

**NDA HEAD OFFICE SPACE REQUIREMENTS -- ANNEXURE A**

Item	Description	Number	Unit Space	Total Space (Uesable Area)	Total incl. Circulation @15%
1	48 people on any given day (Open plan workplace)	58	8	464	533,6
2	Lockable offices for exco members (X6)			0	0
3	CEO	1	20	20	23
4	Exco Members	5	15	75	86,25
5	Senior Managers	24	10	240	276
6	Managers	28	10	280	322
11	Payroll Office	2	12	24	27,6
12	Boardrooms will be as follows:				
13	a. 1 x 30 sitter	1	70	70	80,5
14	b. 3 x 10 sitters	3	24	72	82,8
	c. CEO boardroom	1	12	12	13,8
15	Storerooms for all units (Marketing, SCM x 2, Finance, COO, Internal Audit, HR, AX x 2, and COSEC)	10	12	120	138
16	3 x small consulting rooms to be used for private sessions	3	12	36	41,4
17	Entrance Lobby with Reception desk and small waiting seating area with 4 seats	1	20	20	23
18	Pause Areas	3	35	105	120,75
19	Server room (large cupboard)	1	8	8	9,2
	<b>Total number of staff</b>	<b>146</b>			
<b>20</b>	<b>Total Net Space [GLA]</b>				<b>1778</b>
21	Fit Factor (10% allowance for existing buildings)				178
<b>22</b>	<b>Total Space (including fit factor) [GBA]</b>				<b>1956</b>