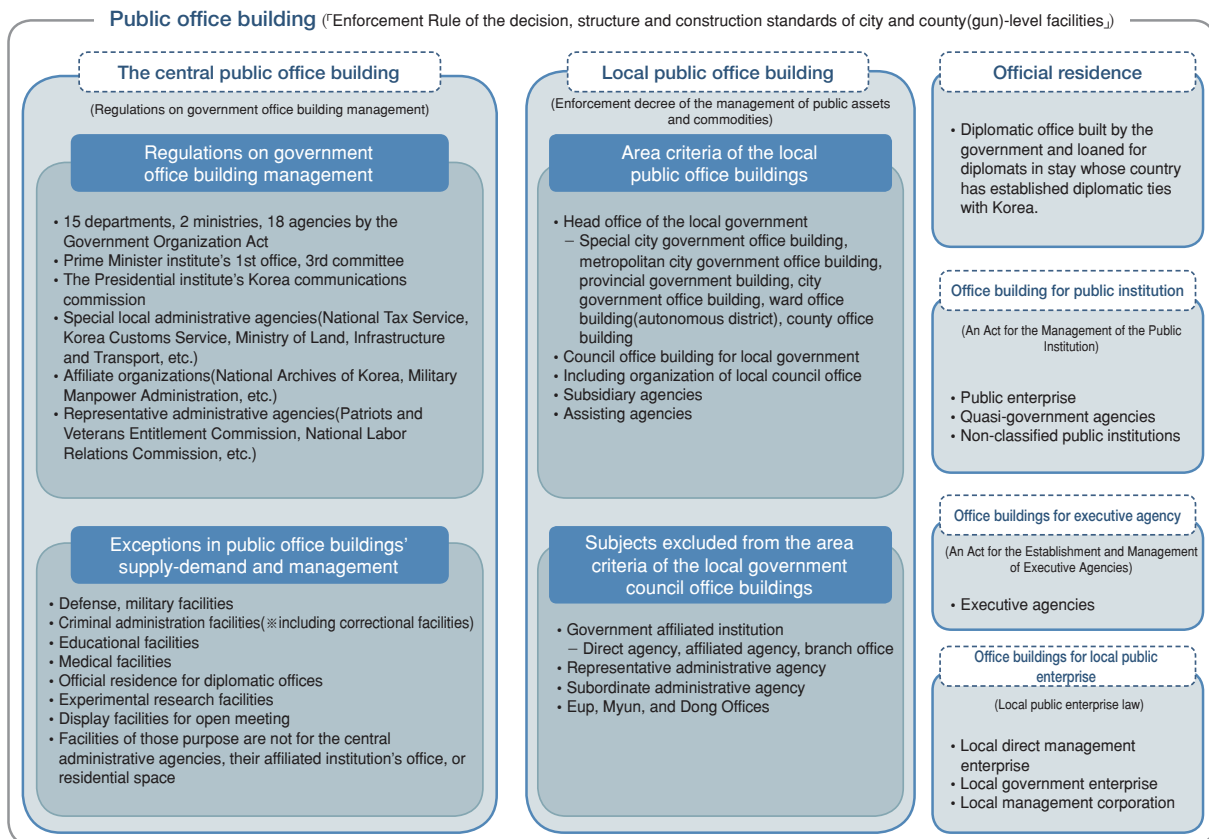
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## Study on Improvement of Planning Criteria for Public Office Buildings

Nowadays, public office buildings function as economic, social and cultural centers of the local community as opposed to merely functioning as administrative office space, and its spatial configurations have changed accordingly to the present time. The emphasis on user-friendly amenities and welfare related spaces are increasing, and spaces that facilitate interaction with local communities are progressively being promoted. Additionally, technological advances are also changing the organization of space as cooperation and communication amongst different administrative divisions increase with improved efficiency, and use of the digitized database becomes extended. Furthermore, efforts towards assuring building sustainability through environmental policies also influence the need to rethink the spatial organizations of public office buildings today. In particular, the government requires public office buildings to lead the way in increasing energy efficiency and durability, and emphasizes the role of actively promoting sustainable architectural designs. However, despite the new social requirements and multiple functions of the public office building, a comprehensive new planning criteria that embody all these changes has yet to be established. More importantly, the government cannot simply respond to current policy implications and social changes, but it also needs to effectively prepare for the future as well. Therefore, a clear definition of needs analysis considering each evolving design stage is required. Against this background, this research aims to examine the role and function of public office buildings and propose policy improvements regarding the planning of public office buildings.

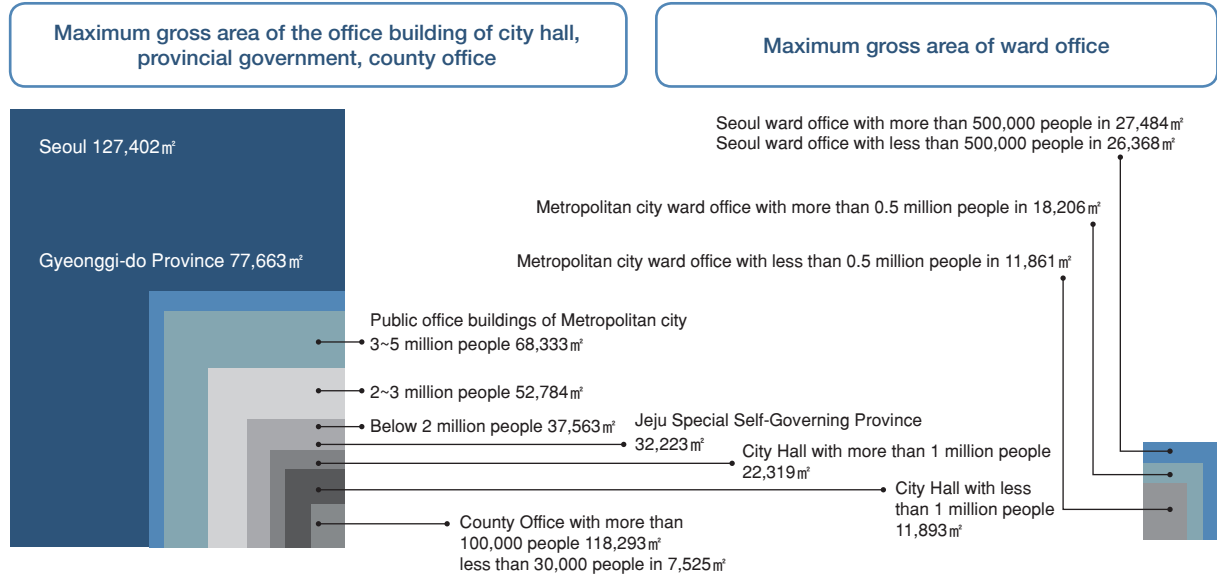
The research subject is limited to government complexes which include central public office buildings, local government office and council buildings, and community offices at the local administrative level of eup, myun, and dong. The research focuses on aspects that need considering in the planning stages that directly impact the design outcome of facilities such as a detailed understanding of the demand for facilities, proposing appropriate building functions and size, making rational decisions on the type of construction (e.g., new construction, building extension, renovation), architectural condition and design direction, and financial plans.

Current legislations that define public office buildings are as follows. The main legislation that regulates both central and local public office buildings is the “Enforcement Rule of the decision, structure and construction standards of city and county(gun)-level facilities” administered by the Ministry of Land, Infrastructure and Transport. The legislation regarding central administrative organization buildings is the “Regulations on government office building management,” and the “Enforcement decree of the management of public assets and commodities” regulates local government facilities. When examining such legislations, there seems to be no clear methodology that allows for analyzing the demand for public office buildings, and apart from a list of different office functions, there are no clear spatial standards regarding local community amenities.



The scope of public office building according to current law

Additionally, pertaining to the size of buildings, again there are only standards for office area per person as opposed to functional requirements for community amenities or its appropriate area.



#### Maximum gross area according to local government population and public servants

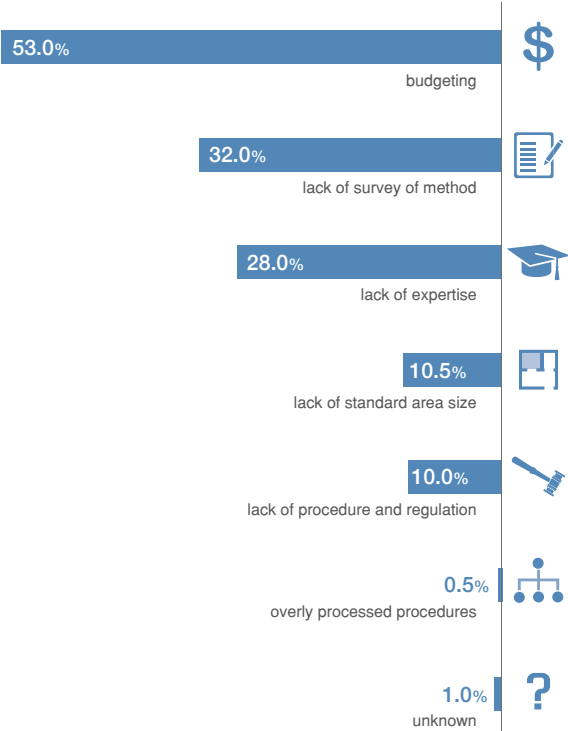
\*Source : Youm, Chirl Ho et al.(2010), Establishment of Architectural Process Design Guideline for Public Office Buildings, p37

Furthermore, there is no criteria for judging whether a new construction, building extension or renovation is appropriate. Lastly, a clear construction cost standard is lacking that would enable rational financial plans which may prevent the construction of immoderately expensive public buildings.

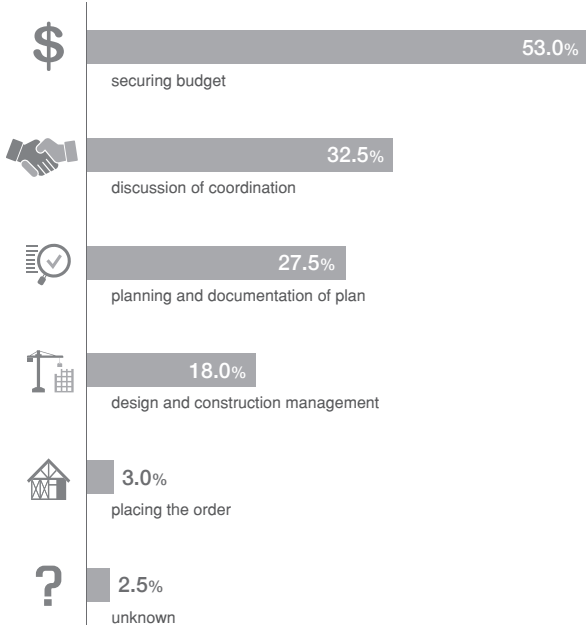
In order to investigate the current design conditions of public office buildings, the research examined central and local buildings separately. As for central government public office buildings, excluding a number of specialized organizations that are accommodated in independent buildings, most organizations are housed in a government complex. Subordinate organizations or local offices that belong to central government departments are located throughout the country. Apart from such specialized facilities, there are also affiliated organizations that include special local administrative organizations, research institutes, education and training organizations, cultural, medical, and consultation organizations. These organizations are also distributed throughout the country and have separate spatial guidelines according to the unique requirements of each organization. In the case of local government public office buildings, the main tasks of the organizations involve administrative, welfare and cultural services for the local community. Hence, the number of employees, local population and different service provisions were found to influence the overall design and size of facilities.

Q What aspects of public office building construction do you find the most difficult?

The most difficult aspect in the planning stage of the public office building (duplicate responses)



The most difficult aspect when being in charge of the public office building (duplicate responses)



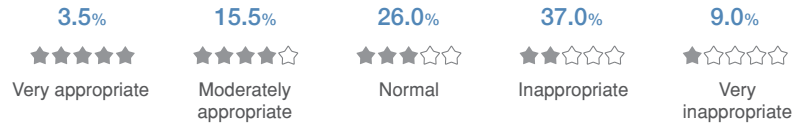
A Budget provision consultations between agents

'Budgeting'(53.0%) was chosen as the most problematic aspect in the planning stage of the public office building, 'lack of survey of method'(32.0%), 'lack of expertise'(28.0%) followed. 'No acknowledgement for the importance of demand' was the most voiced opinion when asked for the reasoning for the inaccurate research on demand As was in the planning stage, 'securing budget'(53%) was selected as the most difficult aspect when working on the public office building construction and 'discussions of coordination between departments and agencies'(32.5%) and 'planning and documentation of plan'(27.5%) followed.

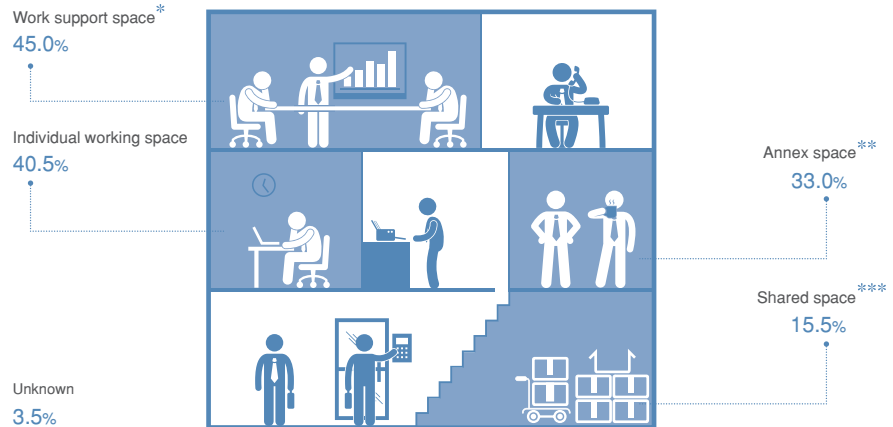
The research also investigated individual project scale, type of contract, construction type, and budget to understand the current conditions of public office buildings procurement. The number of design projects registered at the Public Procurement Service amounts to 10,000~18,000 cases per year, of which the subject of this research takes up roughly 140~280 cases, which is approximately 1.5%. However, it is considered that the actual number of cases

### Q What are the problems with the public office building area criteria?

Adequacy of the public office building area criteria



The largest area with the difference between public office building criteria and the actual space needed (duplicate responses)



### A There are limitations to reflecting the real needs, especially when there is a big difference between the size criteria and the actual needed space of the work support space

There were much more negative answers of 'inappropriate'(46%) than the answers of 'appropriate'(19%). 'work support space'(45%) was the most selected space with the largest difference between the area criteria space and the actually needed space, and 'individual working space'(40.5%) and 'annex space'(33%) followed. In particular, government employees who had working experience voiced more opinions than their inexperienced counterparts that there was a big difference between the criteria space and the actual needed space of the 'work support space' and the 'shared space.'

- \* Meeting room, File cabinet room, etc.
- \*\* Welfare facility for workers
- \*\*\* Stairway, Warehouse, Restrooms, etc.

would be higher than the stated figures, as there are projects that are executed directly by governing organizations as opposed to being executed through the procurement services of the Public Procurement Service. It was also found that most projects go through design bids and only 35~40% are Contract at Will projects. In order to understand the spatial organization of buildings, the research set two categories: first, office-oriented facilities that mainly focus on administrative purposes; and second, specialized facilities that are oriented towards specific

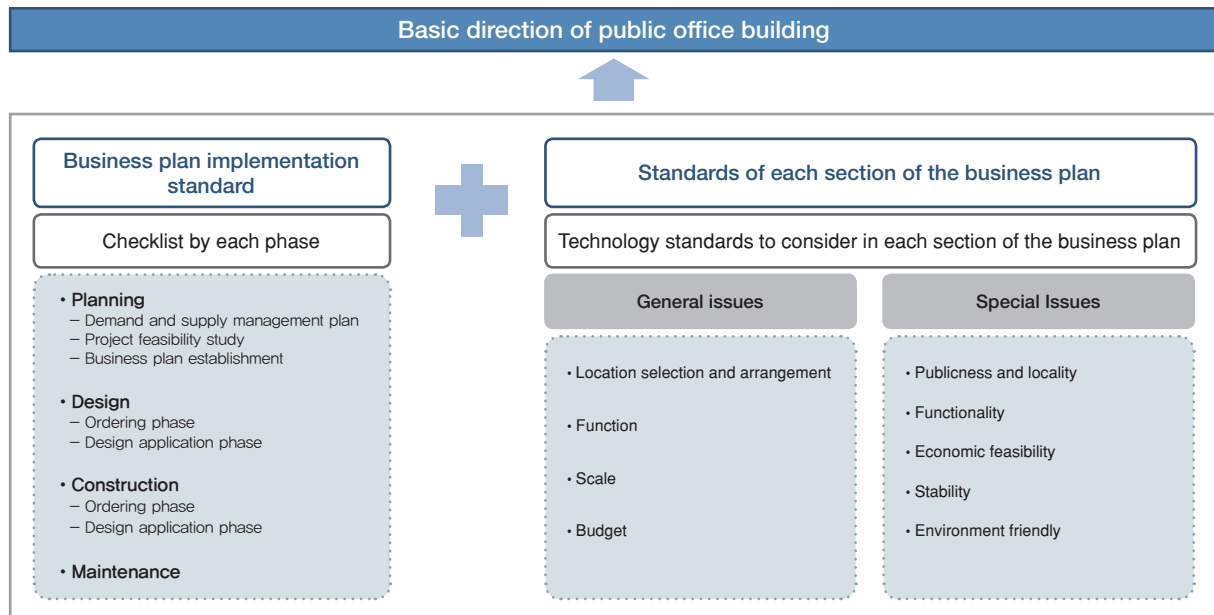
needs of the organization. Many central government public office buildings belonged to the office-oriented category and their spatial organizations were suited towards the daily office use of employees. For cases where specialized functions exist within an office complex, there is no clear criteria for design standards of specialized areas which makes it difficult to evaluate the suitability of internal spatial organizations.

Adequate public office buildings are pleasant, durable, easy to maintain and are also aesthetically pleasing. In order to achieve such characteristics, client organizations need to properly understand demands, have an idea of what the suitable functions and appropriate size of the complex would be, consider several alternatives that are within the budget and know how to effectively manage a building project. Also, client organizations need to have expert knowledge of architecture, urban, construction and public office building related issues, as well as being efficient managers of a project. Based on such issues, the public office building design criteria is proposed as a checklist that could ensure rational decision making at each stage of the project. In order to efficiently manage a project, the client organization needs to have thorough knowledge of how projects are executed, and guidelines that would ensure that crucial matters are thought out carefully at each stage. Moreover, in order to create buildings that are both rational now and adaptable in the future, the client organization needs to understand various technical issues and have applicable standards at hand.

Hence, the key values of the planning criteria that effectively respond to versatile conditions are the ability to change, assuring of an appropriate mass, creating a focal point, multi-use, ensuring efficient working environment, openness and connectivity. In the context where government functions are rapidly changing, flexibility and simplified administrative procedures are important. Serving multipurposes are fundamental in providing efficient local services, as well as functioning as a local focal point. Furthermore, in pursuing a sustainable future, environmentally-friendly and safe buildings need to be constructed. Also, universal design elements need considering so that accommodating for people with different needs becomes possible. Lastly, in order for public office buildings to act as a symbol of locality and publicness, external elements need careful designing so that harmony, symbolic meaning, globalization, cultural and non-authoritarian values are well represented in its environment.

This research presented individual planning criteria standards in detail based on a general direction of the public office building planning criteria. The standards are divided into general items and specialized items, whereby the general items include commonly applicable issues such as location and site arrangement, function and size, and budget planning. Specialized items

focus on areas such as publicness and locality, economic efficiency, performance, security, and eco-friendliness. Based on such standards improvement measures for the “Enforcement Rule of the decision, structure and construction standards of city and county(gun) level facilities,” “Regulations on the government office building management,” “Enforcement decree of the management of public assets and commodities,” “National Finance Act,” and the “Local Finance Act” were recommended.



**Key words :** Public building, Public office building, Public building planning criteria, Planning criteria checklist

