

Space Needs Analysis Report

SNA Number: 31603-60-01

Agency: Alcoholic Bev Comm

County: MAURY City: Columbia

Employees: 13

SNA Date: 09-08-2025

Prepared By: ERM

Checked By:

Area Needed: 1,700

Major Circulation: 50% 850

Total Net Usable Needed: 2,550

SNA Note: Report created with information supplied and approved by agency 7/1/2025

<i>Space Type</i>	<i>Standard Description</i>		<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	38678	ABC A SAC	H	120	1	Assigned Office. ABC Assistant Special Agent-in-Charge.
P	38680	ABC Regulatory Officer 2	0	49	2	Assigned Workstation
P	38678	ABC SP AIC	H	120	1	Assigned Office. ABC Special Agent-in-Charge.
P	38672	ABC Special Agent	0	49	9	Assigned Workstation
S	BR	Break Room	H	120	1	With base and wall cabinets, countertop with sink. Seating for 4 people.
S	CR	Conference Room	H	220	1	Seating for 13 people, not all seats will be around the conference table.
S	ES	Equipment Storage	H	190	1	3 Lateral lockable filing cabinets, 1 lockable evidence lockers , 3 shelves. Storage for Law Enforcement Equipment. Refer to agency special requirements.
S	ESR	Evidence Storage Room	H	225	1	Refer to agency special requirements regarding the construction of this room. Lessor to price special requirements separately and will be paid by the agency as a tenant alteration expense. Agency will be installing a security system for this room.
S	JC	Janitor Closet	H	30	1	
S	MFC	Multi-Function Copier	0	50	1	Multi-function machine.
S	PSB	Paper Shred Bin	0	6	1	
S	TC	Telecom Closet	H	80	1	For telephone and computer equipment. Room must be temperature controlled.

Suggested Range	Min.	Max.
Usable:	2,600	2,900
Rentable:	2,900	3,200