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20 November 2006

Otis Spriggs, LRPC Chair
City of Jonesboro
515 West Washington Ave., Room B04
Jonesboro, Arkansas 72401

Re: New City Hall & City Department Facilities
City of Jonesboro, Arkansas

Dear Otis:

Please find enclosed the Spatial Physical Planning Analysis for the City of Jonesboro's Government facilities. The information contained herein represents our findings and recommendations for meeting space requirements and parking over the next 15 years for the new City Hall and other City Department facilities. These findings and recommendations are based upon departmental responses to questionnaires, interviews with each department head and their key staff as well as comments from review of final draft.

The next phase of service would be to develop a "feasibility study" that would test the written program on various site options to determine how big the foot print of the building should be and how many floors would be required. Obviously, Public Works, JETS, Animal Control and Maintenance facilities would likely be on one floor. The real challenge will be to assess how best to meet the needs of City Hall, Police and Courts both in building square footage and parking requirements. The feasibility study will ultimately identify not only building footprint, number of floors, and public/staff access in to the building, but will also begin to show the relationships between departments and who is on which floors.

Upon your direction we are ready to present our report to Mayor Formon and the City Council for their comments and final approval. Again, thank you for your assistance during this initial phase of service and we look forward to continuing to serve you in subsequent phases.

Sincerely,



Byron L. Emas, AIA

enclosures

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ACKNOWLEDGEMENTS

ASAI would like to thank the following departments and their staff for their input and cooperation during the initial phase of our services. We trust that everyone has had an opportunity to review their individual work areas and that we have included all that will be necessary to meet each component found in City Government.

Mayor and City Council

Doug Formon, Mayor

Ward 1

Alec Farmer

Cecil Province, Jr.

Ward 2

Jim Hargis

Chris Moore

Ward 3

Ann Williams

Harold Perrin

Ward 4

John Street

Mitch Johnson

Ward 5

Darrel Dover

Judy Furr

Ward 6

Tim McCall

Jimmy Ashley

City Hall

Brian Wadley, Operations Director

Tony Thomas, Project Administrator

Donna Jackson, City Clerk

Suzanne Hackney, Human Resources Director

Misty Micenhamer, Auditor

Steve Kent, Purchasing Agent

Herb Davis, Finance Director

Gayle Vickers, Grant Coordinator

Muhammed Ulkarim, MPO Coordinator

Otis Spriggs, Director of Planning

Claude Martin, Public Works Director

Shirley Thomas, Interim Director of Building
Inspections

Jason Wilkie, Director of Parks & Recreation

Alan Young, Director of Information Services

Keith Sanders, Maintenance Supervisor

Street & Sanitation

Royce Leonard, Sanitation Supervisor

Teddy Hooton, Street Supervisor

Police Department

Michael Yates, Chief

Tim Eads, Assistant Chief

Captain B.J. Smith, Criminal Investigation

Captain Lynn Watesworth, Administrative Services

Captain Kelly W. Baggett, Uniform Patrol

Captain Scott Roper, Special Operations

Connie Gellert, Quarter Master

Bob Andrews, Director of Communications

JETS

Joel Gardner, Transit Coordinator

Courts

Judge Keith Blackman

Phillip Crego, City Prosecutor/Attorney

Jerry Eldridge, District Court Clerk

Animal Control

Jim Bowman, Director

Fire Department

Aaron Keller, Chief

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I. INTRODUCTION

ASAI Architecture was selected and contracted by the City of Jonesboro to provide a Spatial Physical Planning Analysis for City Hall and all City departments.

The result of this study are to quantify and qualify the space needs for:

- City Hall
- Police / Courts and Related Services
- Fire (3 separate new stations)
- Animal Control
- Streets and Sanitation Department
- Building Maintenance
- Jonesboro Economical Transit System (JETS)

You will note that the space needs program is organized into the same groupings stated above to reflect the assumption that the City's Buildings will be separated into 6 separate facilities (some of which may be connected depending upon the available sites being considered. In addition to space needs, are projections for staffing and parking requirements.

Once space needs have been reviewed and approved, a feasibility study should be conducted to evaluate site options, number of buildings and estimated construction costs for each facility. It would be during this study that shared use of certain spaces will become apparent and space needs finalized.

As part of the study, an effort has been made to standardize offices based upon title and also functional needs related to furnishings and equipment. It should be noted that some recommended offices may be smaller than those offices currently occupied by staff. The main reason for this discrepancy may be due to the fact that staff was assigned to offices that previously existed. Under Section III Space Needs Program, there is an interesting article entitled "The Cause and Effect of Shrinking Workspaces" which we believe will be of interest to the City staff and Governing Body as you move forward in the Planning Process and finalizing office and work spaces.

II. EXECUTIVE SUMMARY

A. Purpose of Study

The City of Jonesboro is experiencing healthy growth at this time and during the next 15 years, it is anticipated that its population may increase from 50,000 to 85,000. In addition many of the City Departments are running out of usable space which will adversely effect the ability to house future staff required to meet the City's needs for expanded services. For these reasons it was decided that an overall Spatial Physical Planning Analysis be undertaken to determine the physical space, in square feet, required to meet the needs for all municipal services including:

- Mayor's Office
- City Clerk's Office
- City Attorney's Office
- Human Resources
- Collections & Purchasing Department
- Finance Department
- Engineering
- Building Inspections
- Code Enforcement
- Parks & Recreation
- Information Systems
- Planning
- Community Development (Grants)
- Metropolitan Planning Organization
- Police
- District Court
- Animal Control
- Fire Department
- Communications Center
- Streets
- Sanitation
- JETS
- Building Maintenance Department

B. Process

The best method for ensuring an accurate and thorough Space Needs Assessment is through an "interactive collaborative" approach where all department heads and key staff for the City be involved from the beginning providing their input and insight as to what is needed and where the deficiencies are in their respective departments. In this process, all the needs and goals are considered and everyone can take authorship in their City's future.

To begin the space needs study, a questionnaire/survey was developed and distributed to each department for their review and responses. Once the responses were completed and reviewed by ASAI, interviews were conducted with each department to clarify any questions and fill in any gaps missing in the responses. The report that follows identifies those findings and recommendations over the next 15 years in 5 year increments.

Prior to the final submission, a preliminary draft was prepared for overall departmental review.

The end result is a working/living document that can be adjusted as necessary based upon the City's actual rate of growth.

C. Preliminary Findings

The following report and preliminary findings have been based upon responses to the questionnaires, interviews and numerous correspondence between ASAI and various department heads in an effort to determine both space needs and staffing projections over the next 15 years. The only City Services not included in this study are 6 existing Fire Stations, Parks, Community Centers and Cemetery, which will remain in their current locations.

Currently the existing government facilities for the City of Jonesboro are dispersed throughout the City in various buildings some of which were intended for different uses, some of which are rental buildings and some of which were remodeled in an attempt to meet various departmental needs. It was determined at the onset that it would be difficult for staff or the Consultant to compare net areas being programmed for each department with the current net areas. However, we are including an over all existing gross square foot areas for each of the City's presently occupied buildings. A comparison can then be made between the projected gross square feet for City facilities compared to the current areas in gross square feet.

Existing	GSF
City Hall	13,460
Police / Courts / Comm.	23,288
Streets / Sanitation	?
Building Maintenance	8,100
JETS	867
MPO / CD	?

Projections indicate the following required total area in gross square feet in 5 year increments through the year 2021.

Component	2006	2011	2016	2021
City Hall (1)	?	53354	56591	59209
Police / Courts	23288	65604	68085	71187
Animal Control	1800	13860	13860	13860
Streets and Sanitation (1)	?			
JETS	867	13888	13888	13888
Fire Station #7	0	20721	20721	20721
Fire Station #8	0	13365	13365	13365
Fire Station #9	0	13365	13365	13365
Building Maintenance	8100	8016	8016	8016

Projections indicate the following staffing requirements through the year 2021.

Component	2006	2011	2016	2021
City Hall	?	104	136	164
Police	142	178	200	245
Courts	14	23	27	34
Animal Control	8	11	15	20
Streets and Sanitation	120	144	167	201
JETS	18	34	34	49
Fire Station #7 (includes all 3 shifts)	0	46	46	46
Fire Station #8 (includes all 3 shifts)	0	28	28	28
Fire Station #9 (includes all 3 shifts)	0	28	28	28
Building Maintenance	12	14	18	20

(1) we have been unable to obtain all building plans occupied by City Hall and Streets/Sanitation; we will take measurements and supplement this page during our next trip when we present final study to Mayor and Council.

D. Space Needs Summary

Based upon staff responses to our questionnaire, personal interviews with each department and comparing that information to our database for municipal government buildings with similar population and future growth patterns we have developed the following recommendations for the next 15 years broken down into 5 year increments. A detailed break down of each department identifying every office, work space and other functional requirements can be found under Section III of the Space Needs Program.

To determine the total gross square feet required for each building, we need to add in circulation factor and a net:gross factor which takes into account corridors, wall thickness (both interior and exterior) and mechanical/plumbing chases.

CITY HALL SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Mayor's Office	1865	1865	1865	
City Clerk	840	840	840	
Auditor	410	410	410	
Human Resources	1170	1270	1270	
Finance/Purchasing	2350	2890	3250	
Planning	1830	1890	1990	
CDBG/MPO	1860	2250	2490	
Engineering	2530	2730	2950	
Building Inspections	1710	2390	3070	
Parks & Recreation	3870	3970	4070	
Information Services	3958	4242	4446	
City Council / Chambers	4710	4710	4710	
Building Support	11700	11700	11700	
Sub-Total	38803	41157	43061	
Net Square Feet x 10% Departmental Circulation	3880	4116	4306	
Net Square Feet x 25% net:gross	10671	11318	11842	
Total Gross Square Foot	53354	56591	59209	

POLICE / COURTS SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Administrative Services	2500	2500	2500	
Records	940	1000	1060	
Uniform Patrol	4750	4960	5320	
Criminal Investigation	3970	4570	5110	
Evidence Storage	1640	1640	1640	
Communication	2220	2340	2640	
Prowl/K-9/Traffic	720	720	720	
Building Services	6175	6250	6325	
Warrants	1440	1520	1600	
Drug Task Force	2170	2430	2690	
DARE / Training	1415	1415	1415	
Detention	1800	1800	1800	
Building Support Facilities	8080	8080	8080	
Sub-Total	37820	39225	40900	
Net Square Feet x 10% Department Circulation	3782	3923	4090	
Net Square Feet x 25% net:gross	10401	10787	11248	
Total Gross Square Foot	52003	53934	56238	
Courtroom	6060	6060	6060	
Court Clerks	2620	2620	2800	
Prosecutor	1212	1612	2012	
Sub-Total	9892	10292	10872	
Net Square Feet x 10% Departmental Circulation	989	1029	1087	
Net Square Feet x 25% net:gross	2720	2830	2990	
Total Gross Square Foot	13601	14151	14949	
TOTAL Gross Square Feet Police / Courts	65604	68085	71187	

JETS TRANSPORTATION SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Public	330	330	330	
Administration	1350	1350	1350	
Support Facilities	8420	8420	8420	
Sub-Total	10100	10100	10100	
Net Square Feet x 10% Departmental Circulation	1010	1010	1010	
Net Square Feet x 25% net:gross	2778	2778	2778	
Total Gross Square Foot	13888	13888	13888	

PUBLIC WORKS SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Streets – Administration	860	860	890	
Sanitation – Administration	2420	2420	2420	
Streets Facilities	10440	10440	10440	
Sanitation Facilities	17830	21030	24230	
Shared Building Support Facilities	16360	24875	33845	
Sub-Total	48770	59625	71825	
Net Square Feet x 10% Departmental Circulation	4877	5963	7183	
Net Square Feet x 25% net:gross	13412	16396	19752	
Total Gross Square Foot	67059	81984	98759	

ANIMAL CONTROL SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Public	460	460	460	
Administration	1070	1070	1070	
Building Facilities	1670	1670	1670	
Kennels	6880	6880	6880	
Outdoor Facilities	-	-	-	Not included in building S.F.
Sub-Total	10080	10080	10080	
Net Square Feet x 10% Departmental Circulation	1008	1008	1008	
Net Square Feet x 25% net:gross	2772	2772	2772	
Total Gross Square Foot	13860	13860	13860	

BUILDING MAINTENANCE SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Administration	510	510	510	
Shop Area	2140	2140	2140	
Building Support	3180	3180	3180	
Outdoor Facilities	-	-	-	Not included in building S.F.
Sub-Total	5830	5830	5830	
Net Square Feet x 10% Departmental Circulation	583	583	583	
Net Square Feet x 25% net:gross	1603	1603	1603	
Total Gross Square Foot	8016	8016	8016	

FIRE STATION #7 SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Public/Administration	3750	3750	3750	
Apparatus Bays/Support	8620	8620	8620	
Facility Support	2700	2700	2700	
Sub-Total	15070	15070	15070	
Net Square Feet x 10% Departmental Circulation	1507	1507	1507	
Net Square Feet x 25% net:gross	4144	4144	4144	
Total Gross Square Foot	20721	20721	20721	

FIRE STATION #8 SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Public/Administration	1720	1720	1720	
Apparatus Bays/Support	4960	4960	4960	
Facility Support	3040	3040	3040	
Sub-Total	9720	9720	9720	
Net Square Feet x 10% Departmental Circulation	972	972	972	
Net Square Feet x 25% net:gross	2673	2673	2673	
Total Gross Square Foot	13365	13365	13365	

FIRE STATION #9 SPACE NEEDS SUMMARY

Divisions	Projections			Remarks
	2011	2016	2021	
Public/Administration	1720	1720	1720	
Apparatus Bays/Support	4960	4960	4960	
Facility Support	3040	3040	3040	
Sub-Total	9720	9720	9720	
Net Square Feet x 10% Departmental Circulation	972	972	972	
Net Square Feet x 25% net:gross	2673	2673	2673	
Total Gross Square Foot	13365	13365	13365	

E. Staffing Projection Summary

Based upon staff responses to questionnaire, personal interviews with each department head and comparing that information with our database for municipal service buildings with similar population base and projected growth, following are staff projections for the various departments over the next 15 years in 5 year increments. It is our understanding that Jonesboro's population is expected to be approximately 85,000 in 15 years.

CITY HALL STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Mayor's Office	7	7	8	9	2 Part-Time
City Clerk	3	4	4	4	
Auditor	1	3	3	3	
Human Resources	5	7	8	8	Includes nurse
Finance/Purchasing	10	12	21	27	
Planning	5	7	8	9	
CDBG/MPO	4	14	19	23	
Engineering	13	12	13	16	
Building Inspections	6	13	21	29	
Parks & Recreation	?	14	16	18	Excludes staff at Parks and Shops
Information Services	8	11	15	18	
Sub-Total		104	136	164	

OTHER CITY STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Animal Control	8	9			
Streets	60	74	87	101	
Sanitation	45	70	80	100	
Building Maintenance	12	14	18	20	Includes typically 2 inmates
JETS Transportation	18	34	34	49	
Sub-Total	143	203	234	290	

POLICE STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Administrative Services	6	8	10	12	
Records	5	7	8	9	
Uniform Patrol	79	94	101	146	Includes all 3 shifts
Criminal Investigation	16	19	23	26	Includes both shifts w/4 Sgts.
Evidence Storage	1	1	2	2	
Communication (1)	19	34	41	46	Includes shift change; separate from P.D.
Prowl Officers	5	8	8	8	Patrol Officers
K-9 Officers	3	4	4	4	Uniform Patrol Officer's take home K-9
Traffic Officers Enforcement Officer	2	4	6	6	Includes Parking Enforcement Officers (2)
Building Services	5	6	7	7	
Warrants	5	13	15	17	Patrol Officers
Drug Task Force	4	8	10	2	Patrol Officers
DARE	2	4	4	4	Patrol Officers
Training	1	2	2	2	Patrol Officers
Detention	1	-	-	-	Patrol function
Sub-Total	142	178	200	245	

DISTRICT COURT STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Clerks	11	13	13	16	Includes Chief, Clerk and Deputy Clerks
Judge	1	2	2	2	
Bailiffs	1	2	2	2	
Prosecutor	1	1	1	1	Also City Attorney
Assistant Attorney's	0	2	4	6	
Paralegals	0	1	2	3	
Clerical	0	1	2	3	
Receptionist	0	1	1	1	
Sub-Total	14	23	27	34	

(1) Separate from Police Department's total staff

FIRE STATION #7 STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Administration	0	10	10	10	Includes all 3 Captains plus Training Instructors
Fire Fighters / Drivers	0	36	36	36	Includes 3 shifts of 12 each
Sub-Total	0	46	46	46	

FIRE STATION #8 STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Administration	0	4	4	4	Includes all 3 Captains
Fire Fighters / Drivers	0	24	24	24	Includes 3 shifts of 8 each
Sub-Total	0	28	28	28	

FIRE STATION #9 STAFF PROJECTIONS

Divisions	Current	Projections			Remarks
		2011	2016	2021	
Administration	0	4	4	4	Includes all 3 Captains
Fire Fighters / Drivers	0	24	24	24	Includes 3 shifts of 8 each
Sub-Total	0	28	28	28	

F. Parking Requirements

Determining appropriate parking is based upon staff projections and public frequency to city government services. In addition, adjustments must be made to accommodate special functions and conditions including but not limited to:

- Council Meeting
- Court Days
- Shift Changes
- Planning Commission Hearings
- Taxes
- Sign up for Parks/Recreation Passes
- Training
- Department Vehicles that remain on site

Needless to say, municipal facilities are not typically designed for the worst case scenario however given the ability to schedule various functions can help to alleviate (reduce) the amount of parking required. As example, on Council nights, public could utilize some of the normal City Hall staff parking that would not be occupied after 5:00 p.m. The Jonesboro Police Department is going towards staff taking home Patrol cars, which will significantly help reduce parking demands for their personal cars.

Ideally it is recommended that Police vehicles and police staff vehicles be located away from Public Parking and especially away from Public coming to Court to avoid vandalism by disgruntled citizens coming to and from court.

	2011	2016	2021	existing
City Hall				
Staff	104	136	164	
Public (1)	30	30	30	
Department Vehicles	-	-	-	
Sub-Total	134	166	194	
Police				
Staff (2)	60	60	70	50
Public	15	18	20	
Department Vehicles (2)	3	4	4	2
Sub-Total	78	82	94	
Courts				
Staff	23	27	34	14
Public (3)	150	150	150	
Attorney's	10	10	10	
Sub-Total	183	187	194	
Animal Control				
Staff	11	15	20	8
Public	15	20	25	10
Department Vehicles	9	14	15	6
Sub-Total	35	49	60	24

(1) Assumes public can use Courts parking for evening Council Meetings

(2) Assumes all Patrol have police issued vehicles and shift change is staggered to preclude need for double the parking requirement

(3) Includes 1 Command Post Vehicle, 2 transport vans

	2011	2016	2021	existing
JETS TRANSPORTATION				
Staff (2 shifts)	38	38	53	23
Public	10	10	15	5
City Vehicles (1)	12	14	14	
Sub-Total	60	62	82	?

Public Works – Streets/Sanitation

Parking requirements for Streets and Sanitation Departments is extensive and includes not only personal cars but also numerous City vehicles of varying sizes, many of which need to be stored inside due to their “air over hydraulic systems”. Following is a list of City vehicles including their size and those which require heated building during the winter months. The building would need to be expandable as the Sanitation and Street fleet expands.

	2011	2016	2021	existing
STREETS / SANITATION				
Staff	144	167	201	115
Public	8	8	8	5
City Vehicles (2)	28+	36+	46+	
Sub-Total	180	211	255	

Sanitation Vehicle Fleet

Type of Truck	Space Needed (per truck)	# of trucks 2011		# of trucks 2016		# of trucks 2021	
		Inside	Outside	Inside	Outside	Inside	Outside
10 Yard Trucks	24'l x 10'w	5	-	8	-	11	-
Front Load	40'l x 10'w	4	-	6	-	8	-
Automated	32'l x 10'w	9	-	14	-	20	-
Roll-Off	40'l x 10'w	4	-	8	-	12	-
Rear Load	40'l x 10'w	10	-	15	-	20	-
Ton Trucks	30'l x 10'w	-	5	-	7	-	10
Commercial	40'l x 10'w	3	-	5	-	7	-
Trucks & Trailers	40'l x 10'w	-	5	-	7	-	10
Pick Up	15'l x 10'w	-	14	-	18	-	22
Mower & Arm	15'l x 12'w	-	2	-	2	-	2
Tractor & B.H.	15'l x 10'w	-	2	-	2	-	2
Sub-Total		35	28	56	36	78	46

Note:

Inside storage designed for side to side / back to back (stacked) parking – drive thru arrangement.

Outside parking set up with drive isles / parking stalls using angled parking with one-way drives to facilitate in-out movement.

- (1) City Vehicles include: 5 – 40' buses; 9 – 26' vans
- (2) Excludes vehicles to be stored inside

III. SPACE NEEDS PROGRAM

Following are detailed space needs for City Hall and all other City facilities. Please note certain spaces are designated as “shared”, thus, the square feet for that space is listed only once. In subsequent phases of service, depending upon the selected site – which obviously will affect the number of floors for Police, Courts and City Hall, adjustments in final space requirements may be necessary. Current building support spaces including stairs, elevators and toilets are based upon 2 main floors and a basement for City Hall, Police and Courts.

Also included is an article on “The Cause and Effect of Shrinking Work Spaces” which points out interesting ideas and concepts that apply to Corporate America. Being a government entity, in part, you are similar to a major business and as such want the public to feel that you (collectively) make good business like decisions on their behalf.

SPACE STANDARDS

As part of the Spatial Physical Planning Analysis for the City of Jonesboro's City Hall and other Department facilities, a series of "space standards" have been developed based upon generally accepted principals of efficient space allocation to meet the functional use of the occupant(s). These standards are important in planning because they represent the City's position on how space is assigned and utilized. Space standards are part of the study for the following reasons:

1. to determine overall building requirements in square feet for programming of new facilities
2. to identify correctly necessary space required for its intended use through the use of graphic layouts of furniture, fixtures and equipment
3. to a lesser degree reflect position or titles

Following are a limited range of typical space needs that would accommodate most departments' normal needs and include:

- offices and workstations assigned to individuals
- conference / training rooms used by groups
- copy / work / file areas
- janitor closets / break areas
- holding cells
- staff / public toilet facilities
- specialty facilities for police / courts / fire
- council chamber hearing room

FUNCTIONAL ADJACENCY DIAGRAMS

As part of the Spatial Physical Planning Analysis for the City of Jonesboro's City Hall and other Department facilities, we have included diagrams that illustrate major spaces that make up the various building needs and their relationships to one another in terms of physical closeness. These diagrams are for the following facilities:

- City Hall
- Police / Courts
- Fire (typical)
- JETS
- Animal Control
- Public Works (Streets / Sanitation)

Included in the questionnaire under Section 4 – Work Relationships / Adjacencies we have asked for each department to indicate, by degree of contact, who they work with the most in order to prioritize which departments need to be the closest in proximity to one another. During the “Feasibility Study” phase of service, adjacencies can be finalized.

Component: **CITY HALL**
Division: **Mayor's Office**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Reception / Lobby	150	1	150	150	150		WA 3	Seating for 6-8; magazine rack; end tables
Executive Secretary	80	1	80	80	80		O-4	u-shape workstation with phone; computer
Copy – Work Room	100	1	100	100	100		CWF-1	8 -4 drawer fire proof file cabinets; fax; copier; printer; 8 L.F. countertop w/upper-lower cabinet storage
Conference Room	625	1	625	625	625		CR-4 (sim)	Table for 25; A/V equipment; concealed marker-tack board; coffee bar with under counter refrigerator.
Mayor	300	1	300	300	300		PO-1	Executive desk; return; credenza; 30 L.F. shelving; computer; printer; phone; conference table for 6-8.
Mayor's Operation Director	250	1	250	250	250		PO-2	Executive desk; return; credenza; 30 L.F. shelving; computer; printer; phone; conference table for 4.
Grants Administrator	200	1	200	200	200		PO-3	u-shape workstation; 4 visitor chairs; 30 L.F. shelving
Toilets	40	2	80	80	80		RR-2	ADA compliant Men – toilet; sink Women – toilet, sink
Coats – Coffee	80	1	80	80	80		CC-2	Coffee counter with sink; refrigerator; microwave; 4 L.F. coat rack.
SUB-TOTAL			1865	1865	1865			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **City Clerk's Office**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate next to mayor and council chambers; also convenient to I.S. and Finance Director. Controlled access to Clerk's office.
			2011	2016	2021	2005		
Lobby	-	-	-	-	-		-	Share with City Hall – 6 visitors.
Office Manager	120	1	120	120	120		PO-5	U-shape desk, 2 visitor chairs, phone, computer, printer, 1 bookcase, 2 hanging file drawers
City Clerk	200	1	200	200	200		PO-3 (sim)	Re-use personal furnishings, computer, printer, phone, 3-4 visitor chairs, 2 legal file drawers
Vault	240	1	240	240	240			20 L.F. file cabinets; 24 L.F. shelving; 1 table
Copy – Work Room	120	1	120	120	120		CWF-3	Copier; fax; shredder; 10 L.F. countertop w/upper-lower cabinets
Conference Room	-	-	-	-	-		CR-1	Could share with City Council; provide for 8 chairs
Coats – Coffee	40	1	40	40	40		CC-1	Include in copy/work room
A-V Equipment Room	-	-	-	-	-		-	See Council Chamber requirements
Secretary	60	1	60	60	60		O-3	U-shape workstation; transaction counter, phone, computer
Paralegal	60	1	60	60	60		O-3	U-shape workstation; transaction counter, phone, computer, printer
SUB-TOTAL			840	840	840			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**

Division: **Auditor**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Accessible to all departments
			2011	2016	2021	2005		
Auditor	180	1	180	180	180		PO-4	Provide u-shape desk w/executive pull-outs; 30 L.F. shelving; 2 visitor chairs; phone; computer and printer
Assistant Auditor	150	1	150	150	150		PO-5	Provide u-shape desk w/executive pull-outs; 30 L.F. shelving; 2 visitor chairs; phone; computer and printer
Clerical	80	1	80	80	80		SP-5 (sim)	u-shape workstation w/transaction counter; computer; phone; 2-2 drawer lateral fireproof files
Copy – Work Room	-	-	-	-	-			Share fax, copier and shredder; _____ files ??
Coffee Coats	-	-	-	-	-		CC-1	Share coffee – coat area
SUB-TOTAL			410	410	410			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **Human Resources**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Lobby	-	-	-	-	-		WA-3	4-6 persons/shared
Receptionist/Information for City Hall	80	1	80	80	80		O-4	u-shape desk; computer; phone; transaction upper counter, printer
Director	180	1	180	180	180		PO-4	Out of view from applicants; u-shape desk; 4 visitor chairs; computer; printer; phone, 3 bookcases
H.R. Tech I	150	2	300	300	300		PO-5	u-shape desk; computer; 2 bookcases; printer; phone; 2-3 visitor chairs
H.R. Tech II	100	1+1	100	200	200		SP-3	L-shape desk; phone; computer; 2 bookcases; 2 visitor chairs at table. Provide forms for applicants.
Safety Advisor	150	1	150	150	150	0	PO-5	u-shape desk; computer; 2 bookcases; printer; phone; 2-3 visitor chairs
Exam Room and Nurses Office	200	1	200	200	200	0	ER-1	Include desk; 1-5 drawer lateral file; 1 visitor chairs; exam room with table, sink, cabinets
Toilet	40	1	40	40	40		RR-1	ADA compliant. Toilet; lavatory; sink next to exam room
Conference Room	-	-	-	-	-		CR-2 (sim)	Table and 12-15 chairs; share with other departments
Training Room	-	-	-	-	-		TR-? (sim)	Employee training and orientation for 20-25, shared with other departments
Application Room	120	-	120	120	120		P	4-5 applicants at one time; provide 20 L.F. of countertop and chairs; locate away from Director's office
Copy – Work Room (active and inactive files)		1					CWF-4	Provide copier; fax; shredder plus 10 L.F. countertop with lower-upper storage cabinets. Include space for 13-5 drawer lateral files; can't share this room due to confidentiality of files (consider mobile storage units)
SUB-TOTAL			1170	1270	1270			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**

Division: **Finance Department / Purchasing – Collections**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Finance Director	200	1	200	200	200		PO-3	U-shape desk; 3-4 visitor chairs; computer; phone; printer; 2 bookcases
Accountants	120	2+1+1	240	360	480		PO-8	U-shape desk, 2 visitor chairs; computer; phone; calculator
Purchasing Agent	150	1	150	150	150		PO-5	U-shape desk; 2 visitor chairs; computer; phone; printer; calculator; 3 book shelves
Purchasing Clerks	60 ea.	1+2+3	60	180	360		O-3	U-shape desk; phone; computer; calculator
Collector	150	1	150	150	150		PO-5	U-shape desk; 2 visitor chairs; computer; phone; printer; calculator; 3 book shelves
Collector Clerks	60 ea.	2+1+1	120	180	240		O-3	U-shape desk; phone; computer; calculator
Accounts Payable	60 ea.	3+2	180	300	300		SP-1 A	U-shape desk; phone; computer; calculator
Payroll Clerks	120	2+1	240	240	360		PO-8	U-shape desk, 2 visitor chairs; computer; phone; calculator
Assets Clerks	120	1+1	120	240	240		PO-8	U-shape desk, 2 visitor chairs; computer; phone; calculator
Conference Room	400	1	400	400	400		CR-3 (sim)	Used for bid openings; near public lobby; share with state auditor; table + 15 chairs; share w/other depts.
Walk-Up Transaction Counter	50	3	150	150	150		TC-1	3 positions; glass wall with pass thru; storage below countertop; locate off public lobby
Files (locked?)	100	1	100	100	100		-	bills – 40 file drawers older bills kept off-site payroll – 50 file drawers
Coats – Coffee	60	1	60	60	60		cc-1	7 L.F. coats; 5 L.F. countertop with upper/lower cabinets
Copy – Work Room	180	1	180	180	180		CWF-4 (sim)	Fax, shredder, high speed copier, high speed printer, check printer, color printer, high speed scanner and large blueprint scanner used by purchasing agent. 15 L.F. countertop with upper/lower cabinet storage
SUB-TOTAL			2350	2890	3250			

Component: **CITY HALL**
Division: **Planning**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Assume that Planning, Public Works and Community Development are co-located together
			2011	2016	2021	2005		
Lobby	40	1	40	40	40		WA-1	Waiting for 2-3; could be part of main public lobby.
Receptionist	80	1	80	80	80		SP	U-shape desk w/transaction counter, phone, computer, phone, printer
Copy – Work Room	-	-	-	-	-		CWF-5	Share with Public Works and Community Development/MPO; include plotter
Planning Director	200	1	200	200	200		PO-3	U-shape desk; 2 -3 visitor chairs, computer, printer, phone; 30 L.F. shelving; throw-off counter for drawings.
Senior Planner	150	1	150	150	150		PO-5	U-shape desk, 2-3 visitor chairs, computer, printer, phone, 30 L.F. shelving; throw-off counter for drwgs
Assistant Planners	100	2+1	200	200	300		SP-3	U-shape workstation w/2 visitor chairs, phone, computer, 15 L.F. shelving; throw-off counter for drawings
Planning Tech (Admin. Secretary)	60	2+1	120	180	180		SP	U-shape workstation, phone, computer, printer
Map Cartographer	100	1	100	100	100		SP	U-shape workstation; 1 visitor chair; computer, printer, phone, throw-off for drawings
Conference Room (25-30)	-	-	-	-	-		?	Share with Public Works and Community Development
Conference Room (6-8)	180	1	180	180	180		CR-1	Locate adjacent to planner; table with 8 chairs; concealed marker-tack board
Meeting Room	180	1	180	180	180		CR-1	Locate next to walk-up counter; informal meetings, review of plans
Walk-Up Counter	60	3	180	180	180		TC-2	3 transaction positions for Planning, Building Inspector and Public Works engineers meet with public include computer, shared printer, phones. Sit down or stand up station??
Record Files (Active)	200	1	200	200	200		-	20 – 4 drawer file (1/2 letter-1/2 legal) open or closed room?? 6 – 5 drawer lateral
Inactive Archival Files	200	1	200	200	200			___ box (___w x ___d x ___h))
Coats / Coffee	-	-	-	-	-			Share w/Public Works and Community Development
SUB-TOTAL			1830	1890	1990			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**

Division: **Community Development (CDBG) / Metropolitan Planning Organization (MPO)**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Assume that Planning, Public Works and Community Development are co-located together . Locate in close proximity to Planning, MPO, ??
			2011	2016	2021	2005		
Lobby								Share public lobby
Walk-Up Counter	40	3	120	120	120			3 transaction positions at lobby; provide computer, shared printer, phone
Conference Room	180	1	180	180	180		CR-1 (sim)	Table plus seating for 6
CDBG Director	180	1	180	180	180		PO-4	Desk, return, credenza, conference table, 40 L.F. shelving, computer; phone; printer
MPO Director	180	1	180	180	180		PO-4	Desk, return, credenza, conference table, 40 L.F. shelving, computer, phone, printer
CDBG Project Supervisor	150	1	150	150	150		PO-5	Desk, return, throw-off top, 15 L.F. shelving, computer, printer, phone
CDBG Clerks MPO Clerks	60	3+2+2	180	300	420		SP-1 A	Shared by CDBG and MPO; L-shape desk, phone, computer, ???
CDBG Technicians	60	5+2+2	300	420	540		SP-1 A	
MPO Planning Technician	80	2	160	160	160		SP-2 B (sim)	L-shape desk, upper file drawers, computer, phone, 2 visitor chairs; locate visitor sitting in front of Planning Tech
MPO Transportation Planner	150	1+1	150	300	300	0	PO-5	U-shape desk, 2-3 visitor chairs, phone, computer, printer, 1 bookcase, __-4 drawer file cabinet
Copy – Work Room (share w/Public Works & Planning)	-	-	-	-	-		CWF-5	
Files	150	1	150	150	150			4 -5 drawer flat files w/top to match depth and width; 6 L.F. hanging files; 12 L.F. x full hgt. for spec books. Locate near CWF Room
Conference Room	-	-	-	-	-		CR-4	Share with Public Works. Include row of chairs behind the officials.
Coats – Coffee	70	1	70	70	70		cc-1	8 L.F. coat rack and 5 L.F. countertop w/upper and lower cabinets; share w/Planning and Public Works
SUB-TOTAL			1820	2210	2450			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **PUBLIC WORKS**
Division: **Engineering**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Assume Public Works Community Development and Planning are co-located together
			2011	2016	2021	2005		
Director of Public Works/City Engineer	200	1+1	200	400	400		PO-3	U-shape desk; conference table; computer; printer; phone; ___ L.F. shelving; 3-4 visitor chairs; 2 -4 drawer file cabinets
Engineers	100	3+1	300	300	400		SP-2	U-shape desk; 2 visitor chairs; CAD; phone; throw-off
Engineer Tech	60	1+1	60	60	120		SP-6	Share room with Construction Inspector and Survey Helper, in field most of time. L-shape desk w/bookshelf above desk
Design Tech	100	1	100	100	100		SP-3	U-shape desk; phone; CAD; throw-off; locate
Construction Inspector	60	4+1	240	240	300		SP-6	Share room with Engineer Tech and Survey Helper, in field most of time. L-shape desk w/bookshelf above desk
Survey Helper	60	1	60	60	60		SP-6	Share room with Construction Inspector and Engineer Tech, in field most of time. L-shape desk w/bookshelf above desk
Account Tech	100	1	100	100	100		SP-5	Answers phone; pays bills. U-shape desk,; phone; computer; printer
Copy – Work Room (shared with Planning and Community Development)	200	1	200	200	200		CWF-5	Large copier, regular copier, fax, shredder, large plotter; 15 L.F. countertop w/upper and lower cabinets; share w/Planning Community Development, MPO, Building Inspector and Engineering
File Room								4 drawer legal 4 drawer letter
Drawing Storage (carts on wheels)	3 SF each	5	15	15	15			Each cart contains 40 cubicles for rolled drawings
Library	40	1	40	40	40			60 L.F. shelving include in same room as Eng. Tech, Construction Insp., and Survey Helper
Conference Room	375	1	375	375	375		CR-	Set up for powerpoint presentations; table and seating for 15; concealed marker-tack board; 8 L.F. countertop w/upper and lower cabinet storage plus project screen
Conference Room	180	1	180	180	180		CR-1 (sim)	Table and seating for 6-8 with tack/marker board
Coffee-Coats Room	60	1	60	60	60		CC-1	15 L.F. countertop w/upper and lower cabinets plus ___ L.F. for coats
Storage Closet	100	1	100	100	100			Away from work space; convenient to exit-parking; survey stakes, paint, flagging; nuclear density machine
SUB-TOTAL			2530	2730	2950			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Prepared by ASAI Architecture
July 2006

Component: **PUBLIC WORKS**
Division: **Building Inspections**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Assume Public Works Community Development and Planning are co-located together. Locate convenient to vehicles without going through lobby.
			2011	2016	2021	2005		
Chief Building Inspector	180	1	180	180	180		PO-4	U-shape desk; phone; computer; printer, ___ bookcases, ___ file drawers, 3 visitor chairs; marker/tack board ?
Senior Building Inspector	150	1	150	150	150		PO-4	U-shape desk; phone; computer; printer, ___ bookcases, ___ file drawers, 2 visitor chairs; marker/tack board ?
Building Inspector	100	3+2+2	300	500	700		SP-3	U-shape desk; throw-off 3' deep; 2 visitor chairs; 20 L.F. shelving; computer; printer; phone
Plumbing Inspector	80	3+2+2	240	400	560		SP-2 (sim)	U-shape desk; phone; computer; printer; ___ L.F. shelving
HVAC Inspector	80	3+2+2	240	400	560		SP-2 (sim)	U-shape desk; phone; computer; printer; ___ L.F. shelving
Electrical Inspector	80	3+2+2	240	400	560		SP-2 (sim)	U-shape desk; phone; computer; printer; ___ L.F. shelving
Copy – Work Room	40	1	40	40	40		-	Share with Engineering and Planning; also have copier, fax and printer in this area
Files	100	1	100	100	100			5 – 4 drawer file cabinets; 50 rolled up plans; ___ L.F. spec books; ___ L.F. upper cabinets to store code books, supplies, etc.
Receptionist	100	1	100	100	100		SP-5 (sim)	Locate at front desk; multiple computers (1 – secure); radio; cash drawer; 5 note books of permits; need work area for writing up permits
Storage Closet	10	1	10	10	10			Locate next to exit; store battery charger and washer fluid
Coats – Coffee Room	-	-	-	-	-		CC-1 (sim)	Share w/Planning and Community Development
Archive Storage								___ boxes or ___ lineal feet shelving
Review Counter	60	1	60	60	60			10 L.F. of sit down countertop with 2 chairs next to receptionist for reviewing permits; controlled access required
Storage Nook	50	1	50	50	50			Boots, rain coats, hard hats, etc.
SUB-TOTAL			1710	2390	3070			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **Parks & Recreation**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Prefer to be located on ground floor
			2011	2016	2021	2005		
Lobby / Waiting	150	1	150	150	150		WA-3	Seating for 6; displays; pamphlets; table to complete forms; could be part of main Lobby
Receptionist	80	1	80	80	80		O-4	U-shape workstation, phone, computer, printer, ___ files
Director	200	1	200	200	200		PO-3	u-shape desk; 3 visitor chairs; phone; computer; printer; tack – marker board; ___ file drawers, ___ bookcases
Assistant Director Programs	150	1	150	150	150		PO-5	u-shape desk; 3 visitor chairs; computer; phone; tack – marker board; ___ file drawers, ___ bookcases
Assistant Director Maintenance	150	1	150	150	150		PO-5	u-shape desk; 3 visitor chairs; computer; phone; tack – marker board; ___ file drawers
Facility and Recreation Planner	150	1	150	150	150		PO-5	u-shape desk; 3 visitor chairs; computer; phone; tack – marker board; ___ file drawers; ___ bookcases
Park Maintenance Shop Supervisor	-	3	-	-	-		-	Located at respective parks; no space required at City Hall
Cemetery Supervisor	?	-	?	?	?		-	Provide shop and office together; desk; 2 visitor chairs; computer; phone; printer; to be located at Oak Lawn Cemetery; no space required at City Hall except for record storage?
Youth Sports Coordinator	150	1	150	150	150		PO-5	U-shape desk, 3 visitor chairs, view of walk-up counter; phone, computer, printer; 1 bookcase, ___ file drawers
Special Events Coordinator	100	1	100	100	100		SP-3	L-shape desk; conference table; computer; phone; tack-marker board, 2 visitor chairs; ___ file drawers
Camp Coordinator	100	1	100	100	100		SP-3	L-shape desk; conference table; computer; phone; tack-marker bd, 2 visitor chairs; ___ file drawers
Clerical	60	1+1+1	60	120	180		O-3	u-shape workstation; phone; computer; shared printer
Special Events and Media Coordinator	100	1	100	100	100		SP-3	L-shape desk; conference table; computer; phone; tack-marker bd, 2 visitor chairs; ___ file drawers
Conference Room	Share	1	-	-	-		CR-2	Table and chairs for 12; marker – tack board; drop down projection screen; OK to share
Conference Room	180	1	180	180	180		CR-1	Table and seating for 6
SUB-TOTAL			1570	1630	1690			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **Parks & Recreation**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Recreation Aides	60	2	120	120	120		SP-1A	Locate 2 at walk-up counter; 2 at L-shape desks behind counter – all in view of Youth Sports Coord.; each work area to have phone, computer, shared printer; walk-up counter (with coiling roll-down grille) ADA accessible w/transaction counter
	40	2+1+1	80	120	160		O-2	
Community Center - Pool Director	-	-	-	-	-		PO	To be located at new Community Center
Water Park Director	-	-	-	-	-		PO	To be located at new Water Park
Allen Park Community Center Supervisor	-	-	-	-	-			Already have work space at Allen Park
Park Community Center Supervisor	-	-	-	-	-			Already have work space at Park
Lifeguards	-	-	-	-	-			Require lockers already at pool
Copy – Work Room	100	-	100	100	100		CWF-2	15 L.F. countertop w/upper-lower cabinet storage, copier, fax, shredder
Storage	2000	1	2000	2000	2000			Locate near Youth Sports Coordinator at ground floor. Football equipment; uniforms; soccer balls; bats; commercial washer and dryer
								Notes: Community wants Water Park
								Existing centers need modular furniture systems to enhance efficiency
								Allen Park lacks storage and spectator seating
								Watson has roof leaks and locks
SUB-TOTAL			2300	2340	2380			
TOTAL – Sub-Total			3870	3970	4070			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **Information Systems**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate central to building.
			2011	2016	2021	2005		
Waiting								Seating for 2-3
Walk-Up Counter	30	1	30	30	30			42" high counter with storage below; part of equipment work room
Director	200	1	200	200	200		PO-3	Glass wall to oversee staff; u-shape workstation; 2 visitor chairs; 1-4 drawer file; 40 L.F. shelving ; computer; phone; printer
Assistant Director	180	1	180	180	180		PO-4	U-shape desk, 2 visitor chairs, phone, 2 bookcases, computer, printer, phone
Network Administrator	180	1	180	180	180		PO-4	U-shape workstation; 2 visitor chairs; phone; 30 L.F. shelving; computer; printer; away from front desk
Software Engineer	150	1	150	150	150		PO	U-shape workstation; 2 visitor chairs; phone; 30 L.F. shelving; computer; printer; away from front desk
Network Tech	100	2+1+1	200	300	400		SP-3 B (sim)	U-shape desk; 36"d return, phone; computer
Computer Tech	40	2+1+1	80	120	160		O-2	Locate in equipment room; provide L-shape desk with computer
Programmer/Analyst	80	1+1	80	160	160		SP-2 (sim)	U-shape workstation, 1-2 visitor chairs, phone, computer, printer
GIS Specialist	64	2+1+1	128	192	256		SP-1 A (sim)	Require roll-out space for maps (34 x 44); L-shape desk; computer; phone
Computer Tech Equipment Work Room	400	1	400	400	400		P	75 L.F. worktop 42" high; 40 L.F. lower cabinets; continuous plug mold
Computer Server Room	400	1	400	400	400		P	Accessible floor ; separate AC. See I.S. drawing.
Copy – Work Room	-	-	-	-	-			Copier; fax; shredder, could share
Coffee - Coats	50	1	50	50	50		CC-1	5 L.F. countertop w/upper-lower cabinets, 3 L.F. coat rod/shelf
Hubs	30	8	240	240	240		P	1 HUB / 10,000 S.F.; assume 8,000 S.F.
Equipment Storage	750	1	750	750	750		P	Adjustable shelving ½ room; 30"h x 30"d shelving
Plotter	40	1	40	40	40		SP	Locate convenient to GIS; acoustical partitions
Conference Room	100	1	100	100	100		SP	conference table and 4 chairs
Training Room	750	1	750	750	750		TR-1	Shared w/all departments; provide desk; marker board; projector screen; 10 computers w/2 persons per computer
SUB-TOTAL			3958	4242	4446			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **Council Hearing / Support Facilities**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Council Hearing Room	3460	1	3460	3460	3460			City Clerk needs to be next to council hearing room. Dias – Mayor, City Clerk, Attorney, 12 Council Members Spectator Seating – 125 Staff Seating - 20
Seating at floor w/2 tables of 10 each including microphones for each staff plus space for laptops. Dias includes 7 shared monitors, plus microphones for each council person; large drop down screen for overhead computer projections; plug-ins for TV/radio stations. Provide for sound system and A/V in lobby to accommodate larger crowds; open hearing room to lobby.								
Executive Conference Room	650	1	650	650	650		CR-4 (sim)	Connected to public hearing room with access also from corridor; provide table with seating for 13 plus additional 12 chairs.
Conference Room	200	1	200	200	200		CR-1 (sim)	Seating for 8-10 shared with all departments.
A-V Equipment Room	80	1	80	80	80		-	Locate adjacent to Council Hearing Room convenient to Dias.
Council Office	250	1	250	250	250			Locate near executive conference room; include 1-4 drawer file for each council person + 2 work-stations and 3 L.F. for coats and 12 L.F. shelving for manuals.
Unisex Toilet	40	1	40	40	40		RR-2	Adjacent to executive conference room and council office with lavatory and toilet (ADA compliant)
Coffee Bar	30	1	30	30	30		CC-1 (sim)	5 L.F. countertop w/ upper and lower cabinets, counter refrigerator. Locate between Council office and Executive Conf. Room.
SUB-TOTAL			4710	4710	4710			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **CITY HALL**
Division: **Building Support Facilities**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Assume 2 floors plus basement
			2011	2016	2021	2005		
Entry Vestibule	150	1	150	150	150		-	Entry ADA compliant; inner doors lockable on electric strike
Public Lobby	1200	1	1200	1200	1200		-	Adjacent to Council Chambers provides overflow for large capacity of public seating; include information kiosk and monitors
Public Toilets (flip down changing table in women's/men toilets on main floor only)	Main Floor M-200	1	200	200	200		RR-4	Main Floor M – 2 w.c., 1 urinal, 2 lavs
	W-200	1	200	200	200		RR-4	W – 3 w.c., 2 lavs
	Upper Floor M-160	1	160	160	160		RR-3	Upper Floor M – 1 w.c., 1 urinal, 1 lav.
	W-160	1	160	160	160		RR-3	W – 2 w.c., 2 lavs
Staff Entry	60	1	60	60	60			Card access; ADA compliant
Staff Toilets – Courts (Assume 2 floors)	M-200	2	400	400	400		RR-4	M – 2 w.c., 1 urinal, 2 lav.
	W-200	2	400	400	400		RR-4	Drinking fountain W – 3 w.c., 2 lavs
Lockers / Toilets	M-160	1	160	160	160			Locate near exercise room; provide 1 showers, 1-w.c., 1-lav., and 6 lockers each, for men and women
	W-160	1	160	160	160			
Exercise / Work-Out Area	800	1	800	800	800			Shared with all City Staff; locate near break room / outside patio
Employee Break Room	1000	1	1000	1000	1000			4 vending machines, sink, 3 microwaves, refrigerator, icemaker, trash compactor; table and chairs for 30.
Archival Storage	??							Partitioned room in basement for each department
Tornado Shelter	1000 allowance	1	1000	1000	1000			Provide unfinished space i.e., corridor in basement for shelter
Mechanical Equipment Room	2000 allowance	1	2000	2000	2000			Locate in basement; room size dependent on type of HVAC system
Vertical Circulation (elevator / stairs)	600	3 stair	1800	1800	1800			Assume 4 stairways, 3 that traverses 3 floors at 200 S.F. / stair / floor and 1 ceremonial stair that traverses 2 floors; assume 2 separate elevators each w/its own equipment room
	400	1 stair	400	400	400			
	350	2 elev.	700	700	700			
Central Supplies	750	1	750	750	750			Locate near service entry; consider dock height platform
Outdoor Amenities	700	1	700	700	700		-	Screened outdoor patio (shared), provide picnic tables (4) and benches, landscape, etc.
Outdoor Mech/Services	1000	1	1000	1000	1000			trash service, emergency generator, transformer and receiving dock
SUB-TOTAL			11700	11700	11700			

Note: outdoor spaces not included in building square feet

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Administrative Services**

Room Name	Net S.F.	Quantity	Projected NSF			Existin g NSF 2005	Office Type	Remarks Locate off public lobby; separate from but adjacent to Records
			2011	2016	2021			
Lobby / Receptionist	180	1	180	180	180		WA-4 (sim)	Seating for 6-8 display case and pamphlets; U-shape workstation, phone, computer
Public Toilets	-	-	-	-	-		RR-4	See building support – share with courts. M-2 w.c.; 1-urinal; 2 lavs W-3 w.c.; 3 lavs; ADA compliant
Chief	250	1	250	250	250		PO-2 (sim)	Executive desk, return, credenza, conference table for 4; TV, closet, toilet/lav.; 3 bookcases, 2 visitor chairs, share secretary with assist. Chief, phone, computer, printer, 1-2 drawer lateral file cabinet
Assistant Chief	200	1	200	200	200		PO-3	U-shape desk, 3 visitor chairs, phone, computer, printer, 2 bookcases, conference table, 1-2 drawer lateral file cabinet
Administrative Service Captain	180	1	180	180	180		PO-4	Oversees records, accreditation, I.A., U-shape desk, 2-3 visitor chairs, phone, computer, printer, 30 L.F. shelving; 1-2 drawer lateral file cabinet
Admin. Storage Closet	100	1	100	100	100			"Restricted access for administrative issued materials and equipment like testing books, pepper foam, grant weapons, B.R. vests, etc." Include 15 lateral file drawers
Admin. Storage Closet	100	1	100	100	100			Include personnel, medical accreditation, I.A., controlled access; 10-5 drawer lateral files, 50 LF bookshelving
Public Information Officer / Code Enforcement	150	1	150	150	150		PO-5	Oversees SRO; recruits; 3 visitor chairs, u-shape desk, phone, computer, printer
Future Staff Office	200	1	200	200	200		PO-3	U-shape desk, 2 visitor chairs, phone, computer, printer, 2-2 drawer file cabinets
Future Admin. Staff Offices	180	2	360	360	360		PO-4	U-shape desk, 2 visitor chairs, phone, computer, bookcase, 1-2 drawer lateral file cabinet
Administrative Assistant	80	1	80	80	80		O-4	Locate convenient to Chief and Assistant Chief, u-shape work-station, computer, printer, phone
Analyst	120	1	120	120	120		PO-8	U-shape desk, 2 visitor chairs, computer, phone, printer, 1 bookcase
Conference Room (10-12)	300	1	300	300	300		CR-2	Table, 12 chairs, 12 L.F. countertop w/upper and lower cabinet, concealed marker – tack board, A-V,DVD,TV,VCR
Copy – Work Room	100	1	100	100	100		CW-1	15 L.F. countertop; fax, copier, shredder, high speed copier, comm.. scanner, upper and lower cabinets for supplies
Coats – Coffee	80	1	80	80	80		CC-1	5 L.F. countertop w/upper-lower cabinet storage out of view, 6 LF coats
Staff Toilets (2)	40	2	80	80	80		RR-2	Locate in staff area; 1 w.c. + 1 lav. each; ADA compliant
SUB-TOTAL			2480	2480	2480			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Prepared by ASAI Architecture
July 2006

Component: **POLICE DEPARTMENT**

Division: **Records**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate off public lobby; separate from but adjacent to Records															
			2011	2016	2021	2005																	
Walk-Up Counter	100	1	100	100	100			B.R. glass and Pass-Thru (on raised floor); 1 permanent workstation; 1 walk-up, phone, computer, printer															
Copy – Work Room	100	1	100	100	100		CW-1	15 L.F. countertop; fax, copier, shredder, high speed copier, comm.. scanner, upper and lower cabinets for supplies															
Records Supervisor	120	1	120	120	120		PO	U-shape workstation; phone, computer, printer, 2 visitor chairs; ___ L.F. shelving															
Records Clerks	60	6+1+1	360	420	480		SP	U-shape desk, phone, computer, printer, 7 L.F. upper flip doors															
Mailboxes	50	1						Records clerks distribute mail; locate off corridor; provide 220 built-in cubby holes: <table border="1" data-bbox="1185 892 1559 1039"> <thead> <tr> <th>No.</th> <th>Title</th> <th>w x d x h</th> </tr> </thead> <tbody> <tr> <td></td> <td>training officer</td> <td></td> </tr> <tr> <td></td> <td>quarter master</td> <td></td> </tr> <tr> <td></td> <td>administrator</td> <td></td> </tr> <tr> <td></td> <td>patrol / C.I.</td> <td></td> </tr> </tbody> </table>	No.	Title	w x d x h		training officer			quarter master			administrator			patrol / C.I.	
No.	Title	w x d x h																					
	training officer																						
	quarter master																						
	administrator																						
	patrol / C.I.																						
Records Storage	260	1	260	260	260		MS-1	Centrally located and next to clerks; sized to accommodate ½ again the amount of current file drawers; use mobile storage															
SUB-TOTAL			940	1000	1060																		

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Uniform Patrol**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate near staff entry/exit to staff parking
			2011	2016	2021	2005		
Captain	180	1	180	180	180		PO-4	Locate near roll call; u-shape desk, computer, phone, printer; 2-2 drawer lateral file cabinets; bookcase
Lieutenant (3)	120	3	360	360	360		PO-8	Locate near roll call; u-shape desk, phone, computer, 1-2 drawer lateral file cabinet
Shift Sergeant (4)	150	4	600	600	600		PO-8	U-shape desk, 2 visitor chairs, 2-2 drawer lateral file cabinets, phone, computer
Desk Sergeant (9)	40	2	80	80	80		O	Walk-up desk w/2 positions at raised platform behind B.R. glass with electronic speaker, phone, computer; L-shape desk (2)
Patrol Officers	0	-	-	-	-		-	Officers have use of lockers, roll-call, mailboxes, exercise, report writing station
Roll Call (25) / Storage	750	1	750	750	750		P	Marker/tack board; TV, VCR, DVD; 2'x10' table w/3 chairs each plus podium
Lockers	10 per locker	Men 80+10+20	800	900	1100		P	20"w x 24"d x 72"h with built-in bench; locker sits on bench
		Women 40+5+10	400	450	550		P	
Toilet / Shower (ADA compliant)	360	M	360	360	360			4 lavs, 2 urinals, 3 w.c., 3 showers 2 lavs, 2 w.c., 1 shower
	140	W	140	140	140			
Code Enforcement Supervisor	120	1	120	120	120		PO-8	U-shape desk, phone, computer, printer, 2 visitor chairs, bookcase, ___ file drawers
Civilian Code Enforcement Officers	60	3+1+1	180	240	300			Share office; each has L-shape desk and 2-4 drawer 36" lateral files, computer, phone, share printer
Parking Enforcement Officers Equipment	15	2	30	30	30		-	Use Roll Call area or Report Writing; provide storage for 2 "Segways"
Files	-	-	-	-	-	-	-	No common file area required
Copy – Work Room	80	1	80	80	80		CWF-1	10 L.F. countertop 2/upper and lower cabinets, copier, fax, shredder
Report Writing	25	8	200	200	200		SP	Going to mobile data reporting; desk w/phone, computer, (6) + 2 other desks; 3 L.F. coat rack – off corridor near evidence processing and parking

Component: **POLICE DEPARTMENT**
Division: **Uniform Patrol (cont.)**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate near staff entry/exit to staff parking
			2011	2016	2021	2005		
Interview Rooms (3-4 persons)	100	1	100	100	100		ACC R-1	Locate off public lobby to take reports (could share with court conference rooms at same lobby)
Special Management Room	100	1	100	100	100		ACC R-1	Locate adjacent to desk sergeant to screen emotionally disturbed persons via security glass window, can also be used to take reports/interviews
Auxiliary Unit Storage	100	1	100	100	100			Include 10' counter along one wall; shelving on the opposite wall, 2 file drawers
Uniform Patrol Storage	100	1	100	100	100			Include 10' counter along one wall; shelving on the opposite wall
School Resource Officers (SRO)	-	-	-	-	-		-	No space required, work out of respective schools
Coats – Coffee	70	1	70	70	70		CC-1 (sim)	Locate near roll call (enters break room if near-by); 8 L.F. of countertop w/upper-lower cabinets, 6 L.F. coats
SUB-TOTAL			4750	4960	5320			

Component: **POLICE DEPARTMENT**
Division: **Criminal Investigation (CID)**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate in close proximity to Detention
			2011	2016	2021	2005		
Receptionist	80	1	80	80	80		O-4	Walk-up transaction counter; u-shape desk, phone, computer, printer
Clerical	60	1+1	60	120	120		O-3	Locate behind receptionist; u-shape desk, phone, computer, share printer
Records	50	1	50	50	50			Locate accessible to clerical and detectives; 3-5 drawer lateral file 42"w
Copy – Work Room	80	1	80	80	80		CWF-1	10 L.F. countertop w/upper and lower cabinets, fax, copier, shredder
Captain	180	1	180	180	180		PO-4	U-shape desk; 2-3 visitor chairs, computer, phone, printer, 1 bookcase, 2-2 drawer lateral file cabinets (36"w x 18"d x 27"h)
Lieutenant	150	2	300	300	300		PO-8	U-shape desk, 2 visitor chairs, computer, phone, 1-2 drawer lateral file cabinets
Sergeant (2 shifts)	180	2	360	360	360			2 Sergeant/office each w/u-shape desk, <u> </u> visitor chairs, phone, computer, 2-2 drawer lateral file cabinets
Detectives (2 / offices)	180	10+3+3	1800	2340	2880		PO-7	2 detectives/office each w/u-shape desk, <u> </u> visitor chairs, phone, computer, 2-2 drawer lateral file cabinets
Holding Room	60	1	60	60	60			Hardened room with bench, cuff rail and combo s.s. sink/toilet
Soft Interview Room	120	1	120	120	120		P	Living room setting, sofa, lounge chair, coffee table, A-V recording
Hard Interview Room	100	2	200	200	200		P	Table, 4 chairs, A-V recording
A-V Recording Equipment and Cameras	80	1	80	80	80		P	20 L.F. countertop, recording capability of all 3 interview rooms same time; consider 1-way glass for observing interviews
Surveillance Equipment Room	100	1	100	100	100		P	Secure storage for video/digital cameras crime scene processing large magnets, etc.
Project / Conference Work Room	400	1	400	400	400		CR-3	Table and seating for 15, 20 L.F. countertop; CCTV monitors / TV's / VCR, etc.; storage closet; marker-tack board
Coffee – Coats	60	1	60	60	60		CC-1	5 L.F. countertop w/upper and lower cabinets; 6 L.F. coats
Public Toilet	40	1	40	40	40		RR-2	ADA compliant; 1 w.c. + lav.; locate near interview rooms
SUB-TOTAL			3970	4570	5110			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Prepared by ASAI Architecture
July 2006

Component: **POLICE DEPARTMENT**
Division: **CID / Evidence Storage - Processing**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate near staff parking with possible access off parking for large items of evidence
			2011	2016	2021	2005		
Evidence Room	1000	1	1000	1000	1000		P	Industrial shelving; compact mobile shelving would be added for future expansion; locate close to parking, consider overhead door to outside; controlled access
Blood Room	40	1	40	40	40		P	Refrigerator and 5 L.F. countertop w/lower cabinet storage; access from Tag room and evidence processing plus freezer
Drug/Narcotics Vault	50	1	50	50	50		P	Narcotics, money, valuables
Evidence Lockers / Tag Room	150	1	150	150	150			2 sided lockers 24" deep of various sizes with 10 L.F. countertop opposite lockers w/upper and lower cabinets for tagging evidence; locker sizes include the following: No. w x h x d 24 12" x 12" x 24" 2 6" x 48" x 24" 2 24" x 36" x 24" 3 24" x 24" x 24" 4 12" X 36" X 24" 2 12" X 72" X 24" Locate large bins at bottom, smaller bins at top; consider using overhead door to access back side of lockers vs. individual doors
Evidence Processing Lab	200	1	200	200	200		P	Locate next to evidence lockers and evidence room; ___ L.F. chemical resistant countertop, super glue, fume hood, sink, eye washing station, desk, phone, computer, printer, ___ file drawers
Public Lobby for Found Property	100	1	100	100	100		P	Access from small public parking; locate next to found property room; walk-up counter on public side with secure door to lobby for returning owner's property
Fire Arms	100	1	100	100	100		P	Locked closet
Evidence Tech		?						
Staging		?						
SUB-TOTAL			1640	1640	1640			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Communications**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Hardened structure required; dispatches for Police, Fire and Sheriff; locate _____ ?
			2011	2016	2021	2005		
Director of Communications	180	1	180	180	180		PO-4	View into dispatch room; u-shape desk, 2 visitor chairs, computer, printer, phone, 1 bookcase, 1 - 4 drawer file cabinet
Assistant Director	100	1	100	100	100		SP-3 (sim)	Provide desk, phone, computer, 3 file drawers
Supervisors (3)	200	1	200	200	200		PO	Share an office that over looks communications room; provide each w/desk, return, computer and 1-4 drawer file cabinets
Equipment Room	800	1	800	800	800		-	Includes equipment for all of City – main hub
Conference / Training Room	220	1	220	220	220		CR-2 (sim)	Locate off console room with table, 10 chairs, dispatch console, marker board, projection screen
Toilet (ADA)	40	1	40	40	40		PR-2	Water closet and sink
Kitchenette	100	1	100	100	100		-	6 L.F. countertop w/upper and lower cabinets, refrigerator, microwave, sink, 2 vending machines
Files	50	1	50	50	50		-	3 -4 drawer laterals; include with console area
Dispatch Center / Consoles (acoustical wall treatment)	60 per console	8+2+5	480	600	900		-	2 large projection screens (ea. 6'x6') 1 – Police (City – County) 1 – Fire / EMS Maps (1-4'x8'; 1-10'x6'; 1-4'x3'; 1-3'x3') L-shape consoles; 1 printer (ACIC) Consider controlled viewing area for public on tours (natural light desired)
Emergency Generator	-	-	-	-	-		-	Back-up generator w/500 gal. diesel and UPS; see building support area
Copy / Work / File	80	1	80	80	80		CWF-1	Copier, fax, shredder, printer, 8 L.F. countertop w/upper and lower cabinet storage
SUB-TOTAL			2250	2370	2670			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Special Operations – Prowl and K-9 / Traffic**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Work with drug task force and traffic
			2011	2016	2021	2005		
Supervisor	120	1	120	120	120		PO-8	U-shape desk; 2 visitor chairs, computer, phone, printer, 1 bookcase; _____
Patrol Officers	40	5	200	200	200		O-2	2 – K-9 officers 3 – tactical patrol Share open area 5 – L-shape desks Phone, computer, shared printer
Kennel	40	2	80	80	80		-	2 kennels located near patrol exit, screened from public and include out door space also screened
Traffic Supervisors (2)	120	1	120	120	120		PO-8	2 shifts; desk, 2 visitor chairs, computer, printer, phone
Work Room (motorcycle officers)	200	1	200	200	200		O	2 shifts @ 2 per shift include drafting table, u-shape desks (2), ___ L.F. shelving, ___ 5 drawer lateral files, plotter, ___ flat files
SUB-TOTAL			720	720	720			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Special Operations / Warrants**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate adjacent to courts and easily accessible to – from detention; share files with court clerks
			2011	2016	2021	2005		
Captain of Special Operations	180	1	180	180	180		PO-4	Locate with administration; u-shape desk, 3 visitor chairs, computer, phone, printer, 1 bookcase, 2-2 drawer lateral file cabinets
Sergeant	120	1	120	120	120		PO-8	Accessible by Desk Sgt. and Patrol, u-shape desk, computer, phone, printer; 2 visitor chairs; 1-2 drawer lateral file cabinets
Warrant Officers	40	6+2+2	240	320	400		O-2	Phone, computer, shared fax, L-shape desk, 1 officer is Bailiff
Transport Officers & Bailiffs	40	2	80	80	80		O-2	L-shape desk w/phone, computer
	40	2	80	80	80		O-2	
Civilian	120	1	120	120	120		PO-8	Enters warrants; locate near Desk Sgt.; u-shape desk, computer, printer, phone, 3-4 drawer letter file cabinets
Evidence Room	150	1	150	150	150		-	Shelving for video tapes, TV-VCR on cart; gong toward digital
Copy – Work	-	-	-	-	-		-	Share with courts
Walk-Up Counter	40	3	120	120	120		-	Staff sit down on raised platform or walk-up B.R. glass, computer, shared printer; acoustical partitions between each station on public side
Lobby	180	1	180	180	180			Accommodate 10-15 person at one time standing; locate off main building lobby
Coffee / Coats	-	-	-	-	-		-	Share with Court Clerks
Fingerprinting	50	1	50	50	50			Locate off lobby in separate room accessible by Warranty Officers and Patrol; include 6 L.F. counter, plus sink, paper towel dispenser/disposal
Outside Agency Officer	120	1	120	120	120		PO-8	Desk, phone, computer, 2 visitor chairs
SUB-TOTAL			1440	1520	1600			

Component: **POLICE DEPARTMENT**

Division: **Special Operations – Quarter Master and Building Services**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks 84 x 30 metal building; locate off secure staff parking lot
			2011	2016	2021	2005		
Bicycle Storage for Patrol (10)	375	1	375	375	375		BR-1	Rack for 10 bicycles; 10 lockers; 2 – 4 drawer file cabinet, desk, phone, computer, printer
Motorcycles (4)	75	2+1+1	150	225	300			Garage with overhead door
Storage	300	1	300	300	300			Uniforms, flashlights, helmets, batons, etc.; locate off service bays
Radios (secure)	200	1	200	200	200			Locate off service bays; industrial shelving
Tire Storage	200	1	200	200	200			Locate off service bays
Oil / Filters	120	1	120	120	120			Locate off service bays; industrial shelving
Vehicle Service Bays 4 drive in – back out	15x30	4	1800	1800	1800			1 elec. equip. bay – pull-in back-out 1 wash bay – pull-in back-out 2 bays w/lifts pull-in back-out Minor repairs, install of computers, etc.
Work Bench	75	4	300	300	300			50 L.F. work bench located at back of vehicle bays
Found Property	1000	1	1000	1000	1000		P	Bicycles, purses, jewelry, weapons, lawn mowers, etc.; near exit door
SWAT Trailer (12 x 24) and Ford Excursion	18x60		1080	1080	1080			Store inside; include weapon, special gear, extra body armor, gas mask
Armory	200	1	200	200	200		P	Storage both sides of room including desk, countertop for maintenance, shelving for misc. equipment, i.e., helmets, masks, body armor, portable bullet traps
Quarter Master Office	150	1	150	150	150		PO-5	U-shape desk, phone, printer, computer, 2-3 visitor chairs, 2 bookcases
Clerical	60	1	60	60	60		SP-1	U-shape desk, computer, phone, printer; next to copy-work-file room
Copy – Files	80	1	80	80	80		CWF-1	Copier, fax, shredder, 5 L.F. countertop w/upper and lower cabinets; 3-4 drawer 42" wide laterals
Unisex Toilet	40	1	40	40	40		RR-1 (sim)	1 w.c., 1 urinal, 1 lav.
Break Room	120	1	120	120	120			Sink, refrigerator, microwave, 8 L.F. countertop w/upper and lower cabinets, table w/4 chairs
SUB-TOTAL			6175	6250	6325			

Component: **POLICE DEPARTMENT**
Division: **Detention**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate convenient to courtrooms for moving prisoners efficiently to and from; also on exterior wall for drive-thru sally port
			2011	2016	2021	2005		
Cells	120	6	720	720	720		HC	6 cells w/5 person/cell plus s.s. combo toilet, sink; sealed concrete floor, drain; concrete bench; glass detention door and side lite; females to be site/sound separated
Group Warrant Holding Cells (double for process staging)	150	8-10 Males	150	150	150		HC-4 (sim)	Concrete bench, detention glass, door/sidelites, s.s. combo toilet/lav. and phone jack; direct access to sally port for transportation to other agencies
	120	5-6 – Females	120	120	120			
Property Storage	10	1	10	10	10		-	Storage for people going to court or to jail; provide 8 lockers 12"x12"x12" used with secure bags for holding valuables
Booking Counter	180	1	180	180	180		P	Sit down desk elevated 12" above floor; partition between 2 stations; sliding polycarbonate panels between staff and arrestee; cuff rail on prisoner side / officer has computer, phone, printer, shared copier, ___ file drawers, property lockers
Drive-Thru Sally Port (30'w x 50'l)								Outdoor vehicle intercom mtd. at car window hgt.; must accommodate EMT vehicle; 10' high doors; 2 cars at one time; recessed gun locker (6 compartments); pad on wall, CCTV camera; floor drains (2)
Wire Cage	240	1	240	240	240			For storing large evidence to be logged in later; locate in sally port
Pay Phone / Drinking Fountain	10	1	10	10	10			ADA compliant
Processing Area	80	1	80	80	80			Photo I.D. fingerprinting, sink, paper towel dispenser/disposal, breathalyzer, bench
Staging Area	-	2	-	-	-			See Group Warranty cells; visible from booking counter; include cuff rail
Kitchenette / Shower								Not required
Detox Cell								Not required
SUB-TOTAL			1510	1510	1510			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Detention**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Interview Room	80	2	160	160	160			Locate convenient to courtrooms for moving prisoners efficiently to and from; also on outside wall for drive thru sally port Fixed seating, one-way glass, sealed concrete floor; accessible to patrol and CID; include A-V recording capability
Bond Room	80	1	80	80	80			S.S. counter with security glazing, phone, built-in stools (3); pass-thru for paperwork
Bond / Attorney Outside Entry	50	1	50	50	50			Vestibule w/pass-thru to booking officer; controlled electric strike for releasing prisoners thru this door being bonded out on ROR
JUVENILE HOLDING								
Juvenile Cells								Site and sound separation from all adults; provide _____
SUB-TOTAL			290	290	290			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**
Division: **Special Operations / DARE and Training**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
DARE Officers (4)	180	2	360	360	360		PO-9	Locate close to parking lot; for each officer provide u-shape desk, phone, computer, shared printer, 15 L.F. shelving, 2 visitor chairs, 2-2 drawer lateral file cabinets
Storage	225	1	225	225	225		-	Shelving for storage manuals, t-shirts, pamphlets, large cardboard displays, etc.
Copy – Work Room	80	1	80	80	80		CWF-1	Copier, fax, printer, shredder, upper and lower cabinets
Training Officers (2)	180	1	180	180	180		PO-7	For each officer provide u-shape desk, phone, computer, shared printer, 30 L.F. shelving, 2 visitor chairs; 2-2 drawer lateral file cabinet
Training Classroom (30-40 seats)	450	1	450	450	450			Add to Roll Call (750 + 450 = 1200 S.F.); doubles as multi-purpose room w/operable acoustical wall; 3 person per 2'x 10' table; A-V projector, marker-tack board, cable access, back counter, 20 L.F. w/lower cabinets
Storage	120	1	120	120	120		-	Connected to Training Classroom; include metal shelving – storage for books, manuals, CPR dummy, tables and chairs when not in use, etc.
SUB-TOTAL			1415	1415	1415			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **POLICE DEPARTMENT**

Division: **Special Operations / Drug Task Force**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Grant funded; locate _____ _____
			2011	2016	2021	2005		
Prosecutors	150	2	300	300	300		PO-5	U-shape desk, phone, computer, printer, 3 visitor chairs, bookcase, ___ file drawers
Secretaries	60	2+1+1	120	180	240		O-3	U-shape desk, computer, phone, share printer; prepare case files/information
Supervisors 1-City 1-County 1-State	120	3	360	360	360		PO-8	u-shape desk, phone, computer, 2 visitor chairs, ___ bookcases, ___ file drawers
Police	40	6+3+3	240	360	480		O-2	L-shape desk, computer, phone, shared printer
State	40	1+1+1	40	80	120		O-2	L-shape desk, computer, phone, shared printer
Sheriff	40	2+1+1	80	120	160		O-2	L-shape desk, computer, phone, shared printer
Copy – Work	80	1	80	80	80		CWF-1	10 L.F. countertop
Files	180	1	180	180	180		-	45 – 4 drawer, consider mobile storage units
Analyst	60	1	60	60	60		SP-1	U-shape desk
Coffee – Coats	50	1	50	50	50		CC-1	5 L.F. countertop w/upper and lower cabinets
Equipment Storage	400	1	400	400	400			Industrial shelving; continuous plug mold for electric outlets
Staff Toilets Unisex??	40 40	M W	40 40	40 40	40 40		RR-2 RR-2	Provide if to far from police locker room; 1 w.c. and 1 lav.
Conference Room	180	1	180	180	180		CR-1	Table and seating for 8-10; used by Prosecutor and secretaries preparing for trial
SUB-TOTAL			2170	2430	2690			

Component: **POLICE DEPARTMENT / COURTS**

Division: **Building Support Facilities**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Entry Vestibule	150	1	150	150	150			ADA compliant; 4 pair of doors monitored by Desk Sergeant
Public Lobby	1800	1	1800	1800	1800			Waiting for public going to Police or Courts; display case, pamphlets
Public Toilets Assume 2 floors	Main Floor M-200	1	200	200	200		RR-4	Main Floor M – 2 w.c., 1 urinal, 2 lavs W – 3 w.c., 2 lavs Upper Floor M – 1 w.c., 1 urinal, 1 lav. W – 2 w.c., 2 lavs
	W-200	1	200	200	200		RR-4	
	Upper Floor M-160	1	160	160	160		RR-3	
	W-160	1	160	160	160		RR-3	
Staff Toilets – Courts Assume 1 floors	M-160	1	160	160	160			M – 1 w.c., 1 urinal, 1 lav. W – 3 w.c., 2 lavs
	W-200	1	200	200	200			
Staff Toilets – Police	-	-	-	-	-		-	See Police Program
Exercise Workout	1000	1	1000	1000	1000		-	Rubber floor mirrored walls; extra A/C and ventilation; equipment includes: _____
Break Room	1000	1	1000	1000	1000			4 vending machines, sink, 3 microwaves, refrigerator, stove, icemaker, dishwasher, trash compactor, table/chairs-30; locate on outside wall near outdoor patio and staff entry.
Archival Storage	??							See City Hall
Mechanical Equipment Room (allowance)	2000	1	2000	2000	2000			Central plant at City Hall basement; area depends on HVAC system selected; serves City Hall, Police and Courts
Vertical Circulation (elevators / stairs)	400	2 stairs	800	800	800			Assume 2 stairways and 1 elevator traversing 2 floors
	250	1 elevator	250	250	250			
SUB-TOTAL			8080	8080	8080			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **COURTS**

Division: **City Attorney's Office / Prosecutor**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate in close proximity to Courts, Police Warrants and Records; w/convenient access to Mayor
			2011	2016	2021	2005		
Lobby	150	1	150	150	150		WA-3	Seating for 6 – 8; next to walk-up counter
Receptionist	60	1	60	60	60		SP-1	Walk-up counter behind glass wall w/pass-thru; u-shape desk; computer; phone
Conference Room	240	1	240	240	240		CR-2 (sim)	Locate near lobby with seating for 10
City Attorney / Prosecutor	200	1	200	200	200		PO-3	Executive desk; return; credenza; 4 visitor chairs; 40 L.F. shelving; computer; phone; printer
Assistant City Attorney	150	2+2+2	300	600	900		PO-4 (sim)	U-shape desk, 3 visitor chairs, 2 bookcases, phone, computer, printer
Paralegals	60	1+1+1	60	120	180		O-3	u-shape workstations; locate outside attorney's office; phone; computer
Clerical	40	1+1+1	40	80	120		O-2	L-shape workstations with phone; computer; convenient access to files and copy-work room
Files								Civil - ___ # and type Criminal - ___ # and type
Library	12	1	12	12	12			12 L.F. shelving floor to ceiling consider part of corridor or in conference room
Copy – Work Room	100	1	100	100	100		CWF-2	___ L.F. countertop with ___ L.F. upper and lower cabinet storage; copier, fax; shredder; printer
AV-DVD Viewing / Conference Room	-	-	-	-	-			See Court Clerks
Coats – Coffee Room	50	1	50	50	50		CC-1 (sim)	3 L.F. coats 5 L.F. countertop with upper and lower cabinet storage
Break Room	-	-	-	-	-		-	Share w/Court Clerks
SUB-TOTAL			1212	1612	2012			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **DISTRICT COURT**

Division: **Court Clerks**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Locate off main lobby for Police/Courts Building
			2011	2016	2021	2005		
Chief Clerk	180	1	180	180	180		PO-4	U-shape desk, 3 visitor chairs, 2 bookcases, phone, computer, printer, ___ file drawers
Deputy Clerk	60	12+3	720	720	900		O-3	U-shape desk w/computer, shared printer, phone
Accountant and Deputy Clerk	180	1	180	180	180		PO-7	Shared office; each has U-shape desk, computer, printer, phone
Inner Lobby	220	1	220	220	220		-	Accommodate 20-25 persons (5 chairs – others standing); display pamphlets for defensive driving courses
Walk-Up Counter (3 positions)	60	3	180	180	180		-	B.R. glass; acoustical partition between each station; cash drawer, printer, computer, electronic speaker
Copy – Work Room	120	1	120	120	120		CWF-3	Share w/warrants office; copier, fax, shredder, 15 L.F. countertop w/upper and lower cabinets
Files	200	1	200	200	200		-	Share files; locate between clerks and warrants office. Utilize mobile storage equivalent to: 100 letter file drawers; 100 legal file drawers
Drive-Thru Window Canopy	80 80	1 1	80 80	80 80	80 80		-	Counter, B.R. glass, bank-drawer, microphone, phone, computer, printer; canopy drivers window
Coffee – Coats	60	1	60	60	60		CC-1	5 L.F. countertop w/upper and lower cabinets; 5 L.F. coat rod
Break Room (20-25)	480	1	480	480	480			Multi-purpose for officers waiting for hearing include refrigerator, sink, microwave, 10 L.F. countertop w/upper and lower cabinets; P.A. system monitor for bailiffs; 4 tables, 24 chairs; 3 vending machines
Staff Toilets								See Building Support
Exercise								See Building Support
Viewing Room (video viewing of tapes)	120	1	120	120	120		ACC/IR-2 (sim)	Locate adjacent to court clerks for control; include table w/4 chairs; monitor; pass-thru communication window to clerks from viewing room
Inactive Files								Locate in basement; please provide number of boxes or file drawers required
SUB-TOTAL			2620	2620	2800			

Component: **DISTRICT COURT**
Division: **Courts**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Separate entrance from City Hall; possibly separate building
			2011	2016	2021	2005		
Judges Office	250	2	500	500	500		PO-2 (sim) RR-1	Locate off secure staff corridor include executive desk; return credenza; 3 bookcases; 4 visitor chairs, computer, printer, phone, hook for robe; toilet/lav
Courtroom (acoustic/sound reinforcement)	2160	2	4320	4320	4320		CR-1	Bench: (B.R. at front) Judge Court Clerks (2) Witness box (ADA) Bailliff (front of desk) w/table and chairs Payment Desk w/computer, printer, phone Probation Desk (needs to hear sentencing or Non-compliance) Spectator Seating (150) Litigation w/2 tables; 20 chairs Consider glass shield at Judges bench to ensure safety
Attorney – Client Conference Rooms	100	4	400	400	400		ACC/IR-1	2 / courtroom
Sound Lock	70	2	140	140	140		See R CR-1	Sound Lock – 2 pair for double doors 7'-0" apart per ADA
Vestibule / Queuing Space	8	40-50	400	400	400		-	Doubles as queuing space; include magnetometer x-ray machine check point; desk, phone; to accommodate up to 40-50 persons
Plaintiff – Witness Waiting Room	150	1	150	150	150		WA-5	10-12 chairs; coffee counter
Defendant – Witness Waiting Room	150	1	150	150	150		WA-5	10-12 chairs; coffee counter
SUB-TOTAL			6060	6060	6060			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **PUBLIC WORKS**
Division: **Streets**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Share building with Sanitation Department; share support facilities
			2011	2016	2021	2005		
ADMINISTRATION								
Street Superintendent	180	1	180	180	180		PO-5	U-shape desk; 2 visitor chairs; 1 – 4 drawer file cabinet; computer, phone, printer; 15 L.F. shelving, marker-tack board
Assistant Superintendent	120	1	120	120	120		PO-8	U-shape desk; computer, phone, ___ bookcase, ___ file drawers, 2 visitor chairs
Office Manager	80	1	80	80	80		SP-2 A (sim)	u-shape workstation w/upper cabinet files, computer, phone, printer, visitor chair
Secretaries	60 40	FT 2+1 PT 1	120 40	120 40	180 40		O-3 O-2	L-shape desk, computer, phone
Supervisors	60	3+1	180	180	240		PO-6 (sim)	Shared office – 3 desks; computer, phone and shared printer
Copy – Work Area	80	1	80	80	80		CWF-1	Copier, fax, shredder, 10 L.F. countertop w/upper and lower cabinet storage; 4-4 drawer file cabinets
Coat – Coffee	60	1	60	60	60		CC-1 (sim)	Locate in admin. office; provide 8 L.F. countertop w/upper and lower cabinets and 4 L.F. coat rack and under counter refrigerator
SUB-TOTAL			860	860	980			
STREET FACILITIES								
Sign Shop	600	1	600	600	600			Worktable, computer, printer, phone, desk; 1 – 4 drawer file cabinet
Signal Office	180	1	180	180	180		PO-7	2 – L-shape desks, computer, shared printer, phone; 2 – 4 drawer file cabinets
Signal Parts/Storage	2400	1	2400	2400	2400			Industrial shelving
Uniform Storage	360	1	360	360	360			Double tier hanging 90 jackets @ 4/L.F.; 450 shirts and 450 pants @ 8/L.F. each
Material Storage for Sign Shop	600	1	600	600	600			Not climate controlled
Signs	2400	1	2400	2400	2400			Storage for signs
Storage Cages (15' x 20' ea.)	300	8	2400	2400	2400			Store tools, barricades; locate between bays
Additional Inside Equipment Storage	1	1	1350	1350	1350			Provide separate storage rooms for the following: Daily Supplies 10'x30' Paint (striping) 30'x30' Spraying (weeds) 10'x15'
Janitor Closet	150	1	150	150	150		JC-4	Service sink, mop, shelving
SUB-TOTAL			10440	10440	10440			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **PUBLIC WORKS**
Division: **Sanitation**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Share building with Street Department including support facilities
			2011	2016	2021	2005		
ADMINISTRATION								
Sanitation Superintendent	180	1	180	180	180		PO-4	U-shape desk; 2 visitor chairs; 1 - 4 drawer file cabinets; computer, phone, printer; 15 L.F. shelving; marker-tack board
Account Commercial Supervisor	150	1	150	150	150		SP-2	U-shape workstation; phone, computer, printer; 2 visitor chairs
Route Supervisor	100	1	100	100	100		SP-3	U-shape workstation; phone, computer, printer; 2 visitor chairs
Shop Team Leader (Head Mechanic)	150	1	150	150	150		PO-5	Locate near maintenance bay with glass window; u-shape desk, phone, computer, printer; ___ - 4 drawer file cabinet; marker-tack bd.
Sanitation Tech	100	1	100	100	100		SP-5	Secretary – U-shape workstation with computer, printer, phone
Copy – Work Room	180	1	180	180	180		CWF-4	Copier, fax, shredder; 10 – 4 drawer file cabinets; 10 L.F. countertop w/upper-lower cabinets
Network Computer Equipment Room	120	1	120	120	120		P	Separate HVAC; accessible floor
Coats / Coffee								Share w/Streets
SUB-TOTAL			2420	2420	2420			
SANITATION FACILITIES								
Storage Room	1440	1	1440	1440	1440		P	Office supplies and driver supplies, i.e., safety glasses, gloves, cleaner, towels, tissues paper, etc.
Drive-Thru Bays (20' x 80') Provide added reinforcing in concrete slab for 2 bays to accommodate heavy dozers and excavators	1600	8+2+2	12800	16000	19200			Inside storage: Street sweepers (4) Asphalt roller (1) Jet sprayer (2) Asphalt truck (2) Sand Spreader (10) Dump trucks (20) Well ventilated exhaust fans
Work Bay (24' x 80')	1920	1	1920	1920	1920		-	
Fluid Storage	450		450	450	450		-	2 – 500 gal. tanks for motor oil 3 – 55 gal. drums for anti-freeze 3 – 500 gal tanks for hydraulic oil 55 gal. ea. 2'x3'h (vertical) 500 gal. ea. 6'w x 4'd (horizontal)
Welding Shop / Dumpster Repair (20' x 80')	1600	1	1600	1600	1600		-	Weld shop 20' x 50' Dumpster repair 20' x 30'
Mechanic's Office	960	1	960	960	960		-	Include parts storage; locate between admin. and bays; 2 desks, computer, printer, phone
Tire Office	100		100	100	100		SP-3 (sim)	Locate between admin. and bays; include desk, 1 visitor chair, phone, computer, printer, 2 bookcases; 2-4 drawer file cabinets
SUB-TOTAL			17830	21030	24230			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Prepared by ASAI Architecture
July 2006

Component: **PUBLIC WORKS**

Division: **Sanitation and Streets – Shared Support Facilities**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Staff Toilets / Showers	280 (m) 160 (w)	1 1	280 160	280 160	280 160			Serves 150 employees both men and women Men - 4 lavs, 3 urinals, 3 w.c., 3 showers Women – 2 lavs, 2 w.c., 1 shower
Break / Conference Room	12 S.F. per person	100	1200	1200	1200			Safety meeting 1/week. Include microwave; sink; stove; refrigerator; dish washer; 3 vending machines, table and chairs for 100
Lockers: Streets Sanitation	5 SF per locker	70+10+20 74+13+14	350 370	400 435	500 505			Locate in respective toilet / shower rooms: 12" w x 20" d x 72" h; 10% women; 90% men
Streets and Sanitation Vehicle Storage (heated building)	400	35+21+22	14000	22400	31200			Due to hydraulics in vehicles it is desirable that vehicles be under-cover and ideally stored inside 12 Dump Trucks & Sand Spreader – 10x35 Tet Sprayer: 8x20 Concrete Truck: 8x20 2-Sweepers: 10x25 Asphalt Truck needs elect. Plug: 10x25 Asphalt Roller: 8x10 2 Skid Steer: 7x10 2 Mini Exu: 7x10 4 backhoes: 10x20 1 crackfiller & material: 10x20 3 mowers: 10x20 2 graders: 10x30 1 loader: 20x25 2 dozers: 10x20 4 excavators: 10x20 Bagged Salt: 10x30 5 Deicer Tanks 300 Gal. 5' diam. each
SUB-TOTAL			16360	24875	33845			
Outdoor Fuel Station Note: assure tanks are underground	3500							50,000 gal. Diesel Fuel Storage Tank 30,000 gal. Gas Storage Tank 8 Fuel island Electronic Fuel Islands (fuel pumps spaced so 2 trucks could fuel up at same time)
Outdoor Material Storage	7200							SB-2 30x60 Rip Rap 30x30 B-Stone: 30x30 Cold Mix: 30x30 Top Soil: 30x30 Sand: 30x60 (cover preferred)

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Prepared by ASAI Architecture
July 2006

Component: **JETS TRANSPORTATION**
Division: **Public and Administration**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks 2 Shift Changes: 5:30 a.m. – 1:00 p.m. 12:30 p.m. – 8:30 p.m.
			2011	2016	2021	2005		
PUBLIC								
Vestibule	60	1	60	60	60		-	ADA compliant, glass-aluminum doors with side lites
Lobby	150	1	150	150	150		WA-3	Seating for 4-6; display and pamphlet
Receptionist/Customer Service Rep.	80	1	80	80	80		-	Raised platform w/glass window/pass thru; u-shape workstation, phone, computer, printer; ADA accessible
Public Toilets	40	1	40	40	40		RR-2	1-ADA; unisex toilet; drinking fountain
SUB-TOTAL			330	330	330			
ADMINISTRATION								
Break Room	300	1	300	300	300		P	Table w/seating for 12; refrigerator, microwave, sink; 8 L.F. countertop w/upper and lower cabinet storage; 2 vending machines
Coordinator	180	1	180	180	180		PO-4	U-shape desk, 3 visitor chairs, computer, printer, phone, marker-tack board, 1 bookcase; 2 drawer lateral file drawers
Driver Supervisor	150	1	150	150	150		PO-5	U-shape desk, 3 visitor chairs, computer, printer, phone, marker-tack board, ___ bookcases; ___ file drawers
Account Tech Advertising/_____	180	1	180	180	180		PO-7	Share office, semi private workstation for 2; desk, phone, computer, printer and 3-4 drawer file cabinets
Administration Tech	60	2	120	120	120		SP-1	U-shape workstation w/phone, computer, printer
Copy-Work-Files	100	1	100	100	100		CWF-2	Copier, printer, fax, shredder; 8 L.F. countertop w/upper and lower cabinets; 1 – 4 drawer file cabinet plus 1 file drawer/year x 15 = 4 -4 drawer additional file cabinets
Conference Training Room (15)	300	1	300	300	300		CR-3 (sim)	Provide table and seating for 16; including projection screen, marker-tack bd.; and coffee counter w/storage below
Coats / Coffee	20	1	20	20	20			Closet – 4 L.F. near break room
Uniform Storage	100	1	100	100	100			8"/Driver – holds 5 sets of pants and shirts = 274 of coat rod
SUB-TOTAL			1350	1350	1350			

Component: **JETS TRANSPORTATION**
Division: **Public and Administration**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
SUPPORT FACILITIES								
Driver's Toilets, Lockers, Showers	200 325	1	200 325	200 325	200 325		RR-4 (sim)	Men - 2 lavs, 1 urnial, 2 w.c., 1 shower; 30 locker (12"w x 18"d x 36"h) @ 10 nsf/locker
Driver's Toilet, Lockers, Showers	160 175	1	160 175	160 175	160 175		RR-3 (sim)	Women - 2 lavs, 2 w.c., 1 shower; 15 lockers (12"w x 18"d x 36"h) @ 10 nsf/locker
Drive -Thru Service Bays	5760		5760	5760	5760			2 – mechanic bays 18'x 90' each 1 – area between mech bays for lift hoists, fluids, air compressors, tire balancing, rotation (10'x90') 1 – mech pit/work bay 18'x90'
Mechanic Cage	400		400	400	400			Locate adjacent to storage and mechanic bays. Tools, workbench (20 L.F.), desk, files, preventative maintenance, tack board, lockable cage – highly visible.
Storage	1400		1400	1400	1400			Locate at one end of service bays; include: tires, spare parts, fluid storage, air compressor, drive trains/transmissions (1 for each series of buses)
SUB-TOTAL			8420	8420	8420			
OUTSIDE FACILITIES								
Fueling Station	600	2	1200	1200	1200		-	Master plan for 1500 gal. tank and pumps outside
Fenced in outside Vehicle Storage	30600		30600	30600	30600		-	Buses 5 – 40' x 10.5' Vans 9 – 8' x 30' Layout to accommodate one-way traffic
								Note: consider burning spoiled oil for heat during winter time vs. paying to discard.
NOTE:								
Admin. Staff			7	7	7	6		
Drivers			12	12	18	7		
Mechanics			2	2	3	1		
P.T. Drivers			14	14	21	9		
Service Workers			2	2	3	1		
SUB-TOTAL			31800	31800	31800			

Component: **ANIMAL CONTROL**
Division: **Public / Administration**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
PUBLIC								
Vestibule	80	1	80	80	80			ADA Compliant
Lobby	180	1	180	180	180		WA-4 (sim)	Access beyond lobby; controlled by receptionist; seating for 6-8; drinking fountain
Public Toilets	40	2	80	80	80		RR-2	ADA compliant and directly off lobby; 1 w.c.; 1 lav each
Receptionist	110	1	120	120	120		SP-5 (sim)	Controls access beyond lobby; provide desk, computer, printer _____ file drawers
SUB-TOTAL			460	460	460			
ADMINISTRATION								
Director's Office	180	1	150	150	100		PO-4	U-shape desk; phone; computer; 3 visitor chairs; 30 L.F. of shelving
Assistant Director	140	1	140	140	140		PO-5 (sim)	U-shape desk; phone; computer; 2 visitor chairs; 15 L.F. shelving
Copy – Work Room	100	1	100	100	100		CWF-2	Include copier; fax; printer; 10 L.F. upper/lower cabinets, phone; _____ file drawers
Employee Lounge	150	1	150	150	150		P	Include stove; microwave; refrigerator; 2 vending machines; seating for 4
Training Conference Room	300	1	300	300	300		CR-2	Seating for 12; including coffee counter and A/V equipment; used for state conferences
Staff Toilets	70 40	1 ADA 1 Std.	70 40	70 40	70 40		RR-3 (sim) RR-2	Unisex toilets 1 – ADA compliant w/toil & lav 1 – includes toil, lav, shower
Report Writing	120	1	120	120	120			Provide countertop w/5 workstations; shared printer
SUB-TOTAL			1070	1070	1070			

Component: **ANIMAL CONTROL**
Division: **Building Facilities**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Puppy Room (24 – 30"x30"x34"d cages)	200	1 6 – 77" w x 76" h x 34" d cages on wheels each hold 4 puppies = 24 (12 for adoption / 12 for holding)	200	200	200			Locate near lobby & grooming; provide 12 cages for adoption w/glass to public and staff access beyond; well ventilated.
Kitten Room (36 – 24"x20"x18"d cages)	150	1 6 – 62" w x 54" h x 18" d cages on wheels each hold 6 kittens = 36 (18 for adoption / 18 for holding)	150	150	150			Locate near lobby and next to cat food and dipping; provide 18 adoption cages with glass to public view; provide 18 holding cages; well ventilated.
Viewing Area for Adoption	110	1	110	110	110			Can be part of lobby shared for both puppies and kittens or included in a corridor
Grooming	150	1	150	150	150			Locate next to exam room with easy access to kennels; include table, drain, countertop w/upper and lower cabinet storage; vacuum
Exam Room	150	1	150	150	150			Locate near puppy room and drive-thru drop-off; include table, sink and ___ L.F. countertop w/upper and lower cabinet storage; include scale;
Veterinarian's Office	120	1	120	120	120		PO-8	u-shape desk; 2 visitor chairs; computer; phone; ___ file drawers; 15 L.F. shelving
Lab/Medication	180	1	180	180	180			Locate near surgery room include 40 L.F. of countertop w/lower and upper cabinets
Surgery Room	220	1	220	220	220			Provide draining S.S. table; O2 sealed concrete floor
Recovery Room	100	1	100	100	100			Provide 4 dog cages
Storage / Laundry Room	120	1	120	120	120			Locate convenient to surgery, recovery and grooming; include double sink, washer, dryer, countertop and storage shelving
Janitor Closet	50	1	50	50	50			
Mechanical Equipment	120	1	120	120	120			Primarily electrical plus hot water heaters
SUB-TOTAL			1670	1670	1670			

Component: **ANIMAL CONTROL**
Division: **Kennel / Outdoor Facilities**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
KENNELS								
Hospital Ward Kennel	1630	1	1630	1630	1630			18 – 4' x 6' cages 2 – 6' x 8' cages Employee access only
5 Day Holding Kennel	1630	1	1630	1630	1630			18 – 4' x 6' cages 2 – 6' x 8' cages No outside runs
Adoption Kennel	1630	2	3260	3260	3260			18 – 4' x 6' cages 2 – 6' x 8' cages No outside run
Food Storage / Prep	180	1	180	180	180			6 – 90 gallon tubs
Drive-Thru Drop-Off	450	1	180	180	180			10' x 10' garage doors with access to kennels, exam rooms and cat dipping and food room
SUB-TOTAL			6880	6880	6880			
OUTDOOR FACILITIES								
Open Play Area	2000	1	2000	2000	2000		-	Area for public to interact with animal being considered for adoption; locate near kennels
Outdoor Storage	100	1	100	100	100		-	Lawn equipment; shovels, etc.
SUB-TOTAL			2100	2100	2100			

Component: **BUILDING MAINTENANCE DEPARTMENT**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks Consider co-locating with Street Dept.; might share certain areas and reduce square feet.
			2011	2016	2021	2005		
ADMINISTRATION								
Maintenance Supervisor	140	1	140	140	140		PO-5	L-shape desk; 2 visitor chairs; 2-4 drawer file cabinets; computer; printer; phone; 30 L.F. shelving
Maintenance Tech	-	-	-	-	-		-	Works out of shop
HVAC Tech	-	-	-	-	-		-	Works out of shop
Head Janitor	40	1	40	40	40			Desk, phone; locate in Police Department
Part-Time Janitor	-	-	-	-	-			No space required
Part-Time Maintenance	-	-	-	-	-			No space required
Inmate Help – Break Area	100	1	100	100	100			1 – 3 inmates provide break room with table, chairs' locate next to
Break Room	180	1	180	180	180			Locate outside supervisor office; table and seating for 8; 8 – ½ size lockers, refrigerator, microwave, sink, 6 L.F. countertop with upper and lower cabinets
Toilet	50	1	50	50	50			Unisex (no shower)
SUB-TOTAL			510	510	510			
SHOP AREA								
Work Shop (30' x 50')	1500	1	1500	1500	1500			Table saw, sander, wood, etc.; 2 – 12 x 12 overhead doors
Paint Room Storage Closet	80	1	80	80	80			Special exhaust requirements; fireproof concrete block walls for storage of chemicals and oil base products
Paint Room	140	1	140	140	140			Locate off work shop; highly ventilated
Tools	140	1	140	140	140			Locate off work shop; lockable cages
HVAC Components	140	1	140	140	140			
Maintenance Tech	140	1	140	140	140			
SUB-TOTAL			2140	2140	2140			
BUILDING SUPPORT								
Centralized Storage	2000	1	2000	2000	2000			Locate off work shop; storage for left over furniture, toilets, sinks, paper goods, light bulbs; is catch all
Janitor Closets	80	-	-	-	-			1 per floor for each building; see building support facilities
Mechanical Equipment Room	200	1	200	200	200			Assume Roof Top Units
Fire Proof Room	140	7	980	980	980			10'x14' concrete room one each for – Police Dept; Finance Dept; I.S.; Fire Dept; City Clerk; H.R./Mayor; Building Inspt. Storage of _____
SUB-TOTAL			3180	3180	3180			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

 Prepared by ASAI Architecture
 July 2006

Component: **BUILDING MAINTENANCE DEPARTMENT**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
OUTDOOR FACILITIES								
Outdoor Gas Powered Equipment Storage	150	1	150	150	150			
Covered Parking Outside	600		600	600	600			Outside within fenced area for _____ ???
Fenced In Outside Parking	?		?	?	?			1 – bucket truck; 2 – tractor (sim. to backhoe); 3 – utility trailers (8'x20')
SUB-TOTAL			750	750	750			

Component: **FIRE DEPARTMENT (Station #7)**
Division: **Public Space / Administration**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Lobby	250	1	250	250	250		-	Seating for 6; standing room for tours of 30; display wall and brochures – pamphlets
Public Toilets / Phone / Drinking Fountain	40	2	80	80	80		-	ADA compliant; each has 1 w.c. and 1 lav.
Entry Vestibule	80	1	80	80	80		-	2 pair double doors, aluminum-glass; ADA compliant
ADMINISTRATION								
Fire Marshall	150	1	150	150	150		PO-5	U-shape desk, 3 visitor chairs, computer, phone, printer, 2 book shelves with direct access to sleeping area
Training Officer	150	1	150	150	150		PO-5	U-shape desk, 3 visitor chairs, computer, phone, printer, 2 book shelves with direct access to sleeping area
Instructors	60	3	180	180	180		SP	Share 1 office; 3 workstations plus 3-4 drawer file cabinets
Conference / Training Room	1300	1	1300	1300	1300		TR-2	Seating for 50, utilize 2'x6' tables for flexibility; full A-V capability; coats, coffee bar, marker-tack bd.; 12 L.F. full height shelving
Storage	150	1	150	150	150		-	Locate next to Training Room; storage CPR equip., fire hydrants, mats, etc.

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **FIRE DEPARTMENT (Station #7)**
Division: **Administration** (continued)

Room Name	Net S.F	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Battalion Chief	150	1	150	150	150		PO 5	U-shape desk, 3 visitor chairs, computer, phone, printer, 2 book shelves with direct access to sleeping area
Captain (3)	150	Share	150	150	150		PO 5	U-shape desk, 2 visitor chairs, computer, phone, 1 book shelf, shared printer, direct access to sleeping area
Receptionist – Secretary	80	1	80	80	80		O 4	Locate behind glass wall with pass-thru; U-shape desk, computer, printer, phone
Copy – Work – File	100	1	100	100	100		CWF 2	Locate behind receptionist, copier, fax, shredder, 8 L.F. countertop w/upper and lower cabinets; ___ file drawers
Staff Toilet	40	1	40	40	40		RR 2	Unisex; ADA compliant
Coffee – Coats	40	1	40	40	40		CC 1	5 L.F. countertop w/upper and lower cabinets, 2 L.F. coats; locate next tot copy room
Captain Sleeping / Shower	410	1	410	410	410		SS-2	Shared – 3 beds, desk, reading light, shower, toilet and lav. plus storage closet 1 each
Battalion Chief Sleeping / Shower	140	1	140	140	140		SS-1	Bed, reading light, storage cabinet, lav., toilet and shower
Conference Room	250	1	250	250	250		CR 2	Table and seating for 10 w/A-V projection screen, coffee counter
Evidence Storage	50	1	50	50	50		P	Provide under lock/key 3 – 3'w x 2'd x 8'h industrial metal shelving plus some open area for bulk storage
Inactive Files	?		?	?	?			___ file drawers or boxes
SUB-TOTAL			3750	3750	3750			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **FIRE DEPARTMENT (Stations #7)**
Division: **Apparatus Bays / Support**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Remarks
			2011	2016	2021	2005	
Drive-Thru Apparatus Bays	1800 (20'x90')	4	7200	7200	7200		All glass doors; vehicle exhaust; ceiling height must accommodate rapid cabs; drains, mud traps; trench drain at doors (front and back); elec. air; 2 ½ ball outlet and water between each door; red/green light indicator at each door. Unit Vehicle – height x length x width: _____ _____ _____ _____ _____
SUPPORT							
Hose Drying Tower / Storage	200	1	200	200	200		Utilize vinyl and nylon hoses; tower can double for repelling exercise; store hoses at bottom of tower
Air Pac Room	140	1	140	140	140		Fill tanks; fill station and air compressor, 10 L.F. work table w/cabinet storage; sealed door – must be clean
Mechanical Shop w/Toilet	200	1	200	200	200		Locate off apparatus bay; 20 L.F. work bench; storage cabinets, storage for air filters
Medical Supply Room	100	1	100	100	100		Locate off apparatus bay; include upper and lower cabinets lockable; countertop desk, computer, phone, 1 – 4 drawer file cabinet
Housekeeping / Storage	180	1	180	180	180		1 each commercial washer and dryer plus 1 each residential washer and dryer; shelving for laundry/toiletry supplies
Turn Out Great (36)	100	3	300	300	300		3 rooms @ 12 w/drains; 1/shift; use upward coiling grille for securing each shift grid; lockers @ 18"x18"x72"h
Waste Oil/Antifreeze Storage Room	150	1	150	150	150		General storage, shop vac, grease pack, battery charger; locate off apparatus bay. Access from inside and outside; provide space for 4-55 gallon drums and 1-30 gallon drum for used oil filters.
Infections Control Room	150	1	150	150	150		Locate off apparatus bays; include emergency head-eye shower w/drain, double large stainless steel sink, mops, shelving
SUB-TOTAL			8620	8620	8620		

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **FIRE DEPARTMENT (Station #7)**
Division: **Facility Support**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks All areas need to be readily accessible to apparatus bays
			2011	2016	2021	2005		
Kitchen / Dining (16)	560	1	560	560	560			Seating for 16; locate off living area; solid surface countertop, 3 refrigerators w/locks, commercial stove, dishwasher, ice maker, trash compactor, microwave, oven, garbage disposal, double stainless steel sink, TV; 2-position work counter w/computer, printer, phone, upper cabinet, storage, radio dispatch equipment and mail slots
Dayroom	340	1	340	340	340			TV, desk, 13 recliner chairs, adjacent but separate from dining
Game Room	250	1	250	250	250			Ping-pong/pool table; combo plus TV-video games
Sleeping Rooms	80	12/shift	960	960	960			1 sleeping room per firefighter shared by all 3 shifts; include bed, desks, 3-24x24x72" h lockers, TV, outlets, reading light
Toilet / Shower	230 80	1 1	230 80	230 80	230 80		RR-5 RR-3	2 showers, 2 toilet, 2 lav. 1 urinal 1 shower, 1 toilet, 1 lav.
Exercise Room								1 wall of mirror; rubber floor; equipment includes: _____ _____ _____ _____
Mechanical Equipment Room	200	1	200	200	200		-	Roof top units; electrical, hot water heater
Janitor Closet	80	1	80	80	80		JC 3 (sim)	Floor sink, shelving, broom/mop, floor buffer, vacuum cleaner and 55 gallon drum on wheels
Emergency Generator and Transformer								Outside with fuel tank – underground
SUB-TOTAL			2700	2700	2700			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **FIRE DEPARTMENT Stations #8 (#9 similar)**
Division: **Public Space / Administration**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks
			2011	2016	2021	2005		
Lobby	150	1	150	150	150			Seating for 6 plus display wall and brochures – pamphlets
Public Toilets / Phone / Drinking Fountain	40	2	80	80	80			ADA compliant; each has 1 w.c. and 1 lav.
Entry Vestibule	80	1	80	80	80			2 pair double doors, aluminum-glass; ADA compliant
Battalion Chief	150	1	150	150	150		PO-5	U-shape desk, 3 visitor chairs, computer, phone, printer, 2 book shelves with direct access to sleeping area
Captain (3)	150	Share	150	150	150		PO-5	U-shape desk, 2 visitor chairs, computer, phone, 1 book shelf, shared printer, direct access to sleeping area
Receptionist – Secretary	80	1	80	80	80		O-4	Locate behind glass wall with pass-thru; U-shape desk, computer, printer, phone
Copy – Work – File	100	1	100	100	100		CWF-2	Locate behind receptionist, copier, fax, shredder, 8 L.F. countertop w/upper and lower cabinets; ___ file drawers
Staff Toilet	40	1	40	40	40		RR-2	Unisex; ADA compliant
Coffee – Coats	40	1	40	40	40		CC-1	5 L.F. countertop w/upper and lower cabinets, 2 L.F. coats; locate next tot copy room
Captain Sleeping / Shower	410	1	410	410	410		SS-2	Shared – 3 beds, desk, reading light, shower, toilet and lav. plus storage closet (2)
Battalion Chief Sleeping / Shower	140	1	140	140	140		SS-1	Bed, desk, reading light, storage cabinet, lav., toilet and shower
Conference Room	250	1	250	250	250		CR-2	Table and seating for 10 w/A-V projection screen, coffee counter
Evidence Storage	50	1	50	50	50		P	Provide under lock/key 3 – 3'w x 2'd x 8'h industrial metal shelving plus some open area for bulk storage
Inactive Files								___ file drawers or boxes
SUB-TOTAL			1720	1720	1720			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **FIRE DEPARTMENT Stations #8 (#9 similar)**
Division: **Apparatus Bays / Support**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Remarks
			2011	2016	2021	2005	
Drive-Thru Apparatus Bays	1800 (20'x90')	2	3600	3600	3600		All glass doors; vehicle exhaust; ceiling height must accommodate raised cabs; drains, mud traps; trench drain at doors (front and back); elec. air; 2 ½ ball outlet and water between each door; red/green light indicator at each door. Unit Vehicle – height x length x width: _____ _____ _____ _____ _____
SUPPORT							
Hose Drying Tower / Storage	200	1	200	200	200		Utilize vinyl and nylon hoses; tower can double for repelling exercise; store hoses at bottom of tower
Air Pac Room	140	1	140	140	140		Fill tanks; fill station and air compressor, 10 L.F. work table w/cabinet storage; sealed door – must be clean
Mechanical Shop w/Toilet	200	1	200	200	200		Locate off apparatus bay; 20 L.F. work bench; storage cabinets, storage for air filters
Medical Supply Room	100	1	100	100	100		Locate off apparatus bay; include upper and lower cabinets lockable; countertop desk, computer, phone, 1 – 4 drawer file cabinet
Housekeeping / Storage	180	1	180	180	180		1 each commercial washer and dryer plus 1 each residential washer and dryer; shelving for laundry/toiletry supplies
Turn Out Great (24)	80	3	240	240	240		3 rooms w/ 8 lockers each; drains; use upward coiling grille for securing each shift "grid" lockers @ 18"x18"x72"h. Lockers to accommodate helmet, jacket, pants, boots, pull-ups, air mask, smoke mask, gloves.
Waste Oil/Antifreeze Storage Room	150	1	150	150	150		General storage, shop vac, grease pack, battery charger; locate off apparatus bay. Access from inside and outside; provide space for 4-55 gallon drums and 1-30 gallon drum for used oil filters.
Infections Control Room	150	1	150	150	150		Locate off apparatus bays; include emergency head-eye shower w/drain, double large stainless steel sink, mops, shelving
SUB-TOTAL			4960	4960	4960		

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

Component: **FIRE DEPARTMENT Stations #8 (#9 similar)**
Division: **Facility Support**

Room Name	Net S.F.	Quantity	Projected NSF			Existing NSF	Office Type	Remarks All areas need to be readily accessible to apparatus bays
			2011	2016	2021	2005		
Kitchen / Dining (12)	480	1	480	480	480			Seating for 12; locate off living area; solid surface countertop, 3 refrigerators w/locks, commercial stove, dishwasher, ice maker, trash compactor, microwave, oven, garbage disposal, double stainless steel sink, TV; 2-position work counter w/computer, printer, phone, upper cabinet, storage, radio dispatch equipment and mail slots
Dayroom	280	1	280	280	280			TV, desk, 9 recliner chairs, adjacent but separate from dining
Game Room	250	1	250	250	250			Ping-pong/pool table; combo plus TV-video games
Sleeping Rooms	80	8/shift	640	640	640			1 sleeping room per firefighter shared by all 3 shifts; include bed, desks, 3-24x24x72" h lockers, TV, outlets, reading light
Toilet / Shower	230 80	1-M 1-W	230 80	230 80	230 80		RR-5 RR-3	2 showers, 2 toilets, 2 lav. 1 urinal 1 shower, 1 toilet, 1 lav.
Exercise Room (open or enclosed)	800		800	800	800			1 wall of mirror; rubber floor; equipment includes:
Mechanical Equipment Room	200	1	200	200	200			Roof top units; electrical, hot water heater
Janitor Closet	80	1	80	80	80		JC 3	Floor sink, shelving, broom/mop, floor buffer, vacuum cleaner and 55 gallon drum on wheels
Emergency Generator and Transformer								Outside with fuel tank – underground
SUB-TOTAL			3040	3040	3040			

Note: all identified existing area with multiple staff include circulation space within the designated square footage (typical)

The Cause and Effect of Shrinking Workspaces

Shrinking technology, increased collaboration, and rising real estate costs have been the catalyst for space-planning changes in the modern office

Employees today often feel as though the walls are closing in around them. And, the truth is: they are. Workspace standards have changed significantly in the last 30 years since the cubicle was invented. Workstations are shrinking, technology is smaller and sleeker, collaboration is the new buzzword, and it's now possible for pajama-clad employees to work at home. These changes have had a dramatic effect on how and where people work, as well as the allocation of space in the modern office.

Cause: Rents and real estate costs increase.
Effect: Workstation sizes are reduced in an effort to reduce the amount of real estate needed.

In an effort to control operating costs, many corporations are eyeing one of the biggest expenses on the balance sheet: real estate. "Business owners do not want to spend more than they have to for real estate. Those costs are typically the second-highest costs for most businesses, second only to personnel," says Atlanta-based Carson Guest Inc. President and Principal Rita Guest. Keeping costs in check while rents escalate is an ongoing challenge. In the July 2006 issue of Buildings, Bob Bach, national director of research at Northbrook, IL-based Grubb & Ellis, reported, "Average asking rental rates continue to move higher, up by 7.2 percent and 3.6 percent for Class-A and Class-B space, respectively, over the past four quarters."

As companies seek to trim the fat from their portfolios of leased and owned real estate, the average size of workstations continues to decrease. While the 10- by 10-foot (10x10) cubicle isn't exactly extinct, it's far from common today. Research conducted by Muscatine, IA-based furniture manufacturer Allsteel Inc. reveals that only 16 percent of workers are occupying spaces measuring 10x10 or larger; 8- by 8-foot (8x8) and 6- by 8-foot (6x8) are the most common workstation sizes. "If you do a better job of utilizing space and making it more efficient, then employees can be satisfied in a smaller workstation," says Kelly Sterk, Allsteel's workplace research manager.

KEY CONCEPTS

- Rents are rising, causing companies to explore smaller workstations to reduce real estate space.
- Workspaces encouraging collaboration are on the rise, as is the amount of space devoted to synergy.
- A reduction in the size of PCs has enabled a variety of new workstation configurations.
- As job growth rises, companies seek to compress and consolidate real estate to allow for future surges in hiring.

With the ultimate goal of productivity, and a secondary goal of more efficient space utilization, corporate real estate professionals must carefully assess the needs of workers to determine the most appropriate workstation size. "Twenty or 30 years ago, there was a generic standard for workstations. In this day and age, workstation sizes are largely predicated on the job functions for which they're used," explains Jonathan Webb, senior product manager, KI, Green Bay, WI. Surprisingly, research by the American Society of Interior Designers, Washington, D.C., points to the positives of more people in smaller spaces. The association's paper, Productive Solutions: The Impact of Interior Design on the Bottom Line, states: "Research and case studies show that improved accessibility, proximity, and communications help increase productivity, including a clear link between higher density of workstations and higher employee productivity."

Cause: Companies strive to increase privacy and collaboration in open-plan office environments.

Effect: More team space is designed into office space - sometimes at the expense of individual-workstation square footage.

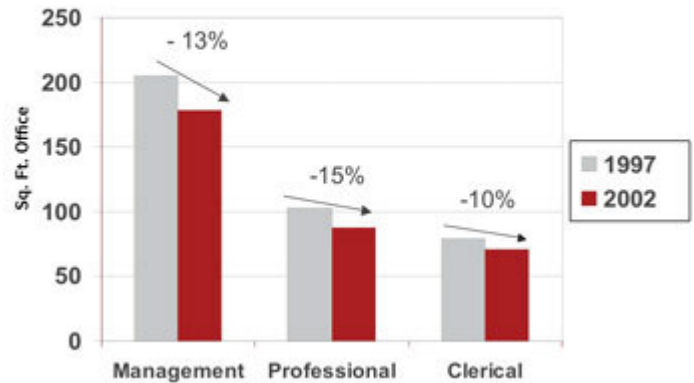
Collaboration is on the rise, as is the square footage devoted to it. Some organizations have taken on the “steal-from-Peter-to-pay-Paul” approach and have boosted collaboration while maintaining the same real estate footprint. “I think collaborative space is taking from the individual [workspaces]. Total space is reducing as well, so the individual workstation is taking a double hit,” says Sterk. Estimates in the 2005 article “Global Workplace Trends: A North American and European Comparison” from Vol. 7, No. 3 of the Journal of Corporate Real Estate, indicate that floorspace allocation of individual/collaborative space is 80/20; the article’s authors (Christine Barber, Andrew Laing, and Marilyn Simeone) also predicted that the ratio will rise to 60/40 over the next 5 years.

The result of increased workstation densities (and employees working in closer proximity) is communication - much to the benefit and bane of workers. More interaction facilitates collaboration, synergy, and brainstorming, but it also creates distraction. Even with the best acoustics, an open-plan office environment with high workstation densities must provide accommodations for employees, managers, and executives to conduct private conversations. “If you have areas where people can go to make a private phone call or have a private conversation, the acceptance of [the open-plan design] increases,” says Sterk. Large conference rooms are not the only closed-door spaces in offices anymore. Project rooms and enclaves provide less-formal private space for brainstorming or confidential business.

Aside from designated rooms for collaboration, workspaces are now taking advantage of the places where people naturally congregate - outside elevator banks, stairwells, cafeterias, and copy/fax/printer stations. “I think more and more people are designing to support those informal, short-term collaborations; companies are realizing that that’s how the majority of tacit knowledge is passed along. There’s a lot value in water-cooler talk,” says Sterk.

Shrinking Office Space

Workstation size has dropped for all worker types.



Cause: The PC has shrunk.

Effect: Computers no longer dictate the configuration of workstations, and work-surface depth has decreased.

What is bigger than a bread box, smaller than your office chair, and weighs the same as an average 5-year-old? If your guess is a CRT monitor from 1990, you’re right. In the short amount of time that the personal computer has been around, it has changed dramatically (not just in terms of its capabilities, but in terms of its appearance, too). With these changes comes the endless refinement of office-furniture standards. After all, the 40-pound, 2-foot-square computer monitor that made its home in the corner of every office desk is slowly being replaced by a slimmer LCD model. In many cases, this new technology is 80-percent smaller in size and weight than bulky CRT monitors with the same screen size.

Both the proliferation of laptops and downsizing of monitors have changed the configuration of the office. Webb explains how CRTs limit workstation configuration possibilities: “You’d usually have a corner worksurface that was very deep - it might have been at least 36- to 40-inches deep to hold the old computer monitor.” Ergonomic practice advises users to locate the monitor at an arms’-length distance; this can be accomplished much easier with a slimmer monitor. Furniture manufacturers can now offer a greater variety of worksurface shapes; without the depths necessary for CRT monitors, employees often have more roll-around space in their workstations, too.

With the mobility of laptops and use of swing-arm-mounted monitors, the amount of surface space relegated to the computer has decreased - as has the depth of workspaces and overall workstation size. "Unless someone has an incredible amount of material that they need close [by], they don't need a 10- by 10-foot [office] anymore. Technology has helped that along," explains Sue Weidemann, former director of research and president at BOSTI Associates, Ft. Erie, Ontario.

Monitors aren't the only thing changing workstations: Laptops have made accessible desktop plug-ins a necessity, wireless could render cable-management systems useless, and even CPUs are shrinking.

Cause: Employees are more mobile today (thanks to advancements in cellular and wireless technology).

Effect: Alternative office strategies mean smaller drop-in workstations, satellite centers, and an overall reduction in real estate.

Facilities professionals who have noticed unoccupied offices often wonder, "What do those empty workstations cost the company?" Weidemann explains, "Organizations have been seeking to save money by saving space. And, this is particularly true for organizations where employees are out on the road more than half the time, leading to the empty-office fear that facility [professionals] have." The basic premise behind strategies like hoteling is that some workers do not have assigned workstations - they simply reserve a non-dedicated workspace when they're in the office. Scottsdale, AZ-based ITAC, The Telework Advisory Group for WorldatWork, reports that most companies implementing the concept of hoteling have devoted one non-dedicated workstation for every four or five teleworkers.

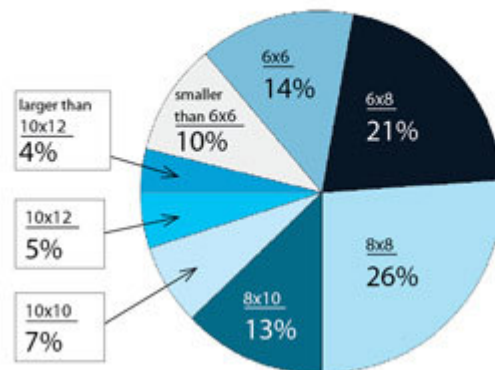
Implementation of alternative office strategies is on the rise, as is the use of satellite drop-in work centers. The Virtual Office Program at Chicago-based Boeing, the world's largest aerospace company, is growing. With four centers added in 2006, the company now has a grand total of 21 hoteling centers located throughout the United States. Mabelle Steele, manager of the Virtual Office Program at Boeing's site services department, explained the benefits of the hoteling centers in a recent Boeing Frontiers Online newsletter: "They let our workforce be mobile, agile, and adaptable. It improves productivity and reduces the site's real property costs."

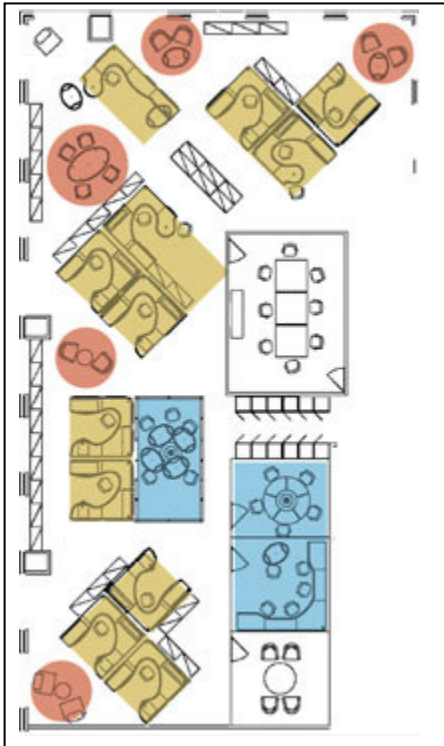
Santa Clara, CA-based Sun Microsystems Inc. has implemented iWork, a similar program. According to Crawford Beveridge, executive vice president and chairman, the goal is zero vacancy. "The iWork program has already helped Sun reduce real estate holdings and lower operating costs by \$50 million a year, and we believe it has the potential, through cost savings and cost avoidance, to have a bottom-line impact of \$140 million a year when fully implemented," he explains in "The New Workplace," posted on the company's website. In a 1998 report from BOSTI Associates, Michael Brill and Ellen Keable indicated space savings resulting from hoteling to be, on average, between 15 and 35 percent.

While alternative office strategies often reduce real estate and help organizations dodge high relocation costs, they should never be undertaken for these purposes alone. Experts recommend that, in order to be successful, an assessment of current employee work processes be conducted to accurately predict the rate of success.

Size of Open-Plan Workstations
(in square feet)

Nearly half (47%) of workers are in either an 8x8 or 6x8 office.





Types of Collaborative Spaces

Commons Areas (not pictured). The community area, cafeteria, or “commons” area for many companies can be the central gathering place for the organization and can often promote informal and spontaneous communications.

Project Rooms. Dedicated project or “war” rooms are often ideal for teams engaged in semi-permanent missions or long-term projects. They give the team not only a place to gather, but also a place to store artifacts and records, chart progress, communicate messages, and display information.

Pods/Bullpens (not pictured). Pods are commonly defined as “individual workstations or offices that surround a group or commons area.” The group frequently has small meeting tables and storage furnishings.

Individual Workstations/Offices.

The individual workstation often does double duty - it serves as a place for both individual and one-on-one, collaborative work.

Informal Meeting Areas. Place these drop-in areas at strategic locations - at the top of the stairs, at entrances to team areas, etc. - that invite people to have spontaneous collaboration. Informal meeting areas can range from stools with standing-height tables to lounge furniture to beanbags.

SOURCE: “LET’S GET TOGETHER: DEVELOPING COLLABORATIVE AREAS,” AN ADVERTORIAL SPONSORED BY ALLSTEEL INC. FROM THE SUMMER 2006 EDITION OF PERSPECTIVES.

Cause: Employment is rising.

Effect: Some companies are compressing workspace to accommodate future personnel growth.

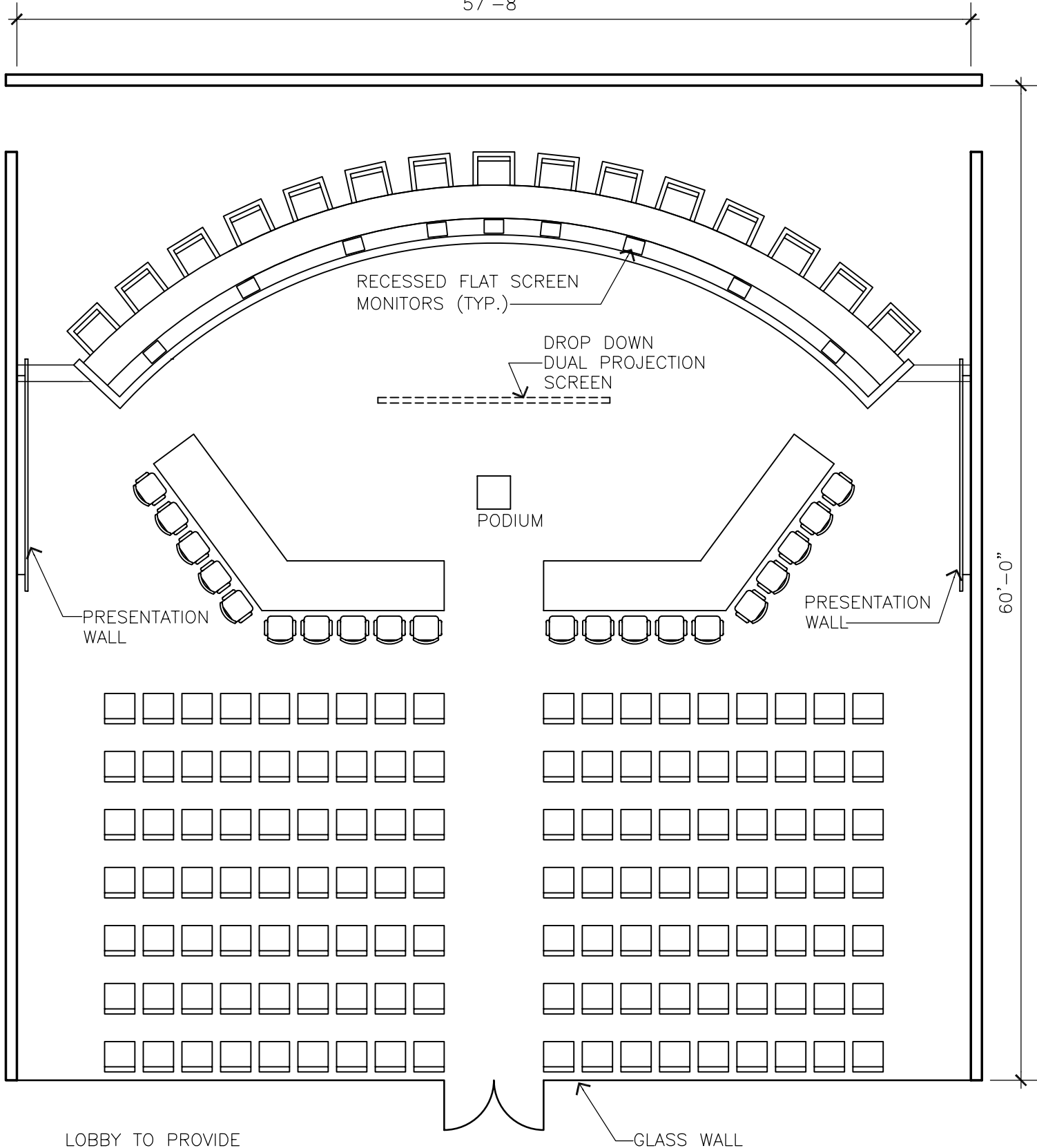
According to U.S. Secretary of Labor Elaine L. Chao, the national unemployment rate has dropped to its lowest point in nearly 5 years, and job growth has risen for the past 33 months. As companies hire more professionals, their office-space portfolio must also grow - or must it? Compressing existing workspace by reducing the average workstation size is one strategy being explored by companies looking to reduce real estate costs or create space for future growth where there once was none. According to Justin Matlick in the June 9, 2006, Puget Sound Business Journal, Seattle-based Washington Mutual expects savings of \$15 million per year to result from consolidating employees into one building and reducing square footage per person from 264 to 218 square feet.

While it’s impossible to predict the causes of future workspace design changes, the interest in designing offices as efficiently as possible is not likely to wane. The facilities professional’s goal should be to find a balance between too much and not enough space in order to facilitate productive, heads-down, focused work and supply a variety of team spaces that foster collaboration. After all: When workspaces don’t work, employees can’t work, either.

Jana J. Madsen (jana.madsen@buildings.com) is managing editor at Buildings magazine.

EXECUTIVE CONFERENCE ROOM
AND COUNCIL OFFICE

57'-8"

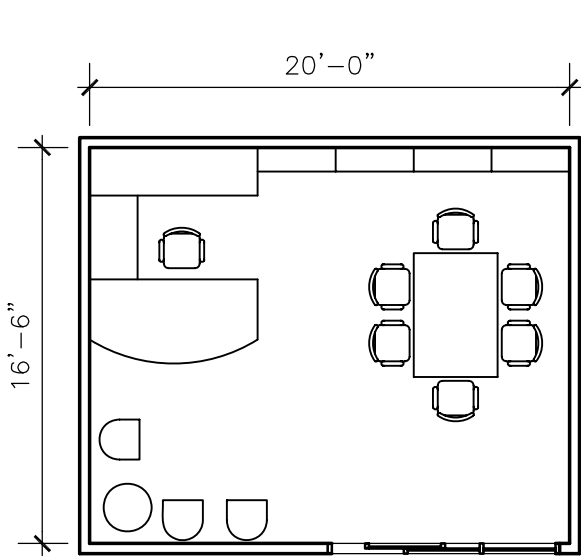


LOBBY TO PROVIDE
ADDITIONAL SEATING
INCLUDING SOUND SYSTEM

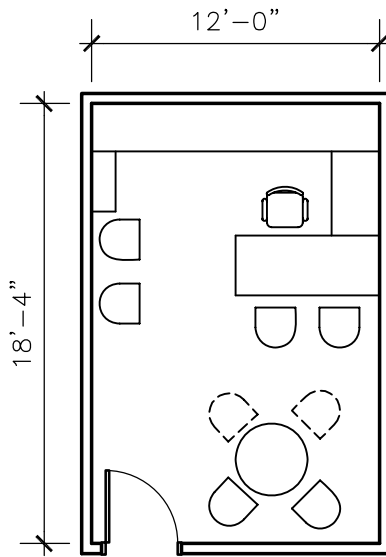
COUNCIL CHAMBER (3460 S.F.)

JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas

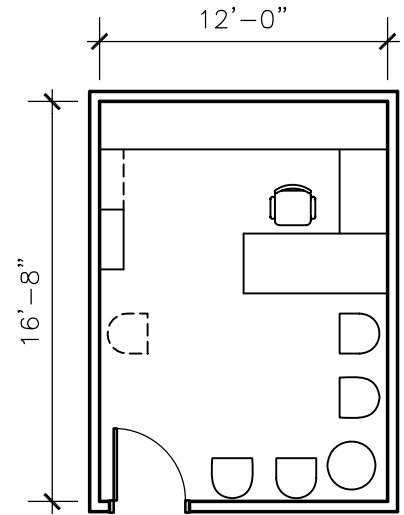
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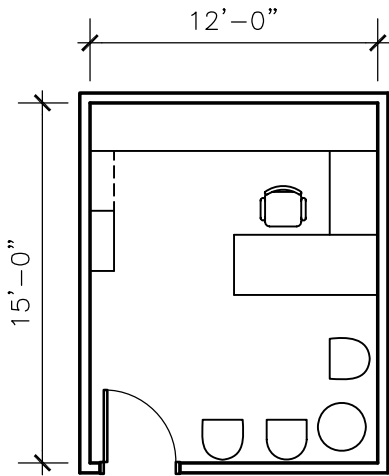
P.O.-1
(300 S.F.)



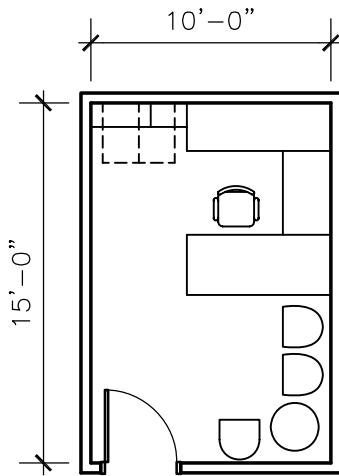
P.O.-2
(220 S.F.)



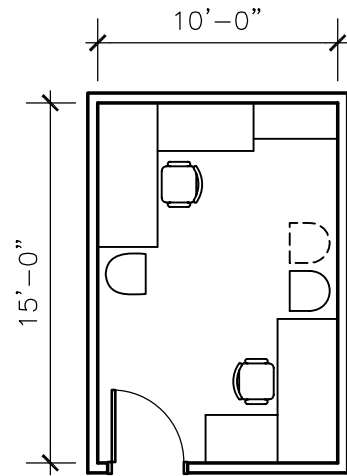
P.O.-3
(200 S.F.)



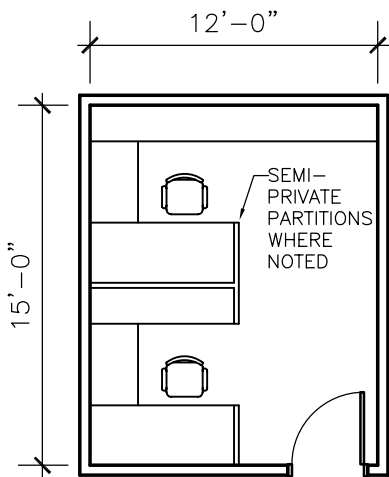
P.O.-4
(180 S.F.)



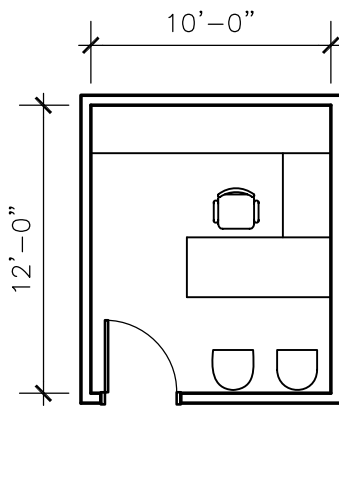
P.O.-5
(150 S.F.)



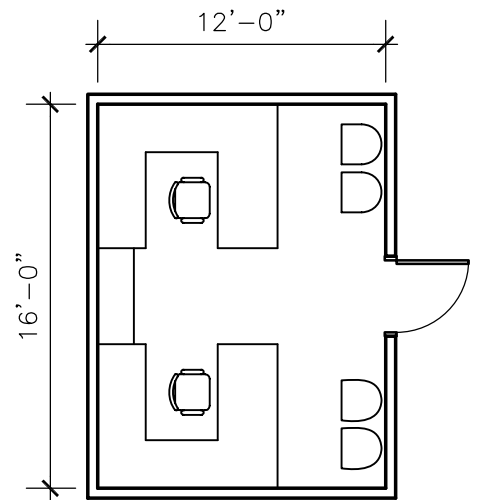
P.O.-6
(150 S.F.)



P.O.-7
(180 S.F.)



P.O.-8
(120 S.F.)

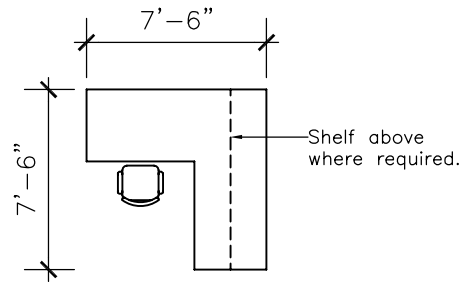
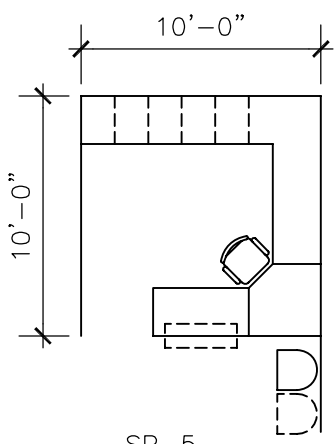
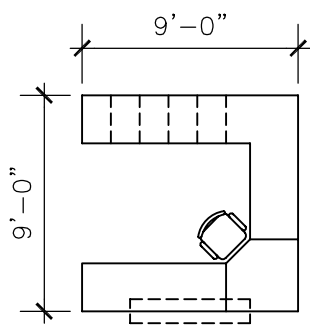
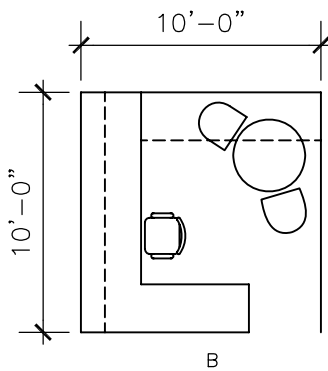
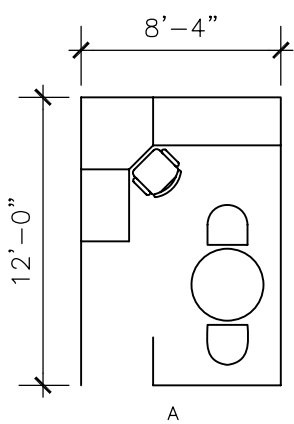
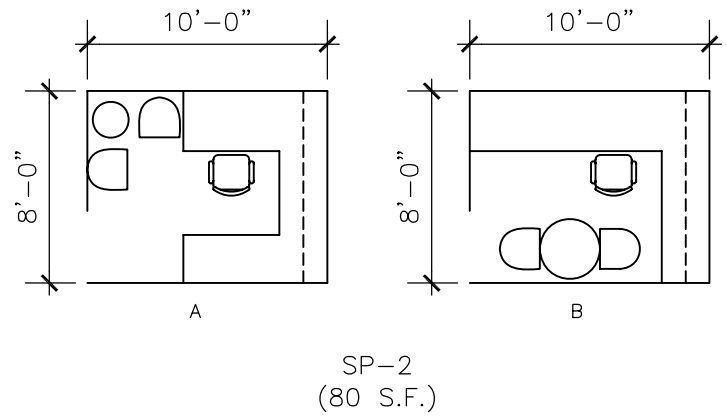
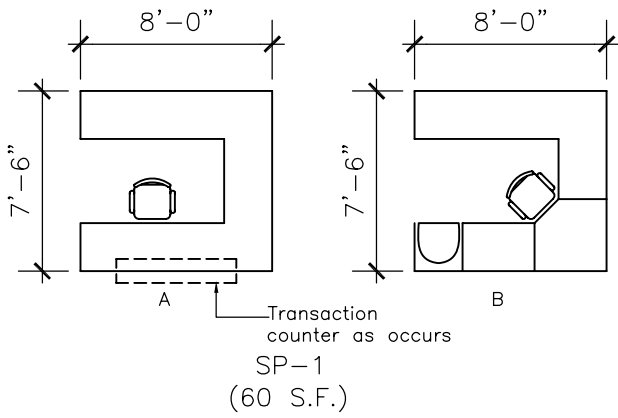


P.O.-9
(192 S.F.)

PRIVATE OFFICES

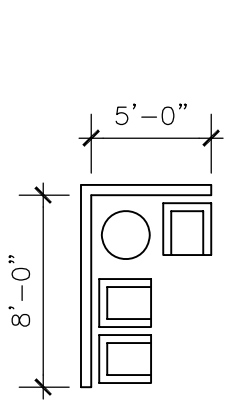
JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas

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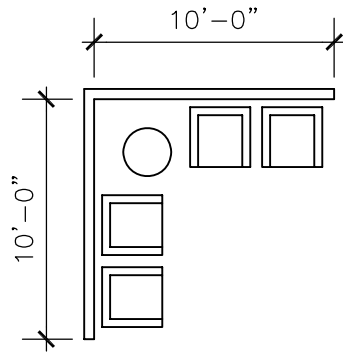


SEMI-PRIVATE WORK STATIONS

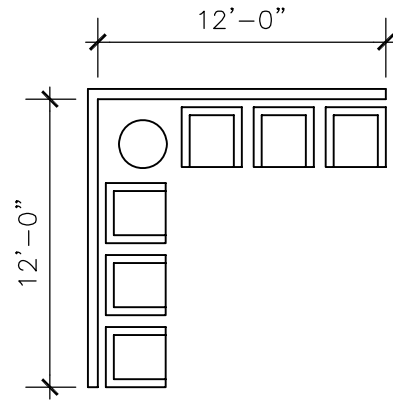
JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas



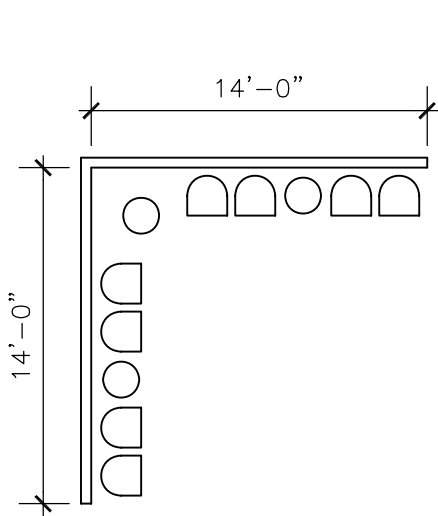
WA-1
(40 S.F.)



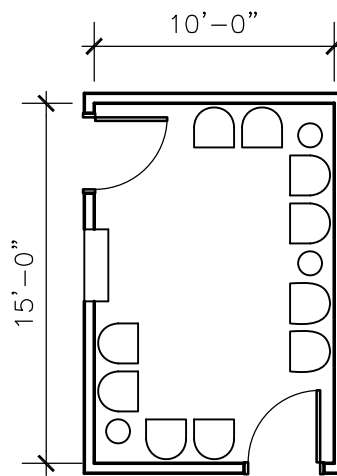
WA-2
(100 S.F.)



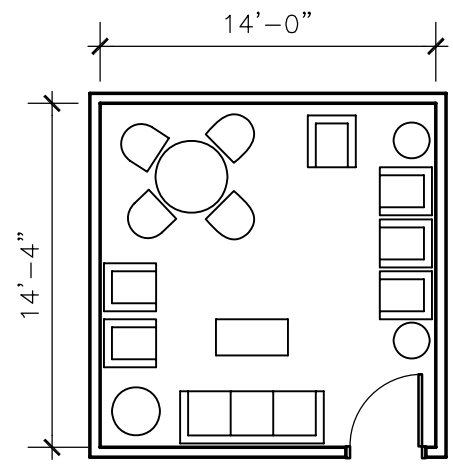
WA-3
(150 S.F.)



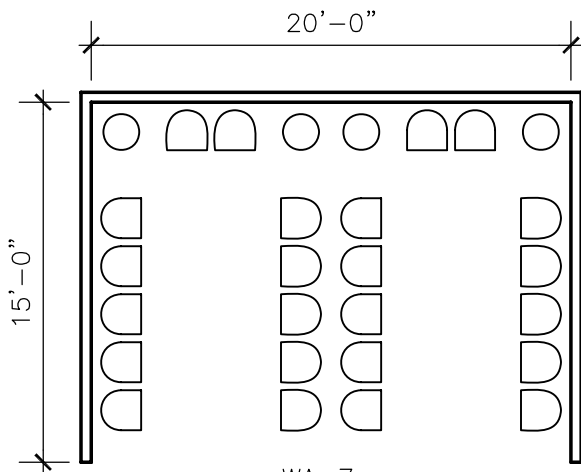
WA-4
(200 S.F.)



WA-5
(150 S.F.)



WA-6
(150 S.F.)

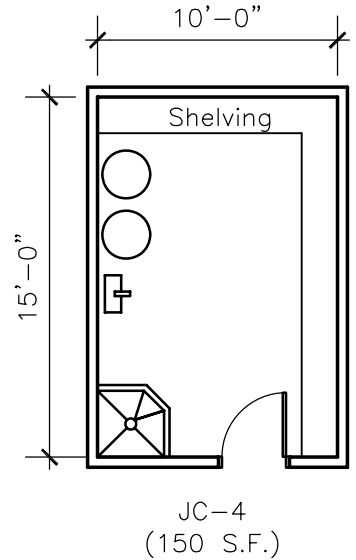
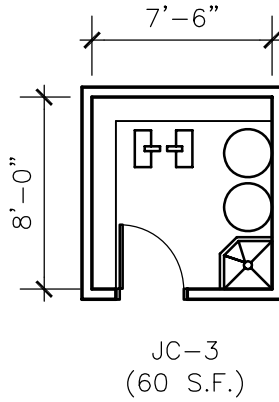
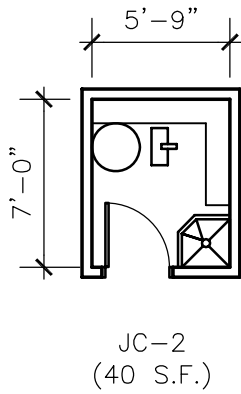
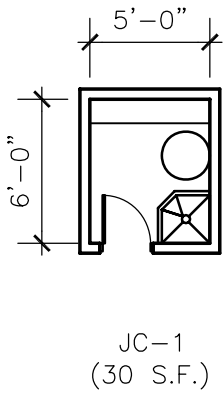
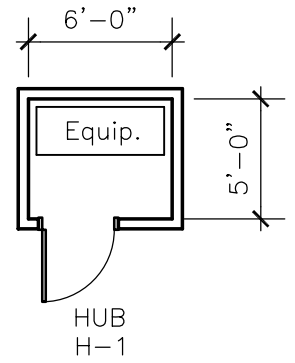
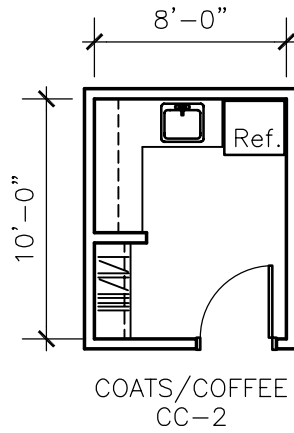
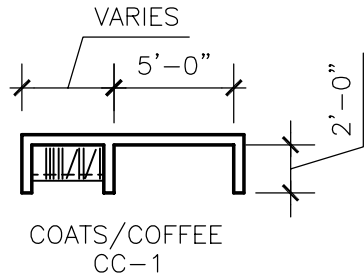


WA-7
(300 S.F.)

WAITING AREAS

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Jonesboro, Arkansas

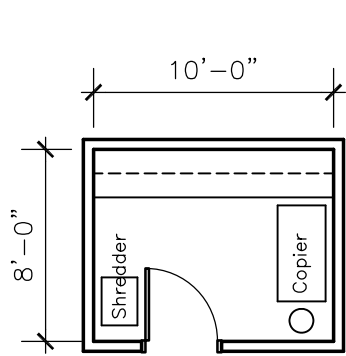
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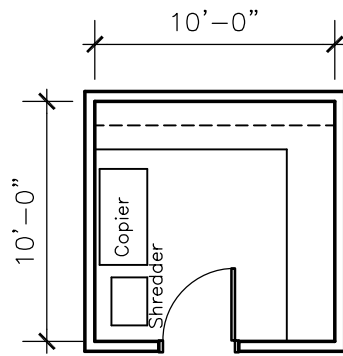
SUPPORT SPACES

JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas

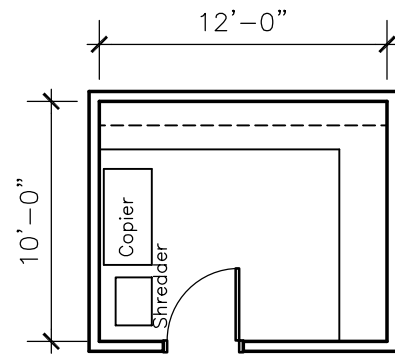
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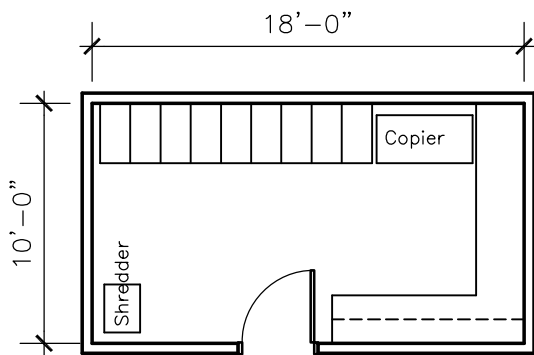
CWF-1
(80 S.F.)



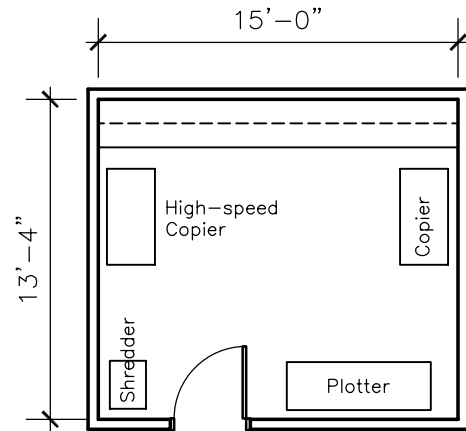
CWF-2
(100 S.F.)



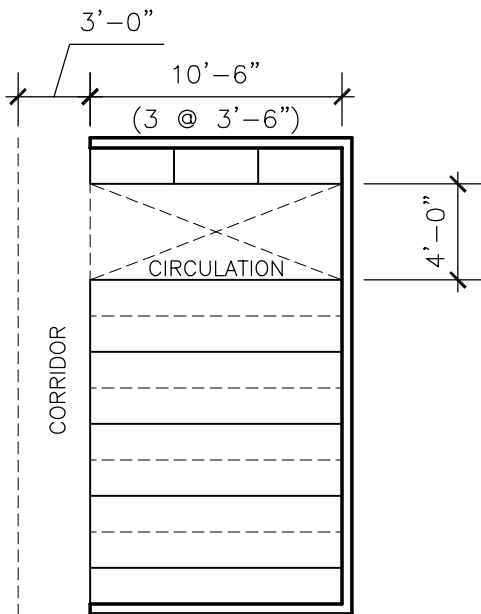
CWF-3
(120 S.F.)



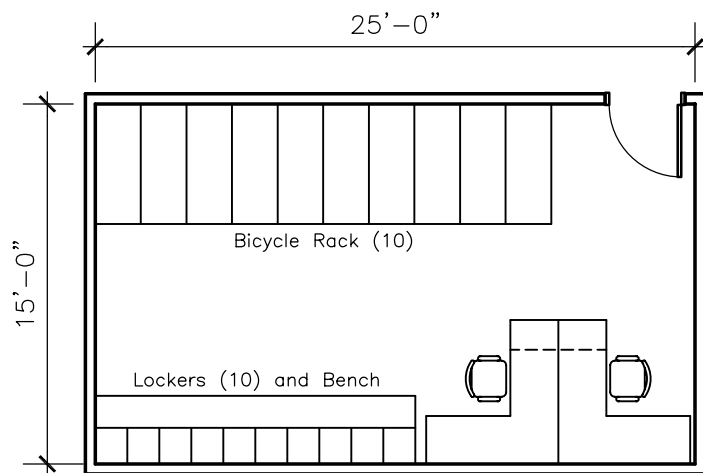
CWF-4
(180 S.F.)



CWF-5
(200 S.F.)

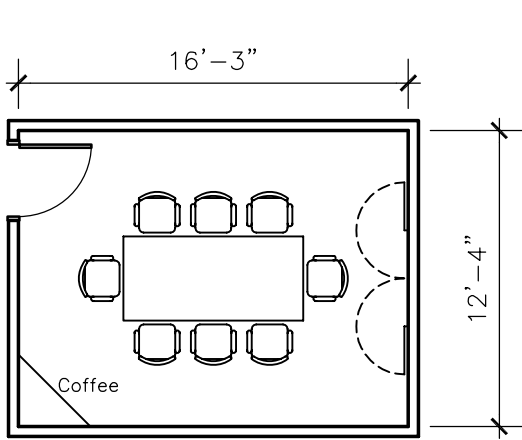


MS-1
MOBILE STORAGE
(260 S.F.)

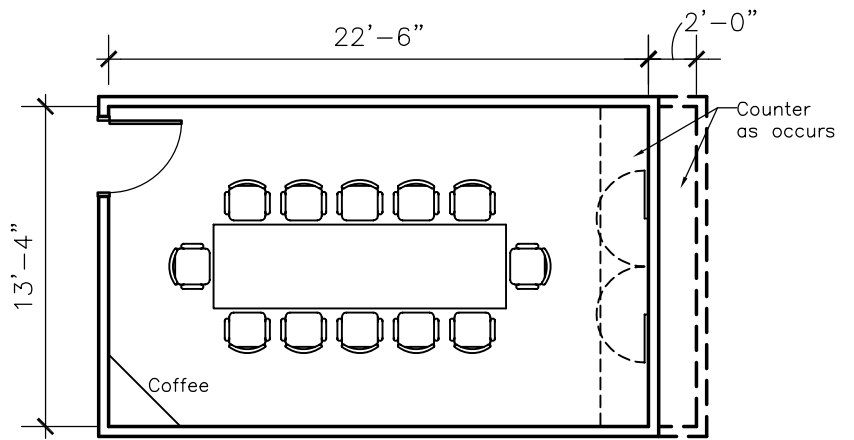


COPY, WORK, and FILE

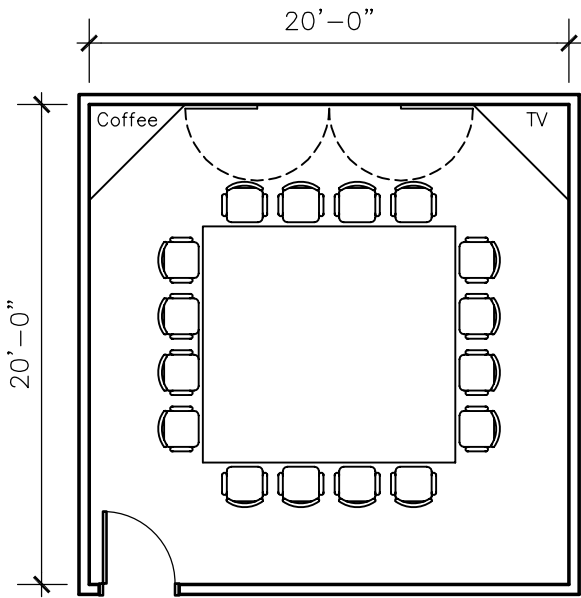
JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas



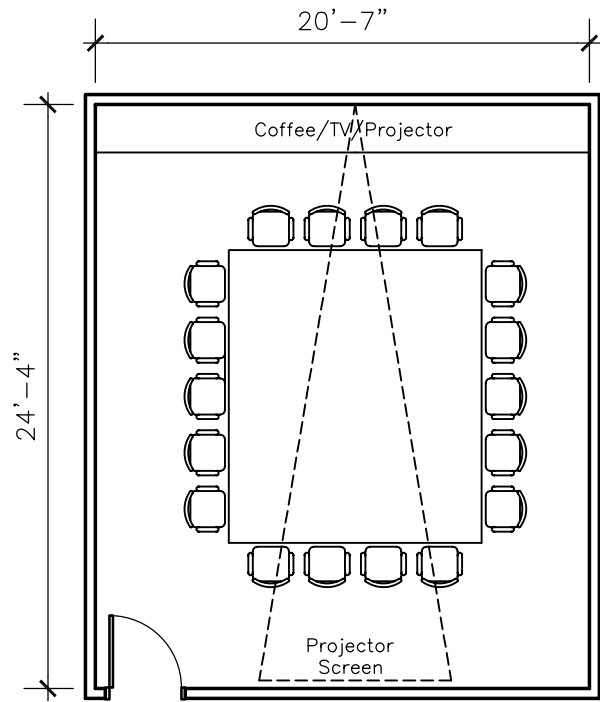
CR-1
(200 S.F.)



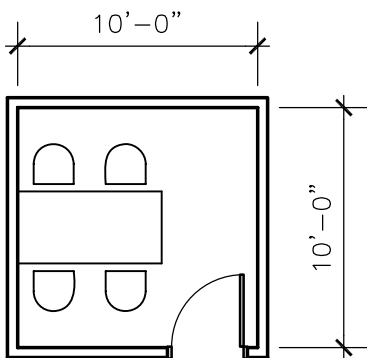
CR-2
(300 S.F.)



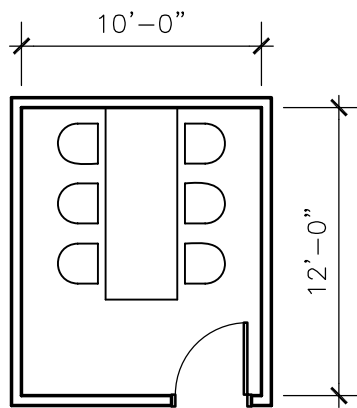
CR-3
(400 S.F.)



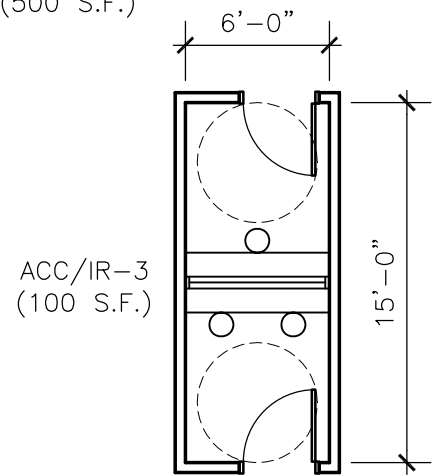
CR-4
(500 S.F.)



ACC/IR-1
(100 S.F.)



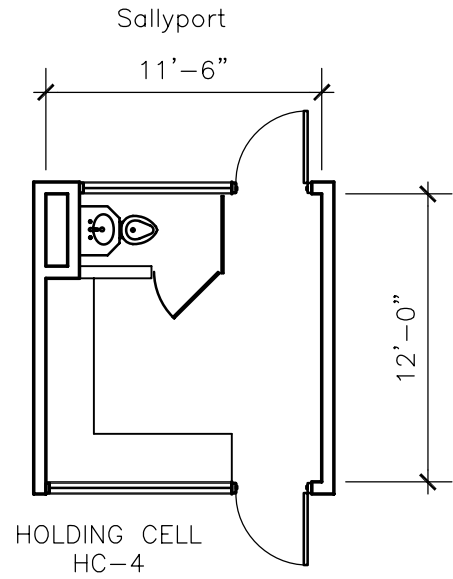
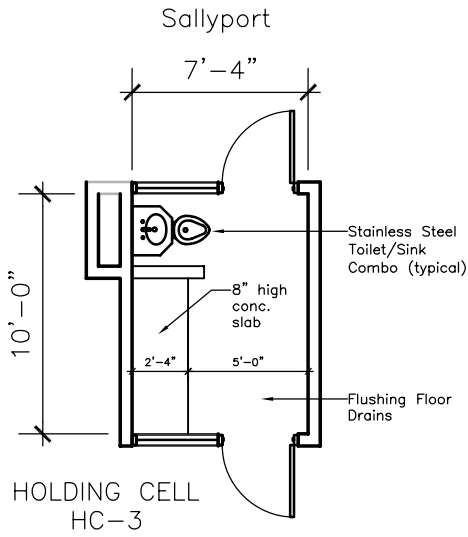
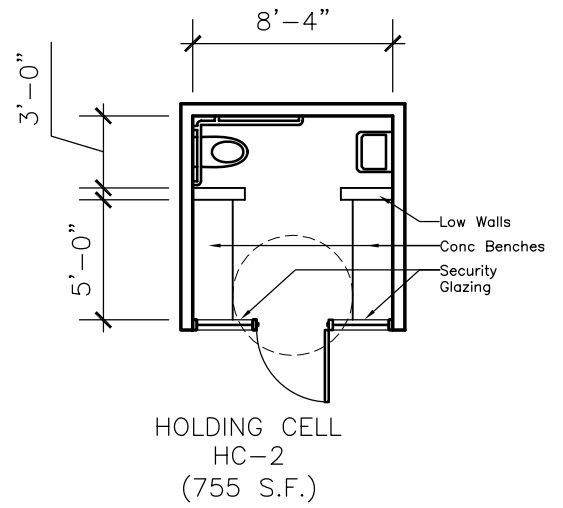
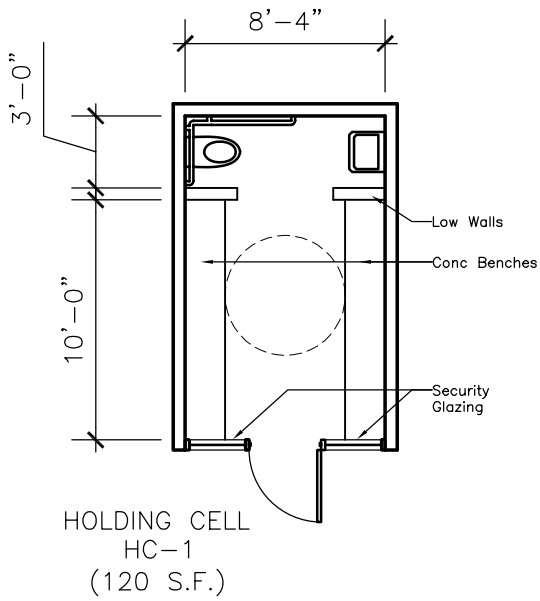
ACC/IR-2
(120 S.F.)



CONFERENCE ROOMS

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Jonesboro, Arkansas

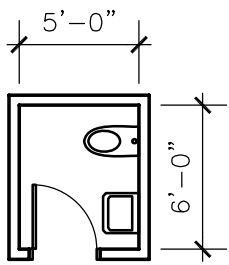
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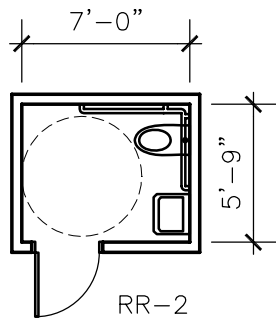
HOLDING CELLS

JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas

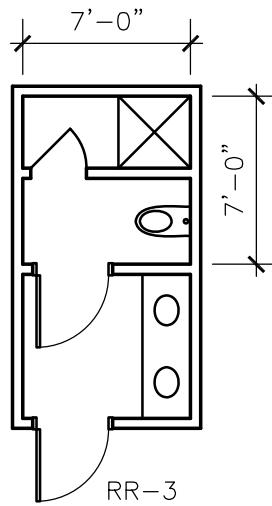
ASAI Architecture
November 20, 2006



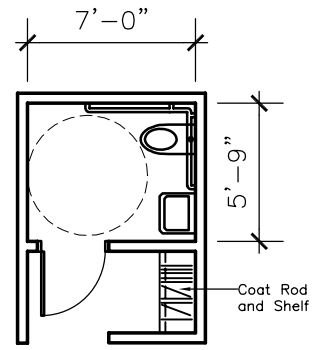
RR-1
(30 S.F.)



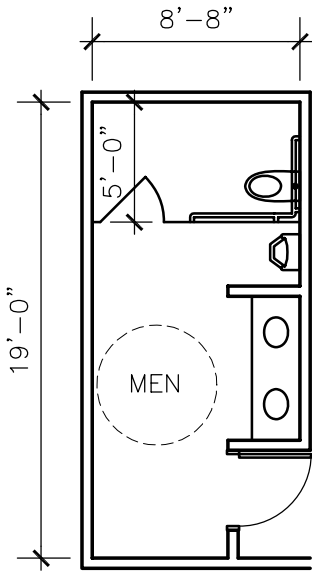
RR-2
(40 S.F.)



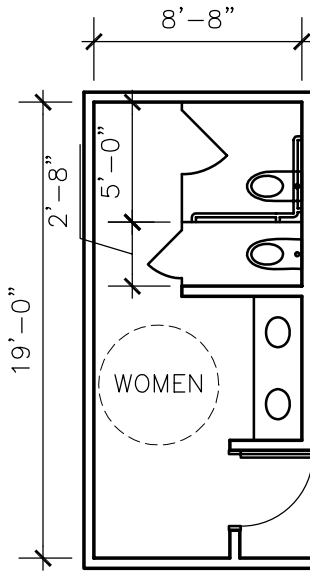
RR-3
(80 S.F.)



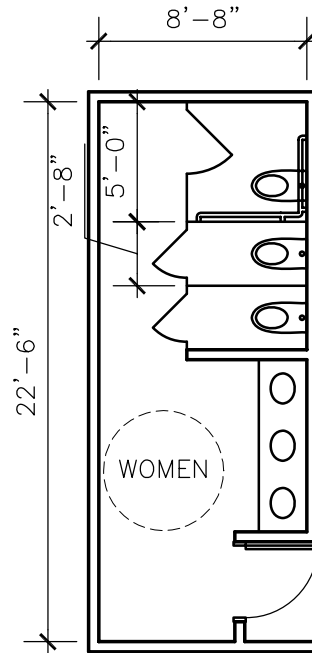
RR-6
(70 S.F.)



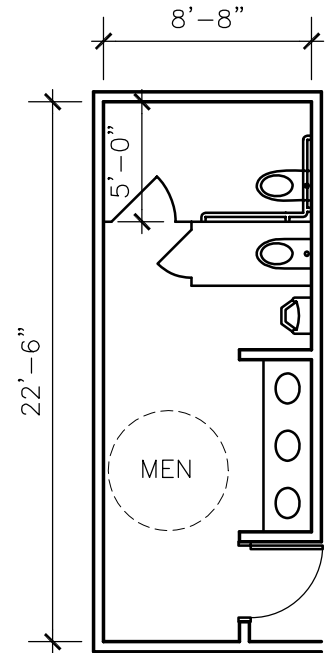
RR-3
(160 S.F.)



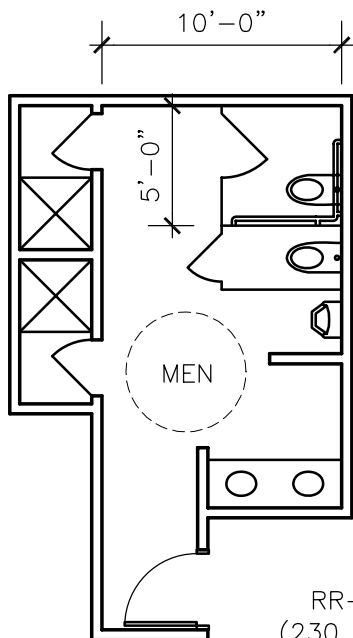
RR-3
(160 S.F.)



RR-4
(200 S.F.)

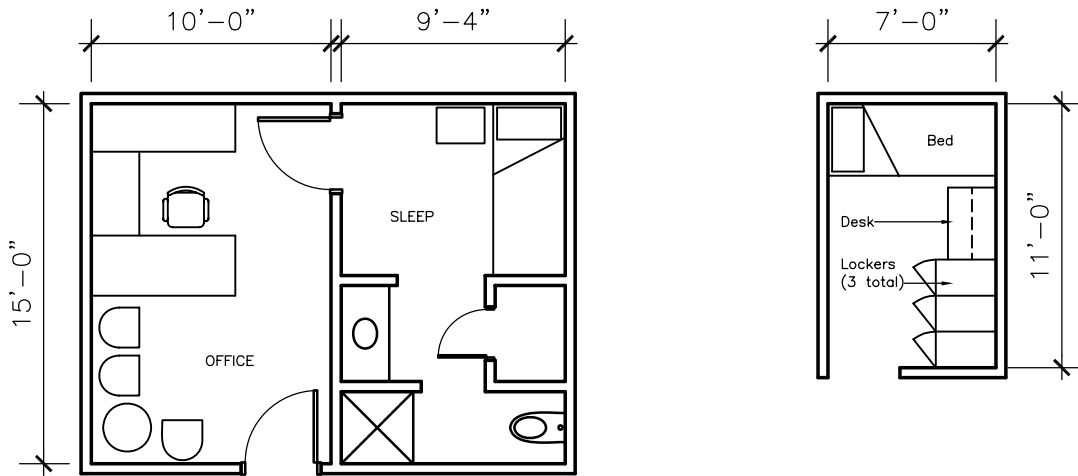


RR-4
(200 S.F.)

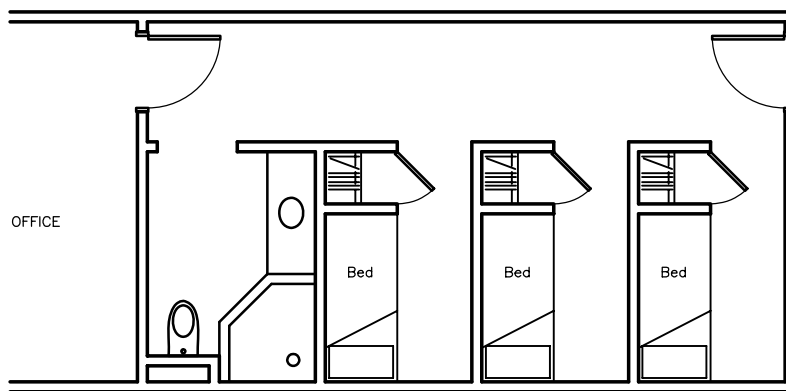


RR-5
(230 S.F.)

RESTROOMS



SS-1
SLEEPING/SHOWER
(140 S.F.)

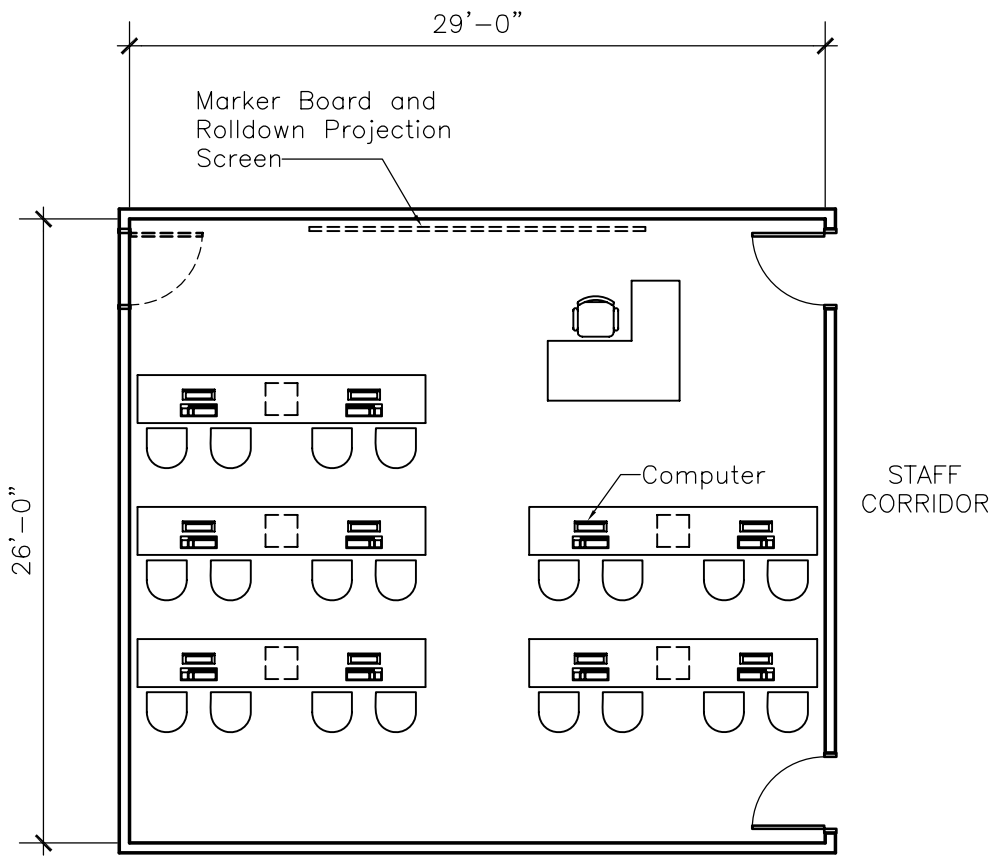


SS-2
SLEEPING/SHOWER
(410 S.F.)

SLEEPING / SHOWER

JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas

ASAI Architecture
November 20, 2006

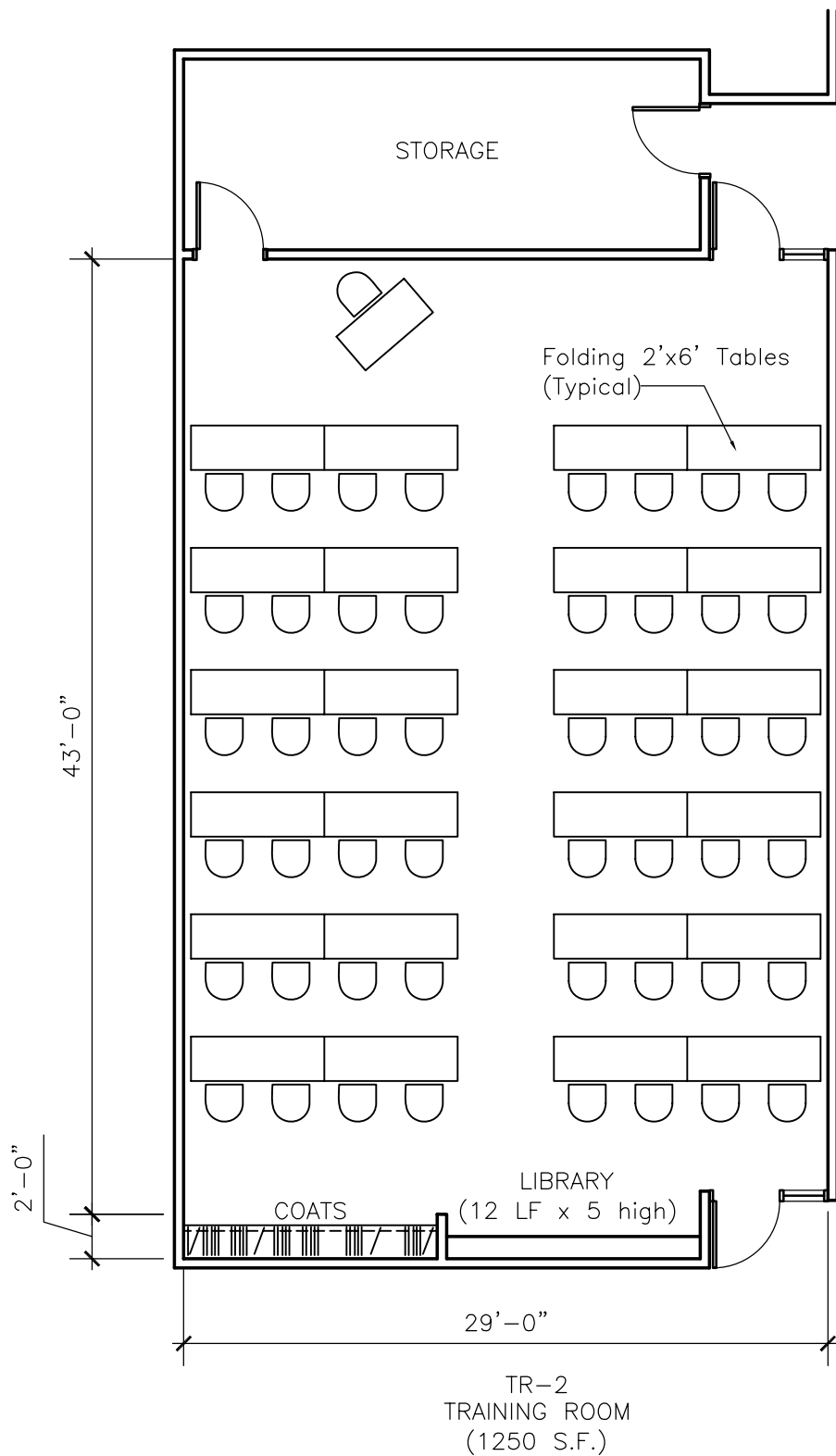


TR-1
 COMPUTER TRAINING ROOM
 (750 S.F.)

TRAINING ROOM

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 Jonesboro, Arkansas

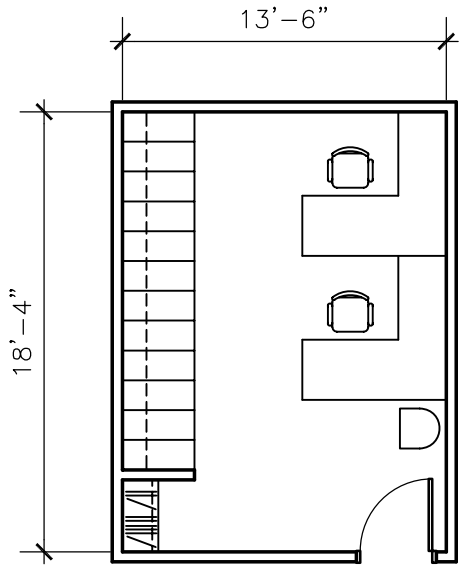
ASAI Architecture
 November 20, 2006



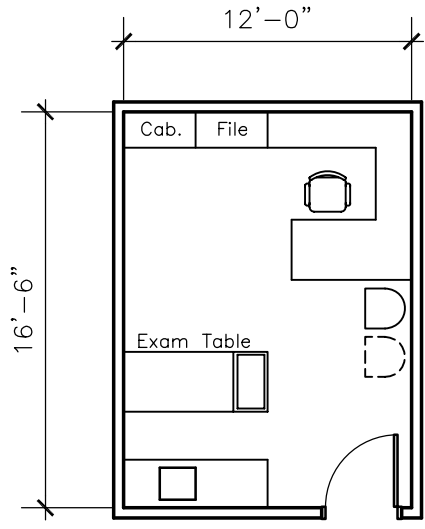
TRAINING ROOM

JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas

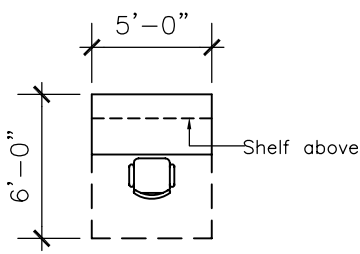
ASAI Architecture
November 20, 2006



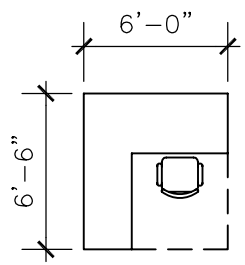
P.O.-10
(250 S.F.)



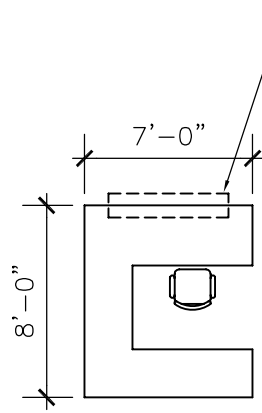
ER-1
(200 S.F.)



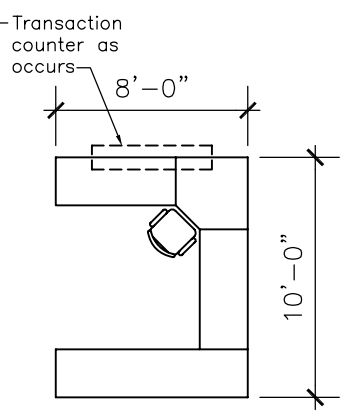
O-1
(30 S.F.)



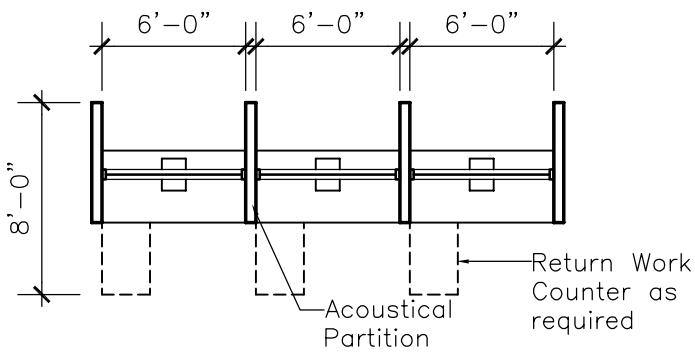
O-2
(40 S.F.)



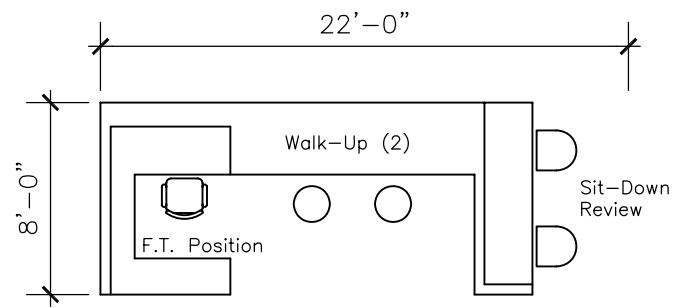
O-3
(60 S.F.)



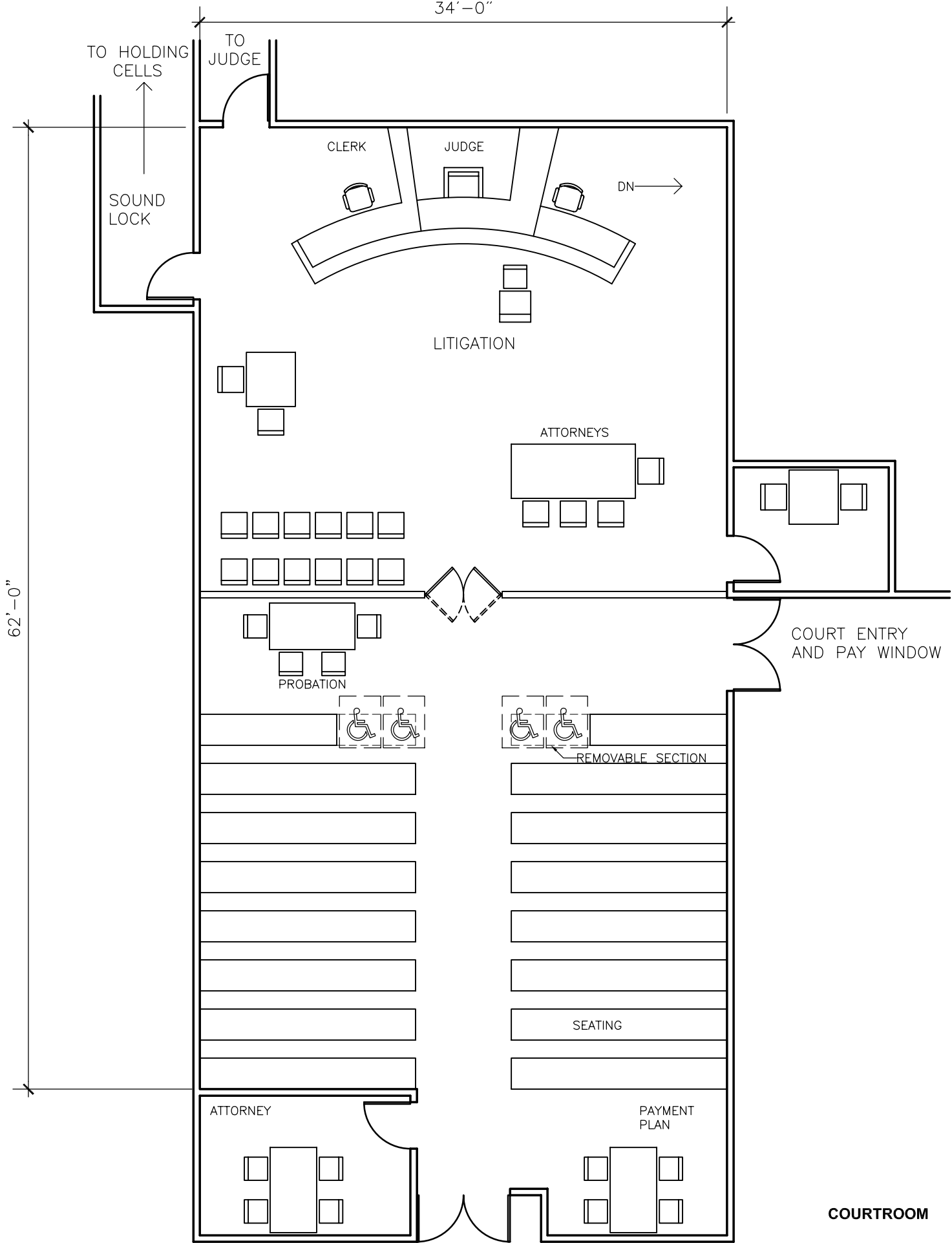
O-4
(80 S.F.)



TC-1
(50 S.F. EACH)



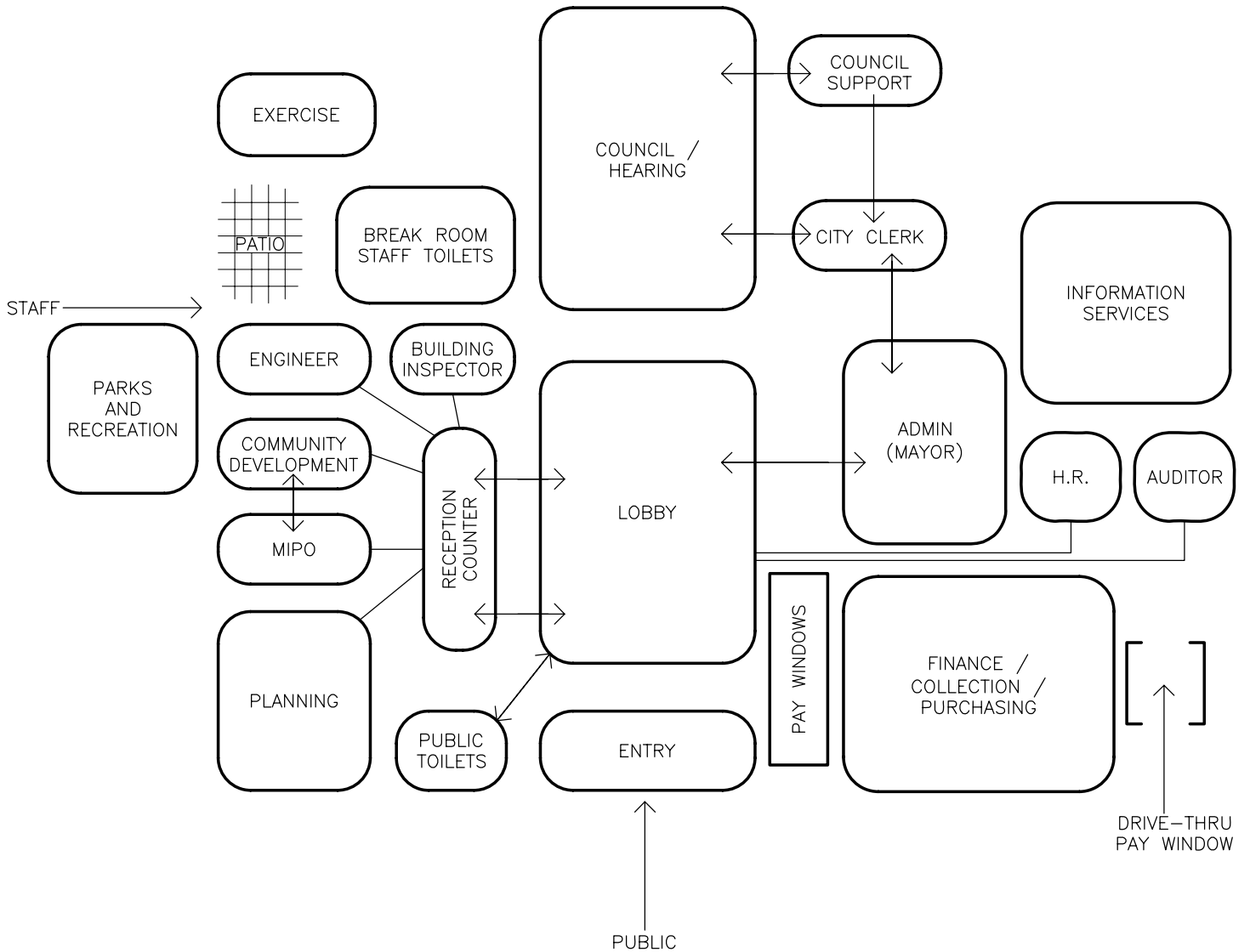
TC-2
(60 S.F. EACH)



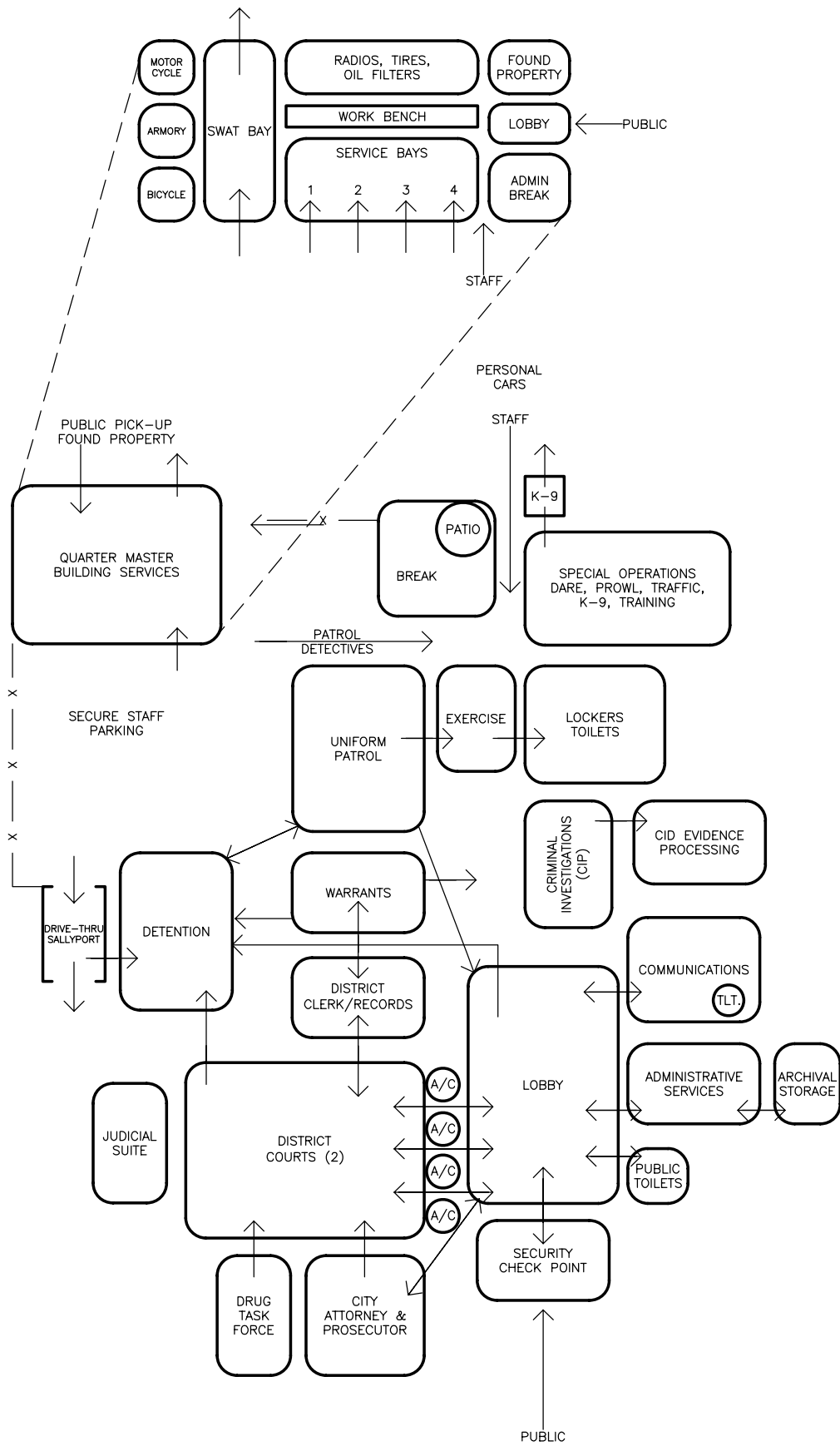
CR-1
(2100 S.F.)

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Jonesboro, Arkansas

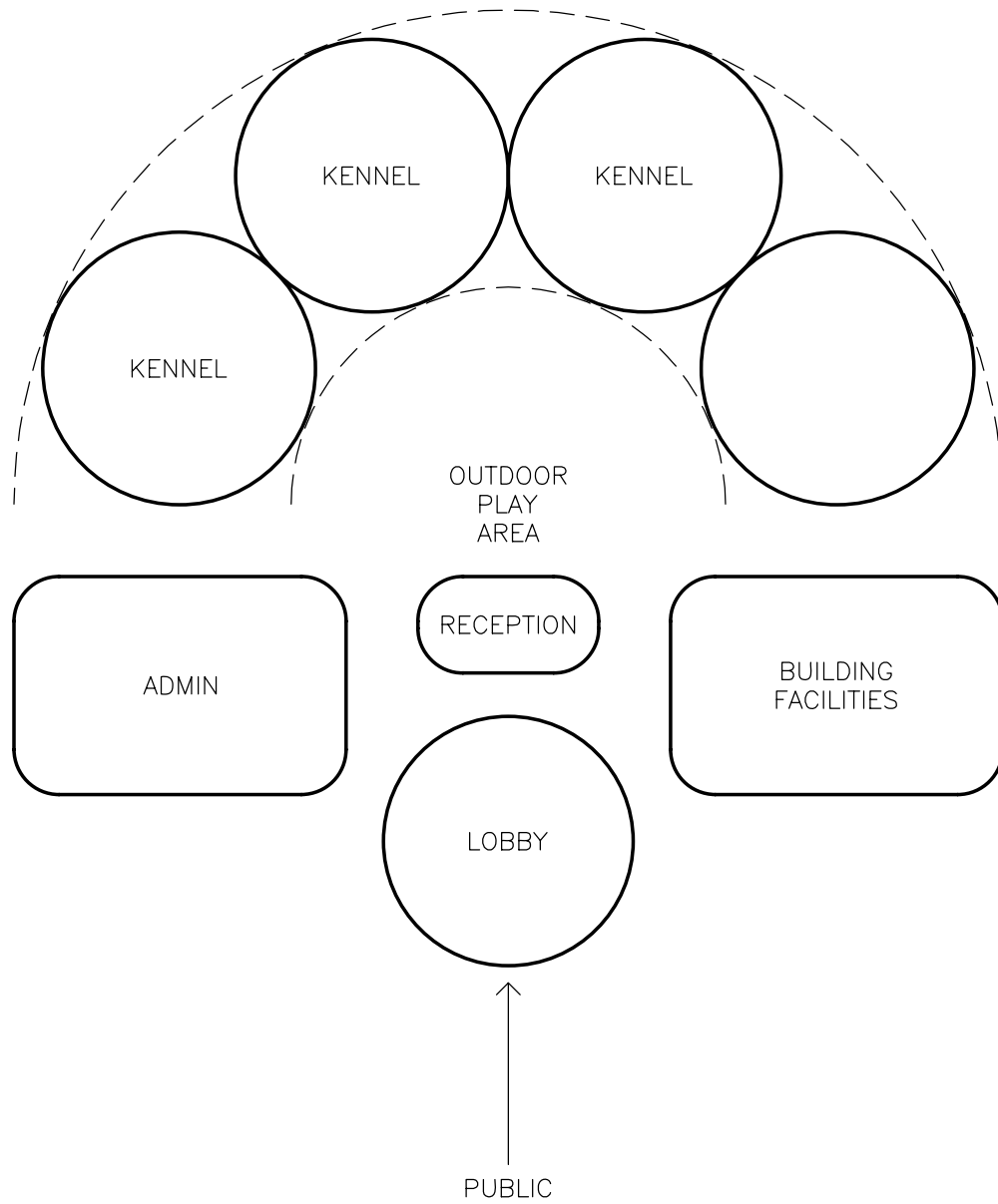
ASAI Architecture
November 20, 2006



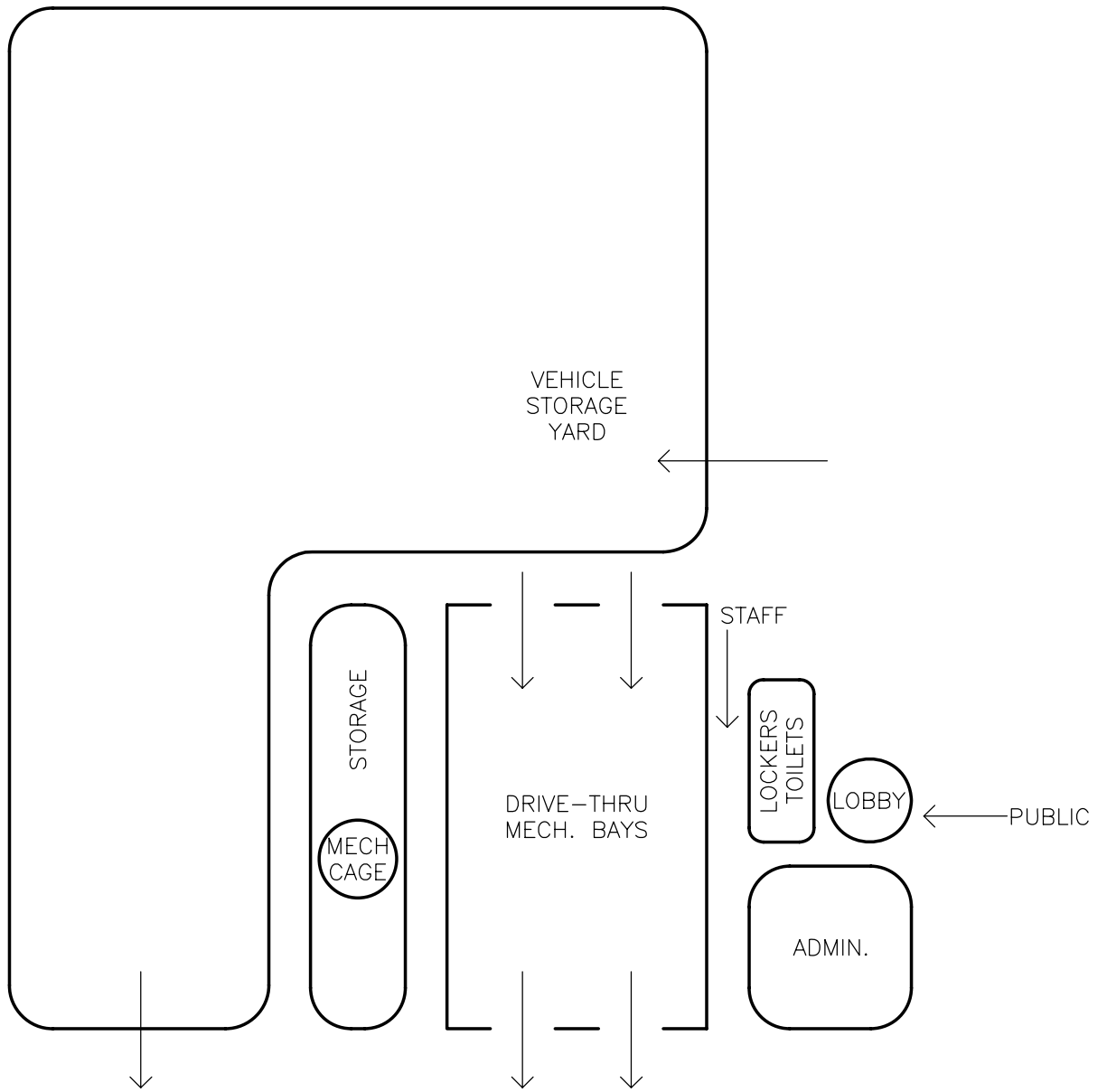
**CITY HALL
 ADJACENCY DIAGRAM**
 JONESBORO GOVERNMENT CENTER
 Jonesboro, Arkansas



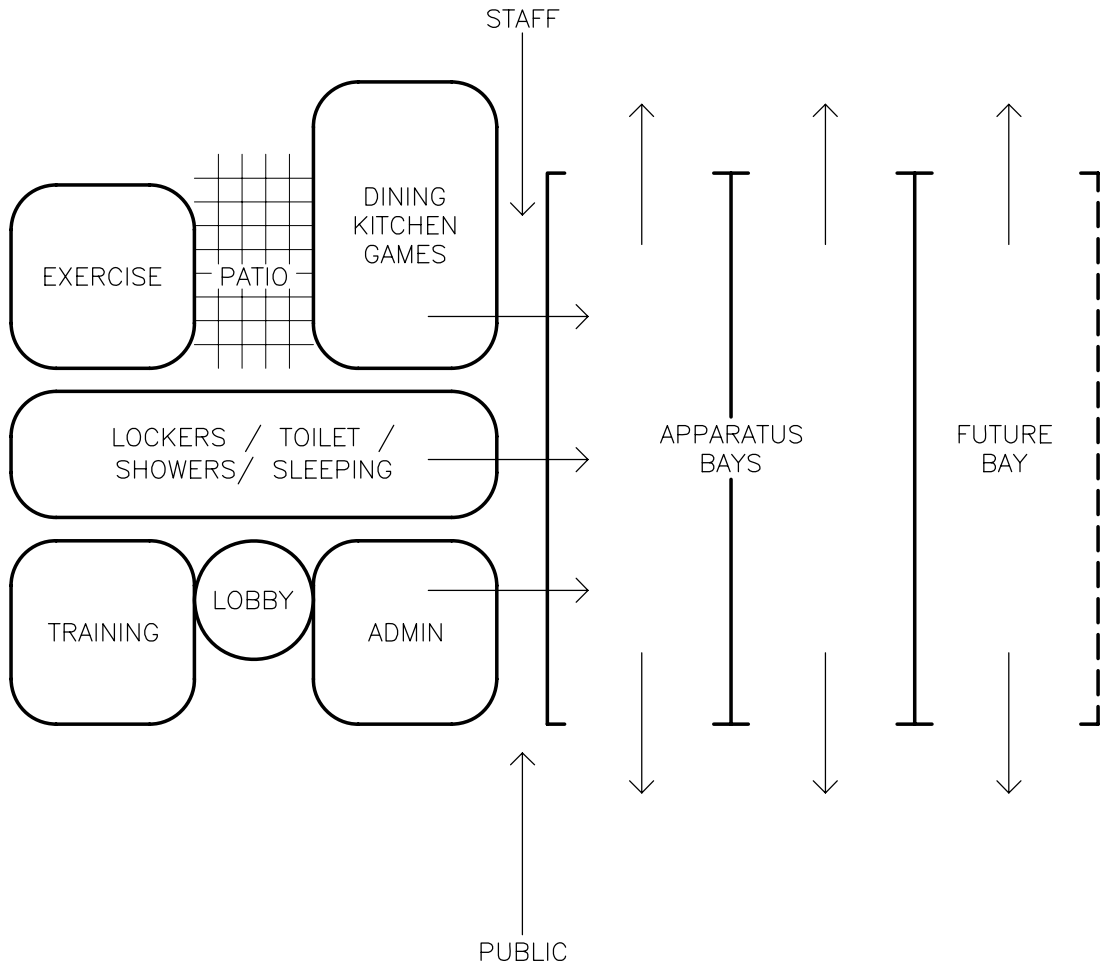
**POLICE / COURTS BUILDING
ADJACENCY DIAGRAM**
JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas



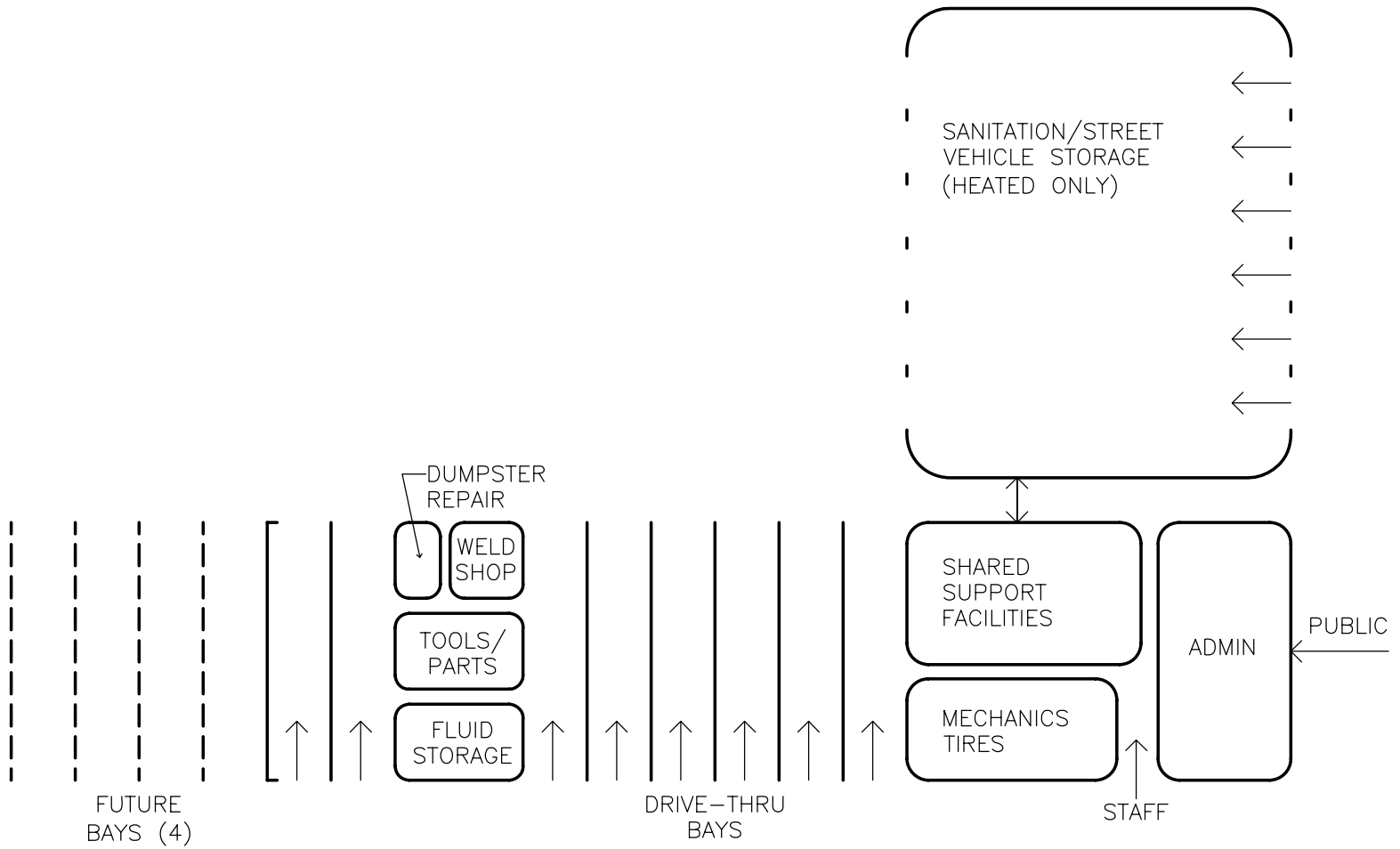
**ANIMAL CONTROL
ADJACENCY DIAGRAM**
JONESBORO GOVERNMENT CENTER
Jonesboro, Arkansas



JETS
ADJACENCY DIAGRAM
 JONESBORO GOVERNMENT CENTER
 Jonesboro, Arkansas



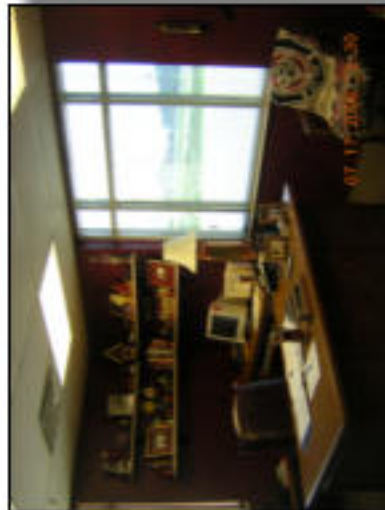
FIRE STATION 8 & 9 (7 SIMILAR)
 ADJACENCY DIAGRAM
 JONESBORO GOVERNMENT CENTER
 Jonesboro, Arkansas



Jonesboro Municipal Facilities



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