



Jackson County Downtown Courthouse Space Needs Assessment

Final Report // July 9, 2021

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Section 1

Project Overview

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Executive Summary

Jackson County, Missouri desired a comprehensive Facility Condition Assessment (FCA) of the county's flagship facility housing the county's judicial and administrative offices. The Jackson County Courthouse in downtown Kansas City, Missouri was designed by prominent Kansas City Firm of Wright and Wright, the building's construction was completed in 1934 and contains approximately 360,000 square feet on twenty-five floors, including mezzanine levels.

Like many older buildings, improvements over the years have solved immediate needs but compromised adjacent space or resulted in inefficiencies. A space needs assessment and building stacking master plan were included as part of the FCA scope of work to modernize the building, determine space needs and deficiencies, and propose a plan to take into consideration department adjacencies and co-locations, security requirements, public interface requirements, universal accessibility, anticipated construction projects, and bring court departments remotely located into the courthouse. At the onset of the study, it was determined the county functions would be relocated to another facility and the courthouse would house court-related functions exclusively.

A space needs assessment is the documentation and high-level analysis of the building occupant's facility needs, including an estimate of how much space is required currently and how much will be needed in the future. A space needs assessment does not include specific room layouts or configurations but does assign a general square footage for each department, shown in the form of a stacking master plan.

Our Approach

- Identify each department's location within the existing building. Identify underutilized space, inefficient space, security risk and public interface requirements.
- Meet with building stakeholders to determine current and future space needs through 2031. Questionnaires were sent to all county and court's departments prior to interviews to document staffing and other spatial needs. Adjacencies, workflow, public interface, security, and expansion needs were discussed as a part of the interview. Twenty-three meetings were held with department leaders and building stakeholders to discuss and review space needs.
- Develop program requirements by determining current and future needs were developed for all county and courts-related departments to determine the total area requirement for each department.
- Develop goals for the re-stacking master plan.
- Develop alternative viable stacking plans and review with key stakeholders.
- Develop consensus for a preferred alternative.

The cost associated with the re-stacking is included in the FCA Report, Section 4.

Goals and Objectives

- Consolidate departments.
- Locate departments with public interface on the lower levels to better serve the public.
- Reduce or eliminate the use of leased space for courts-related departments.

- Improve security for staff, judges, and visitors. Site and building security improvements are needed to meet courthouse best practices while within the constraints of an existing building.
- Resolve inefficient workflow.
- Locate departments adjacent to other departments they interface with for efficiency.
- Update building to meet ADA requirements.
- Incorporate new mechanical, plumbing, electrical systems, and fire protection systems throughout the building as recommended by the FCA report. Improve energy efficiency.
- Incorporate life safety upgrades.
- Floor-to-floor heights vary throughout the building. Locate courtrooms on floors with adequate ceiling height.

Space Needs Program

The program was developed based on interviews with each department and follow up questions. Based on the results of the programming exercise, 197,000 gross square footage is required for the courts and courts-related functions, and 68,000 gross square footage is required for county-related functions. No additional courtrooms are needed.

Areas were assigned based on space need, and not factoring existing walls. Refer to *Future Space Needs by Department* in the appendix for a complete list of space needs.

Courts Program	
Civil Process	Criminal Records
Civil Records	Jury Services
Courts	Probate Records
Court Administration	Public Administrator
Courts - HR	Public Defender
Courts - IT	Prosecutor
Courts – Fiscal	Sheriff
Court Services and Purchasing	

Total = 197,000 Gross Square Footage

The programmed space includes a circulation and gross building factor of 50% to account for existing building conditions and to provide for improved flow in each department.

Recommendation

Using data gathered during the facility conditions assessment, and the stacking master plan process, viable options were presented to key stakeholders to determine the best solution.

The restacking of the building should be included as part of the Phase II recommendation identified in the FCA, which is to renovate the building interior to Class 'A' office space using a multi-phase approach working from the top down. This block and stack recommendation provides space for the Criminal Records, Civil Process, Court IT departments, Prosecutor-Family Support Division, and the Public Defender's office, which are all currently located in other buildings. It does not provide square footage for county functions but does provide space for expansion.

Prior to implementing the recommendations from the FCA and space needs assessment, further discussion and documentation with each department will need to be completed, to review space need changes, develop floor plans, and obtain stakeholder feedback.

The intention of this space needs assessment is to ensure that historic lobbies, courtrooms, and other significant spaces are preserved, while responding to current standards for courts security and technology needs. This plan will improve accessibility, circulation, and security for all users. It will enhance the staff experience by providing better amenities including up-to-date meeting and break space. It will preserve and renew this landmark Jackson County building for future generations.

Project Team

The team is structured as outlined below. SFS Architecture corresponded directly with Jackson County.

Owner

Name	Organization	Project Role	Phone	Email
Brian Gaddie	Jackson County	Director of Public Works	816.881.4496	bgaddie@jacksongov.org
Rick Gerla	Jackson County	Facilities Management Administrator	816.881.3748	rgerla@jacksongov.org
Howard Johnson	Jackson County	Facilities Construction Project Manager	816.881.4491	hjohnson@jacksongov.org

Design Team

Name	Organization	Project Role	Phone	Email
Marsha Hoffman	SFS Architecture	Principal	816.541.2299	mhoffman@sfsarch.com
Dana Gould	SFS Architecture	Project Manager	816.541.2646	dgould@sfsarch.com
Laura Burkhalter	SFS Architecture	Interior Design / Master Planning	816.541.2285	lburkhalter@sfsarch.com
Kevin Hartman	SFS Architecture	Interior Design	816.541.2291	khartman@sfsarch.com



Scope of Work

Many older buildings have witnessed improvements over the years that solve an immediate need but may compromise adjacent spaces or result in inefficiencies in the use of spaces and staff adjacencies. Our team observed functional deficiencies while surveying the building. Some of these deficiencies are addressed in the recommendation section but others require a more extensive planning effort. SFS worked with key stakeholders to generate stacking plans which take into consideration items such as department adjacencies and co-locations, security requirements, public interface requirements, and anticipated construction projects, to name a few. The existing jail floors are prime real estate due to their location within the building. These floors were evaluated as usable office.

In order to generate stacking plans and space needs recommendations, the project team has:

- Identified each department's location within the existing building. The team has also identified underutilized space that could be occupied by another county department or for expansion of a current occupant.
- Met with building stakeholders to determine current and future space needs. Adjacencies, workflow, public interface, security, and expansion needs were all discussed as a part of the interview.
- Developed a stacking diagram indicating overall space needs (area requirement) of each department. Space planning solutions considered efficient backfill of vacated space due to the consolidation of mechanical systems and the renovation of vacated jail floors to occupied space. It is anticipated courtroom floors will be maintained with minimal changes. Vacant space was determined so the county could consider potential new occupants maximizing utilization.



Methodology

The project team gathered existing information and reviewed results of the facilities conditions assessment. Discussions with county leadership and key stakeholders helped determine project requirements and priorities and allowed the design team to gain an understanding of the existing building conditions that could impact potential design solutions, along with accessing items of possible concern including heating, cooling, security, and general interior needs, among others.

Programming

The SFS team met with key stakeholders for each department in the building, as well as several courts departments adjacent to the courthouse, including Civil Process, Criminal Records, Courts IT, and the Public Defender. Meetings, which included department directors, focused on specific elements of their department space, including adjacencies and security needs. Each group provided forecasted headcount requirements through 2031.

Significant project meetings included the following:

Master Planning Kickoff Meeting – March 11, 2021.

Attendees: County Administrator, Public Works Director, Project Team

Department ID Meeting – March 12, 2021

Attendees: Public Works, Project Team

Courts Programming Meeting – April 2, 2021

Attendees: Courts HR, Courts Fiscal, Courts Administration, Courts Services, Probate Records, Criminal Records, Civil Records, Jury Services, Courts IT, Public Works, Project Team

County IT Programming Meeting – April 15, 2021

Attendees: County IT, Public Works, Project Team

County HR Programming Meeting – April 15, 2021

Attendees: County HR, Public Works, Project Team

Public Administrator Programming Meeting – April 19, 2021

Attendees: Public Administrator, Public Works, Project Team

Recorder of Deeds Programming Meeting – April 20, 2021

Attendees: Recorder, Public Works, Project Team

Collections Programming Meeting – April 20, 2021

Attendees: Collections, Public Works, Project Team

County Finance & Purchasing Programming Meeting – April 21, 2021

Attendees: Finance Director, Public Works, Project Team

County Legislature & Auditor Programming Meeting – April 21, 2021

Attendees: Legislative Auditor, Public Works, Project Team

Sheriff Programming Meeting – April 27, 2021

Attendees: Courthouse Security Commander, Public Works, Project Team



Communications Programming Meeting – April 27, 2021
Attendees: Communications Director, Public Works, Project Team

Executive Programming Meeting – April 27, 2021
Attendees: County Administrator, Public Works, Project Team

Assessor Programming Meeting – April 27, 2021
Attendees: Director of Assessment, Public Works, Project Team

Public Defender Programming Meeting – April 27, 2021
Attendees: District Defender, Public Works, Project Team

Prosecutor Programming Meeting – April 29, 2021
Attendees: Director of Intergovernmental Affairs, Public Works, Project Team

County Counselor Programming Meeting – April 29, 2021
Attendees: County Counselor, Public Works, Project Team

County Clerk Programming Meeting – May 5, 2021
Attendees: County Clerk, Public Works, Project Team

Public Works Programming Meeting – May 5, 2021
Attendees: Public Works, Project Team

Master Plan Upload – May 13, 2021
Attendees: Public Works, Project Team

Executive Programming Meeting / Master Plan Overview – May 19, 2021
Attendees: County Administrator, Public Works, Project Team

Draft Recommendations Review – May 27, 2021
Attendees: County Executive, Public Works, Project Team

Courts Re-Stacking Review – June 10, 2021
Attendees: Presiding Judge, Courts Administrator, Director of Courts Services, Public Works, Project Team



Stakeholder Feedback

Elements at top of mind for most departments included increased security for departments that frequently interface with the public, including Criminal and Civil Records, Assessment, Collections, Human Resources, and Public Administration. A secured entrance to office and records space, with clerks working behind a secure service window was appealing to most of these departments. A small consultation room located off this secure vestibule would allow for staff to have private conversations with patrons.

Visitors often have difficulty locating their destination – a better defined circulation path and wayfinding signage would help the public arrive at their destination more efficiently. Stakeholders commented that they often see patrons wandering into non-public spaces, trying to find their destination. The space needs assessment also addresses judge and inmate circulation by devoting secured elevators to both judges and inmates.

Other items mentioned by stakeholders included a desire for additional meeting spaces of varying sizes and configurations. Most meeting spaces should have the ability to hold a tele-conference and connect a computer to the screen. There are currently few meeting rooms in the building, and several groups remarked that meetings and job interviews are being conducted in break rooms. These spaces could be shared among all the departments and by the community, if desired.

Acoustics was mentioned by nearly each department. Conversations in private offices and conference rooms can be easily overheard in some cases. The idea of providing spaces with acoustical privacy was welcomed by stakeholders.

Meeting attendees remarked that restrooms are not centrally located or easy to find. There are none on the first floor, which services most of the public.

Solutions to these deficiencies are addressed in the FCA, as well as the space needs assessment.



Section 2

Future Use



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Future Block and Stack Recommendation

The restacking of the building would be included as part of the Phase II recommendation identified in the Facilities Conditions Assessment, which is to renovate the building interior using a multi-phase approach working from the top down. This block and stack recommendation provides space for Criminal Records, Civil Process, Court IT and the Public Defender departments, which are all currently located in other buildings. It removes square footage for county functions including Assessor, Auditor, Clerk, Collections, Communications, Counselor, Executive, Finance, HR, IT, Legislature, and Recorder of Deeds.

The fourteenth through tenth floors would be renovated first. These spaces could initially be used as swing space during the renovation of lower levels. In the end state, the thirteenth and fourteenth floors would be could be used for expansion.

The Prosecutor's office would be located on the twelfth and eleventh floors, spilling down to the tenth floor. This provides contiguous space for the Prosecutor's office, and also allocates square footage for sufficient meeting space, private offices, and space for growth. This square footage includes space for COMBAT.

The remaining area on the tenth floor includes one existing courtroom and chambers which would be renovated to meet current accessibility requirements, as well as appropriate audio-visual technology for modern courtrooms. There is also space on this floor for the Law Library, which is currently housed in an adjacent building. Associate and Probate, and Associate Probate courtrooms would be located on the ninth floor. On the eighth floor, three existing courtrooms will be renovated, and one new courtroom for future expansion would be created where the Courts warehouse is currently located.

Because of the lower deck-to-deck heights on the seventh floor and the seventh floor mezzanine, these levels are best suited as office space, and not for courtrooms. Civil Records would be located on the seventh floor, with ample records space, and meeting space and circulation appropriate for handling high-stress Order of Protection business. Civil Process will also be located adjacent. The seventh floor mezzanine would accommodate Probate Records and Criminal Records. The remaining area on this floor would be utilized for shared meeting space and break room.

Fourth floor, fourth floor mezzanine, fifth floor, fifth floor mezzanine, sixth floor and sixth floor mezzanine should all contain courtrooms and jury suites on the mezzanines, to provide a total of eleven courtrooms. Public Administration would remain in their current suite on the fourth floor and fourth floor mezzanine. The third floor would largely be provided for the Public Defender offices. They would relocate from Oak Tower at 324 East 11th Street, which is space that the county leases. The remaining area on this floor would be provided for a new accessible public women's restroom, and shared meeting space. Because of its low deck-to-deck height, the third floor mezzanine would continue to be provided for Public Works and mechanical space.

The higher deck-to-deck height on the second floor makes this area is suitable for courtrooms. This floor would be renovated to provide four high-volume Associate courtrooms. The current legislative chambers would be renovated for use as a courtroom. The remaining area would be used for court conference rooms.



The East side of the first floor would include new public restrooms (entrance located off a secondary public corridor), and space for expansion. The South side would be used for a larger Jury Assembly Hall which can also be used for other large gatherings, and the West side would be office space for Courts Administration and Courts Finance and Courts HR. Stairs and lifts to the first floor mezzanine would allow for improved circulation to additional meeting and break room space, as well as and jury assembly space and Court en Banc.

The ground floor will retain area for the Sheriff's department, however it would be relocated to the East side of the building to be adjacent to a secure vehicle sallyport for prisoner transport and elevator for prisoner transport to other levels. Courts IT, Courts Services, Courts Purchasing would also be provided space on this level, with easy access to the dock. The basement will be dedicated to building infrastructure.

Drawings indicating the block and stack master plan are included within this section, and correspond to the phased repair and alteration approach outlined in the FCA.



Future Area Use

The table below indicates the gross square footage required for each department currently located in the Downtown Courthouse, forecasted through 2031. The program utilizes a gross building factor of 50% to account for existing building conditions and provide improved flow in each department. Although all county departments are expected to vacate the building, programming interviews were conducted.

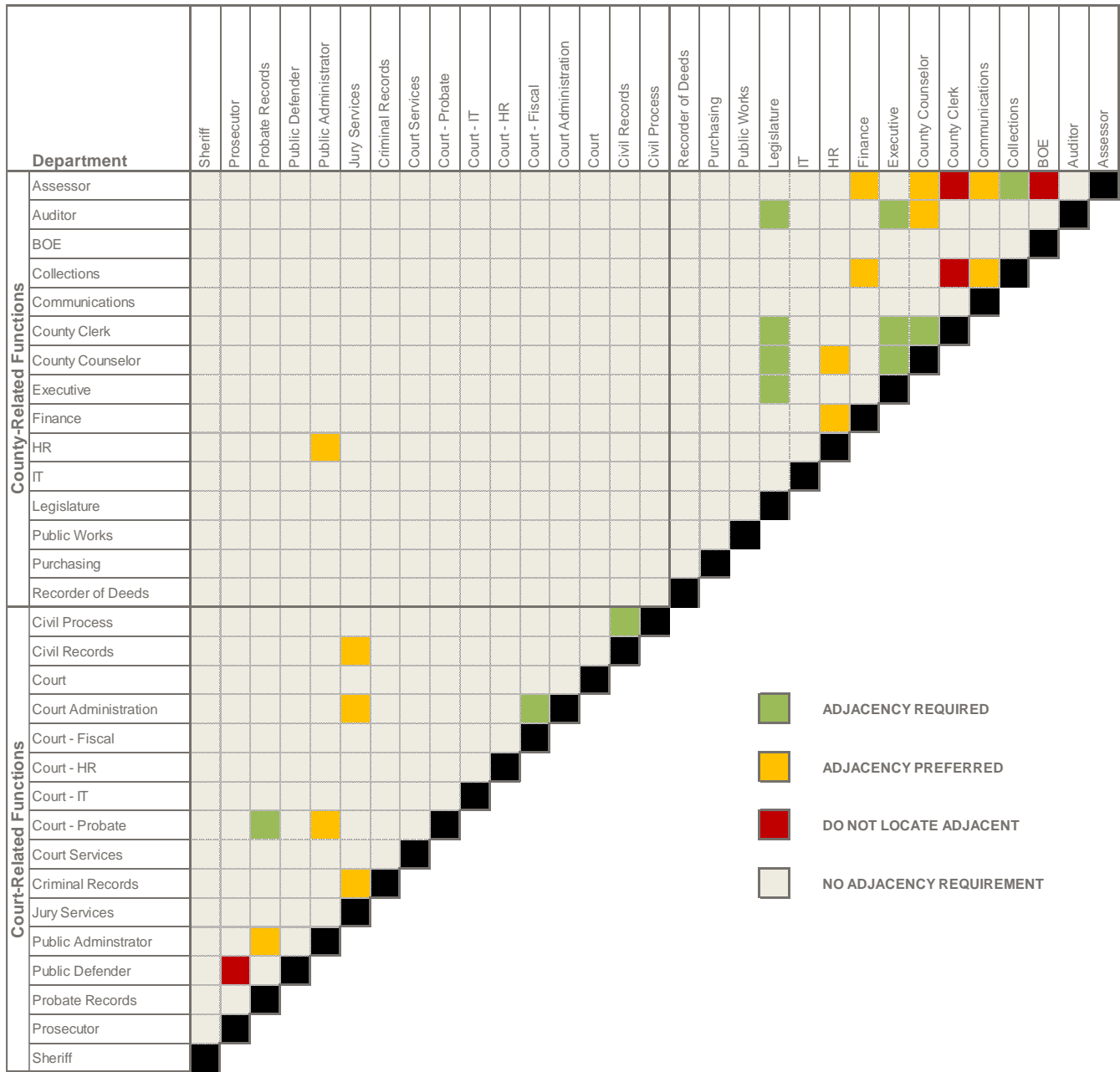
DEPARTMENT			
COURTS - RELATED	Courts		99,717
	Court Administration		4,821
	Courts - HR		3,110
	Court - IT - Located at 1305 Locust		4,050
	Courts - Fiscal		2,567
	Court Services & Purchasing - Includes Mail Room & Receiving		6,773
	Probate Records		1,983
	Criminal Records - Located at 1315 Locust		3,673
	Civil Records		8,321
	Civil Process - Located at 1305 Locust		2,856
	Jury Services		10,340
	Public Administrator		4,802
	Public Defender - Located at 324 E.11th Street		13,358
	Prosecutor		30,362
	Sheriff		3,156
		GSF Subtotal	196,730
COUNTY - RELATED	Assessor		12,549
	Auditor		2,409
	Collections		5,472
	Communications		5,069
	County Clerk		1,818
	County Counselor		4,091
	Executive		4,187
	Finance		3,914
	HR		7,436
	IT		4,178
	Legislature		7,500
	Public Works		9,690
	Recorder of Deeds		180
			GSF Subtotal

BLDG	Building - Shared		59,859	
	Shared Meeting and Break Space		8,605	
	Infrastructure		14,149	
	Vacant (Jail Space on Floors 12, 13, 14)		0	
	Expansion		23,974	
	GSF Subtotal			106,587

Total Gross Area 371,807

Spatial Adjacency Matrix

The chart below illustrates adjacency requirements for each department interviewed. County and courts-related functions require little adjacency to each other.



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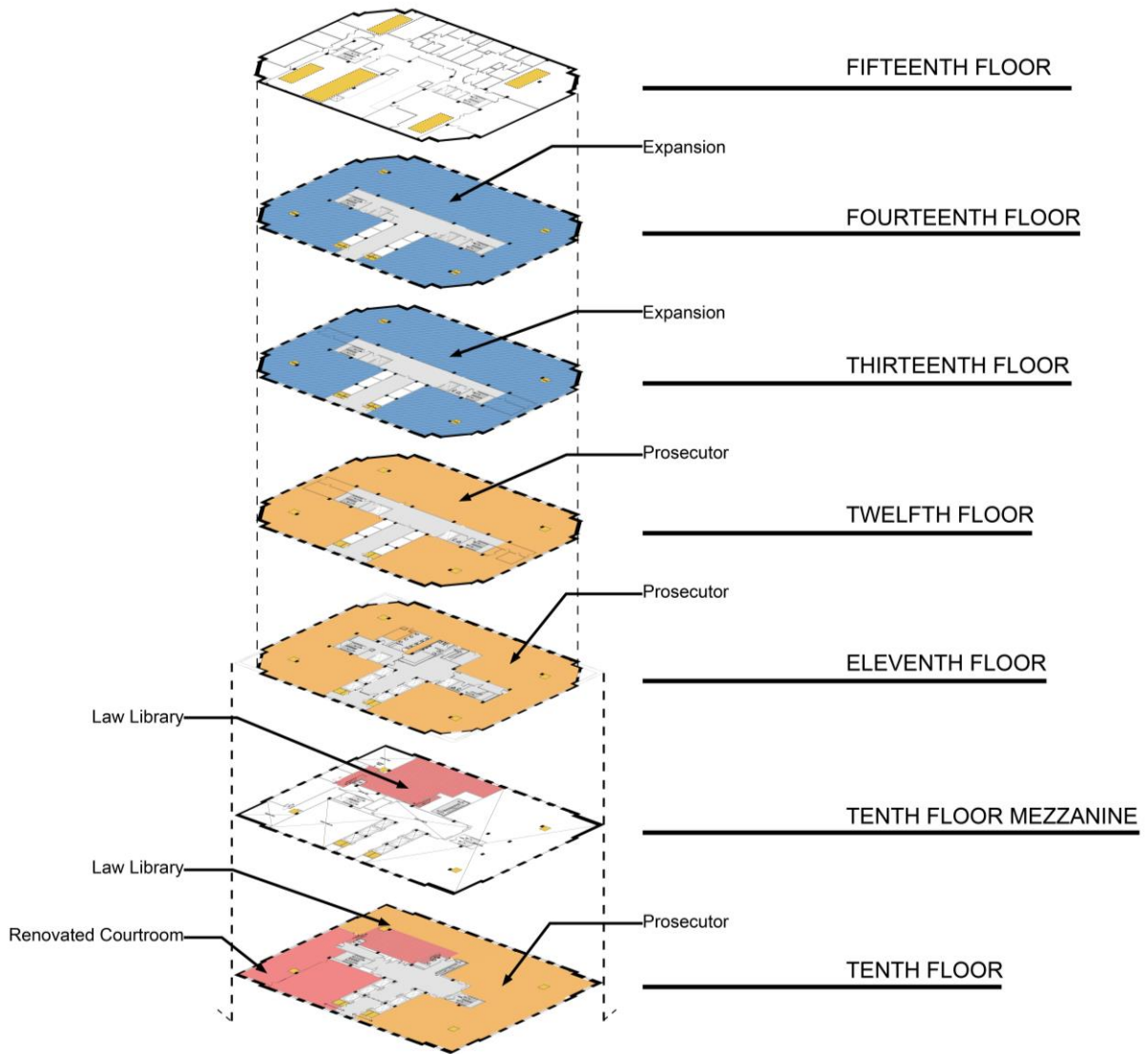


Future Area Use by Floor – Stacking Plans

The following stacking plans illustrate the recommended location and square footage dedicated for each department.



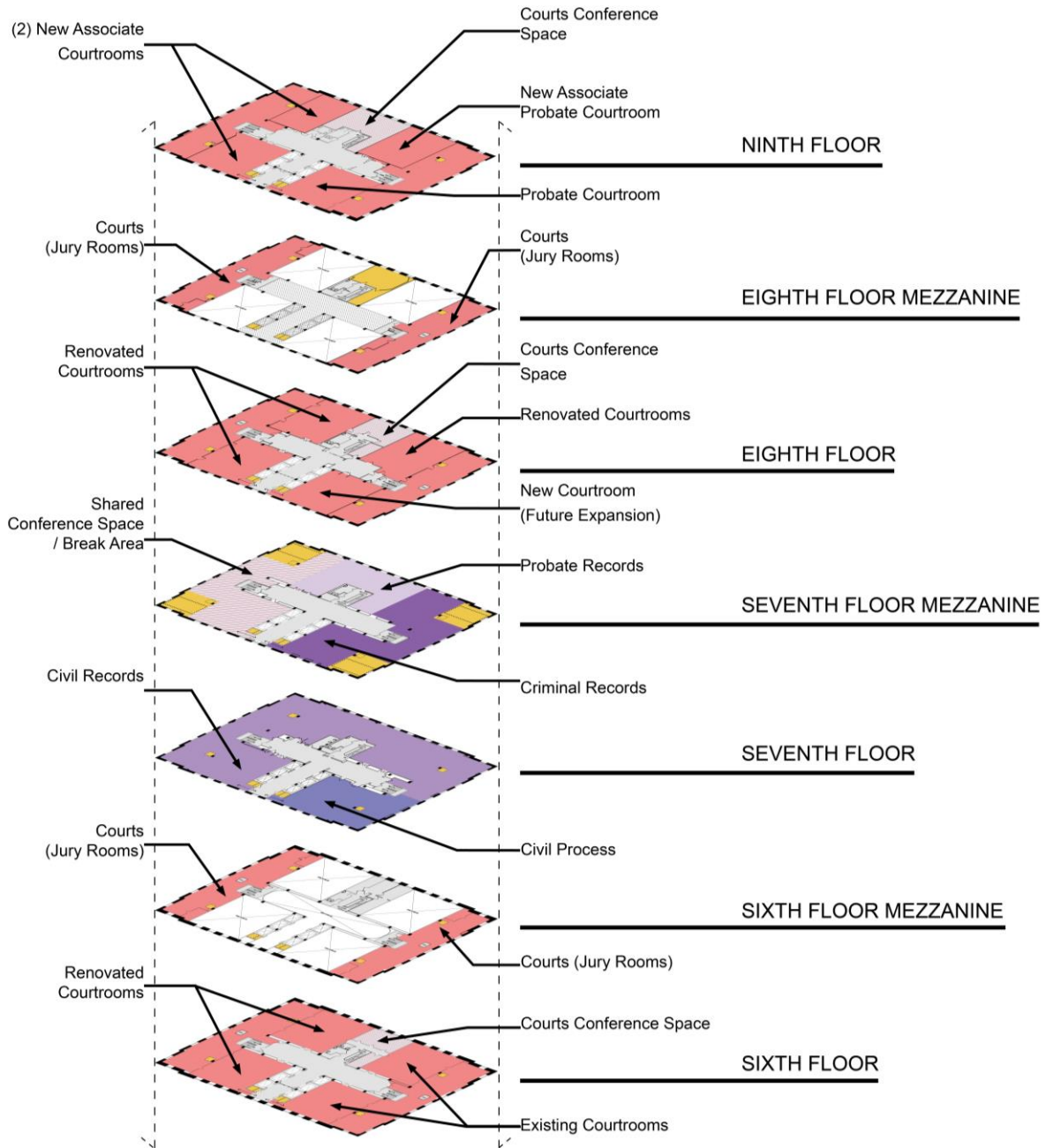
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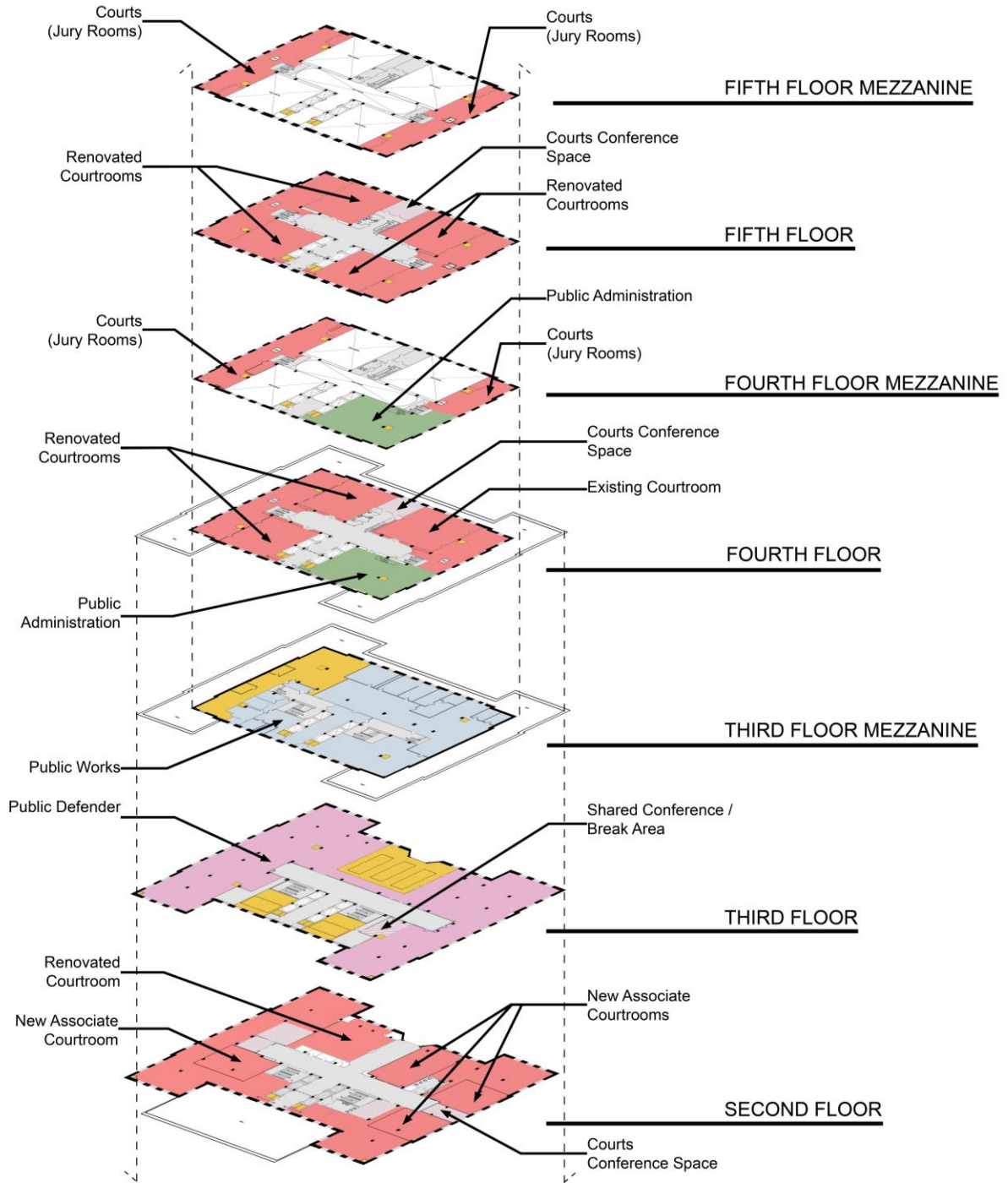
Future Stacking Axonometric

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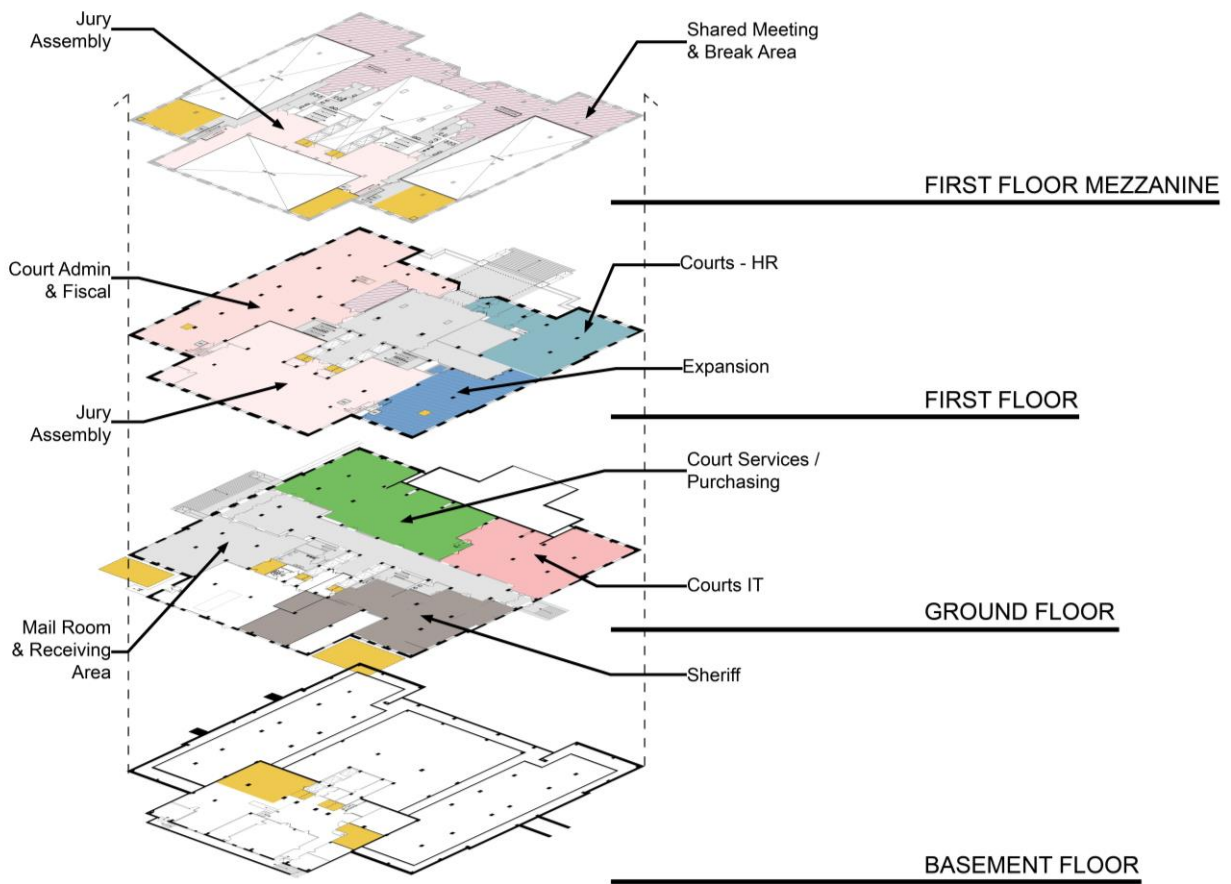


Future Stacking Axonometric
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Future Stacking Axonometric
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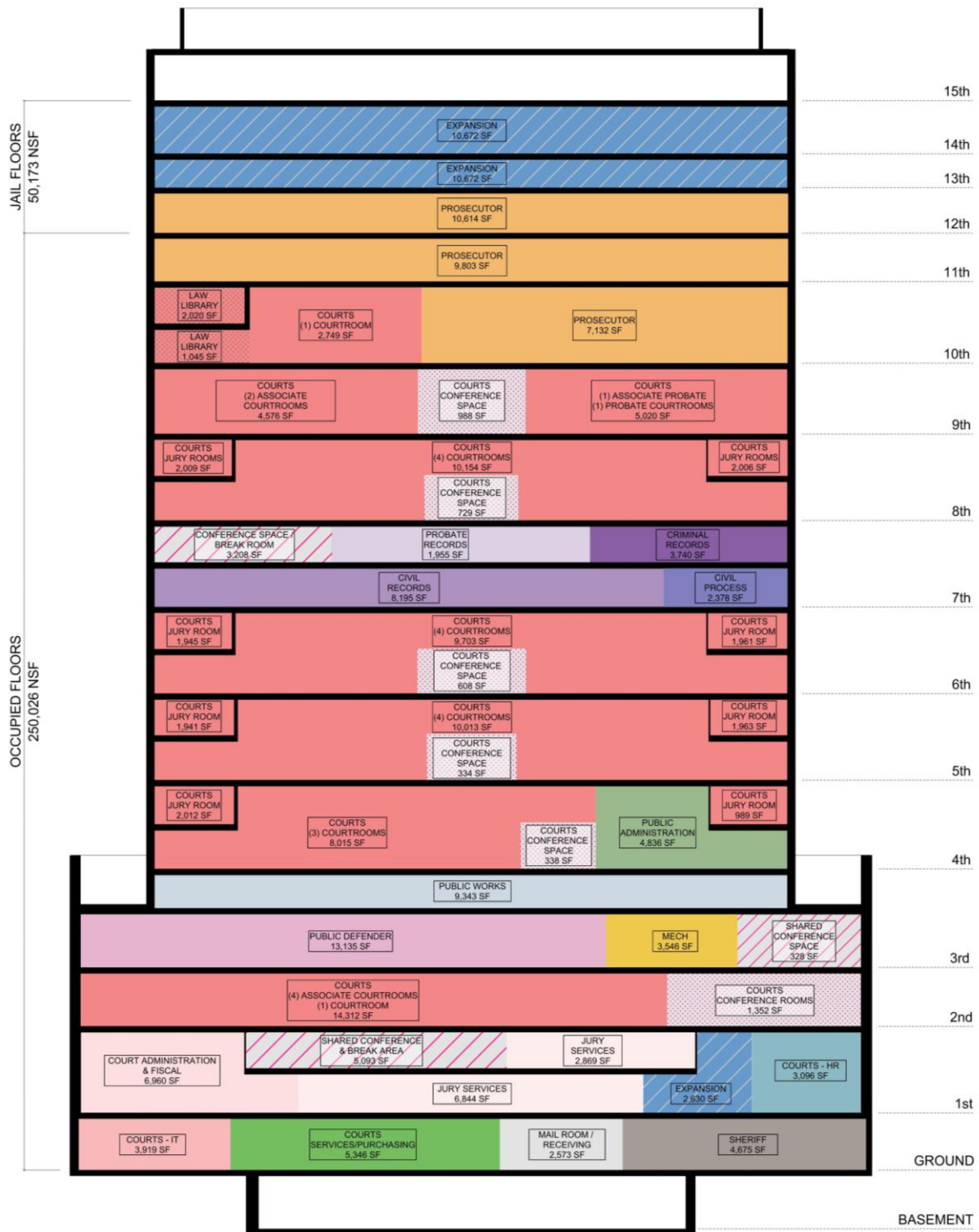




Future Stacking Axonometric

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Future Stacking Section
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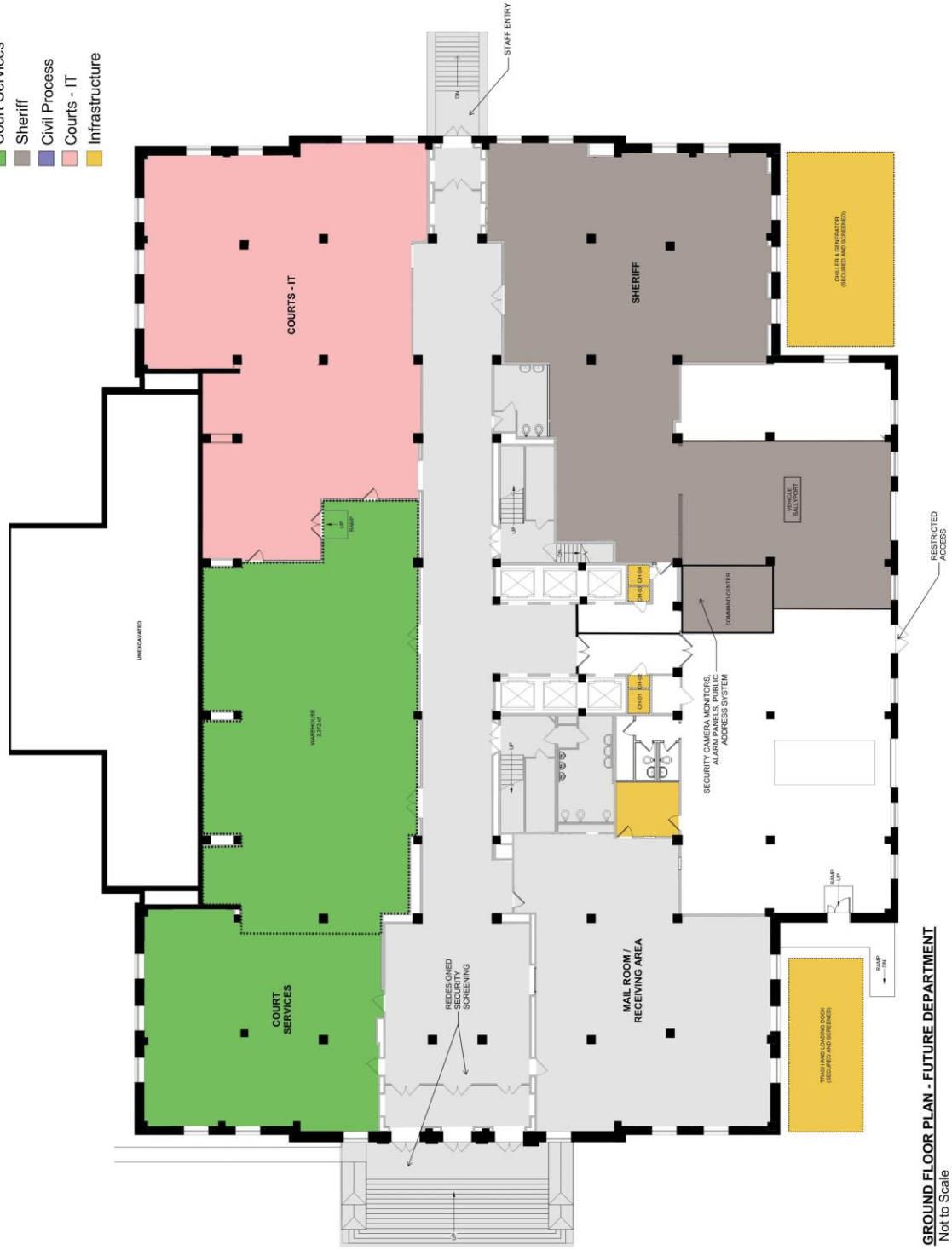


BASEMENT FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Court Services
- Sheriff
- Civil Process
- Courts - IT
- Infrastructure



GROUND FLOOR PLAN - FUTURE DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Jury Selection
- Court Administration
- Court - HR
- Expansion
- Shared Conference Space
- Infrastructure



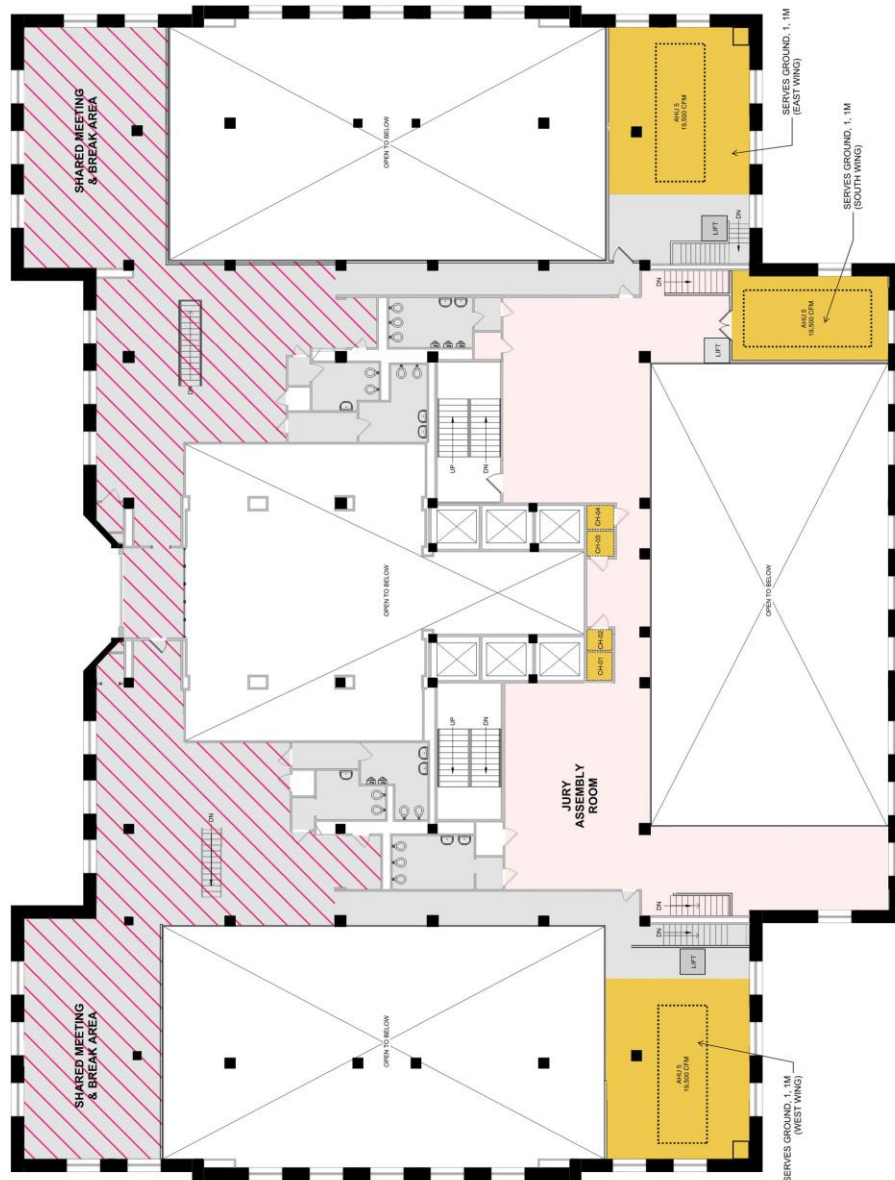
FIRST FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Jury Selection
- Shared Conference Space
- Infrastructure



FIRST FLOOR PLAN MEZZANINE - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Infrastructure

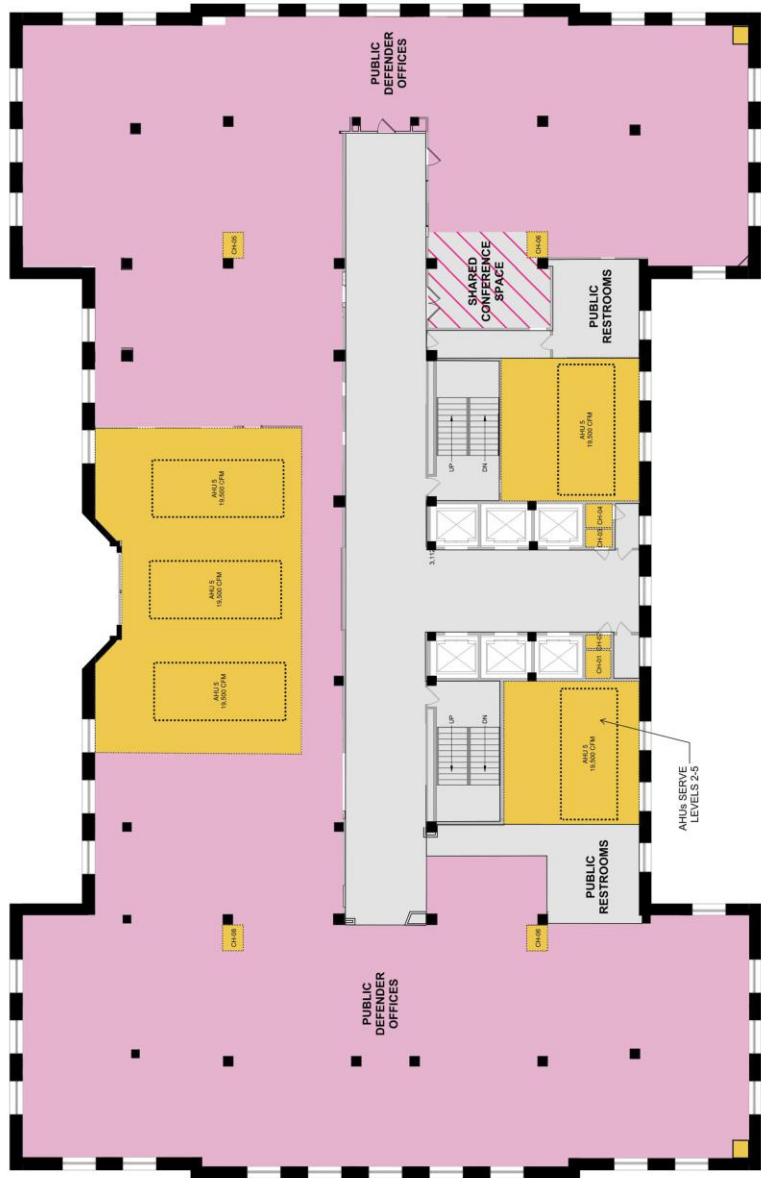


SECOND FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Public Defender
- Shared Conference Space
- Infrastructure

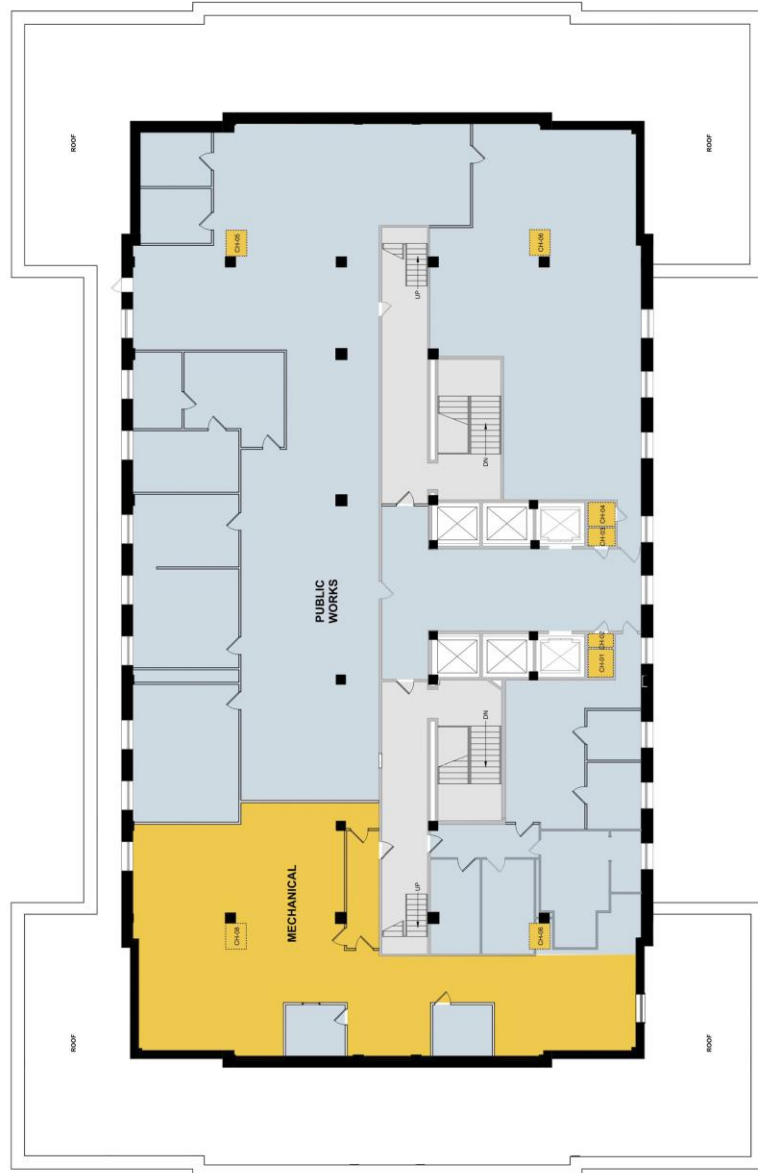


THIRD FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Infrastructure
- Public Works

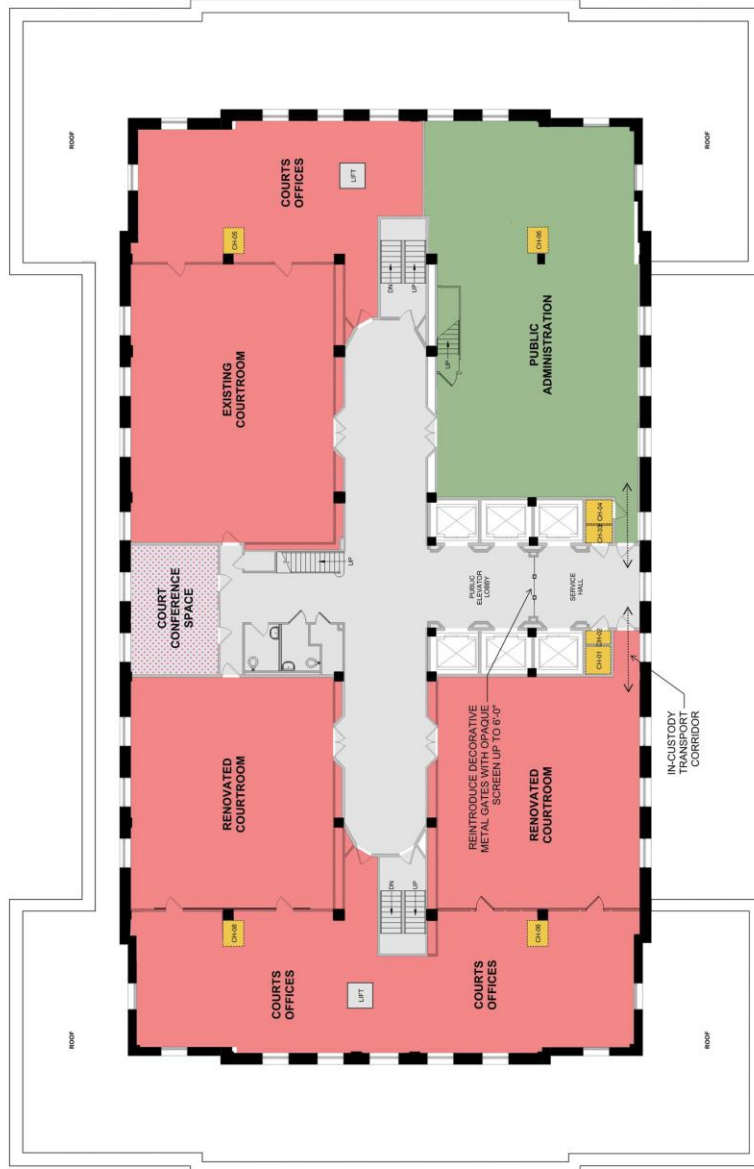


THIRD FLOOR PLAN MEZZANINE - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Public Administrator
- Infrastructure



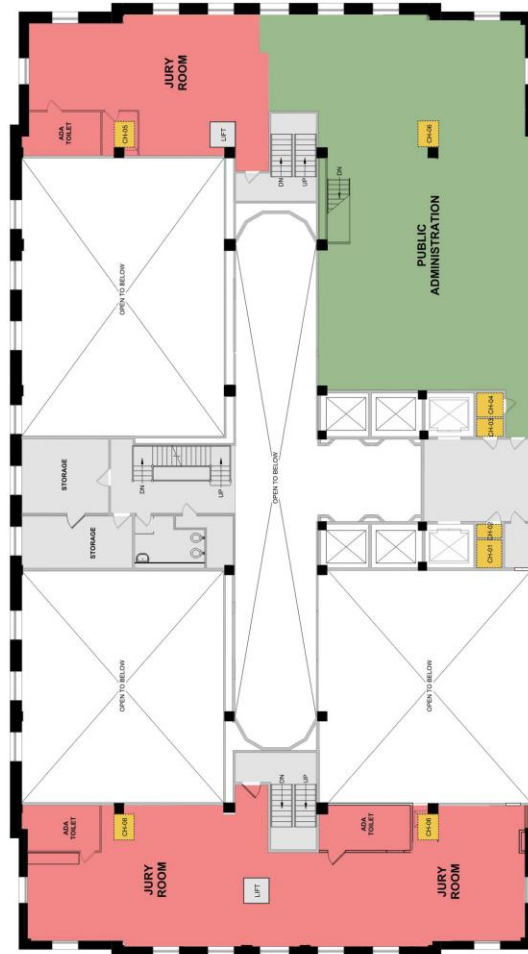
FOURTH FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Public Administrator
- Infrastructure



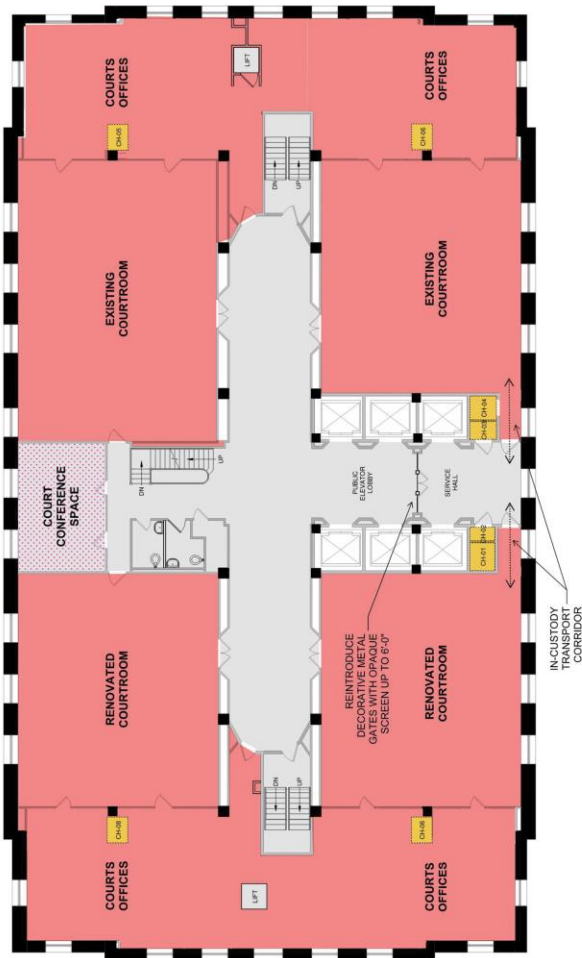
FOURTH PLAN MEZZ - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Infrastructure



FIFTH FLOOR PLAN - FUTURE DEPARTMENT

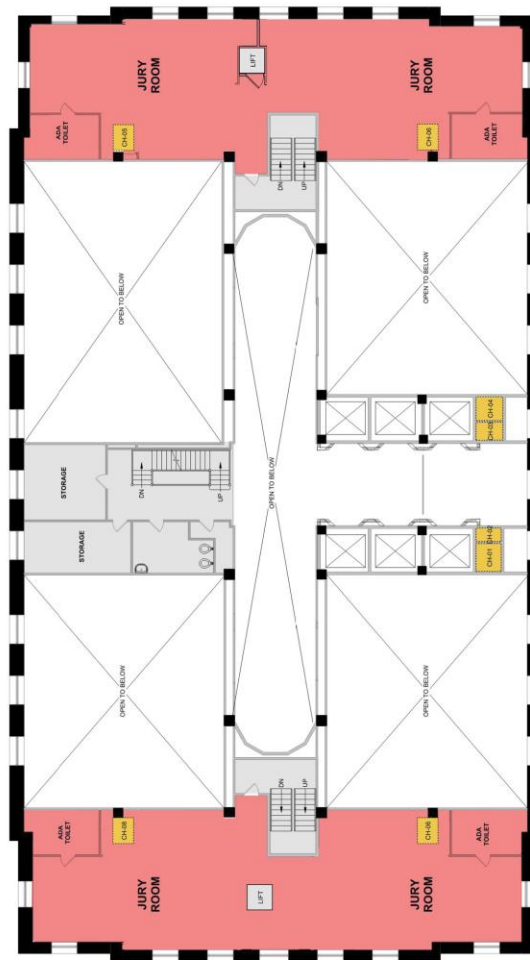
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Department Legend

- Building - Shared
- Courts
- Infrastructure



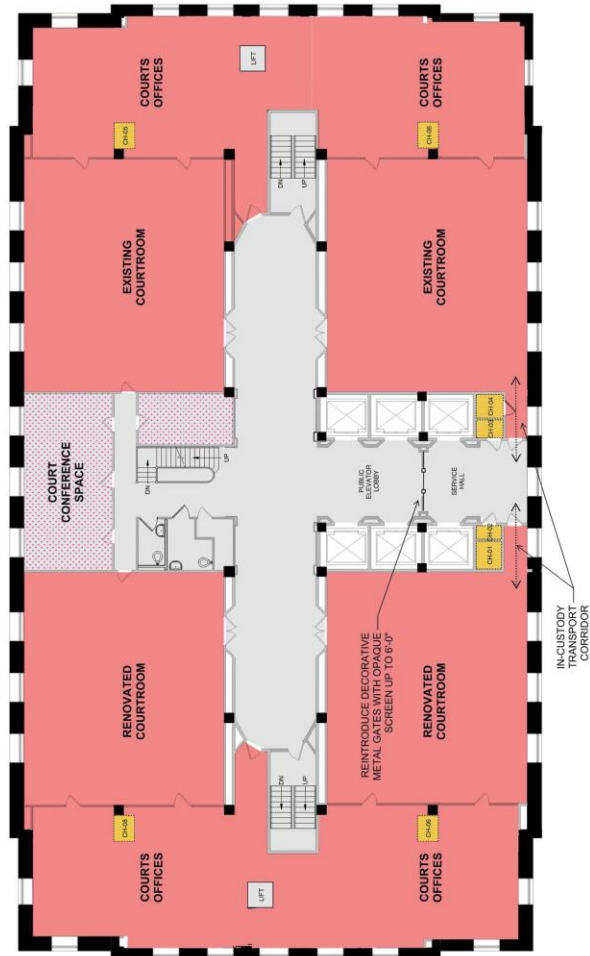
FIFTH FLOOR MEZZANINE - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Infrastructure



SIXTH FLOOR PLAN - FUTURE DEPARTMENT

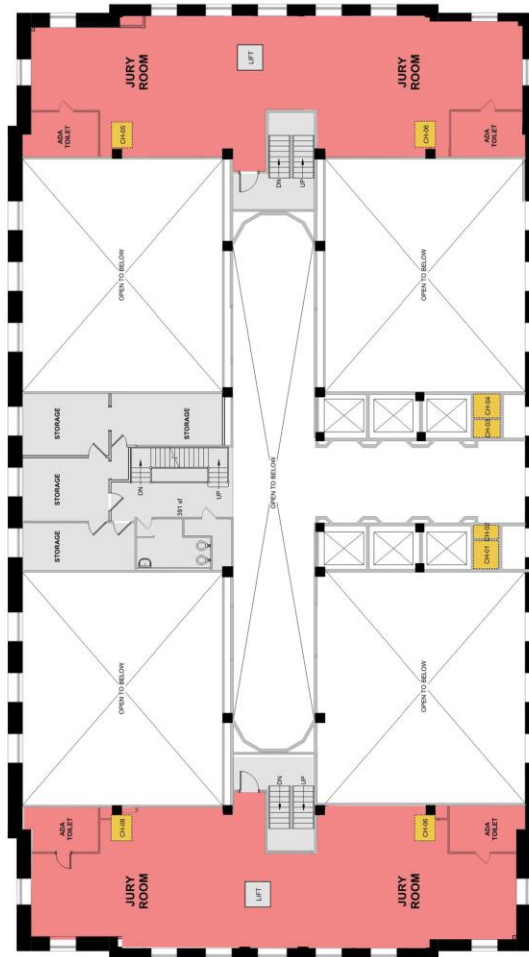
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Department Legend

- Building - Shared
- Courts
- Infrastructure



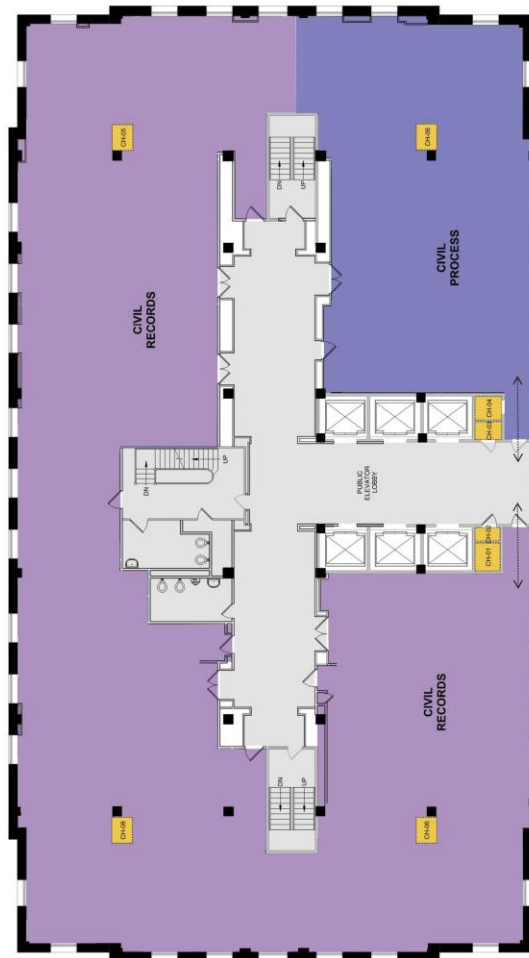
SIXTH FLOOR PLAN MEZZANINE - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Civil Records
- Civil Process
- Infrastructure

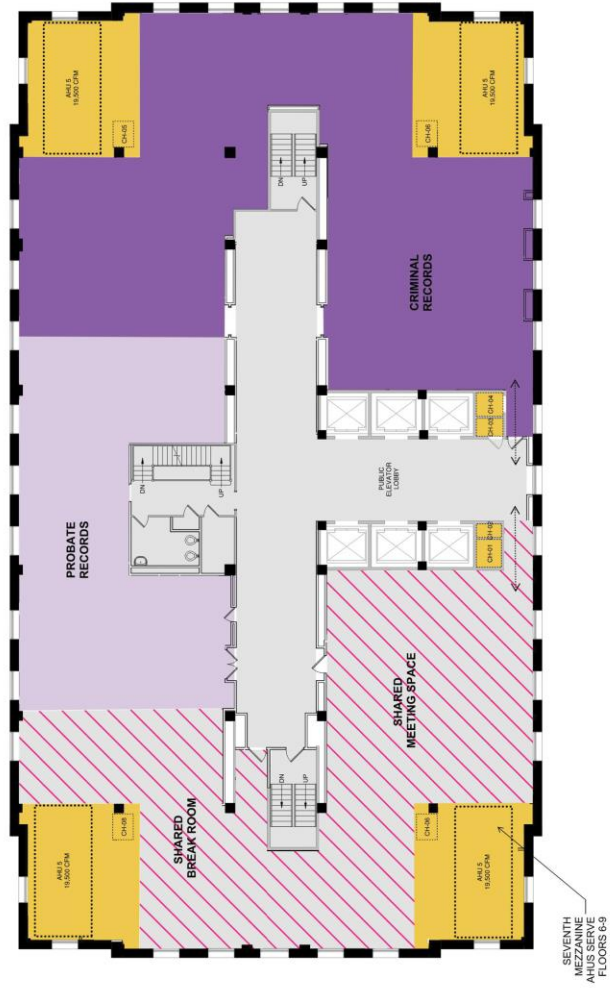


SEVENTH FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Probate Records
- Criminal Records
- Conference Center / Break Area
- Infrastructure



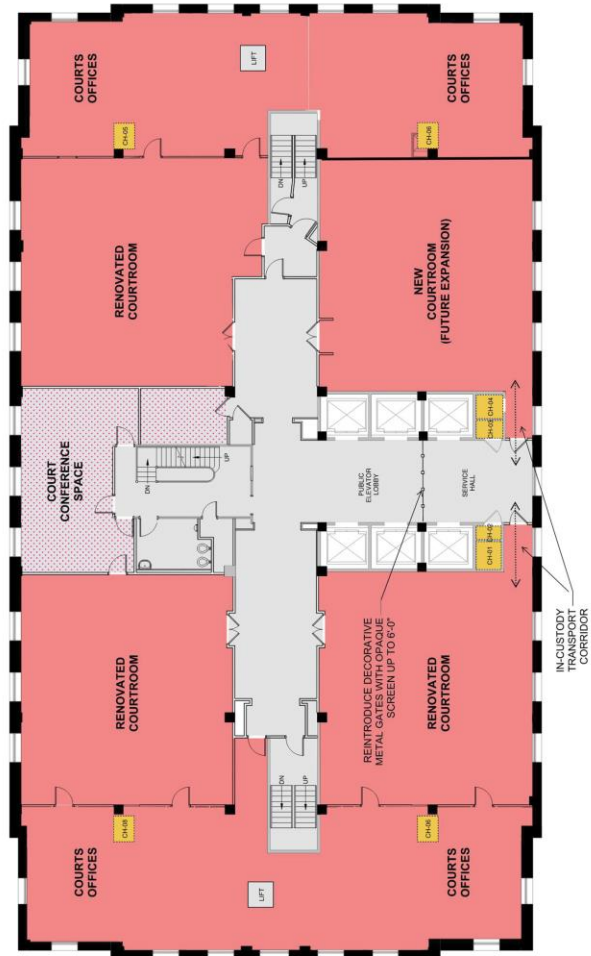
SEVENTH FLOOR PLAN MEZZANINE - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Infrastructure



EIGHTH FLOOR PLAN - FUTURE DEPARTMENT

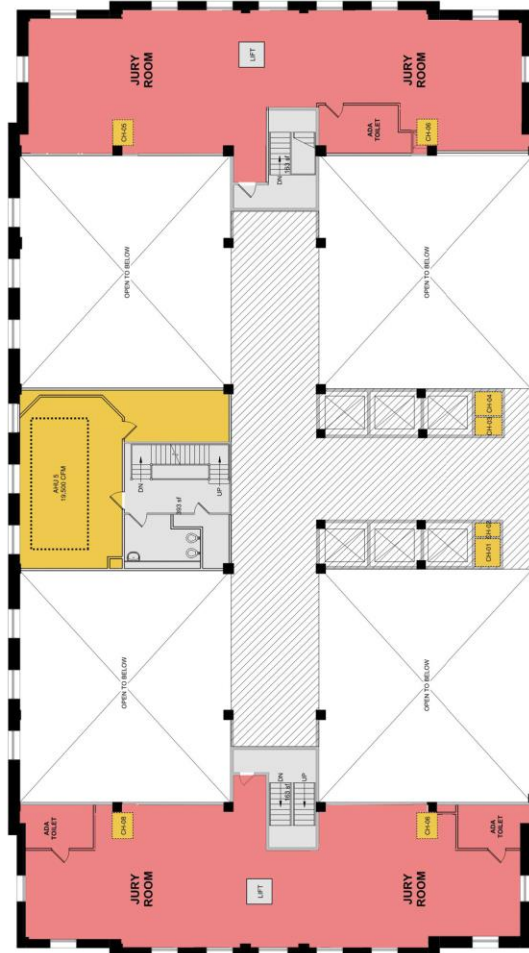
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Department Legend

- Building - Shared
- Courts
- Infrastructure



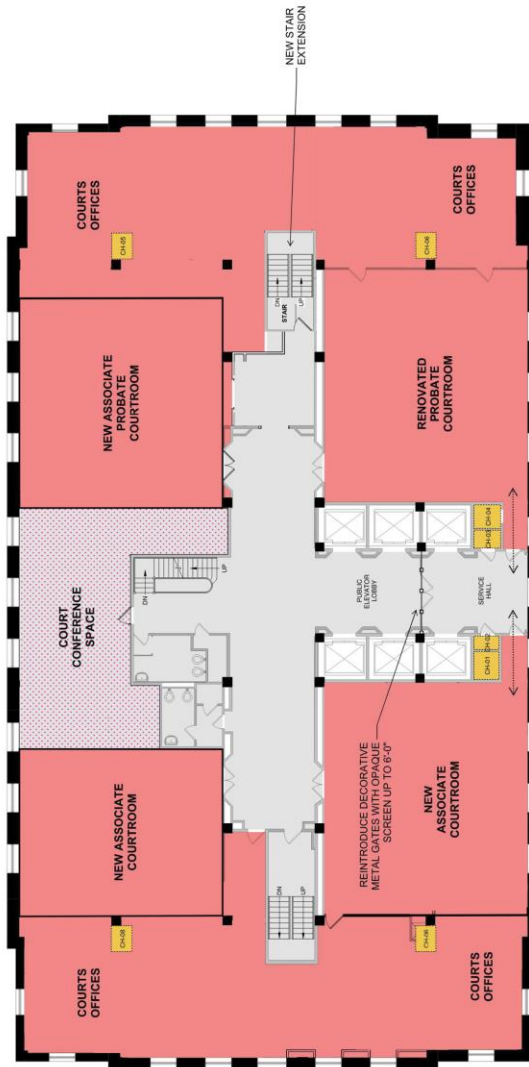
EIGHTH FLOOR MEZZANINE - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Courts
- Courts Conference Space
- Infrastructure

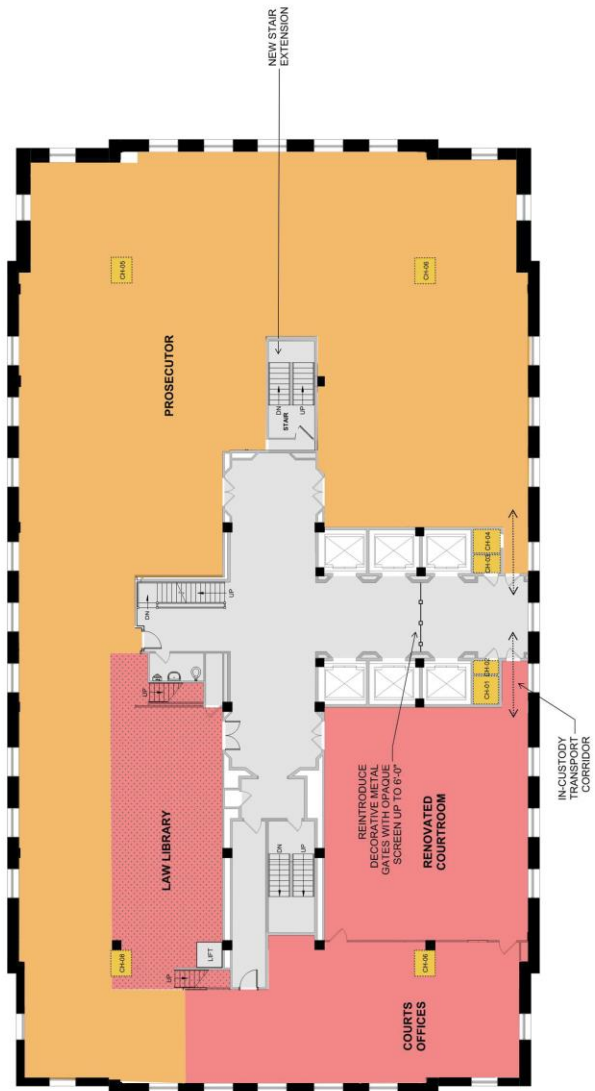


NINTH FLOOR PLAN - FUTURE DEPARTMENT
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Department Legend

- Building - Shared
- Prosecutor
- Law Library
- Infrastructure

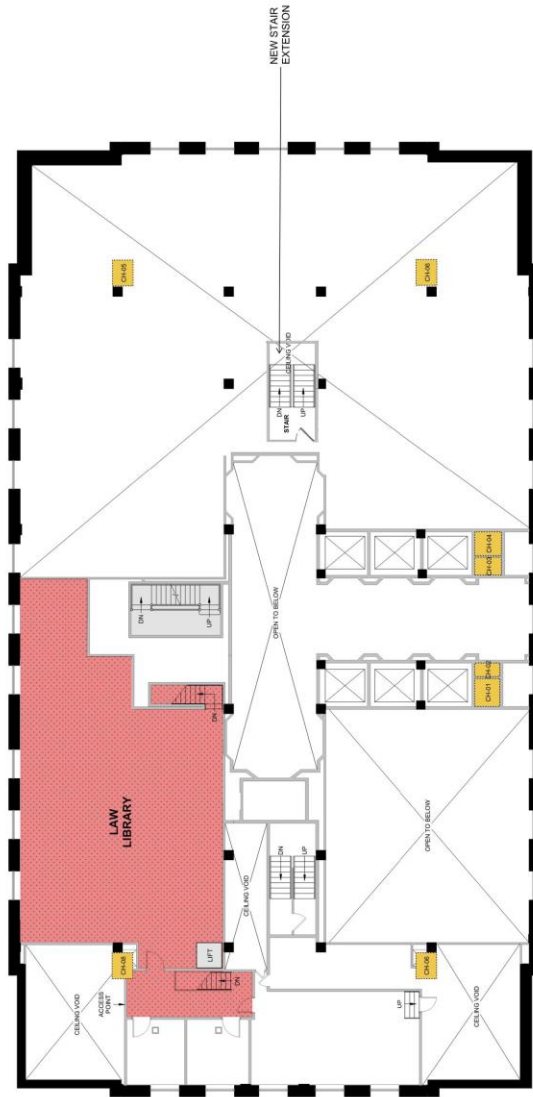


TENTH FLOOR PLAN - FUTURE DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Law Library
- Infrastructure

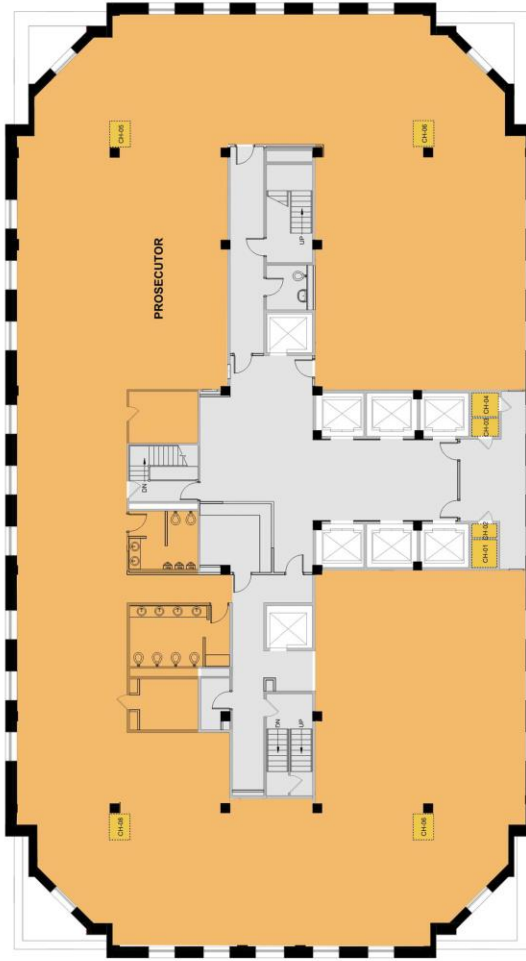


TENTH FLOOR PLAN MEZZANINE - FUTURE DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Prosecutor
- Infrastructure

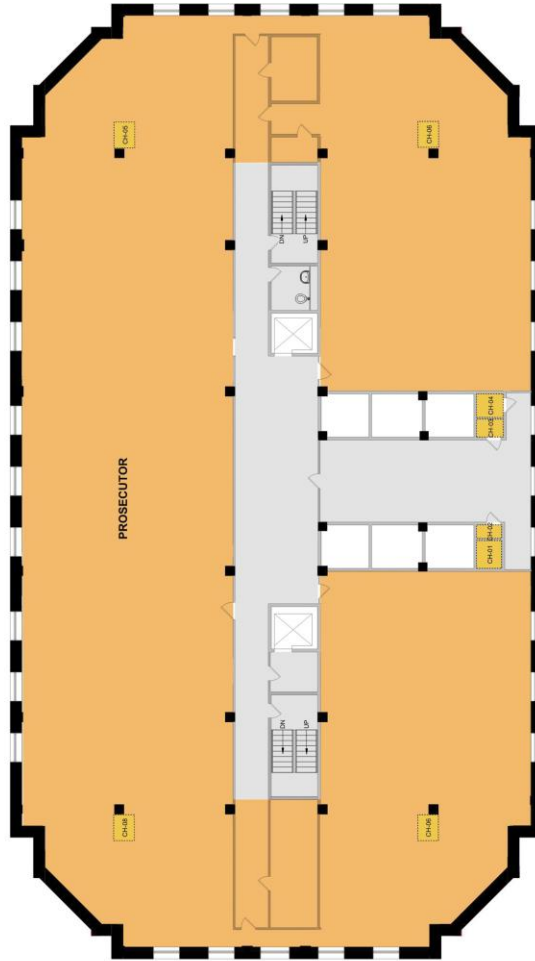


ELEVENTH FLOOR PLAN - FUTURE DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Prosecutor
- Infrastructure



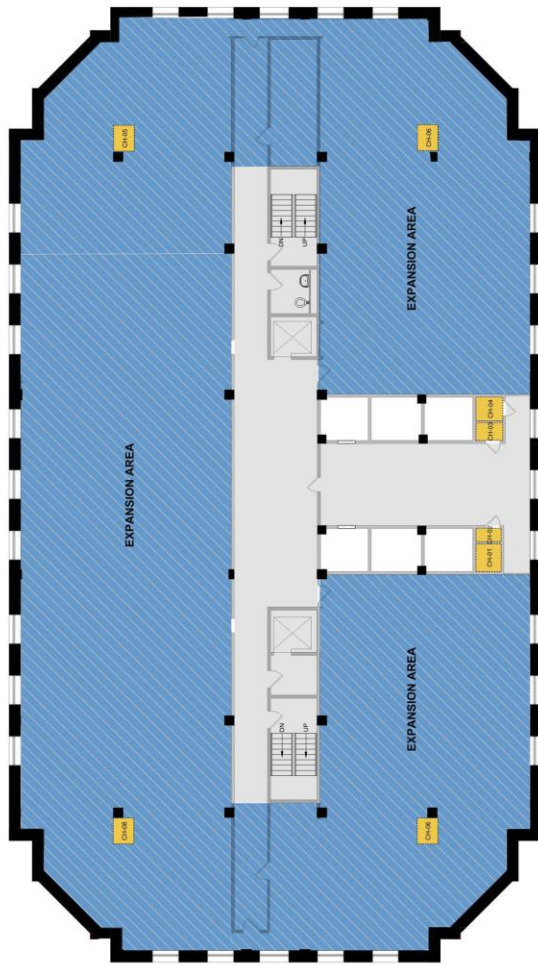
TWELFTH FLOOR PLAN - FUTURE DEPARTMENT
Not to Scale





Department Legend

- Building - Shared
- Expansion Area
- Infrastructure

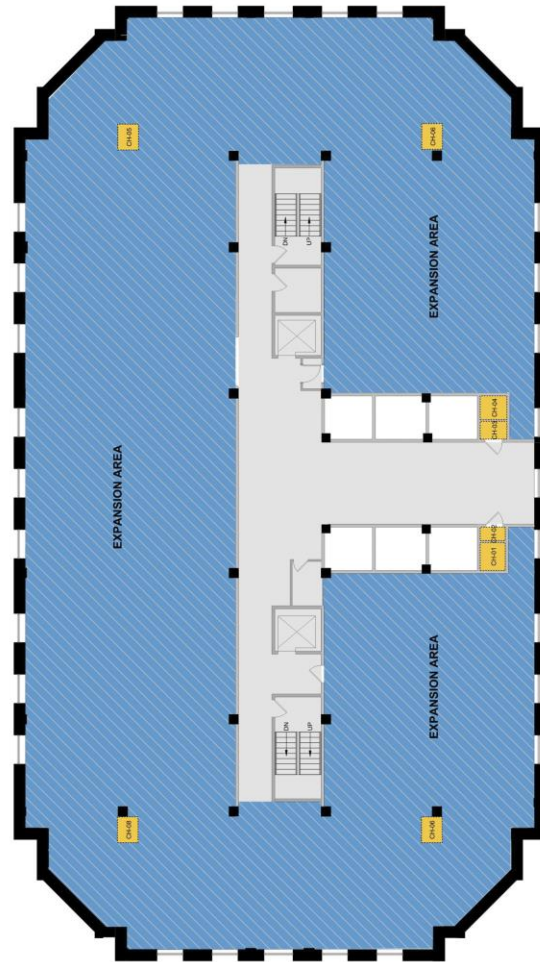


THIRTEENTH FLOOR PLAN - FUTURE DEPARTMENT
Not to Scale



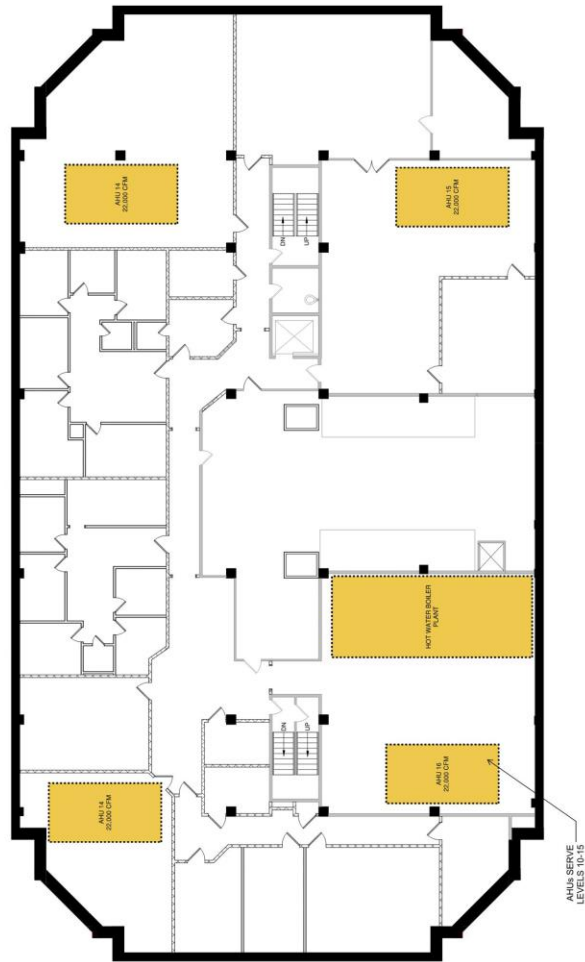
Department Legend

- Building - Shared
- Expansion Area
- Infrastructure



FOURTEENTH FLOOR PLAN - FUTURE DEPARTMENT
Not to Scale





FIFTEENTH FLOOR PLAN - FUTURE DEPARTMENT
 Not to Scale



Section 3

Appendix

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Existing Area Use

The table below indicates the net square footage currently utilized by each department currently located in the Jackson County Downtown Courthouse.

DEPARTMENT			
COURTS - RELATED	Courts		61,943
	Court Administration		2,619
	Courts - HR*		4,923
	Court - IT - Located at 1305 Locust		0
	Courts - Fiscal		2,529
	Court Services & Purchasing*		4,968
	Probate Records		2,203
	Criminal Records - Located at 1315 Locust		0
	Civil Records		9,221
	Civil Process - Located at 1305 Locust		0
	Jury Services		3,216
	Public Administrator		4,591
	Public Defender - Located at 324 E.11th Street		0
	Prosecutor includes COMBAT		25,129
	Sheriff		2,935
		NSF Subtotal	124,277
COUNTY - RELATED	Assessor		7,299
	Auditor		1,046
	Board of Equalization		3,607
	Collections		7,037
	Communications		2,502
	County Clerk		1,591
	County Counselor		3,770
	Executive		3,446
	Finance		5,547
	HR includes Ethics		4,538
	IT		6,383
	Legislature		5,090
	Public Works		9,343
	Purchasing		2,655
	Recorder of Deeds		206
		NSF Subtotal	64,060



BLDG	Building - Shared	55,678	
	Infrastructure	24,811	
	Vacant (Jail Space on Floors 12, 13, 14)	30,390	
	Vacant	10,154	
	NSF Subtotal	121,033	

Total Net Area 309,370

Existing Area Use by Floor – Stacking

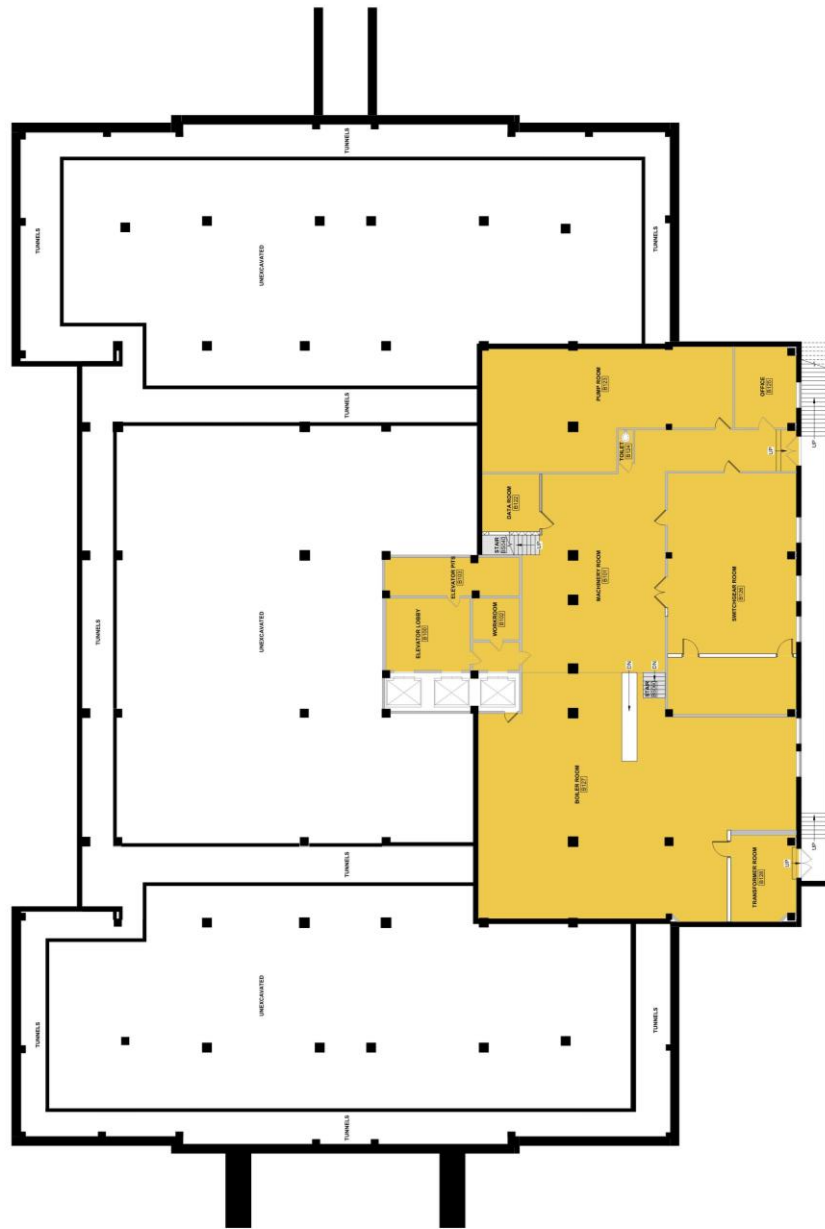
The following stacking plans illustrate the existing location and square footage dedicated for each department.



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Department Legend

- Building - Shared
- Infrastructure



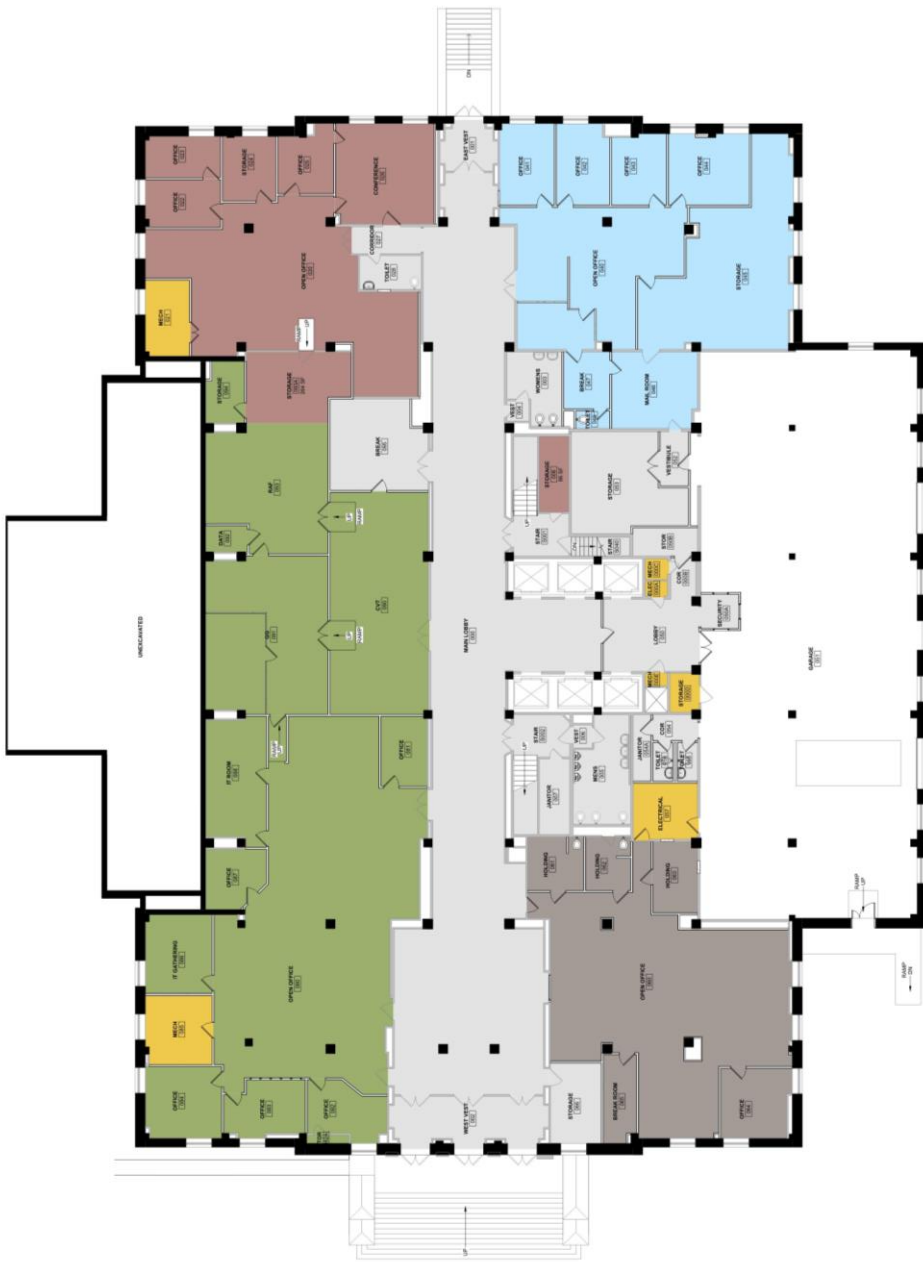
BASEMENT FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale





Department Legend

- Building - Shared
- Communications
- Infrastructure
- IT
- Purchasing
- Sheriff

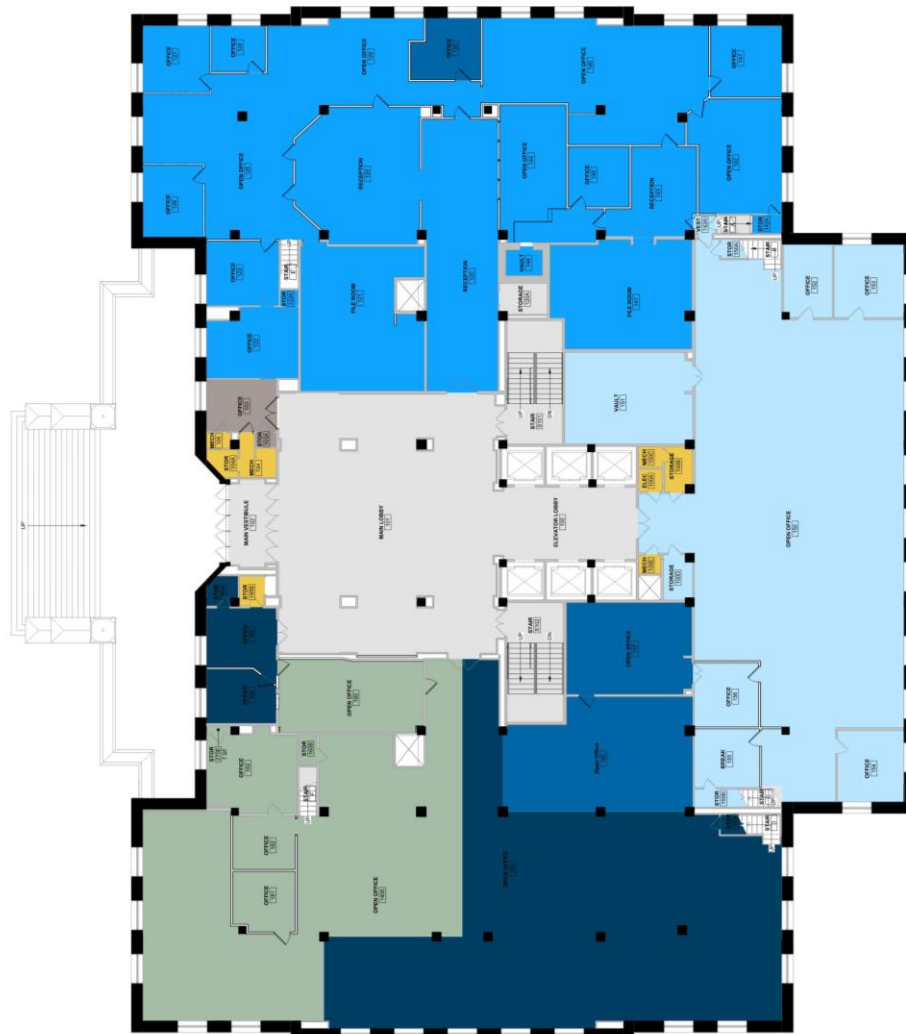


GROUND FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

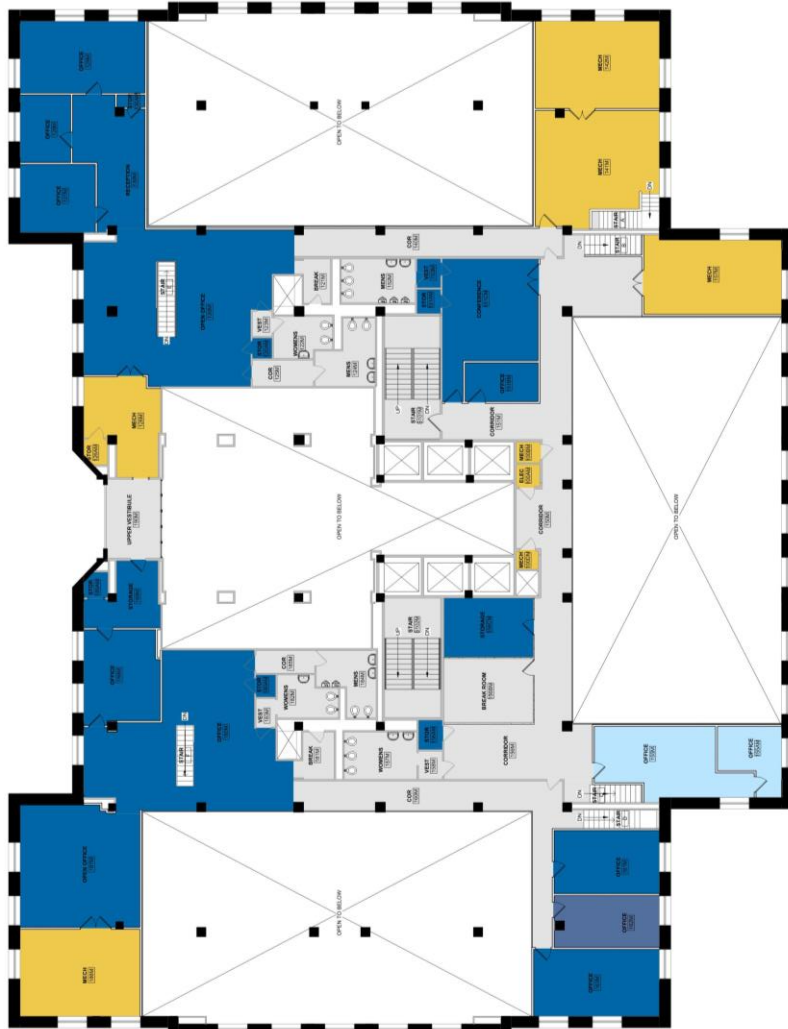
- Assessor
- Board of Equalization
- Building - Shared
- Collections
- County - HR
- Finance
- Infrastructure
- Sheriff



FIRST FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale

Department Legend

- Assessor
- Building - Shared
- Finance
- Infrastructure
- Recorder



FIRST FLOOR PLAN MEZZANINE - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Communications
- County Auditor
- County Clerk
- County Counselor
- Executive
- Infrastructure
- Legislature

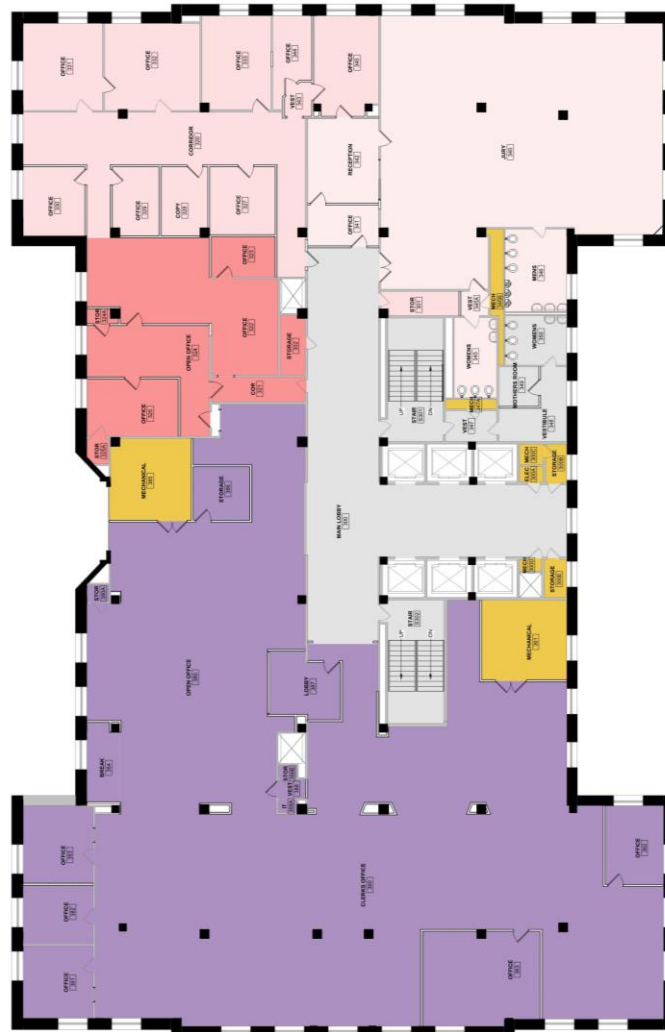


SECOND FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Civil Records
- Court Administration
- Courts - Fiscal
- Infrastructure
- Jury Selection

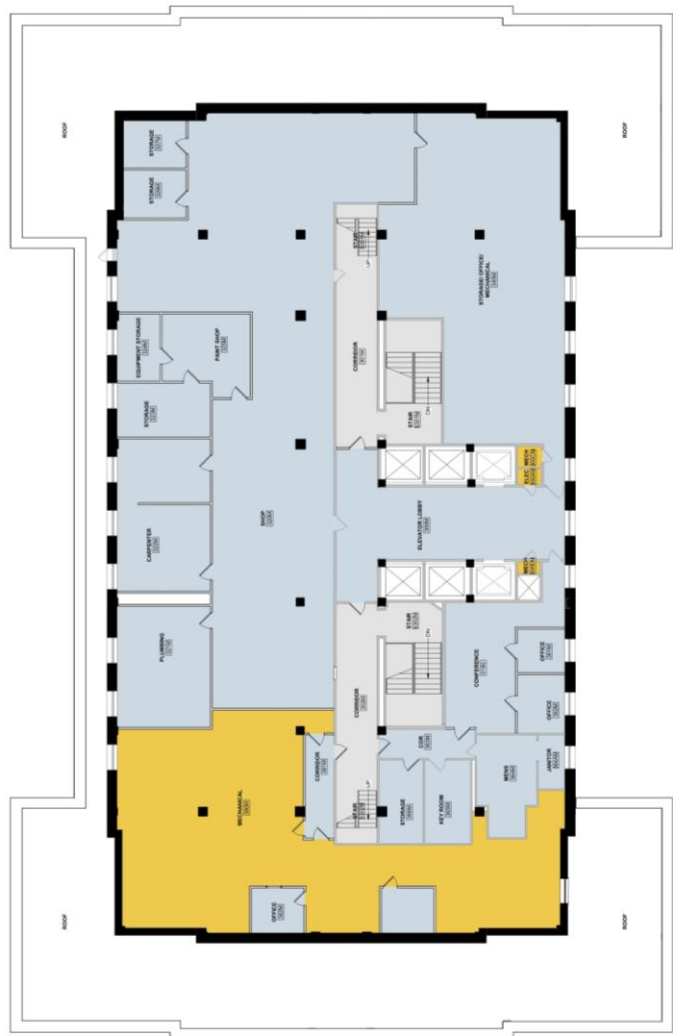


THIRD FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Infrastructure
- Public Works



THIRD FLOOR PLAN MEZZ - EXISTING DEPARTMENT
Not to Scale

Department Legend

- Building - Shared
- Courts
- Infrastructure
- Public Administrator

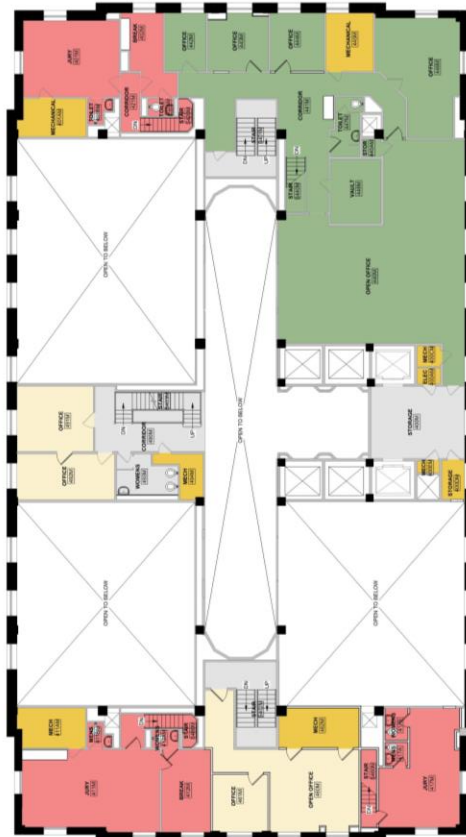


FOURTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Courts
- Infrastructure
- Public Administrator
- Vacant

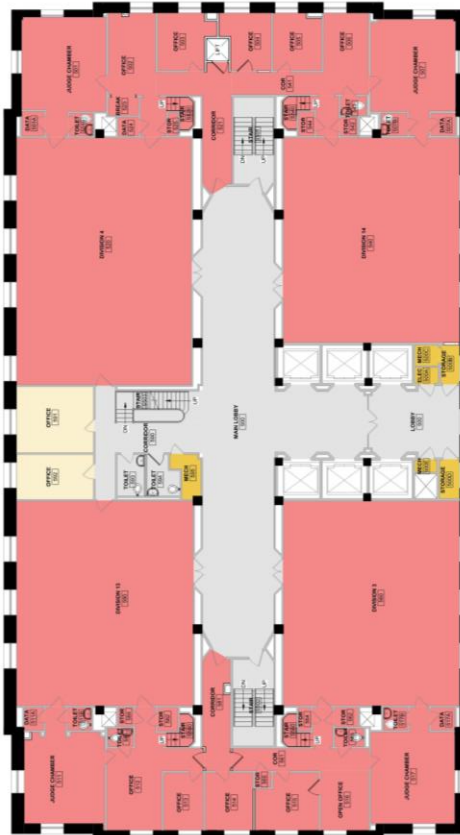


FOURTH PLAN MEZZ - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Courts
- Infrastructure
- Vacant

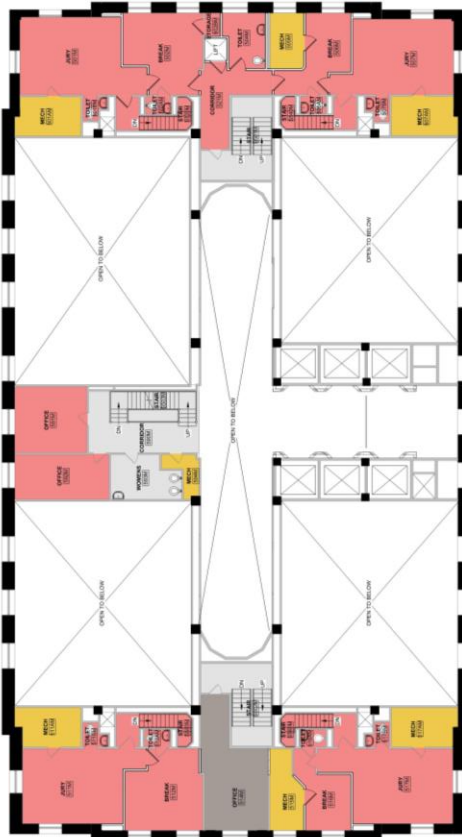


FIFTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Courts
- Infrastructure
- Sheriff

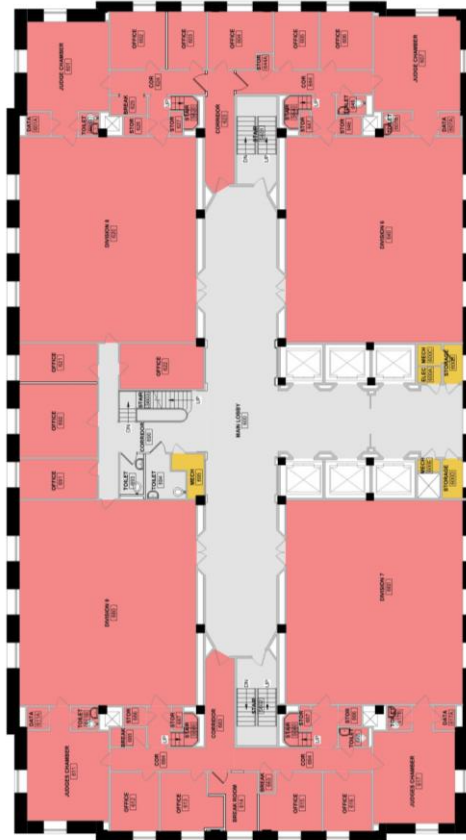


FIFTH FLOOR MEZZ - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Courts
- Infrastructure

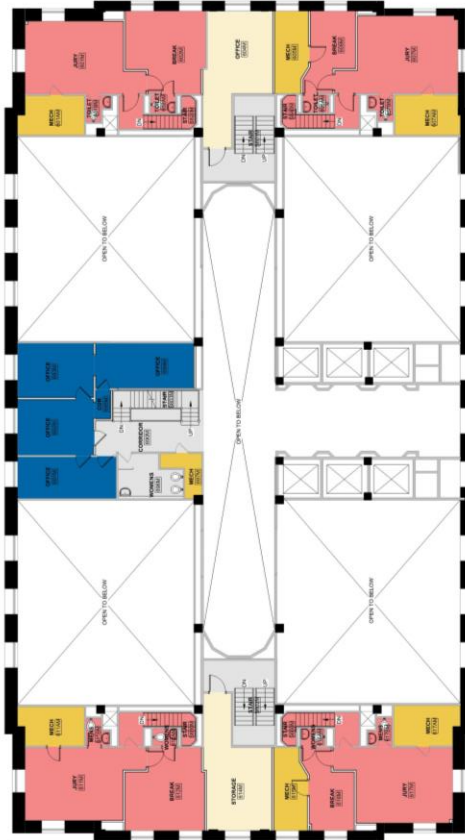


SIXTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Assessor
- Building - Shared
- Courts
- Infrastructure
- Vacant

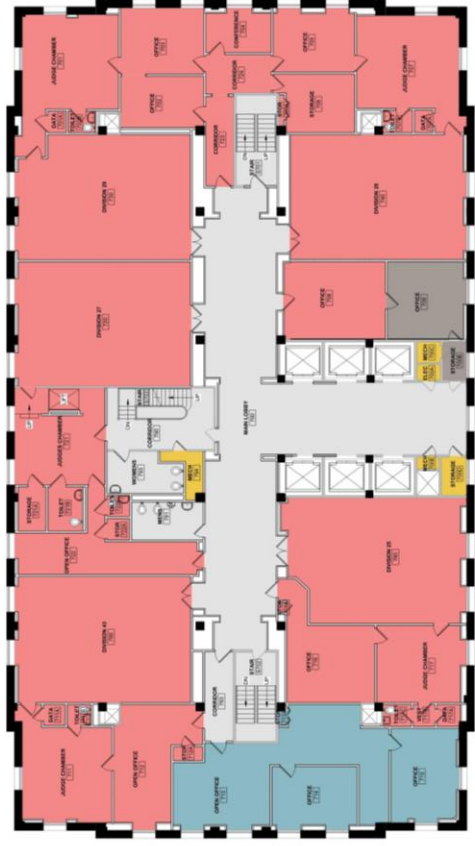


SIXTH FLOOR PLAN MEZZ - EXISTING DEPARTMENT
Not to Scale



Department Legend

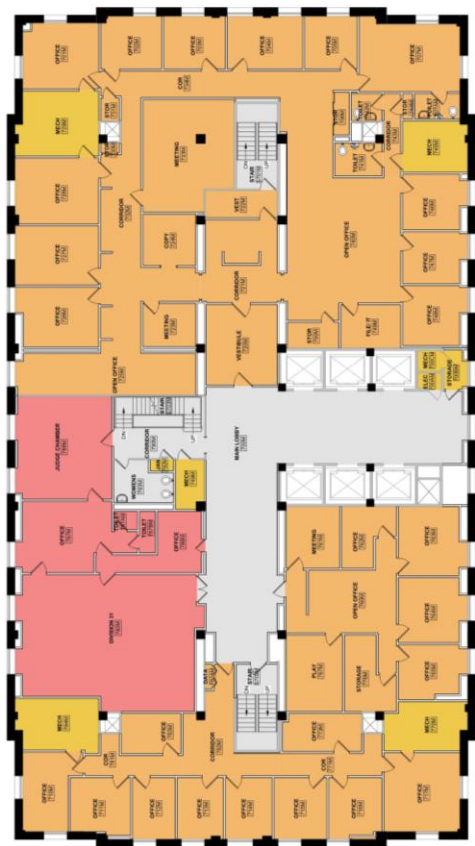
- Building - Shared
- Courts
- Ethics, Human Relations, and Citizen Complaints
- Infrastructure
- Sheriff



SEVENTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale

Department Legend

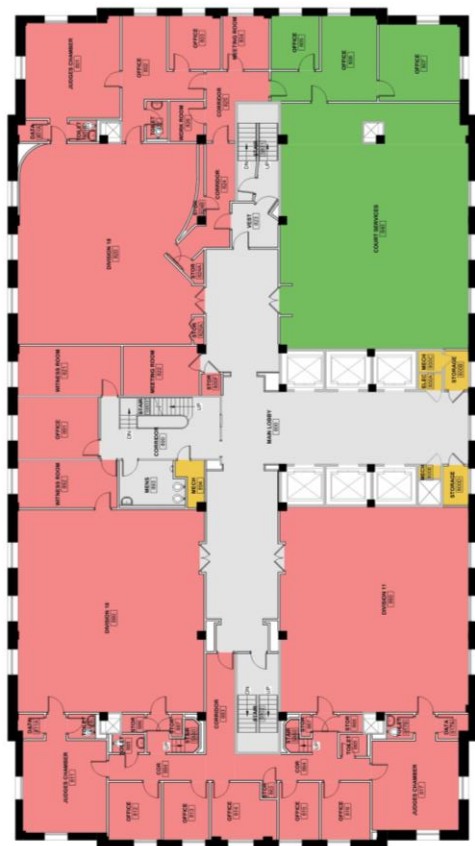
- Building - Shared
- Courts
- Infrastructure
- Prosecutor



SEVENTH FLOOR PLAN MEZZ - EXISTING DEPARTMENT
Not to Scale

Department Legend

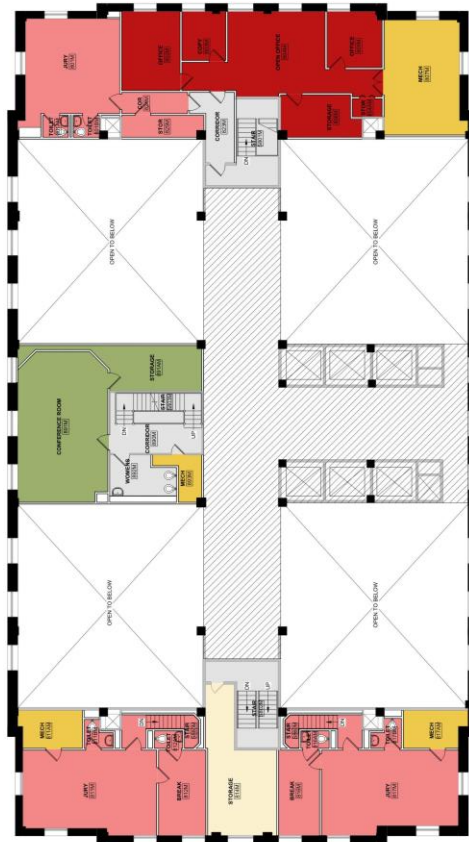
- Building - Shared
- Court Services
- Courts
- Infrastructure



EIGHTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale

Department Legend

- Building - Shared
- Court Purchasing
- Courts
- Infrastructure
- IT
- Vacant



EIGHTH FLOOR MEZZ - EXISTING DEPARTMENT
Not to Scale





Department Legend

- Building - Shared
- Combat
- Courts
- Courts - Fiscal
- Infrastructure
- Probate

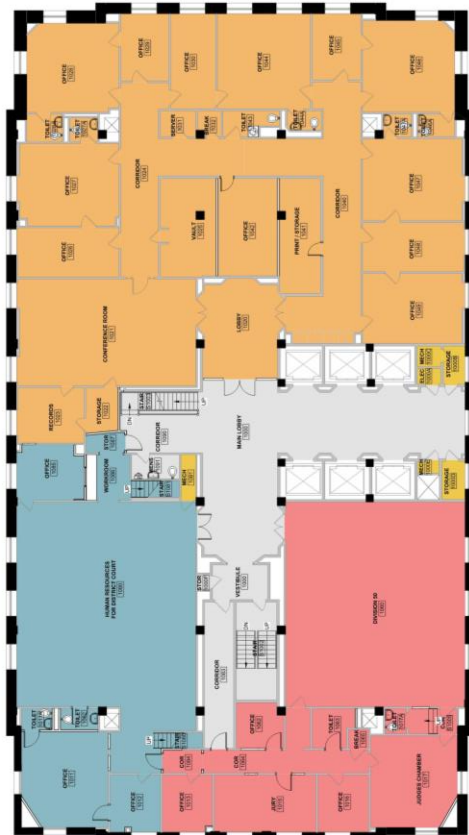


NINTH FLOOR PLAN - EXISTING DEPARTMENT
 NOT TO SCALE



Department Legend

- Building - Shared
- Courts
- Courts HR
- Infrastructure
- Prosecutor

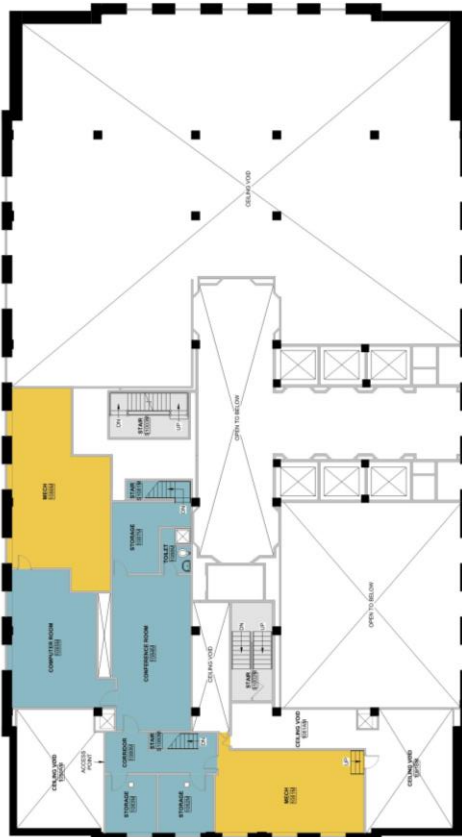


10TH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Courts HR
- Infrastructure

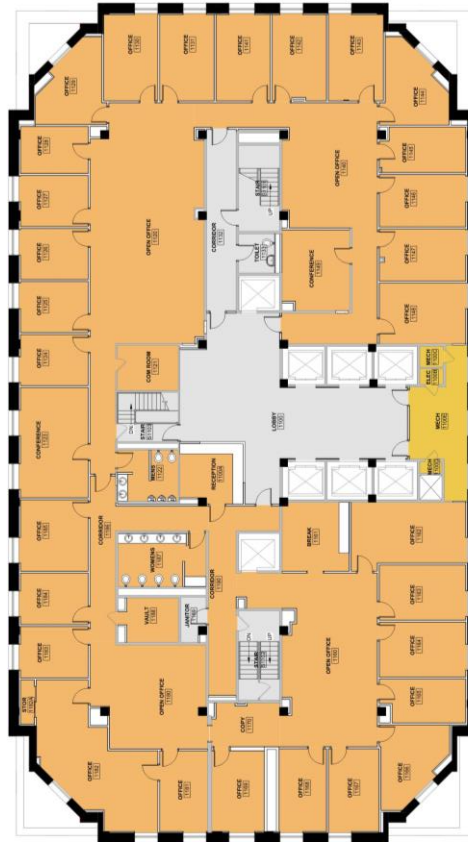


TENTH FLOOR PLAN MEZZ - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Infrastructure
- Prosecutor

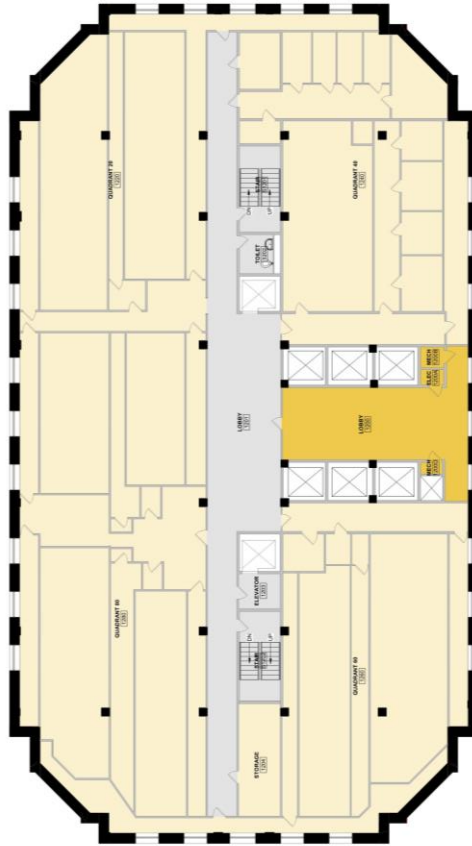


ELEVENTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Infrastructure
- Vacant

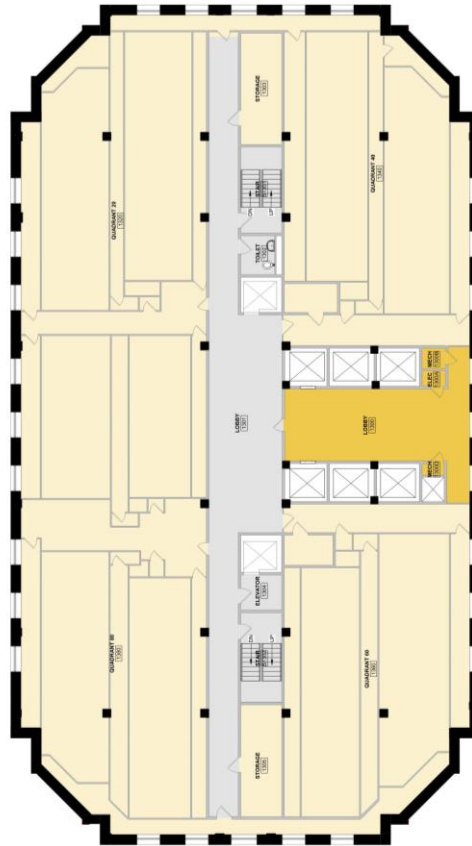


TWELFTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Infrastructure
- Vacant



THIRTEENTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Infrastructure
- Vacant

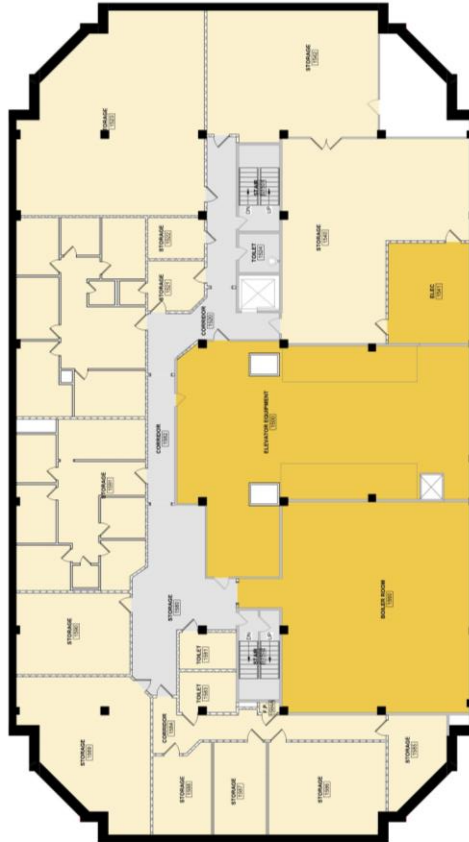


FOURTEENTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



Department Legend

- Building - Shared
- Infrastructure
- Vacant



FIFTEENTH FLOOR PLAN - EXISTING DEPARTMENT
Not to Scale



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Future Area Use by Department

The following documentation identifies current and future space requirements for all departments interviewed.



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FUTURE USE BY DEPARTMENT

COURTS				
	NSF	Qty	Total	Notes
Court Room	1,400	15	21,000	<ul style="list-style-type: none"> Dais to include Judge, JAA, Law Clerk, Court Reporter, Witness. Technology compatible. Jury Box Seating for 54 spectators
Associate Courtroom	1,250	6	7,500	<ul style="list-style-type: none"> Dais to include Judge, JAA, Law Clerk, Court Reporter, Witness. Technology compatible. Seating for 30 spectators
Probate Courtroom	1,400	1	1,400	<ul style="list-style-type: none"> Dais to include Judge, JAA, Law Clerk, Court Reporter, Witness. Technology compatible. Seating for 54 spectators
Associate Probate Courtroom	1,250	1	1,250	<ul style="list-style-type: none"> Dais to include Judge, JAA, Law Clerk, Court Reporter, Witness. Technology compatible. Seating for 30 spectators
Chambers	400	23	9,200	<ul style="list-style-type: none"> Office Accessible restroom Closet
Staff	90	69	6,210	<ul style="list-style-type: none"> Adjacent to Chambers Includes JAA, Law Clerk, Court Reporter
Huddle Room/ Hotel Office	90	12	1,080	<ul style="list-style-type: none"> Table and chairs for two people A/V connections for flat-screen monitor
Work / Copy Room	80	12	960	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Holding Area	64	12	768	<ul style="list-style-type: none"> Secured area shared between courts
Secure Visiting Area	80	12	960	<ul style="list-style-type: none"> Adjacent to Holding Area
Law Library	1,400	1	1,400	<ul style="list-style-type: none"> Shelving for books, electronic copies Lounge, open table area, public work area, information area Work area with space for scanner and printer
Kitchenette	60	12	720	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	23	1,380	<ul style="list-style-type: none"> Accessible toilet, sink



FUTURE USE BY DEPARTMENT

COURTS				
	NSF	Qty	Total	Notes
Jury Room	350	23	8,050	<ul style="list-style-type: none"> Table and chairs for 16 people Acoustical privacy Separation from Judge's Chambers
Jury Kitchenette	60	23	1,380	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Jury Toilets	60	46	2,760	<ul style="list-style-type: none"> Accessible toilets, sinks
Jury Coat Storage	20	23	460	<ul style="list-style-type: none"> Closet with rod and shelf for coat storage

Total Net	66,478
Circulation/Bldg gross 50%	33,239
Total GSF	99,717



FUTURE USE BY DEPARTMENT

COURT ADMINISTRATION				
	NSF	Qty	Total	Notes
Court Administrator	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with five chairs
Chief Legal Counsel	120	2	240	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Public Info Officer	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Director, Infrastructure / Construction	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Space for reviewing large drawings
Budget Officer	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Mgmt Analyst	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Division Support Coordinator	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Court Accounting Manager	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Court Accounting Supervisor	100	3	300	<ul style="list-style-type: none"> Private office with desk and one guest chair
Accountant	100	2	200	<ul style="list-style-type: none"> Private office with desk and one guest chair
Court Accounting Clerk	48	15	720	<ul style="list-style-type: none"> Open workstation
Executive Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Views to reception
Administrative Assistant	48	2	96	<ul style="list-style-type: none"> Open workstation Views to reception
Reception Area	100	1	100	<ul style="list-style-type: none"> Two guest chairs Room for filing and storage cabinets
Meeting Room	325	1	325	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor



FUTURE USE BY DEPARTMENT

COURT ADMINISTRATION				
	NSF	Qty	Total	Notes
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Staff Toilet	60	1	60	<ul style="list-style-type: none"> Accessible restroom
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	3,214
Circulation/Bldg gross 50%	1,607
Total GSF	4,821

Additional Notes

Adjacency to Court Fiscal Office is ideal.



FUTURE USE BY DEPARTMENT

COURTS - FISCAL				
	NSF	Qty	Total	Notes
Director, Fiscal Office	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Accountant	100	5	500	<ul style="list-style-type: none"> Private office with desk and one guest chair
Supervisor	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Views to reception
Fiscal Office Clerk	48	6	288	<ul style="list-style-type: none"> Open workstation
Meeting Room	250	1	250	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine

Total Net	1,711
Circulation/Bldg gross 50%	856
Total GSF	2,567

Additional Notes

Adjacency to Court Administration Office is ideal.



FUTURE USE BY DEPARTMENT

COURTS - HR				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Meeting table with four chairs
Manager	100	3	300	<ul style="list-style-type: none"> Private Office with desk and one guest chair
Workstation	48	12	576	<ul style="list-style-type: none"> Open Workstation
Training Room	400	1	400	<ul style="list-style-type: none"> Seat 16 people Movable tables and chairs Video Conference abilities Can be shared with other departments
Interview Room	100	2	200	<ul style="list-style-type: none"> Table and chairs for four people A/V connections for flat-screen monitor
Badging Station	100	1	100	<ul style="list-style-type: none"> Table and two chairs Badging equipment
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Kiosk	16	2	32	<ul style="list-style-type: none"> Kiosk Power and data connections

Total Net	2,073
Circulation/Bldg gross 50%	1,037
Total GSF	3,110



FUTURE USE BY DEPARTMENT

COURTS - IT				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
App Dev Mgr	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
PC Systems Mgr	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Engineers / Administrator	100	5	500	<ul style="list-style-type: none"> Private office with desk and one guest chair
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Locate adjacent to director
Staff	48	13	624	<ul style="list-style-type: none"> Open workstation
Testing Station	48	1	48	<ul style="list-style-type: none"> Open workstation
Testing Lab	150	1	150	<ul style="list-style-type: none"> Testing lab for 6 terminals
Server Room	120	1	120	<ul style="list-style-type: none"> Space for two full size server racks, near DMARC On raised access floor
Storage	400	1	400	<ul style="list-style-type: none"> Storage and staging area for equipment Lockable
Meeting Room	325	1	325	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	3,000
Circulation/Bldg gross 50%	1,050
Total GSF	4,050

Currently located at 1305 Locust.



FUTURE USE BY DEPARTMENT

COURT SERVICES				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Purchasing	100	3	300	<ul style="list-style-type: none"> Private office with desk and one guest chair
Warehouse Supervisor	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Meeting Room	250	1	250	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor
Warehouse	3360	1	3,360	<ul style="list-style-type: none"> Ideal location on 1st or Ground Floor
Work Room	120	1	120	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine.
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	4,515
Circulation/Bldg gross 50%	2,258
Total GSF	6,773



FUTURE USE BY DEPARTMENT

PROBATE RECORDS				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Supervisor	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation
Clerk	25	2	50	<ul style="list-style-type: none"> Station at front counter - behind secured service window
Staff	48	6	288	<ul style="list-style-type: none"> Open workstation
Scanning Station	48	1	48	<ul style="list-style-type: none"> Area for scanning documents / microfilm
Microfilm Storage	60	1	60	<ul style="list-style-type: none"> Climate controlled storage for microfilm
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine.
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	1	60	<ul style="list-style-type: none"> Accessible toilet, sink
File Room	350	1	350	<ul style="list-style-type: none"> Storage for permanent records, microfilm, wills, etc. Secured

Total Net	1,469
Circulation/Bldg gross 50%	514
Total GSF	1,983

Additional Notes

Microfilm Storage can be shared with other Civil Records and Criminal Records.



FUTURE USE BY DEPARTMENT

CRIMINAL RECORDS				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Supervisor	120	2	240	<ul style="list-style-type: none"> Private office with desk and one guest chair Acoustical privacy
Analyst	120	1	120	<ul style="list-style-type: none"> Private office with desk and one guest chair Acoustical privacy
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Adjacent to Director
Workstations	48	16	768	<ul style="list-style-type: none"> Open workstation
Hotel Spaces	25	2	50	<ul style="list-style-type: none"> Open workstation for temp workers
Clerk Counter	25	4	100	<ul style="list-style-type: none"> Service counter secured behind glass
File Room	500	1	500	<ul style="list-style-type: none"> Secure file room
Work / Copy Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	1	60	<ul style="list-style-type: none"> Accessible toilet, sink
Meeting Room	250	1	250	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor

Total Net	2,721
Circulation/Bldg gross 50%	952
Total GSF	3,673



FUTURE USE BY DEPARTMENT

CIVIL RECORDS				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	2	240	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs
Principal Court Clerks	100	5	500	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and one guest chair
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Adjacent to Director
Workstations	48	36	1,728	<ul style="list-style-type: none"> Open workstation
Hotel Spaces	25	5	125	<ul style="list-style-type: none"> Open workstation for temp workers
Clerk Counter	25	2	50	<ul style="list-style-type: none"> Service counter secured behind glass
Microfilm Station	48	1	48	<ul style="list-style-type: none"> Open workstation for microfilm reader
Work / Copy Room	120	1	120	<ul style="list-style-type: none"> Built-in casework storage Outgoing and incoming mailboxes Area for copy machine
File Area	1,800	1	1,800	<ul style="list-style-type: none"> Records storage
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	2	120	<ul style="list-style-type: none"> Accessible toilet, sink
Protection Order Area	1,000	1	1,000	<ul style="list-style-type: none"> Larger area where opposing parties can be separated

Total Net	6,164
Circulation/Bldg gross 50%	2,157
Total GSF	8,321



FUTURE USE BY DEPARTMENT

CIVIL PROCESS				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Civil Process Manager	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Process Server Supervisor	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Clerk Supervisor	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair Adjacent to clerical staff
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Adjacent to Director
Clerical Staff	48	7	336	<ul style="list-style-type: none"> Open workstation
Field Staff / Deputies	25	5	125	<ul style="list-style-type: none"> Open workstation
Weapons / Ammo Storage	60	1	60	<ul style="list-style-type: none"> Safe to secure weapons and ammo Cleaning room and sink
Work / Copy Room	100	1	100	<ul style="list-style-type: none"> Built-in casework storage Outgoing and incoming mailboxes Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	2	120	<ul style="list-style-type: none"> Accessible toilet, sink
Storage Room	60	1	60	<ul style="list-style-type: none"> Storage for equipment/uniforms
Meeting Room	250	1	250	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor

Total Net	1,904
Circulation/Bldg gross 50%	952
Total GSF	2,856

Additional Notes

Prefers location near ground level as field staff are in and out of the building frequently.



FUTURE USE BY DEPARTMENT

COURT DIVISION SUPPORT / ACCOUNTING / JURY SERVICES				
	NSF	Qty	Total	Notes
Jury Selection Room	5000	1	5,000	<ul style="list-style-type: none"> Seating for 250 Break Room Juror Lounge Mother's Room Restrooms Accommodations for holding trial, special events
Jury Room	325	1	325	<ul style="list-style-type: none"> Table and chairs for 16 people A/V connections for flat-screen monitor
Operations Manager	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Accounting Supervisor	100	3	300	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Clerical Staff	48	12	576	<ul style="list-style-type: none"> Open workstation Locate adjacent to Accounting Supervisor
Jury Commissioner	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Jury Supervisor	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Jury Staff	48	4	192	<ul style="list-style-type: none"> Check-in counter Workstations behind secured service window
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	6,893
Circulation/Bldg gross 50%	3,447
Total GSF	10,340



FUTURE USE BY DEPARTMENT

PUBLIC ADMINISTRATOR				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private Office with desk and two guest chairs Meeting table with four chairs
Offices	120	7	840	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs
Workstations	48	30	1,440	<ul style="list-style-type: none"> Open Workstation Locate adjacent to Accounting Supervisor
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation behind secured window
Huddle Room	90	2	180	<ul style="list-style-type: none"> One adjacent to secure vestibule Table and chairs for 4 people A/V connections for flat-screen monitor
Vault	48	1	48	<ul style="list-style-type: none"> Secure vault
Filing Room	120	1	120	<ul style="list-style-type: none"> Secure file room
Storage Room	60	1	60	<ul style="list-style-type: none"> Secure storage room
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	3,201
Circulation/Bldg gross 50%	1,601
Total GSF	4,802



FUTURE USE BY DEPARTMENT

PUBLIC DEFENDER				
	NSF	Qty	Total	Notes
Public Defender	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Offices	120	35	4,200	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Workstations	48	15	720	<ul style="list-style-type: none"> Open workstation
Small Meeting Room	120	2	240	<ul style="list-style-type: none"> Table and chairs for 4 people A/V connections for flat-screen monitor
Medium Meeting Room	320	2	640	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor
Large Meeting Room	1,000	1	1,000	<ul style="list-style-type: none"> Movable tables and chairs for 45 people A/V connections for flat-screen monitor
Storage Room	200	2	400	<ul style="list-style-type: none"> Secure evidence vaults distributed centrally
File Room	300	2	600	<ul style="list-style-type: none"> Secured file room
Work Room	80	2	160	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Break Room	500	1	500	<ul style="list-style-type: none"> Tables and chairs for 12 Area for refrigerator, microwave, coffeemaker
Kitchenette	60	2	120	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	8,905
Circulation/Bldg gross 50%	4,453
Total GSF	13,358

Additional Notes

The Public Defenders' offices are currently located at 324 East 11th Street. Would prefer not to be located in the courthouse, but would like a dedicated satellite office with a work room, meeting room and storage room in the courthouse.



FUTURE USE BY DEPARTMENT

PROSECUTOR				
	NSF	Qty	Total	Notes
Prosecutor	350	1	350	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Attorneys	120	60	7,200	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Workstations	48	30	1,440	<ul style="list-style-type: none"> Open workstation
Small Meeting Room	90	5	450	<ul style="list-style-type: none"> Table and chairs for 4 people A/V connections for flat-screen monitor
Medium Meeting Room	325	3	975	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor
Large Meeting Room	800	3	2,400	<ul style="list-style-type: none"> (2) Movable chairs and tables for 30 people (training set-up) (1) Table and chairs for 20 people A/V connections for flat-screen monitor Ability to conduct press conference for 20 members of press
Evidence Vault	150	2	300	<ul style="list-style-type: none"> Secure evidence vaults distributed centrally
File Room	250	2	500	<ul style="list-style-type: none"> Secured file room
Storage Room	150	1	150	<ul style="list-style-type: none"> Secured storage room
Work Room	80	2	160	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine, paper storage
Break Room	375	1	375	<ul style="list-style-type: none"> Tables and chairs for 12 Area for refrigerator, microwave, coffeemaker
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	2	120	<ul style="list-style-type: none"> Accessible toilet, sink
Reception	120	1	120	<ul style="list-style-type: none"> Adjacent to vestibule
Vestibule	300	1	300	<ul style="list-style-type: none"> Waiting area with seating Secured from office area



FUTURE USE BY DEPARTMENT

PROSECUTOR				
	NSF	Qty	Total	Notes
Family Support Division				
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Meeting table with four chairs
Attorneys	120	8	960	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Space for two lateral file cabinets
Supervisors / Staff	100	7	700	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and one guest chair
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Adjacent to director Acoustical privacy
Workstations	48	16	768	<ul style="list-style-type: none"> Open workstation
File Room	1500	1	1,500	<ul style="list-style-type: none"> Secured file room
Storage Room	100	1	100	<ul style="list-style-type: none"> Secured storage room
Work Room	80	2	160	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine, paper storage
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Staff Toilet	60	2	120	<ul style="list-style-type: none"> Accessible toilet, sink
Reception	120	1	120	<ul style="list-style-type: none"> Adjacent to vestibule
Vestibule	300	1	300	<ul style="list-style-type: none"> Waiting area with seating Secured from office area
Consultation Room	90	2	180	<ul style="list-style-type: none"> Located off secured vestibule Genetic test sample collection

Total Net	20,241
Circulation/Bldg	
gross 50%	10,121
Total GSF	30,362

Additional Notes

Includes COMBAT.

Family Support Division can be adjacent to Prosecutor's offices, but have separate vestibule and reception area.

Family Support Division is currently located at 324 East 11th Street.



FUTURE USE BY DEPARTMENT

SHERIFF				
	NSF	Qty	Total	Notes
Captain	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Sergeant	100	2	200	<ul style="list-style-type: none"> Private office with desk and one guest chair
Workstations	48	11	528	<ul style="list-style-type: none"> Open workstation Clerks and warrant personnel
Vehicle Sallyport	550	1	550	<ul style="list-style-type: none"> Include secure passage from Vehicle Sallyport to Holding
6-Person Holding Cell	150	3	450	<ul style="list-style-type: none"> Separation from personnel and prisoners Include toilet Provide seating for Corrections staff
Storage Room	100	1	100	<ul style="list-style-type: none"> Storage for equipment
File Room	250	1	250	<ul style="list-style-type: none"> Secured file room
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Restroom	60	2	120	<ul style="list-style-type: none"> Accessible restroom
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Small Meeting Room	120	1	120	<ul style="list-style-type: none"> Table and chairs for 4 people A/V connections for flat-screen monitor
Medium Meeting Room	320	1	320	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor

Total Net	2,338
Circulation/Bldg gross 35%	818
Total GSF	3,156



FUTURE USE BY DEPARTMENT

ASSESSOR				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Deputy Director	120	2	240	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Project Manager	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Special Assessment	100	5	500	<ul style="list-style-type: none"> Private office with desk and one guest chair
Clerk Supervisor	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair Adjacent to clerical staff
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Adjacent to director
Staff	48	96	4,608	<ul style="list-style-type: none"> Open workstation
Clerk Counter	25	4	100	<ul style="list-style-type: none"> Service counter secured behind glass
Data Collectors	25	31	775	<ul style="list-style-type: none"> Open workstation
Work / Copy Room	80	3	240	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
File Room	120	2	240	<ul style="list-style-type: none"> Secure file room for records
Storage Room	80	2	160	<ul style="list-style-type: none"> Secured storage for supplies
Kitchenette	60	3	180	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Medium Meeting Room	250	1	250	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor
Large Meeting Room	500	1	500	<ul style="list-style-type: none"> Movable tables and chairs for 20 people A/V connections for flat-screen monitor

Total Net	8,366
Circulation/Bldg gross 50%	4,183
Total GSF	12,549

Additional Notes

Includes two 100 square foot offices for Board of Equalization.



FUTURE USE BY DEPARTMENT

AUDITOR				
	NSF	Qty	Total	Notes
Auditor	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Meeting table with four chairs
Staff	120	5	600	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and one guest chair
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Adjacent to entrance area
Workstations	48	1	48	<ul style="list-style-type: none"> Open workstation
Work / Copy Room	80	1	80	<ul style="list-style-type: none"> Shared with Legislature Built-in casework storage Area for copy machine
File Area	120	1	120	<ul style="list-style-type: none"> Shared with Legislature Records storage
Medium Meeting Room	325	1	325	<ul style="list-style-type: none"> Shared with Legislature Table and chairs for 8 people A/V connections for flat-screen monitor
Kitchenette	60	1	60	<ul style="list-style-type: none"> Shared with Legislature Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	1,606
Circulation/Bldg gross 50%	803
Total GSF	2,409

Additional Notes

Prefer location adjacent to Legislature.



FUTURE USE BY DEPARTMENT

COLLECTIONS				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Deputy Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and one guest chair
Administrator	100	3	300	<ul style="list-style-type: none"> Private office with desk and one guest chair
Research Analyst	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Bankruptcy Specialist	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Workstations	48	23	1,104	<ul style="list-style-type: none"> Open workstation
Seasonal Workstations	48	6	288	<ul style="list-style-type: none"> Open workstation
Executive Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation Views to reception
Clerk Counter / Cashiers	25	7	175	<ul style="list-style-type: none"> Service counter secured behind window
Systems Administrator Unit	120	1	120	<ul style="list-style-type: none"> Workroom for 5 computers with monitors to run billing processes and 1 testing computer
Work Room	80	2	160	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine, shredding, recycling, trash
Mail Processing	80	1	80	<ul style="list-style-type: none"> Worksurface with storage and shelving for sorting mail Connections for mailing equipment
Vault	48	1	48	<ul style="list-style-type: none"> Secure vault for cash storage
File Room	240	1	240	<ul style="list-style-type: none"> Secure storage for files
Storage Room	160	2	320	<ul style="list-style-type: none"> Secure storage for supplies, extra paper, envelopes, printers, line ropes for busy season
Kitchenette	60	2	120	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Medium Meeting Room	325	1	325	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor

Total Net	3,648
Circulation/Bldg gross 50%	1,824
Total GSF	5,472



FUTURE USE BY DEPARTMENT

COMMUNICATIONS				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Graphic Designer	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Video Specialist	100	1	100	<ul style="list-style-type: none"> Private office with desk and one guest chair
Workstations	48	3	144	<ul style="list-style-type: none"> Open workstation
Legislative Chamber A/V	120	1	120	<ul style="list-style-type: none"> Adjacent to legislative chambers A/V connections for chambers Seating for 4
Call Center	48	5	240	<ul style="list-style-type: none"> Open workstation Acoustical separation
Work Room	250	1	250	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine and plotter
Storage Room	100	1	100	<ul style="list-style-type: none"> Secured storage room for equipment. Ideally on First Floor or Ground Level
Kitchenette	60	2	120	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Huddle Room	80	1	80	<ul style="list-style-type: none"> Table and chairs for 4 people A/V connections for flat-screen monitors
Large Meeting Room	950	1	950	<ul style="list-style-type: none"> Table and chairs for 25 people A/V connections for flat-screen monitors
Sound Studio	850	1	850	<ul style="list-style-type: none"> Green screen, lighting Sound booth

Total Net	3,379
Circulation/Bldg gross 50%	1,690
Total GSF	5,069



FUTURE USE BY DEPARTMENT

COUNTY CLERK				
	NSF	Qty	Total	Notes
County Clerk	325	1	325	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Workstation	48	4	192	<ul style="list-style-type: none"> Open workstation
Clerk Counter	25	3	75	<ul style="list-style-type: none"> Service counter
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
File Room	120	1	120	<ul style="list-style-type: none"> Secure storage for files
Storage Room	120	1	120	<ul style="list-style-type: none"> Secure storage for supplies
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Meeting Room	240	1	240	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor

Total Net	1,212
Circulation/Bldg gross 50%	606
Total GSF	1,818

Additional Notes

Prefer location adjacent to Auditor.



FUTURE USE BY DEPARTMENT

COUNTY COUNSELOR				
	NSF	Qty	Total	Notes
Counselor	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private Office with desk and two guest chairs Meeting table with four chairs
Attorneys / Staff	120	11	1,320	<ul style="list-style-type: none"> Acoustical privacy Private Office with desk and two guest chairs
Administrative Assistants / Support	48	4	192	<ul style="list-style-type: none"> Open workstation
Meeting Room	250	2	500	<ul style="list-style-type: none"> Table and chairs for 6 people A/V connections for flat-screen monitor
File Room	250	1	250	<ul style="list-style-type: none"> File storage
Work Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	2,727
Circulation/Bldg gross 50%	1,364
Total GSF	4,091



FUTURE USE BY DEPARTMENT

COUNTY - EXECUTIVE				
	NSF	Qty	Total	Notes
Executive	350	1	350	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Administrator	350	1	350	<ul style="list-style-type: none"> Private office with desk and two guest chairs Meeting table with four chairs
Chief of Staff	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Executive Assistant	120	3	360	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Administrative Assistant	48	1	48	<ul style="list-style-type: none"> Open workstation
Reception	48	1	48	<ul style="list-style-type: none"> Open workstation
Storage Room	120	1	120	<ul style="list-style-type: none"> Secure storage
Work Room	120	1	120	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Restroom	60	1	60	<ul style="list-style-type: none"> Accessible restroom
Break Room	225	1	225	<ul style="list-style-type: none"> Built-in casework storage Tables and chairs Area for refrigerator, microwave, coffeemaker
Waiting Area	90	1	90	<ul style="list-style-type: none"> Lounge chairs for 4 people Adjacent to executive offices
Huddle Room	100	1	100	<ul style="list-style-type: none"> Table and chairs for 4 people A/V connections for flat-screen monitor
Large Meeting Room	800	1	800	<ul style="list-style-type: none"> Table and chairs for 20 people A/V connections for flat-screen monitor

Total Net	2,791
Circulation/Bldg gross 50%	1,396
Total GSF	4,187



FUTURE USE BY DEPARTMENT

COUNTY - FINANCE				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private Office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Treasurer	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Budget Officer	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Purchasing Supervisor	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Purchasing	100	4	400	<ul style="list-style-type: none"> Private office with desk and one guest Acoustical privacy
Workstations	48	13	624	<ul style="list-style-type: none"> Open Workstation
File Room	240	1	240	<ul style="list-style-type: none"> Secure file room
Work / Copy Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Meeting Room	400	1	400	<ul style="list-style-type: none"> Table and chairs for 10 people A/V connections for flat-screen monitor

Total Net	2,609
Circulation/Bldg gross 50%	1,305
Total GSF	3,914



FUTURE USE BY DEPARTMENT

COUNTY - HR				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private office with desk and two guest chairs Meeting table with four chairs
Deputy Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Offices	100	6	600	<ul style="list-style-type: none"> Private office with desk and one guest Acoustical privacy
Administrative Assitant	48	1	48	<ul style="list-style-type: none"> Open workstation adjacent to Director and Deputy Director
Workstations	48	6	288	<ul style="list-style-type: none"> Open workstation
Badging Station	36	1	36	<ul style="list-style-type: none"> Open workstation for badging equipment
Vestibule	90	1	90	<ul style="list-style-type: none"> Vestibule with area for workstation to fill out job applications
File Room	80	1	80	<ul style="list-style-type: none"> Secure file room
Storage Room	60	1	60	<ul style="list-style-type: none"> Secure storage for wellness supplies
Work / Copy Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Training Room	290	1	290	<ul style="list-style-type: none"> Movable tables and chairs for 12 people A/V connections for flat-screen monitor
Large Training Room	2,400	1	2,400	<ul style="list-style-type: none"> Movable tables and chairs for 100 people A/V connections for flat-screen monitor Could use new Jury Room for large training events
Meeting Room	480	1	480	<ul style="list-style-type: none"> Table and chairs for 12 people A/V connections for flat-screen monitor

Total Net	4,957
Circulation/Bldg gross 50%	2,479
Total GSF	7,436



FUTURE USE BY DEPARTMENT

COUNTY - IT				
	NSF	Qty	Total	Notes
Director	325	1	325	<ul style="list-style-type: none"> Acoustical privacy Private Office with desk and two guest chairs Meeting table with four chairs
Assistant Director	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs Acoustical privacy
Manager	100	3	300	<ul style="list-style-type: none"> Private office with desk and one guest Acoustical privacy
Workstations	48	20	960	<ul style="list-style-type: none"> Open workstation Open workstation
Workroom	60	1	60	<ul style="list-style-type: none"> Enclosed room with workbench
Storage room	80	1	80	<ul style="list-style-type: none"> Lockable room for computers and parts storage
Work / Copy Room	80	1	80	<ul style="list-style-type: none"> Built-in casework storage and room for file cabinets Area for copy machine
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Meeting Room	400	2	800	<ul style="list-style-type: none"> Table and chairs for 10 people A/V connections for flat-screen monitor

Total Net	2,785
Circulation/Bldg gross 50%	1,393
Total GSF	4,178

Additional Notes

County IT would like to move to a Work From Home model. If this was implemented, the IT Department could reduce their square footage, and would require 10 workstations, a workroom for the workbench, and a secure storage room. Conference rooms could be shared with other departments.



FUTURE USE BY DEPARTMENT

COUNTY LEGISLATURE				
	NSF	Qty	Total	Notes
Legislative Chamber	1,800	1	1,800	<ul style="list-style-type: none"> Dais for 9 legislators Table for County Clerk and Auditor, Administration and Counselor Seating for 75 spectators
Legislators	120	9	1,080	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Workstations	48	10	480	<ul style="list-style-type: none"> Open workstation
Small Meeting Room	90	1	90	<ul style="list-style-type: none"> Shared with Auditor Table and chairs for 4 people A/V connections for flat-screen monitor
Large Meeting Room	800	1	800	<ul style="list-style-type: none"> Shared with Auditor Table and chairs for 20 people A/V connections for flat-screen monitor
File Room	125	2	250	<ul style="list-style-type: none"> Shared with Auditor Secured file room
Work Room	80	1	80	<ul style="list-style-type: none"> Shared with Auditor Built-in casework storage Area for copy machine
Restroom	60	2	120	<ul style="list-style-type: none"> Shared with Auditor Accessible restroom
Kitchenette	300	1	300	<ul style="list-style-type: none"> Shared with Auditor Tables and chairs for 9 people Built-in casework storage Area for refrigerator, microwave, coffeemaker

Total Net	5,000
Circulation/Bldg gross 50%	2,500
Total GSF	7,500

Additional Notes

Prefer location adjacent to Auditor.



FUTURE USE BY DEPARTMENT

PUBLIC WORKS				
	NSF	Qty	Total	Notes
Office	120	4	480	<ul style="list-style-type: none"> Private office with desk and two guest chairs
Shops	150	4	600	<ul style="list-style-type: none"> Plumbing, carpentry, electrical, janitorial shops
Medium Meeting Room	320	1	320	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitor
Kitchenette	60	1	60	<ul style="list-style-type: none"> Built-in casework storage Area for refrigerator, microwave, coffeemaker
Storage	5,000	1	5,000	

Total Net	6,460
Circulation/Bldg gross 50%	3,230
Total GSF	9,690

Additional Notes

County Public Works could relocate workshops to Penthouse, in order to improve ventilation to their work areas, and be acoustically separated from Courts functions. Office space does not need to be adjacent to shops.



FUTURE USE BY DEPARTMENT

RECORDER OF DEEDS

Office	NSF	Qty	Total	Notes
Office	120	1	120	<ul style="list-style-type: none"> Private office with desk and two guest chairs

Total Net	120
Circulation/Bldg gross 50%	60
Total GSF	180

Additional Notes

Currently only provided state-required office space in the Courthouse. All other offices are located in Independence.



FUTURE USE BY DEPARTMENT

SHARED SUPPORT SPACE				
	NSF	Qty	Total	Notes
Large Training Room	1200	1	1,200	<ul style="list-style-type: none"> Movable tables and chairs for 50 people Can be used for special events A/V connections for flat-screen monitors
Phone Booth / Hotel Station	25	5	125	<ul style="list-style-type: none"> Worksurface and chair for one person Acoustical privacy
Small Meeting Room	120	5	600	<ul style="list-style-type: none"> Table and chairs for 4 people A/V connections for flat-screen monitor
Medium Meeting Room	320	5	1,600	<ul style="list-style-type: none"> Table and chairs for 8 people A/V connections for flat-screen monitors
Large Meeting Room	650	2	1,300	<ul style="list-style-type: none"> Table and chairs for 16 people A/V connections for flat-screen monitors
Mother's Room / Wellness Room	80	5	400	<ul style="list-style-type: none"> Built-in casework storage with sink and small refrigerator Comfortable chair and side table
Break Room / Café	450	3	1,350	<ul style="list-style-type: none"> Variety of seating types with tables and chairs for 24 people Built-in casework Sink, refrigerators, microwaves, coffeemaker, vending machines A/V connections for flat-screen monitor

Total Net	6,575
Circulation/Bldg gross 50%	3,288
Total GSF	9,863



END OF REPORT.

