Space Needs Analysis Study

PROGRAM - S U M M A R Y



draft

January 21, 2014	COMP	ARABLE PRO	GRAM		EXISTING NSI	:	REC	OMMENDED	2034
DEPARTMENT	Total Department	x Grossing Factor =	Total Department GSF	Total Department NSF	x Grossing Factor =	Total Department GSF	Total Department NSF	x Grossing Factor =	Total Department GSF
Clerk of Courts	8,670	1.35	11,705	0	0.00	2,600	3,475	1.35	4,691
Courts	13,420	1.35	18,117	0	1.35	0	14,870	1.35	20,075
Dispatch Center (911)	1,385	1.35	1,870	0	0.00	1,310	2,625	1.35	3,544
District Attorney	5,450	1.35	7,358	0	0.00	1,390	2,200	1.35	2,970
Emergency Management	360	1.35	486	0	0.00	1,260	1,290	1.35	1,742
Family Court Commissioner	3,520	1.35	4,752	0	1.35	0	2,030	1.35	2,741
Health Department	0	1.35	0	8,335	1.00	8,335	6,904	1.35	9,320
Human Services - 12th Street	0	1.35	0	0	1.35	0	7,450	1.35	10,058
Human Services - Centralia	0	1.35	0	0	1.35	0	2,580	1.35	3,483
Human Services - Courthouse	0	1.35	0	0	1.35	0	9,180	1.35	12,393
Human Services - Marshfield	0	1.35	0	6,870	1.00	6,870	5,040	1.35	6,804
Human Services - Norwood	0	1.35	0	1,188	1.00	1,188	880	1.35	1,188
Human Services - Public Areas	0	1.35	0	0	1.35	0	2,200	1.35	2,970
Planning & Zoning	1,480	1.35	1,998	0	0.00	1,315	1,880	1.35	2,538
Register In Probate	0	1.35	0	925	1.00	925	1,305	1.35	1,762
Sheriff - Administration	2,680	1.35	3,618	0	1.35	0	0	1.35	0
Sheriff - Detectives	1,690	1.35	2,282	0	1.35	0	0	1.35	0
Sheriff - Evidence	2,010	1.35	2,714	0	1.35	0	0	1.35	0
Sheriff - MARSHFIELD	0	1.35	0	1,020	1.00	1,020	840	1.35	1,134
Sheriff - Patrol	830	1.35	1,121	0	1.35	0	0	1.35	0
Sheriff - Records	1,500	1.35	2,025	0	1.35	0	0	1.35	0
Sheriff - Training	6,550	1.35	8,843	0	1.35	0	0	1.35	0
Systems Department	6,800	1.35	9,180	0	0.00	2,450	3,850	1.35	5,198
Veterans Services - MARSHFIELD	0	1.35	0	640	1.00	640	380	1.35	513
Victim / Witness	300	1.35	405	333	1.35	450	505	1.35	682
TOTALS	47,975		64,766	19,311		27,153	66,009		89,112

Department: SUMMARY Printed: 6/12/2014 at 8:40 AM

Space Needs Analysis Study

PROGRAM





January 21, 2014											
DEPARTMENT:	Courts	CON	MPARABLE I	PROGRAM		EXISTING	NSF	RI	ECOMMEND	ED 2034	
DEPART HEAD:											
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
			400	4000					500		W/00 500
	Judge	4	400	1600			0	4	500	2000	WSC 500
	Judicial Assistant	4	125	500			0	4	125	500	
											West ones.
	Court Reporter	4	100	400			0	4	100	400	Workstation
	SUPPORT										
											W/00 0000
	Courtroom	4	1,700	6800			0	4	1,700	6800	WSC 2000
	Jury Room	4	300	1200			0	3	400	1200	WSC 400
							•		750	750	hum Assambly Circul for 25
	Jury Room						0	1	750	750	Jury Assembly - Sized for 35
	Jury Assembly Storage						0	1	50	50	Equipment
	homo Tailes	4	00	0.40			^	4	00	0.40	
	Jury Toilet	4	60	240			0	4	60	240	
	Baliff's Desk	4	25	100			0	4	25	100	
	Attamas Confessor	0	405	4000			^	40	405	4050	2 per Courtroom; plus 2 additional
	Attorney Conference	8	125	1000			0	10	125	1250	2 per Courticoni, pius 2 additional
	Judge's Toilet	4	60	240			0	4	60	240	
	ludgele Cterese	4	20	80			^	4	00	80	
	Judge's Storage	4	20	ου			0	4	20	00	
	Storage	4	50	200			0	4	50	200	Evidence, Etc.
	Prisoner Holding Cell (single)	2	50	100			Λ	2	50	100	
	Frisorier molarity cell (sirigle)	2	50	100			0	2	50	100	

Space Needs Analysis Study

PROGRAM





DEPARTMENT: DEPART HEAD:	Courts	CON	IPARABLE	PROGRAM		EXISTING	NSF	RE	COMMEND	PED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Prisoner Holding Cell (group)	2	80	160			0	2	80	160	
	Public Waiting	4	200	800			0	4	200	800	
	Total Department NSF		13,42	20		0			14,87	' 0	
	Grossing Factor		1.35	5		1.35	5		1.35	;	
	TOTAL DEPARTMENT GSF		18,1′	17		0			20,07	' 5	

Space Needs Analysis Study





January 21, 2014											•
DEPARTMENT:	Clerk of Courts	CO	MPARABLE	PROGRAM		EXISTING	NSF	RI	ECOMMEND	ED 2034	
DEPART HEAD:	Cindy J. Joosten										
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Clerk of Circuit Court	1	250	250	1	120	120	1	180	180	Cindy Joosten
			0.50	0.50		100	400		100	400	Cura
	Assistant	1	250	250	1	120	120	1	120	120	Sue
	Clerk	5	80	400	10	80	800	10	80	800	Workstation
	Receptionist	2	80	160	3	80	240	3	80	240	Workstation at Counter
	Receptionist	2	00	100	3	00	240	3	00	240	Workstation at Counter
	Scanner	1	80	80	2	80	160	2	80	160	Full Time
	SUPPORT										
	,										
	Jury Assembly / Multi Purpose	1	2,000	2,000			0			0	Use Jury Room - See Courts
	Jury Assembly Storage	1	200	200			0			0	See Courts
	Active Records	1	2,000	2,000	1	150	150	1	500	500	
	Inactive Records	1	2,000	2,000	1	120	120	1	500	500	
	Fridance Deem	4	200	200			•	4	400	400	
	Evidence Room	1	200	200			0	1	100	100	
	Waiting Area	1	500	500	1	150	150	1	150	150	At Counter
	Waiting / Multi Purpose			0			0	1	150	150	Public Assistance Room
	Walting / Mala F diposo			· ·			, ,	1	150	100	
	Reception Counter	1	200	200	1	100	100	1	100	100	3 Windows
	File Review Room	1	80	80			0	1	100	100	
	Work Room / Copy / Storage	1	200	200			0	1	200	200	
	Alcove	1	50	50	1	30	30	1	50	50	Coffee

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DEPARTMENT: DEPART HEAD:	Clerk of Courts Cindy J. Joosten	CON	//PARABLE	PROGRAM		EXISTING	NSF	RE	COMMENI	DED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	CCAP Equipment	1	100	100			0	1	100	100	
	Coats			0			0	1	25	25	
				0			0			0	
	Total Department NSF		8,67	0					3,47	5	
	Grossing Factor		1.35						1.35		
	TOTAL DEPARTMENT GSF		11,70)5		2,60	0		4,69	1	

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TMENT: T HEAD:	Dispatch Center (911) Lori Heideman	CON	/IPARABLE I	PROGRAM		EXISTING	NSF	RI	ECOMMEND	ED 2034	
	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Dispatch Center	1	750	750	1	800	800	1	1,350	1350	7 Workstations + 1 Training
	Dispatch Supervisor	1	150	150	1	120	120	1	200	200	Lori Heideman
	Dispatch Equipment Elec.	1	300	300	1	120	120	1	450	450	
	Alcove	1	100	100	1	100	100	1	100	100	Coffee
	Dispatch Toilet	1	60	60	1	40	40	1	60	60	
	Dispatch Vestibule	1	25	25			0	1	25	25	Card Access
	Janitor / Storage			0			0	1	100	100	
	Warrant Storage			0			0	1	100	100	
	Staff Lockers				1	40	40	1	240	240	24 Staff; 15x15 Full Height
	Total Department NSF		1,38	_					2,625		
	Grossing Factor		1,36						1.35		
	TOTAL DEPARTMENT GSF		1,870			1,310			3,544		

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PROGRAM





anuary 21, 2014 DEPARTMENT: DEPART HEAD:	District Attorney Craig Lambert	CO	//PARABLE F	PROGRAM		EXISTING	NSF	RE	ECOMMENI	DED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	District Attorney	1	250	250	1	185	185	1	250	250	Craig Lambert
	Assistant District Attorney	9	150	1350	1	140	140	4	150	600	
	Assistant District Attorney			0	1	185	185			0	
	Assistant District Attorney			0	1	105	105			0	
	Office Manager (Legal Secretary)	1	200	200			0	1	120	120	Tina Groshek
	Legal Secretary	10	80	800			0	4	80	320	Workstation
	Intern	2	100	200			0	1	80	80	Workstation
	SUPPORT										
	Reception/Waiting	1	300	300			0	1	100	100	4 Seats
	Conference Room	1	400	400			0	1	250	250	Sized for 8
	Computer	1	200	200			0	1	50	50	
	Work / Copy Room	1	150	150			0	1	80	80	
	Active Records	1	600	600			0	1	150	150	7' x 20'
	Inactive Records	1	1,000	1000			0	1	200	200	
	Total Department NS	SF SF	5,450						2,20	0	
	Grossing Factor	or	1.35						1.35		
	TOTAL DEPARTMENT GS	SF	7,358	3		1,390			2,97	0	

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PROGRAM





Emergency Management Steven R. Kreuser	COI	MPARABLE	PROGRAM		EXISTING	NSF	RI	ECOMMEND	DED 2034	
SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
STAFF										
Director / EM	1	120	120	1	120	120	1	120	120	Steve Kreuser
Deputy Director			0	1	130	130	1	120	120	
Program Assistant	1	120	120			0	2	100	200	Work Station
Communications Coordinator	1	120	120			0			0	Across Street
SUPPORT										
EM Storage			0			0	1	100	100	
Emergency Operations Center (EOC)			0			0	1	300	300	Kitchenette
EOC Equipment			0			0	1	150	150	Adjacent to EOC
Waiting			0	1	30	30	1	200	200	
Counter			0	1	60	60	1	100	100	
					4.00					
	Steven R. Kreuser SPACE DESCRIPTION STAFF Director / EM Deputy Director Program Assistant Communications Coordinator SUPPORT EM Storage Emergency Operations Center (EOC) EOC Equipment Waiting Counter Total Department NSI Grossing Factor	Steven R. Kreuser SPACE DESCRIPTION STAFF Director / EM 1 Deputy Director Program Assistant 1 Communications Coordinator 1 SUPPORT EM Storage Emergency Operations Center (EOC) EOC Equipment Waiting	Steven R. Kreuser SPACE DESCRIPTION STAFF Director / EM Deputy Director Program Assistant 1 120 Communications Coordinator EM Storage Emergency Operations Center (EOC) EOC Equipment Waiting Counter Total Department NSF Grossing Factor 1.35	Steven R. Kreuser SPACE DESCRIPTION STAFF Director / EM Deputy Director Program Assistant 1 120 120 Communications Coordinator EM Storage Emergency Operations Center (EOC) EOC Equipment Waiting Counter Total Department NSF Grossing Factor SIZE Total 1 120 120 120 120 120 120 120 1	Steven R. Kreuser SPACE DESCRIPTION Qty. Size Total Qty.	Steven R. Kreuser SPACE DESCRIPTION Qty. Size Total Qty. Size Total Qty. Size STAFF	Steven R. Kreuser SPACE DESCRIPTION STAFF	Steven R. Kreuser SPACE DESCRIPTION STAFF Director / EM	Steven R. Kreuser SPACE DESCRIPTION Oty. Size Total Ot	Steven R. Kreuser SPACE DESCRIPTION Gty. Size Total Gty. Gty.

Space Needs Analysis Study

Venture Architects

PROGRAM



DEPARTMENT: DEPART HEAD:	Family Court Commissioner	CON	MPARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMENI	DED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Family Court Commissioner	2	300	600			0	1	200	200	
	Court Reporter	2	80	160			0	1	100	100	Workstation
	SUPPORT										
	Courtroom	2	1,000	2000			0	1	1,400	1400	
	Attorney Conference	4	125	500			0	2	125	250	2 per Courtroom
	Commissioner's Toilet	2	60	120			0	1	60	60	
	Commissioner's Storage	2	20	40			0	1	20	20	
	Active Records	1	100	100			0			0	For all Courtrooms
	Total Department NSF		3,52	0		0			2,03	0	
	Grossing Factor		1.35			1.35	5		1.35	5	
	TOTAL DEPARTMENT GSF		4,75	2		0			2,74	1	

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January 21, 2014											
DEPARTMENT: DEPART HEAD:	Health Department Sue Kunferman	COI	MPARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMEND	ED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Director			0			0	1	144	144	Sue
	Accounting Supervisor			0			0	1	120	120	Kathy
	Public Health Manager			0			0	2	120	240	Nancy, Ty
	,										
	Public Health Program Coordinator			0			0	2	100	200	Val, Kara
	Consultant Room			0			0	1	100	100	
	Public Health Educator / Nutritionist			0			0	2	100	200	Amanda, Angela
	Nurses			0			0	8	100	800	
	Health Screener			0			0	2	100	200	
	WIC Clerk			0			0	1	100	100	Kathy R.
	WIC DTRS			0			0	2	100	200	Amy, Vacant, WIC Program Supplies
	Breast Feeding/ Lactation			0			0	0		0	(See Amanda Above)
	Nutrion / Lactation Program Sup.			0			0	1	120	120	Amber
	Environmental Health Sanitarian			0			0	2	100	200	Greg, Kate
	Supply Room			0			0	1	120	120	Office Supplies, Envelopes, Paper, etc.
	Accounting Clerk			0			0	1	100	100	Janette
	Waiting			0			0	1	600	600	Includes Child Play
	Receptionist / Health Department			0		10 of 42	0	2	100	200	Sharon, Mai

Space Needs Analysis Study

PROGRAM





7 21, 2014 TMENT: T HEAD:	Health Department Sue Kunferman	COI	MPARABLE	PROGRAM		EXISTING	NSF	RE	COMMEND	ED 2034	
	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Active Files			0			0	1	100	100	Space Saver
	Lab / Immunization / Storage			0			0	1	200	200	Clinic Supplies, Vaccine, Fridge/Freezer
	Exam Rooms			0			0	3	100	300	
	Storage			0			0	1	600	600	FHIP, HPWC, CD, Environmental Health
	Inactive Files			0			0	1	200	200	
	Conference / EOC			0			0	1	600	600	
	Copy / Work Room			0			0	2	100	200	
	Conference Room			0			0	1	200	200	
	Interns			0			0	1	200	200	4 Workstations
	Intern Office			0			0	1	70	70	
	Break Room			0			0	1	300	300	
	BF Friendly Room			0			0	1	40	40	
	Healthy Smiles (Dental Clinic)										
	Oral Health Supervisor			0			0	1	100	100	Wendy
	Public Health Aide			0			0	1	150	150	Betsy, HS Program Supplies
	File / Storage Total Department NSF			0			0		0.00	0	
			0						6,90		
	Grossing Factor TOTAL DEPARTMENT GSF		1.35 0			8,33	5		1.35 9,32 0		
D	ent: Health Department					11 of 42	J		9,32	0-	Printed: 6/12/2014 at 8:40 AM

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PROGRAM - S U M M A R Y
HUMAN SERVICES - WISCONSIN RAPIDS



January 21, 2014	REC	OMMENDED	2034
DEPARTMENT	Total Department NSF	x Grossing Factor =	Total Department GSF
Human Services - 12th Street	7,450	1.35	10,058
Human Services - Centralia	2,580	1.35	3,483
Human Services - Courthouse	9,180	1.35	12,393
Human Services - Public Areas	2,200	1.35	2,970
Subtotal	21,410		28,904

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PROGRAM



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January 21, 2014											
DEPARTMENT:	Human Services - 12th St.	COI	MPARABLE	PROGRAM		EXISTING	S NSF	RI	ECOMMEND	DED 2034	
DEPART HEAD:											
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Accounts Receivable Supervisor			0			0	1	150	150	Angela Wiese
											Also AMALIS (a a Secondary)
	RN			0			0	1		0	Alexa Webb (confirm size)
	Outpatient Clinician Therapist			0			0	1	150	150	Beth Ruehl
	Outpatient Clinician Therapist			0			0	1	150	150	Beth Sullivan
	Outpatient Oilmolan Therapist			U			U	'	130	130	Dou't Gallivan
	Secretary			0			0	1	100	100	Beverly Spencer
	Dictation / Transcription			0			0	1	100	100	Brenda Orth
											0
	Dictation / Transcription			0			0	1	100	100	Carrie Meyer
	CCS / CSP Service Facilitator			0			0	1	100	100	Casey Shover
											Cheryl Gazeley
	Clinic Receptionist			0			0	2	80	160	Lisa Zvolena
	December							4	400	400	
	Records			0			0	1	100	100	
	Physician			0			0	1	200	200	Dr. Andrews
	Storage Closet			0			0	1	50	50	Drug Storage
								,		- U	
	Physician			0			0	1	200	200	Dr. Saul
	Children's Service Coordinator			0			0	1	100	100	Jack Farris
	Assist Support Staff Division Manager			0			0	1	120	120	Jan Pelot
	Secretary			0			0	1	100	100	Jean Babcock
	Secretary			0			0	1	100	100	Jean Breen
	Georgialy			U			U	I	100	100	odan Broom
						42 (42					

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PROGRAM



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DEPARTMENT:	Human Services - 12th St.	COM	COMPARABLE PROGRAM			EXISTING	NSF	RI	ECOMMENI	DED 2034	
DEPART HEAD:		COMPARABLE PROGRAM				LAISTING NOI					
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Outpatient Clinician			0			0	1	150	150	Jen Derousseau

Space Needs Analysis Study





January 21, 2014											
DEPARTMENT: DEPART HEAD:	Human Services - 12th St.	COMPARABLE PROGRAM				EXISTING	NSF	RE	ECOMMEND	ED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	CCS / CSP Facilitator			0			0	1	100	100	Jill Scheidegger
	Intake Coordinator			0			0	1	150	150	Jody Etheridge
	Children's Services Facilitator			0			0	1	100	100	Julie Power
											Karan Drawar
	Nurse Manager			0			0	1	150	150	Karen Brewer
	RN			0			0	1	100	100	Kathy Lisiecki
	Shared Office With CCS / CSP			0			0			0	Stephanie Gudmundsen
	Payroll Coordinator			0			0	1	150	150	Katie Erickson
	Crisis / Legal Services Coordinator			0			0	1	100	100	Katie Miloch
							V	1			
	Children's Services Facilitator			0			0	1	100	100	Kay Marceau
	Outpatient Clinician			0			0	1	150	150	Laura Goergen
	Outpatient Clinician			0			0	1	150	150	LouAnne Pufall
	PCS Service Facilitator			0			0	1	100	100	Mary Nennig
								1			
	Outpatient Clinician			0			0	1	150	150	Mary Readel
	Outpatient Treatment Manager			0			0	1	200	200	Randall Ambrosius
	Outpatient Clinician			0			0	1	150	150	Richard Hadfield
	CCS Coordinator			0			0	1	100	100	Ryan Schultz
								•			
	Drug Court Coordinator			0			0	1	200	200	NAME
	Drug Testing Toilet			0			0	1	60	60	

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ary 21, 2014											
ARTMENT: ART HEAD:	Human Services - 12th St.	COMPARABLE PROGRAM				EXISTING	NSF	RE	COMMEND	ED 2034	
No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Outpatient Clinician			0			0	1	150	150	Sue Schuler-Sheveland
	Contract / Fiscal			0			0	1	150	150	Tami Koran
	Child Long Term Support Manager			0			0	1	150	150	Tonya Callahan
	Crisis / Legal Services Coordinator			0			0	1	100	100	Wes Froeba
	Therapy Play Room			0			0	1	150	150	
	Conference Room			0			0	3	250	750	Divided Room Between 2
	Office			0			0	1	150	150	Future
	Office			0			0	3	120	360	Future
	Storage - Equipment			0			0	1	500	500	
	Storage - Inactive Files			0			0	1	500	500	
	Medication Room			0			0	1	150	150	Sink
	Waiting			0			0			0	Confirm
	Toilets - Visitors			0			0			0	Confirm
	Toilets - Staff			0			0			0	Confirm
	Break Room			0			0			0	Confirm
	Total Danasim and NO								7.45		
	Total Department NSF 0 Grossing Factor 1.35			0 7,450 1.35 1.35							

Space Needs Analysis Study

PROGRAM



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DEPARTMENT:	Human Services - 12th St.	CON	//PARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMENI	DED 2034	
DEPART HEAD:	<u></u>										
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	TOTAL DEPARTMENT GSF		0			0	0 10,058				

Space Needs Analysis Study

PROGRAM





DEPARTMENT: DEPART HEAD:	Human Services - Centralia	COMPARABLE PROGRAM			EXISTING NSF				ECOMMENE	DED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Economic Support Staff Office			0			0	10	100	1000	Name
	Energy Staff Office			0			0	2	120	240	Name
	Transportation Coordinator			0			0	1	100	100	Constance Jacobson
	Transportation Support Staff Office			0			0	1	100	100	Victoria Wilson
	Driver			0			0	1	100	100	
	FSET Staff Office			0			0	1	120	120	Larry Piekarski
	FSET Waiting Area			0			0	1	120	120	Seating, Computers
	Economic Support/Employment Services Division Manager			0			0	1	200	200	Brandon Vruwink
	Economic Support Supervisor			0			0	1	150	150	Denise Jeffers
	Office			0			0	2	100	200	Future
	Conference Room			0			0	1	250	250	12 People
	Waiting			0			0			0	Confirm
	Toilets - Visitors			0			0			0	Confirm
	Toilets - Staff			0			0			0	Confirm
	Break Room Storage			0			0			0	Confirm
		0	0		0	0		2,58	0	Confirm	
	Grossing Factor					1.35			1.35		l

Space Needs Analysis Study

PROGRAM



draft

	TOTAL DEPARTMENT GSF		0			0	0		3,483		
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
DEPART HEAD:		COI	MIFARABLE	FROGRAM		EXISTING	J NOF	N	ECOMINENT	JED 2034	
DEPARTMENT:	Human Services - Centralia	COM	MDADADIE	PROGRAM		EXISTING	2 NGE	DI	ECOMMEND	NED 2024	
January 21, 2014											

Space Needs Analysis Study





January 21, 2014											@: @: c
DEPARTMENT: DEPART HEAD:	Human Services - Courthouse	COMPARABLE PROGRAM				EXISTING	NSF	RE	ECOMMEND	ED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Family Services Manager			0			0	1	150	150	Anne Lachappelle
	i allilly Services Manager			U			U	1	150	130	Author Education Control of the Cont
	Transcriptionist			0			0	1	100	100	Brenda Dewitt
	Family Services Division Administrator			0			0	1	200	200	Chris Hanten
	Receptionist			0			0	1	80	80	Cindy Drechsler
	Social Worker			0			0	1	120	120	Cindy Lowe
	Family Services Manager			0			0	1	150	150	Craig Rasmussen
	Social Worker			0			0	1	120	120	Craig Sankey
	Social Worker			0			0	1	100	100	Dave Bray
	Transcriptionist			0			0	1	100	100	Dawn Rusch
	Family Resources Coordinator			0			0	1	100	100	Deb Marti
	JJ Social Worker			0			0	1	120	120	Greg Jehn
	Ongoing Social Worker			0			0	1	120	120	Heather Utecht
	Fiscal Coordinator			0			0	1	100	100	Holly Maus
	Foster Care Coordinator			0			0	1	120	120	Jean Rader
	Family Services Manager			0			0	1	150	150	Jen Pavloski
	Initial Response Worker			0			0	1	120	120	Jill Vruwink
	Initial Intake Social Worker			0			0	1	120	120	Joann Wormet
	Volunteer Coordinator			0			0	1	100	100	Jodi Knuteson
						20 of 42					Deinto d. C/12/2014 at 0.40 AA4

Space Needs Analysis Study

PROGRAM



draft

Human Services - Courthouse	CON	MPARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMEND	ED 2034	
SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
Human Services Director			0			0	1	250	250	Kathy Roetter
JJ Social Worker			0			0	1	120	120	Kelly Bragg
Ongoing Social Worker			0			0	1	120	120	Kirsten Wentzel
Ongoing Social Worker			0			0	1	120	120	Krisit Duerr
Family Resources Coordinator			0			0	1	100	100	Lisa Gutsch
JJ Social Worker			0			0	1	120	120	Lois Dover
Support Services Division Manager			0			0	1	150	150	Lois Hewuse
Receptionist			0			0	1	80	80	Mary Kay Braun
Initial Response Worker			0			0	1	120	120	Rebecca Desorcy
Initial Response Worker			0			0	1	120	120	Sarah Arndt
Reservation Coordinator (confirm)			0			0	1	100	100	Shelli Peters
JJ Social Worker			0			0	1	120	120	Tim McNaughton
Office			0			0	2	120	240	Vacant
Office			0			0	1	100	100	Intern
Office			0			0	3	120	360	Future
Conference Room			0			0	1	400	400	20 People
Conference Room Storage			0			0	1	100	100	Video Conference Equipment
	SPACE DESCRIPTION Human Services Director JJ Social Worker Ongoing Social Worker Ongoing Social Worker Family Resources Coordinator JJ Social Worker Support Services Division Manager Receptionist Initial Response Worker Initial Response Worker Reservation Coordinator (confirm) JJ Social Worker Office Office Office Conference Room	SPACE DESCRIPTION Qty. Human Services Director JJ Social Worker Ongoing Social Worker Family Resources Coordinator JJ Social Worker Support Services Division Manager Receptionist Initial Response Worker Initial Response Worker Reservation Coordinator (confirm) JJ Social Worker Office Office Office Conference Room	SPACE DESCRIPTION Qty. Size Human Services Director JJ Social Worker Ongoing Social Worker Family Resources Coordinator JJ Social Worker Support Services Division Manager Receptionist Initial Response Worker Initial Response Worker Reservation Coordinator (confirm) JJ Social Worker Office Office Office Conference Room	SPACE DESCRIPTION Qty. Size Total Human Services Director JJ Social Worker Ongoing Social Worker Ongoing Social Worker Ongoing Social Worker Ongoing Social Worker Osupport Services Coordinator JJ Social Worker Support Services Division Manager Receptionist Olinitial Response Worker Initial Response Worker Reservation Coordinator (confirm) JJ Social Worker Office Office Office Office Office Office Oconference Room O Conference Room	SPACE DESCRIPTION Qty. Size Total Qty. Human Services Director 0 JJ Social Worker Ongoing Social Worker Ongoing Social Worker Family Resources Coordinator JJ Social Worker Support Services Division Manager Receptionist O Initial Response Worker O Reservation Coordinator (confirm) JJ Social Worker O Coffice Office Office Office O Conference Room O	SPACE DESCRIPTION Qty. Size Total Qty. Size Human Services Director JJ Social Worker Ongoing Social Worker Ongoing Social Worker Ongoing Social Worker Ongoing Social Worker Oscial Worker Oscia	SPACE DESCRIPTION	SPACE DESCRIPTION	SPACE DESCRIPTION Qty. Size Total Qty. Size Total	COMPARABLE PROGRAM

Space Needs Analysis Study





January 21, 2014											
DEPARTMENT: DEPART HEAD:	Human Services - Courthouse	COMPARABLE PROGRAM				EXISTING	NSF	RE	COMMEND	ED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Family Visitation Room			0			0	1	250	250	
	HSRS Clerk			0			0	1	100	100	Diane Babcock
	Assistant Fiscal Manager (confirm)			0			0	1	150	150	Doreen Alfred
	Financial Services Manager			0			0	1	200	200	Jo Timmerman
	Accountant			0			0	1	120	120	Joanne Borski
	Systems Operations Technician (confirm)			0			0	1	120	120	Jody Radlinger
	Billing Clerk			0			0	1	100	100	Lisa Boyarski
	Accountant			0			0	1	120	120	Mary Schlagenhaft
	Systems / Programming			0			0	1	120	120	Peggy Sullivan
	Coding			0			0	1	100	100	New Position
	Copy / Work Room			0			0	1	200	200	
	Active File Storage			0			0	1	200	200	
	Office			0			0	1	120	120	Future
	Am I Missing Some Rooms????			0			0			0	
				0			0			0	
				0			0			0	
	Break Room			0			0	3	300	900	Sink; 10-12 People; Confirm Size
	Waiting			0			0	1	500	500	
	Drop In Center			0		22 of 42	0	1	500	500	Confirm With Existing

Space Needs Analysis Study





anuary 21, 2014											
EPARTMENT: EPART HEAD:	Human Services - Courthouse	CON	MPARABLE	PROGRAM		EXISTING	NSF	RECOMMENDED 2034			
D No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARI
	Toilets - Visitors			0			0	2	60	120	
	Toilets - Staff			0			0	2	60	120	
	Storage			0			0	1	250	250	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				U			U			U	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
	Total Department NSF		0			0			9,18	0	
	Grossing Factor		1.35			1.35			1.35	5	

Space Needs Analysis Study

PROGRAM



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DEPARTMENT:	Human Services - Courthouse	CO	MPARABLE	PROGRAM		EXISTIN	G NSF	RI	ECOMMENI	DED 2034	
DEPART HEAD: FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	TOTAL DEPARTMENT GSF		0			0		12,393			

Space Needs Analysis Study





January 21, 2014											
DEPARTMENT: DEPART HEAD:	Human Services - MARSHFIELD	CON	IPARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMEND	ED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	JJ Social Worker			0			0	1	120	120	Barb Rahm
	Transcriptionist			0			0	1	100	100	Beth Hiller
	Bus Driver			0			0	1	100	100	
	Economic Support Supervisor			0			0	1	150	150	Doreen Lang
	Foster Care Coordinator			0			0	1	120	120	Grace Bauer
	Economic Support Worker			0			0	1	100	100	Jane Schell
	Receptionist Social Worker			0			0	1	120	80 120	Jean O'Shasky Jennifer Kleine
	Clerical			0			0	1	100	100	Jodi Berdan
	Social Worker			0			0	1	120	120	Jodi Liegl
	Clerical			0			0	1	100	100	Joni Jung
	Social Worker			0			0	1	120	120	Julie Skerhutt
	Economic Support Worker			0			0	1	100	100	Kathy Willems
	Economic Support Worker			0			0	1	100	100	Kit Peterson
	FSET Worker			0			0	1	100	100	Linday Hoort
	Social Worker Social Worker			0			0	1	120	120 120	Lindsey Heart Mary Christensen
	Economic Support Worker			0			0	1	100	100	Michele Kaplan

Space Needs Analysis Study

PROGRAM





January 21, 2014											
DEPARTMENT: DEPART HEAD:	Human Services - MARSHFIELD	CON	MPARABLE I	PROGRAM		EXISTING	NSF	RI	ECOMMEND	ED 2034	
) No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Social Worker			0			0	1	120	120	Tammy Koenig
	Economic Support Worker			0			0	1	100	100	Tanya Kilty
				-				·			
	Social Worker			0			0	1	120	120	Teri Heinzen
	Resource Coordinator			0			0	1	100	100	Tracy Brumley
	Economic Support Worker			0			0	1	100	100	Wendy Baker
	Northern			0			0	1	150	150	Vacant
	Child Care Coordinator			0			0	1	100	100	Vacant
	Visitation			•			•	4	250	250	
	visitation			0			0	1	250	250	
	Conference Room			0			0	1	400	400	12-15 People
	Conference Room Storage			0			0	1	100	100	Video Conference Equipment
	Storage			0			0	1	500	500	
	Supervisor			0			0	1	150	150	NAME
	Office			0			0	2	120	240	Future
	Toilets - Visitor's			0			0	2	60	120	

Space Needs Analysis Study

PROGRAM





DEPARTMENT: DEPART HEAD:	Human Services - MARSHFIELD	CON	COMPARABLE PROGRAM		EXISTING NSF			RI	ECOMMEND	DED 2034	
D No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Toilet's - Staff			0			0	2	60	120	
	Waiting			0			0	1	200	200	
	Break Room			0			0	1	200	200	
	Total Department NSF		0						5,04		
	Grossing Factor		1.35						1.35		
	TOTAL DEPARTMENT GSF		0			6,87	0		6,80	4	

Space Needs Analysis Study

PROGRAM



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DEPARTMENT: DEPART HEAD:	Human Services - Norwood	CON	//PARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMENE	DED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Child Support Office			0			0	1	200	200	2 People
	Outpatient Clinician			0			0	1	150	150	
	Doctor Office			0			0	1	200	200	
	Drug Courtroom			0			0	1	150	150	
	Drug Court Office			0			0	1	120	120	
	Drug Court Toilet			0			0	1	60	60	Drug Testing
	Total Department NSF		0						880		
	Grossing Factor		1.35						1.35		
	TOTAL DEPARTMENT GSF		0			1,18	8		1,188	}	

Space Needs Analysis Study

PROGRAM



draft

ARTMENT: ART HEAD:	Human Services - Public Areas	COMPARABLE PROGRAM				EXISTING NSF			ECOMMENE	DED 2034	
No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Vestibule - Public			0			0	1	100	100	
	Public Toilets			0			0	4	200	800	5 Fixtures Per Room
	Staff Toilets			0			0	4	200	800	
	Janitor Closet			0			0	2	100	200	
	Vestibule - Staff			0			0	1	100	100	
	IT Server			0			0			0	
	Building Storage			0			0	1	200	200	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
	Tatal Damanton (NOT			0			0		2.20	0	
	Total Department NSF		1 25			1 25			2,20 1.35		
	Grossing Factor TOTAL DEPARTMENT GSF		1.35 O			1.35 0			2,97		

Space Needs Analysis Study

PROGRAM





TMENT: T HEAD:	Planning & Zoning Gary Popelka	COM	MPARABLE I	PROGRAM		EXISTING	NSF	RE	ECOMMEND	ED 2034	
	SPACE DESCRIPTION STAFF	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Director, Planning & Zoning	1	180	180			0	1	200	200	Gary Popelka
	Storage			0			0	1	50	50	
	Planner	5	150	750			0	1	180	180	Jason Grueneberg
	Storage			0			0	1	50	50	
	Code Administrator			0			0	1	180	180	Jeff Brubaker
	Storage			0	Ψ.		0	1	50	50	
	Code Technician			0	Provide		0	1	180	180	(WHO?)
	GIS Specialist			0	To Pr		0	1	120	120	(WHO?)
	Filing			0	Cain T		0	1	50	50	
	Administrative Support			0	O		0	1	120	120	Julie Akey
	SUPPORT			0			0			0	
	Waiting	1	150	150			0	1	100	100	4 Seats
	Counter/Permits			0			0	1	100	100	Kim Keech
	Conference/Files/Work	1	300	300			0	1	300	300	
	Storage	1	100	100			0	1	150	150	Files, Shelving
	Alcove	105	4.40	0			0	1	50	50	Coffee
	Total Department N		1,480 1.35						1,880		
	Grossing Factor TOTAL DEPARTMENT GSF			3		1,31	<u> </u>		1.35 2,53		

Space Needs Analysis Study

PROGRAM





DEPARTMENT: DEPART HEAD:	Register In Probate	CON	MPARABLE	PROGRAM		EXISTING	S NSF	RI	ECOMMEND	ED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Register In Probate							1	180	180	Sherry Masephol
	Deputy Register / Juvenile Clerk							1	180	180	
	Clerk / Typist							2	100	200	Work Station
	Scanning /Microfish Reading							1	80	80	Work Station
	Public Access							1	40	40	
	Files (ACTIVE)							1	200	200	Space Saver
	Files (INACTIVE)							1	200	200	Space Saver
	Work/Copy/Storage							1	150	150	
	Alcove							1	50	50	Coffee
	Coats							1	25	25	
	Total Department NSF		0			925	,)		1,30	5	
	Grossing Factor		1.3	5		1			1.35	5	
	TOTAL DEPARTMENT GSF		0			925	5		1,76	2	

Space Needs Analysis Study





January 21, 2014	O A. L										
DEPARTMENT: DEPART HEAD:	Sheriff - Administration Thomas Reichert	CON	MPARABLE	PROGRAM		EXISTING	NSF	RI	ECOMMEN	DED 2034	
D No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Public Lobby	1	200	200			0			0	
	Reception / Secretary	1	80	80			0			0	Workstation
	Multi Purpose Conference	1	120	120			0			0	Sized for 6
	Adminisrative Secretary	2	100	200			0			0	Workstation
	Active Records	1	100	100			0			0	
	Sheriff's Office	1	400	400			0			0	
	Sheriff's Storage	1	30	30			0			0	
	Chief Deputy Office	1	300	300			0			0	
	Chief Deputy Storage	1	30	30			0			0	
	Conference	1	300	300			0			0	Sized for 12
	Coffee Alcove	1	30	30			0			0	
	SUPPORT										
	Sergeant Office	1	120	120			0			0	
	Sergeant Storage	1	30	30			0			0	
	General Storage	1	100	100			0			0	
	Process Servers	6	80	480			0			0	Workstation
	Secretary	2	80	160			0			0	Workstation

Space Needs Analysis Study

PROGRAM



draft

DEPARTMENT: DEPART HEAD:	Sheriff - Administration Thomas Reichert	CON	IPARABLE	PROGRAM		EXISTING	NSF	RI	ECOMMENI	DED 2034	
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Total Department NSF		2,68	0		0			0		
	Grossing Factor		1.35	5		1.35	5		1.38	5	
	TOTAL DEPARTMENT GSF		3,61	8		0			0		

Space Needs Analysis Study

PROGRAM





SPACE DESCRIPTION	Qty.	COMPARABLE PROGRAM			EXISTING NSF				ED 2034	
	G().	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
Detective Office	8	100	800			0			0	
	1		100			0			0	
Interview Rooms	4	60	240			0			0	
Interview Equipment	1	400	400			0			0	
Detective Conference	1	120	120			0			0	Sized for 6
Sensitivity Room	1	120	120			0			0	
Public Toilet	1	60	60			0			0	
Detective Storage	1	150	150			0			0	
DARE Office	1	200	200			0			0	Includes Storage
Administrative Captain	1	200	200			0			0	
Detective Sergeant	1	120	120			0			0	
Detective Secretary	1	80	80			0			0	Workstation
	<u> </u>				0			0		
Grossing Factor						5				
	Interview Equipment Detective Conference Sensitivity Room Public Toilet Detective Storage DARE Office Administrative Captain Detective Sergeant Detective Secretary Total Department NS Grossing Fact	Interview Rooms 4 Interview Equipment 1 Detective Conference 1 Sensitivity Room 1 Public Toilet 1 Detective Storage 1 DARE Office 1 Administrative Captain 1 Detective Sergeant 1 Detective Sergeant 1 Detective Secretary 1 Total Department NSF Grossing Factor TOTAL DEPARTMENT GSF	Interview Rooms							

Space Needs Analysis Study

PROGRAM





nuary 21, 2014 EPARTMENT: EPART HEAD:	Sheriff - Evidence Thomas Reichert	COMPARABLE PROGRAM				EXISTING	NSF	RI	ECOMMEND	DED 2034	
No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Drying Room	1	60	60			0			0	
	Evidence Records	1	100	100			0			0	
	Evidence Processing Lab	1	300	300			0			0	
	Evidence Storage	1	1,200	1200			0			0	
	Computer Station	1	150	150			0			0	
	Evidence Lockers	1	50	50			0			0	Pass Through
	Evidence Process	1	150	150			0			0	Officer Drop Off
	Total Department NSF		2,01			0			0		
	Grossing Factor		1.35 2,71			1.35			1.35	5	
Denartme	TOTAL DEPARTMENT GSF Department: Sheriff - Evidence			4		0 35 of 42			0		Printed: 6/12/2014 at 8:40 AM

Space Needs Analysis Study

PROGRAM





RTMENT: RT HEAD:	Sheriff - Marshfield	CO	/IPARABLE	PROGRAM		EXISTING	NSF	RE	ECOMMEND	DED 2034	
	SPACE DESCRIPTION STAFF	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Sheriff's Office			0	1	110	110	1	110	110	
	Waiting Area			0	1	110	110	1	110	110	
	Workstation			0	2	100	200	2	100	200	Workstation
	Office			0	2	120	240	2	120	240	
	SUPPORT										
	Conference Room			0			0			0	
				0	1	80	80	1	80	80	Active / Inactive
	Storage			U	ı	00	00	Į.			Active / Indulve
	Evidence Room							1	100	100	
	Total Department NSF		0						840		
	Grossing Factor		1.3	5					1.35	5	
David	TOTAL DEPARTMENT GSF Department: Sheriff - MARSHFIELD		0			1,020 36 of 42	0		1,13	4	Printed: 6/12/2014 at 8:40 AM

Space Needs Analysis Study

PROGRAM





PARTMENT: PART HEAD:	Sheriff - Patrol Thomas Reichert SPACE DESCRIPTION	COMPARABLE PROGRAM				EXISTING	NSF	R	ECOMMEN	DED 2034	
D No.		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	24.42.5										0 Desitions
	Patrol Briefing	1	300	300			0			0	8 Positions
	Sergeant's Office	3	150	450			0			0	
	Reports	1	100	100			0			0	
	Mail & Notices	1	20	20			0			0	Alcove
	Patrol Storage	1	100	100			0			0	
	Storage	1	150	150			0			0	Future Office
	Patrol Captain	1	200	200			0			0	
	Patrol Captain Storage	1	30	30			0			0	
		4									Workstation
	Patrol Secretary	1	80	80			0			0	WORStation
	Shift Commander	1	150	150			0			0	
	Total Department NSF		830			0			0		
	Grossing Factor		1.35			1.35			1.35	5	
_	TOTAL DEPARTMENT GSF ent: Sheriff - Patrol		1,12	1		0 37 of 42			0		Printed: 6/12/2014 at 8:40 AM

Space Needs Analysis Study

PROGRAM





ARTMENT: ART HEAD:	Sheriff - Records Thomas Reichert SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RE	COMMEND	DED 2034	
D No.		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Clerk Work Area	1	500	500			0			0	
	Active Records	1	200	200			0			0	
	File Review Alcove	1	80	80			0			0	
	Copier / Supply Storage	1	300	300			0			0	
	Inactive Records	1	300	300			0			0	
	Male Staff Toilet	1	60	60			0			0	
	Female Staff Toilet	1	60	60			0			0	
	Total Department NSF		1,500			0			0		
	Grossing Factor TOTAL DEPARTMENT GSF		1.35 2,02 9			1.35 0			1.35 0)	

Space Needs Analysis Study

PROGRAM





TMENT: T HEAD:	Sheriff - Training Thomas Reichert	COMPARABLE PROGRAM				EXISTING	NSF	RECOMMENDED 2034			
	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Training Classroom / EOC	1	750	750			0			0	
	Training Storage	1	200	200			0			0	
	Training Classrom / Physical	1	750	750			0			0	
	EOC Equipment Storage	1	200	200			0			0	
	EOC Office	1	120	120			0			0	
	Training Sergeant Office	1	120	120			0			0	
	Staff Break	1	400	400			0			0	
	Male Staff Showers	1	200	200			0			0	
	Male Staff Toilets	1	150	150			0			0	
	Male Staff Lockers	1	2,160	2160			0			0	180 Lockers (24x24)
	Female Staff Showers	1	150	150			0			0	
	Female Staff Toilets	1	150	150			0			0	
	Female Staff Lockers	1	1,200	1200			0			0	100 Lockers (24x24)
	Total Department NS	F	6,550)		0			0		
	Grossing Facto		1.35			1.35			1.35		
Donosta	TOTAL DEPARTMENT GS		8,843	3		0 39 of 42			0		Printed: 6/12/2014 at 8:40 AM

Space Needs Analysis Study

PROGRAM





RTMENT: RT HEAD:	Systems Department Amy Kaup	COM	MPARABLE I	PROGRAM		EXISTING	NSF	RE	COMMEND	DED 2034	
	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STAFF										
	Systems Director	1	200	200	1	145	145	1	180	180	Amy Kaup
	Network Administrator	1	200	200	1	180	180	1	180	180	Jason
	Network Analyst	4	80	320	1	80	80	2	180	360	Kathy
	Programmer	2	80	160	4	100	400	4	120	480	
	Help Desk	6	120	720	2	100	200	5	100	500	4 Workstations + 1 Vendor
	Software Specialist				1	70	70	1	100	100	Workstation
	SUPPORT										
	Recption / Waiting	1	100	100			0	1	100	100	Waiting
	Data Center	1	400	400	1	350	350	1	500	500	
	Work / Copy Room	1	200	200			0	1	100	100	
	IS Training Room	1	1,500	1500	1	580	580	1	750	750	Sized for 30
	Conference Room	1	300	300			0	1	300	300	Sized for 15
	Equipment Storage	1	2,500	2500	1	100	100	1	200	200	
	Breakdown Room	1	200	200			0	1	100	100	Access to Loading Dock
	Dock			0			0	0	0	0	Adjacent to Dock
	Total Department NSF Grossing Factor)					3,850	0	
									1.35	5	
	TOTAL DEPARTMENT G	SF	9,180)		2,45 40 of 42	0		5,19	8	

Space Needs Analysis Study

PROGRAM





January 21, 2014 DEPARTMENT: DEPART HEAD:	Veterans Services Marshfield SPACE DESCRIPTION STAFF	COI	MPARABLE	PROGRAM	EXISTING NSF			RI	ECOMMEND	DED 2034	
FD No.		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Director			0	1	135	135	1	135	135	
	Waiting Area			0	1	100	100	1	100	100	
	Office			0	1	150	150			0	Workstation - CONFIRM
	SUPPORT										
	Files			0	1	75	75	1	75	75	Active / Inactive
	Storage			0	1	70	70	1	70	70	
	Ü										
	Total Department NSF		0						380		
	Grossing Factor		1.35	;					1.35		
	TOTAL DEPARTMENT GSF		0			640			513		

Space Needs Analysis Study

PROGRAM





EPARTMENT: EPART HEAD:	Victim / Witness Patricia Anderson	COMPARABLE PROGRAM				EXISTING	NSF	RI	ECOMMEN	DED 2034	
					2.				21		
No.	SPACE DESCRIPTION STAFF	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	STATE										
	Victim Witness Coordinator	1	20	20	1	165	165	1	165	165	Patricia Anderson. Includes files.
	Waiting Area	1	100	100			0	1	160	160	
	Victim Witness Secretary	1	80	80	1	180	180	1	180	180	Workstation. Includes files.
	SUPPORT										
	Files	4	400	400			•	•		0	Active / Inactive In Offices
	Files	1	100	100			0	0		0	Active / inactive in Offices
	Total Department NSF		300			333			505		
	Grossing Factor		1.35	5		1.35	;		1.35	5	
	TOTAL DEPARTMENT GSF		405			450			682		