From the elevations, one can see how the main entry was emphasized by setting up the portions of the facility around it in a symmetrical manner. On the elevations I tried to use some of Chinese ideas of building. These ideas are employed in giving the facility a base and by bring the beams out past the building and shaping the ends. In this manner I hoped the traditional curved roofs of China would be represented.

Also from the elevations, one can see how the building takes advantage of its site. The main elevation (south-west) is emphasized simply by it being the largest. Then as one moves up the site the building comes down to a two story height. This does two things. First, it allows the main facade to relate to the taller buildings around it and at the same time it allows the back facade to relate to a couple of two and three story mansions. Secondly, it also allows the Chancellery to come down to the scale of the Embassy's pedestrian street and relate better to its housing units.
Another thing I tried to do is break down the scale of the facade by making the window patterns relate to a human size. Some traditional Chinese ideas on elevations allowed me to do what I consider to be a successful job.

Typically a Chinese window wall will have three major elements working for it. It is also based on some kind of organizing grid. The three major elements that work with this grid are:

1. First it will be proportionally based on one geometric unit such as a square. With this base unit one will build larger units and organize what goes where and how big each element will be.

2. Second it will have three different levels of transparency. The first level being solid, the second being the main windows and the third being windows but they are covered by a tracery pattern.

3. And thirdly they will try and work the window so that it looks like it was made of really only two major pieces. This is done by using different framing sizes.

In the embassy facade these ideas were used and simplified. The three different transparency levels do exist but the top level is made up of small operable windows.
The structural system is poured-in-place reinforced concrete floor slabs, columns and beams. This system is based on a 16' by 16' grid with the largest span being 48'-0". This span size was determined because it allowed the building to use a four foot structural depth. This allowed the beams to be carried out past the building and then shaping their ends into the present form. This also allowed the precast roof panels to be placed between the beams at 30 and 45 degree angles. This blocks out the sun in the summer and allows it in during the winter months.
The building originated to bring an expanding staff under one roof. Also with this expansion it became cheaper to invest capital in a new building than meet Paris's rents, which are annually revised and indexed to the cost of a building.

The project's site is centrally located between UNESCO, OECD and the Quai d'Orsay and is next door to the Paris Hilton where visiting dignitaries can stay. The site also has splendid views of the Seine River, Palais de Chaillot and the Eiffel tower as well.

The site, also being in a historic district, brought some restrictions to the project; 31 meter height limit, 50% site cover limitation and had to respect the axis of Champ de Mars. However, following the precedent of the Palais de Chaillot, across the river, with its two quarter parabolic shaped buildings placed on the major and minor axis of the Champ de Mars, the embassy responds in similar ways. The embassy places its two opposing quadrant shaped buildings within the generating lines of the axis thus respecting the Champ de Mars. The double curves of the project also set it apart from the other buildings in the area.
The circulation system used in this building is effective as it is simple and thus allows for easy understanding by a visitor. The system begins effectively with a two storey covered entry that flows spatially through into the entrance hall which flows just as easily into the exhibit hall. This makes it easy for a visitor to enter the building and place himself.

What also helps is the fact that the main circulation path runs through the center of the building and all of the functions feed off of it. Also the use of the open plan office layout allows the circulation path to blend into the departments.

Vertical circulation elements are placed within easy access of the visitors and is in plain sight making them easy to find. Another helpful element is that the Consular Section, which deals mostly with visitors, has its own entry which feeds into its own waiting room thus separating it from the more dignified areas (consular areas have been known to get loud especially when someone's denied a visa).

Another interesting element of this system is that the residences are split level. This minimizes the number of corridors needed and allows all to be lit by daylight. This also allows a wide variety of sizes and layouts of individual dwelling units.
The building is zoned in two ways, both dealing with public use. One, the building is zoned vertically. The areas that have the highest contact with the public, such as the consular and cultural information areas, are located on the lower floors and the areas of little public contact, such as the ambassador's office, are zoned to the upper floors.

And two, the building is zoned horizontally so that the areas of high public use are located near the main entry under the office tower. And as one proceeds toward the residential tower the building becomes more private. The residential tower is further made private by providing the residences with their own entrance and locating no residences lower than the third floor. Then under the residences are placed the low public use areas such as the library and the auditorium which is not constantly used.
Two systems were used in this project:
In the chancellery or office tower a system was used that consisted of load-bearing concrete cores containing service areas on the south with a load-bearing glazed facade of precast elements on the north. Spanning between these two elements are specially profiled precast prestress concrete T-beams. The structurally expressive lines of the beams are exposed in the public areas on the main entrance level and in the salon of the ambassador's apartment. This adds positively to the atmosphere especially in the exhibit area where the beams are spot-lighted. The whole structural system rests on sculptured columns that leaves the impression of the building growing out of the ground.

The apartment tower was done with load-bearing precast concrete facades and connected by flat floor slabs erected by the French 'Predalle' system. Large openings were special uses occurs were spanned or supported by in-situ concrete.
The area the embassy is built in had several restrictions that had to be met. The height of the embassy could not exceed the height of its neighboring buildings. Vehicular traffic was restricted to Hans Place and Pavilion Road. The embassy easily met these conditions.

The building sensibly brings the staff together under one roof taking advantage of the area and the views overlooking Cadogan Place, a small park. The design follows the traditional London pattern of terraces and mews with gardens in between except that in the embassy the gardens became a service yard with a courtyard on its roof.

The new embassy also respects the neighborhood. Despite its jumble of styles, Sloane Street still retains some character as an important linear link between Sloane Square and Hyde Park by the virtue of its long and straight line of houses that is unbroken. The new embassy respects its neighbors—their height and line. It doesn't add harmful and incomprehensible setbacks. Further the Sloane Street facade is divided into five bays that reflect the sizes of houses there. Also both sides of the building respect the scale of their streets. On Pavilion the Embassy is taller but the top two floors are set back and done in tinted reflective glass. So from the street they are almost invisible because they only reflect the sky.
The circulation system is very conventional. The main entrance is denoted by a sign and a flag placed above it. The visitor then feeds into a foyer from which all corridors feed off of. The stairs and elevators are placed straight in from the main entry and are easily visible to the visitor. Once above the main floor the system becomes more conventional.

The corridor or main circulation path runs through the center of the building and is double loaded with offices on either side. The ambassador's residence is separated from the system. To get to him a visitor has to take separate elevators.
The building has three distinctive parts to it. On Sloane Street the building is six stories tall with two of these being the ambassador’s apartment, and the other four being offices. On Pavilion Road the building is only two stories tall with both of those being devoted to staff apartments. In between is a service yard for car parking on the ground and a courtyard above it.

In dealing with public use the building is zoned in a similar manner as the Australian Embassy in Paris. The building is zoned vertically so that areas with the highest public contact are placed on the lower floors while the areas with little or no public contact are placed on the upper floors. The building is also zoned horizontally with the areas of highest public contact being placed near the main entrance. The residential areas are assured privacy. The ambassador is assured by the placement of his apartment of the top floors. The staff apartments are assure by their being separated from the public areas by the service and courtyard.
The system used is very conventional and adds no atmosphere or aesthetic qualities like the system used in the Australian Embassy in Paris. In fact, the system is hidden behind a suspended ceiling.

The system used was cast-in-situ reinforced concrete and comprises cross-walls on an 8.80 meter grid. Service and elevator shafts are placed near each end of the building to give it added stability. The floors and roof are solid flat slabs and in the chancery the floors are cantilevered past the ends of the crosswalls to support the window wall elements. The foundations are conventional strip footing cast integral with the basement slab.
Project Goals

To provide a facility that recreates an image of the home country that will educate and increase public awareness about that country.
To provide a facility that is quality without ostentation or luxury.
To provide a facility that is in terms understood by and compatible to the host country.
To provide a facility that respects local architectural tradition of the area it is to be placed in.
To provide a facility that is inviting but one that meets all tight security requirements.

To provide a facility that relieves the congested conditions of the present facility.
To provide a facility with easy and direct pedestrian access. Provisions for adequate visitor parking along with staff parking and necessary service access.
To provide a facility with the arrangement of public spaces for convenient service to the public.
To provide a facility with the arrangement of sensitive areas being remote from the public.
To provide a facility that promotes effective communication between the public and departments, between departments and within departments.
To provide a facility that provides maximum operation efficiency and optimum man-power output by integration of management needs and space requirements and locate offices with frequent interaction in close proximity to each other.
To provide a facility that provides for the comfort and efficiency of employees with controlled ventilation and lighting.
### Executive Section
- 1950 sq. ft.

### Political Affairs Section
- 1950 sq. ft.

### Military Attache and Advisory Group
- 4400 sq. ft.

### Consular Affairs Section
- 3750 sq. ft.

### Cultural and Informational Affairs Section
- 9375 sq. ft.

### Economic and Commercial Affairs Section
- 4100 sq. ft.

### Liaison Attache Section
- 2100 sq. ft.

### Administrative Section
- 9075 sq. ft.

### Library Section
- 6150 sq. ft.

### Medical Section
- 3225 sq. ft.

### Daycare Center
- 4050 sq. ft.

### Kitchen Section
- 2025 sq. ft.

### Parking
- 11837 sq. ft.

### Residential Section
- 150895 sq. ft.

### Miscellaneous Support
- 13350 sq. ft.

### TOTAL
- 228232 sq. ft.

---

In computing gross square footage I determined this project to be really two buildings; administrative and dormitory. So I used 55/45% ratio of efficiency on the office net footage and the 60/40% on the residential.

### OFFICE NET FOOTAGE
- 70062 sq. ft.
- 24% circulation: 16814 sq. ft.
- 8% mechanical: 5604 sq. ft.
- 2% public toilets: 1401 sq. ft.
- 0.5% janitor's closets: 350 sq. ft.
- 1% unassigned storage: 700 sq. ft.
- 9.5% walls, partitions and structure: 6655 sq. ft.

### SUBTOTAL
- 101586 sq. ft.

### RESIDENTIAL NET FOOTAGE
- 158170 sq. ft.
- 22% circulation: 34797 sq. ft.
- 7.5% mechanical: 11862 sq. ft.
- 0.5% unassigned storage: 790 sq. ft.
- 8% walls, partitions and structure: 12652 sq. ft.

### SUBTOTAL
- 218272 sq. ft.

### TOTAL GROSS FOOTAGE
- 319858 sq. ft.

**NOTE:** in figuring residential I felt that janitor's closet and public toilets weren't needed because closets and bathrooms are all ready included.
Space Relationships

Office of the Ambassador

This section is a sensitive area and should be located on an upper floor and separated from the general public areas. Access to the ambassador's and deputy chief of mission's offices should be through and controlled by the secretaries' office. The reception area should be separate but convenient to the secretaries' office.

Liaison Attaché

This section should be located on or near the top floor of the building, usually adjacent to the communications area.

Political Section

This is a sensitive section which reports directly to the ambassador and should be located accordingly.

Administration Section

The operation of this section will not be confined to one area of the building but will be distributed throughout. The responsibilities consist of general housekeeping of the post, supervision of building personnel, post expenditures, message center or communications complex, maintenance personnel, Marine Guards, etc. The administration officer and his immediate staff, especially those coming in contact with local businessmen and trade people, should be on the ground floor near the main entrance. The communications complex should be separate and in a more remote area, preferably near the ambassador, as it will contain the mail and file rooms, communications room, vault, and incinerator for classified material. This area will be contained in a concrete vault accessible through one controlled entrance.

Military Attachés (Army, Navy, Air)

This space will vary according to post. The post may have one or all three services represented. For the most part, this operation will be of a classified nature and should be remote from the public. In some posts the military attachés will have their own communication complex and vault. A photo laboratory may be required for each service.

Economic Section

This section should be conveniently located for easy public access although not necessarily on the main ground floor except in the case of the commercial library. This latter function and any directly associated office should be immediately available to the public.

Information Service

This section may not always be located at a post. It is also possible that this activity may be located away from the office building proper and in a more advantageous location in the midtown section. The library is the largest unit in the Information Service. Many posts include a projection room or theaterette for motion pictures. This activity should be on the ground floor or basement.

Since USIS activities often take place after hours, when the mission is closed, the service should have a separate entrance so that the rest of the building can be separated and look for security reasons.

Consular Section

The size of this section will vary greatly according to the volume of the consular activity. At some posts this work would be handled by one officer requiring one room; at others, the complete operation would require one or more floors and several waiting rooms. Its varied function is to process visas, citizenship, veterans affairs, notaries, shipping, and social security. This section will require its own file room, its own waiting areas (for larger posts preferably two, one for immigrants and one for nonimmigrants), toilet facilities, fingerprinting facilities, confidential interview room, and mail storage boxes for American citizens. By its public nature it should be on the ground floor near the main entrance or possibly have an entrance of its own.

Only minimum areas are recommended here because of the wide variation between consular activities in and between classification of posts. Specific space allocations will be determined by need on an individual case basis.
1. **AMBASSADOR**
   - Chief executive
   - Active interpreter of policies and director of programs abroad

2. **DEPUTY CHIEF OF MISSION**
   - Understudy and principal advisor to the ambassador
   - Responsible for smooth operation of the embassy; supervisor to all activities

2. **EXECUTIVE SECRETARIES**
   - Secretarial and receptionist for section social directors; remind executives of commitments/R.S.V.P.s
   - Screen executives from the general public and businessmen

2. **EXECUTIVE ASSISTANTS**
   - Help the deputy chief supervise
   - Ride herd on people and projects—worrying the former till the latter is achieved
1 COUNSELOR
   chief executive of this section
   negotiates officially for the ambassa-
   dor or acts as a advisor
   solicits and gain support for China's
   viewpoints
   briefs special visitors on conditions
   gets clearance for military ships,
   planes and scientific expeditions

1 POLITICAL REPORTING OFFICER
   observes and reports about U.S. politics
   political framework, power structure,
   and personalities of the host country
   predicts who's going to win an election
   and why

4 POLITICAL OFFICERS
   assist the counselor and reporting of-
   ficer in gathering intelligence
   brief special visitors

2 POLITICAL SECRETARIES
   receptionist for officers
   screen people who want to see them
   type and file reports

4 CLERK-TYPISTS
   help type intelligence information into
   briefs and reports
   help the secretaries type and file re-
   ports
   translate information from english in-
   to chinese
3. MILITARY ATTACHES
   one for each branch of the service
   observe and gather information about
   the host country's military
   Defense Attache—senior officer or one
   who's service is most active in the
   host country; does overall reporting
   as well as his own
   represent China at functions (parades)
3. MILITARY ATTACHE AIDES
   assist in gathering information
   make sure all information is where
   needed
6. ENLISTED MEN STAFF
   function as clerk-typists
   code/decode information received and to
   be mailed or broadcasted
   type and file reports and information
1. CHIEF OF JOINT PLANS AND OPERATIONS
1. ADMINISTRATIVE OFFICER
   concerned with operation of section
   work with and cooperate with attaches
   seek and give military aid to strengthen Chian and her allies
   deal with weapons, finances, equipment
   and training
3. OFFICER ADVISORS
   one for each branch of the service
   help evaluate information to find out
   what items would help China directly
   or indirectly
1. RECEPTIONIST
   main function is to screen people away
   who don't belong in this area and a-
   lert security
1. **CONSUL GENERAL**
   - deals with Chinese citizens abroad,
   - deals with their protection and welfare
   - final approval of all visas

1. **CONSUL ASSISTANT**
   - helps run the section; oversees operations

1. **VISSA AND PASSPORT**
   - makes sure applicant's documents are real
   - advises section on restrictions and regulations

8. **CLERKS**
   - do the bulk of the investigating and research before issuance of a visa
   - conducts interviews with applicants
   - sends controversial applications to the Consul General

8. **STENOGRAPHERS**
   - make sure applicants' forms are in order before seeing the clerks
   - waits of people and answer their questions

1. **CITIZENSHIP OFFICER**
   - makes sure Chinese citizens abroad
   - fill out required forms to maintain status and reports their location
   - investigates people filing for citizenship
1 PUBLIC AFFAIRS OFFICER
- gauges and advises ambassador on the impact
- makes policies and programs understandable to the general public of the host country

2 JUNIOR OFFICERS
- help the public affairs officer with his function
- do most of the information gathering
- help explain China's policies

2 STENOGRAPHERS-SECRETARIES
- type and file information gathered
- screen people seeking information
- often directing them to people who can help better

1 CULTURAL AFFAIRS OFFICER
- deals with cultural exchange programs - sending artists and performers abroad from China
- exchange of persons - leaders and students who want to study in the United States coordinates overseas exhibits

2 CULTURAL ASSISTANTS-TRANSLATORS
- help the officer with the work load
- gather information and deal with the general public of the host country
- seeking information

2 STENOGRAPHERS-SECRETARIES
- type and file information gathered
- screen people seeking information often answering the questions themselves
2. **PRESS OFFICERS**
   handles the embassy press relationship
   and conferences
   gets information to the public in terms
   the embassy wants

2. **PUBLICATION OFFICERS**
   media control--news and feature materials
   that goes over the radio teletype
   system to the world press

4. **TRANSLATORS**
   translate news articles from english
   to chinese or visa versa for release

4. **CLERK-TYPISTS**
   type and file all articles and informa-
   tion
   in charge of the press morgue

1. **MOTION PICTURE OFFICER**
   in charge of all films brought over to
   the embassy
   sends films and documentaries out all
   over the U.S. as a educational tool
   in charge of getting films to send to
   China

2. **ASSISTANTS**
   help the officer; mostly work in the
   film library and editing areas

4. **PROJECTIONISTS**
   show and repair films and projectors
   help assistants repair, edit and cen-
   sor films; all censoring must be ap-
   proved by the officer

4. **CLERK-TYPISTS**
   type all necessary forms of information
   in charge of the film library
1 RADIIO OFFICER
   in charge of the audio media
decides what to broadcast to show
   China's best side and what shows to China

2 ASSISTANTS
   help tape and record interviews, shows,
   at the embassy

4 CLERK-TYPISTS
   type all necessary forms and information
   file all paperwork and tapes

1 EXHIBIT OFFICER
   in charge of setting up and taking down
   exhibits
   concerned with setting up exhibits in
   the U.S.

4 ASSISTANTS
   help arrange, set up and take down ex-
   hibits
   if road exhibit valuable, one will trave-
   l with it to show how it goes up and
   take care of it.

1 LIBRARY SUPERVISOR
   runs the library
   makes request for books
   helps U.S. agencies and schools obtain
   books about China and obtains books
   about the U.S.

4 ASSISTANTS
   help the general public find information
   keep track of books and make sure shel-
   ves are in order
   catalog books and tapes
1. **COUNSELOR**
   - responsible for linking up or connecting the various parts of the embassy to their counterparts in the host country.
   - responsible for embassy to embassy coordination.
   - a go-between to make sure events are planned out.

4. **LIAISON OFFICERS**
   - help counselor coordinate activities and work load.
   - coordinate lower level staff activities.

4. **SECRETARIES**
   - screen people wishing to see the officers.
   - set up appointments and schedules.
   - type and file information and reports.
1. COUNSELOR
   - Advises leaders on policies and guidelines for economic relations with the U.S.
   - Negotiates on technical matters, loans, trade, investments, finances, transportation and communications
   - Promotes trade between China and the U.S.

2. ECONOMICS OFFICER
   - Aids counselor, helps him gather and publish information in reports
   - Second in command of this section

3. COMMERCIAL OFFICER
   - Helps China’s businessmen abroad with foreign trade
   - Assists foreigners in doing business with China

4. LABOR OFFICER
   - Observes and reports on organized labor: disputes, wages, hours, manpower programs and cooperatives

5. AGRICULTURAL OFFICER
   - Develops markets for Chinese farm products
   - Gather information on competition and use of goods
   - Raters information on technical developments that could help China

6. FINANCIAL OFFICER
   - Observes and reports on financial and monetary developments of the U.S.
   - Helps counselor negotiate with financial officials of the U.S.

7. TRANSPORTATION/COMMUNICATIONS OFFICER
   - Handles day to day relations with airlines, cable companies, etc.
   - Reports on new developments
   - Negotiates agreements with the airlines, etc.

8. CLERK-TYPISTS
   - Actually assistants to the officers
   - Help gather, type and file information and reports

4. TRANSLATORS
   - Translate articles/information from English to Chinese

2. RECEPTIONIST
   - Screen people seeking information
   - Set up appointments

ECONOMIC

TRANSLATORS

CONFERENCE ROOM

RECESSIONIST

COUNSELOR

TRANSLATORS
1. **ADMINISTRATOR**
   - chief of section
   - mainly deals with leadership of embassy

2. **ADMINISTRATIVE ASSISTANT**
   - runs the section
   - gathers information and makes recommendations

3. **SECRETARY**
   - screens people who want to see the officers.

4. **CLERK-TYPISTS**
   - type and file information/records

5. **GENERAL SERVICE OFFICER**
   - deals with maintaining the embassy; repairs, maintenance, supplies, etc.
   - makes sure all departments have necessary equipment

6. **ASSISTANTS**
   - supervise various tasks in the embassy
   - one concerned with the building
   - one concerned with the grounds

7. **CLERK-TYPISTS**
   - type information/reports
   - file and retrieve information
   - process request for supplies

8. **BUDGET AND FISCAL DIRECTOR**
   - presides over fiscal and monetary problems of the embassy
   - maintain and dispense funds to the departments

9. **DISBURSING OFFICER**
   - assists the fiscal director
   - acts as paymaster for the staff
6 ACCOUNTING CLERKS
assist officers in keeping track of
the money
do most of the bookkeeping
wait of the staff during payday

1 COMMUNICATIONS OFFICER
in charge of the communications area
oversees operations; coding/decoding,
pouching/depouching mail, etc.

4 CLERKS
help code/decode messages, most sensi-
tive ones handled by officer of de-
partment its directed to
do most of the manual work

2 SPECIALIST
make sure computers and all electronic
equipment is functioning

1 SECURITY OFFICER
deals with the physical security of the
embassy and the safety of the staff
makes sure the building is secure at
night
gets the staff out or to safety if the
embassy is attacked

2 ASSISTANT OFFICERS
help the security officer with the job
at hand

10 SECURITY GUARDS
patrol the embassy grounds
monitor security TVs that monitor all
entries and other areas of the embassy
make sure the chancellery is locked
up at night after hours
12 ARMY GUARD
2 officers and 10 enlisted men primarily charged with security of the embassy's classified materials and sensitive areas
oversee the after hours char force
check all safes, doors, desks, and wastebaskets
secondary is protecting the staff and property

1 FOREIGN BUILDING OFFICER
deals with acquiring, maintaining and disposing of buildings for China overseas
inspects projects and prospects

2 ASSISTANTS
helps with tasks
do paperwork, filing, drafting and reproducing of drawings

10 HOUSEKEEPERS
comes under general services
clean and do laundry for ambassador and visitor suites
help maintain staff residences and provide a laundry service

10 BUILDING MAINTANCE
comes under general services
janitors
maintain, repair and clean the embassy

10 GROUNDS MAINTANCE
comes under general services
maintain, trim, cut and clean the embassy's grounds, walks and gardens
1. **CHIEF SURGEON**
   - Responsible for the staff's health
   - Gives check-ups and fitness reports
   - Analyzes illnesses and provides medical treatment when needed
   - Isolates people really sick and ok's hospitalization when necessary

2. **DOCTORS**
   - Help the chief surgeon
   - Run most of the lab tests and assist in the treatment of the staff
   - Do most of the physical therapy needed

3. **CLERKS**
   - Keep up the records and files
1 SCHOOL PRINCIPAL
   not a full time job
   maintains the school
   request supplies and books
   does bookkeeping, records and the inventory
2 ASSISTANTS
   help do the books, inventory and records
10 TEACHERS
   teach and entertain the kids while their parents are working
   clean and maintain the school area
1 CHIEF CHEF
   in charge of coming up with menus for meals and banquets, state functions, etc.
deals with requesting food and needed supplies
supervises all meals being prepared

1 ASSISTANT
supervises the cooks
does the bookkeeping and inventory of the stocks
in charge of certain parts of the meal

4 COOKS
do most of the manual work in preparing a meal
help do inventory
clean and maintain the kitchen and storage facilities
The Basic Space Module

The basic space module of 75 sq ft represents the normal space allocation for individual desk personnel engaged in clerical activities. Increments of this module will provide offices of proper size for individuals or groups having other functional space requirements. Thus, an office of 150 sq ft will accommodate a single reporting officer or two clerk-typists; an office of 225 sq ft will provide for an officer of supervisory rank, two secretaries, or three clerk-typists. The 75-sq-ft module thus establishes a means by which the building can be systematically designed for flexibility of partitioning to suit space needs.

The typical single office of 150 sq ft represents a preferred room shape of 8 ft by 15 ft by 17 ft 6 in. deep. These proportions have been proved to accommodate required furniture for one or two persons depending on rank and function. Similarly for offices of larger size, furniture and space needs will be satisfied if the 17-ft 6-in. depth is retained uniformly and the widths are varied in accordance with net area requirements.

Planning Flexibility

The following space standards are established for purposes of planning consistency and cost control and for these reasons should be adhered to. This does not preclude variations where such are necessary to provide for special requirements at a particular post. In addition to specific space variations, the size and locale may dictate that the service functions may preferably be located in a structure separate from the office building.

SPACE STANDARDS FOR EMBASSY OFFICE BUILDINGS

The following net areas are recommended for the various typical embassy staff requirements and functions. Space variations between the classes I, II, III, and IV posts are indicated under the post classifications. An asterisk (*) indicates those functions or spaces requiring additional evaluation specifically to accommodate the special need at each post.

### TABLE 1 Embassy Space for Ambassadors Section

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambassador’s office</td>
<td>800</td>
<td>525</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>Private lavatory</td>
<td>75</td>
<td>75</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Coat closet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy chief of mission</td>
<td>450</td>
<td>375</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Secretaries (two)</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>File alcove and kitchenette</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Reception area</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>150</td>
</tr>
<tr>
<td>Conference room</td>
<td>600</td>
<td>525</td>
<td>450</td>
<td>375</td>
</tr>
</tbody>
</table>

### TABLE 2 Embassy Space for Political Section

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief political section</td>
<td>375</td>
<td>300</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Secretary</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Political reporting officer</td>
<td>225</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Reception area</td>
<td>225</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Political officers (each)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Clerk-typists (150 sq ft first, plus 75 sq ft each additional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TABLE 3 Embassy Space for Economic Section†

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of economic section</td>
<td>375</td>
<td>300</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Secretary-receptionist (including waiting area)</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Economic reporting officer</td>
<td>225</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Labor officer</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Commercial officer</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Others</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Agricultural officer</td>
<td>225</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Assistants (each)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Commercial library</td>
<td>425</td>
<td>375</td>
<td>375</td>
<td>300</td>
</tr>
<tr>
<td>Clerk-typists (each)</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Translators (each)</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

†Note: At some posts one of the above, such as agricultural, may be large enough to warrant a separate section.

### TABLE 4 Embassy Space for Consular Section

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consular officer</td>
<td>225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior officer</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerks (each)</td>
<td>75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stenographers (each)</td>
<td>75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two toilets for above</td>
<td>75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File rooms for immigrant or visa files</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vault (visa, notarial fees, etc.)</td>
<td>75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans' affairs</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship officer</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notaries</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping and storage</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TABLE 5 Embassy Space for Administrative Section

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative officer</td>
<td>375</td>
<td>300</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Administrative assistant</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Secretaries</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Stenographers, clerks (150 sq ft first, plus 75 sq ft each additional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General services†

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>General services</td>
<td>300</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Assistant general services officer(s)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Secretaries, stenographers, clerks (150 sq ft first, plus 75 sq ft each additional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Budget and Fiscal

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget and fiscal officer</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Disbursing officer</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Vault (if required)</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Accounting clerks (each)</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Waiting space (provide counter)</td>
<td>225</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Time and payroll†</td>
<td>300</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

†Note: Additional non-diplomatic personnel such as chauffeurs, maintenance, and chauffeur force will occupy space designated under Maintenance and Service Space.
### TABLE 6 Embassy Space for Liaison Attaché

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of liaison</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Liaison officers (each)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Secretaries (150 sq ft first, plus 75 sq ft each additional)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Reception</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Photo and dark room</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Vault and incinerator*</td>
<td>150</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

### TABLE 7 Embassy Space for Military Attaché

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military attaché</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>150</td>
</tr>
<tr>
<td>Military assistant</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Enlisted men (150 sq ft first, plus 75 sq ft each additional)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Civilian assistant</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Clerk stenographers (150 sq ft first, plus 75 sq ft each additional)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Reception room and receptionist*</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>150</td>
</tr>
<tr>
<td>(This reception room can be shared by the three services)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File communications* (varies)</td>
<td>375</td>
<td>300</td>
<td>225</td>
<td>150</td>
</tr>
<tr>
<td>Vault and incinerator*</td>
<td>150</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Photo and dark room</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Storage area* (basement)</td>
<td>300</td>
<td>225</td>
<td>225</td>
<td>150</td>
</tr>
</tbody>
</table>

### TABLE 8 Embassy Space for United States Information Service

<table>
<thead>
<tr>
<th>Class post, net sq ft</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public affairs officer</td>
<td>375</td>
<td>300</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Junior officers (each)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Secretary-secretary (150 sq ft first, plus 75 sq ft each additional)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Reception room</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Cultural affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural affairs officer</td>
<td>225</td>
<td>225</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Secretary-secretary</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Assistants or translators (150 sq ft first, plus 75 sq ft each additional)</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>
### TABLE 9 Embassy Space for Miscellaneous Functional and Service Areas

| Area                                                                 | Class post, net sq ft
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference room (unclassified)</td>
<td>600 525 450 375</td>
</tr>
<tr>
<td>Woman's rest room (adjacent to a toilet)</td>
<td>225 225 150 150</td>
</tr>
<tr>
<td>Lobby and reception area</td>
<td>750 800 525 450</td>
</tr>
<tr>
<td>Marine guard room (off or near lobby)</td>
<td>225 225 150 150</td>
</tr>
<tr>
<td>Extra offices</td>
<td>150 150 150 150</td>
</tr>
<tr>
<td>V.I.P. offices (150 sq ft each)</td>
<td>450 300 150 150</td>
</tr>
<tr>
<td>Medical*</td>
<td>625 450 375 300</td>
</tr>
<tr>
<td>Service entrance (loading dock and receiving)</td>
<td>300 225 150 150</td>
</tr>
<tr>
<td>Unclassified mail room (near service entrance)</td>
<td>300 225 150 150</td>
</tr>
<tr>
<td>General supply room*</td>
<td>450 375 225 150</td>
</tr>
<tr>
<td>General storage room*</td>
<td>900 750 600 450</td>
</tr>
<tr>
<td>Snack bar* (kitchenette and food storage)</td>
<td>750 600 450 300</td>
</tr>
<tr>
<td>Telephone equipment room*</td>
<td>525 225 150 75</td>
</tr>
<tr>
<td>Mechanical equipment* (heating and air conditioning)</td>
<td>1,050 900 750 600</td>
</tr>
<tr>
<td>Repair shop(s)</td>
<td>600 450 450 300</td>
</tr>
<tr>
<td>Club force (lockers and toilets)</td>
<td>450 450 300 225</td>
</tr>
<tr>
<td>Trash and incinerator room</td>
<td>200 225 150 150</td>
</tr>
<tr>
<td>Electrical transformer and switchboard</td>
<td>450 375 300 150</td>
</tr>
<tr>
<td>Standby generator room (if required)</td>
<td>525 375 225 150</td>
</tr>
<tr>
<td>Messengers' locker room</td>
<td>150 150 75 75</td>
</tr>
<tr>
<td>Water storage tanks* (basement or separate from building)</td>
<td>- - - -</td>
</tr>
</tbody>
</table>

**Communications Complex**

This facility is subject to changing requirements and to sharp variations between posts. Therefore, it is impractical to establish general space requirements. Instead, required areas will be determined by the department on a case basis for each building planned.

This function is to be designed and constructed in accord with "Minimum Physical Security Standards of Foreign Service Office Buildings" and should be located on the top floor remote from all public areas and access.

The communications complex will normally consist of the following:

- Ante and reading room
- Classified mail and file room
- Vault
- Storage
- Communication room(s)
- Office(s)
- Lavatory

**Roof Penthouse**

On the roof may be located the elevator machine room and the building's air-conditioning equipment. Space for these should be allocated as required by equipment and need. (See Table 9.)

**Garage or Parking Area**

To the areas noted above there may be added garage facilities or outside parking, or a combination of both, depending on site.

The following items are to be considered as necessary:

- Elevator equipment
- Wash and sewage system
- Dispatcher's office
- Chauffeur's dayroom and toilet
- Bicycle racks
- Underdrainage storage tank
- Vehicle repair shop and tool storage

**Library**

The supervisors' offices should be 150 sq ft net and library assistants' offices should be 150 sq ft net and library assistants' offices should be 150 sq ft net.

Library spaces include the following:

- Reading room and stacks
- Reference section
- Workroom (book repair)
- Periodicals section
- Private reading room (research)
- Music room
- Children's library
- Cataloging
- Supervisor's office
- Library assistants
- Book storage

**Dimensional Limitations**

The following represent minimum clear ceiling heights. Adjustments may be required in some instances to accommodate specific requirements.

- Classified conference room: 10 ft
- Classified mail and communications space: 10 ft
- Mechanical space: 10 ft
- Typical office space: 9 ft
- General storage areas: 10 ft
Bibliography


"the Danish Embassy in London.", Arkitektur (Copenhagen), March 1978.


Acknowledgements

Stephen Pease
Student
Ball State University College of
Architecture and Planning

Marvin Rosenman
Ball State University Facility
College of Architecture and Planning

Robert Kingsley
Ball State University Facility
College of Architecture and Planning

Jim Anderson
Ball State University Facility
College of Architecture and Planning

Peter Halms
Architect
U.S. State Department

John Gilreath
Director of Planning
National Capital Planning Commission

Robert Crosby
Planner
National Capital Planning Commission