

**Space Needs Analysis Report**

**SNA Number: 30301-79-01**

**Agency: Attorney General**

**County: SHELBY City: Memphis**

**Employees: 17**

**SNA Date: 02-25-2026**

**Prepared By: ERM**

**Checked By:**

**Area Needed: 2,971**

**Major Circulation: 50% 1,486**

**Total Net Usable Needed: 4,457**

SNA Note: Report includes information received from Jennifer Houston on 2/10/2026

<i>Space Type</i>	<i>Standard Description</i>		<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	00000	Attorney	H	120	4	Assigned Office
P	00000	Deputy Attorney General	H	120	1	Assigned Office. Space to have 1 lateral file
P	00000	Deputy of Special Projects	H	120	1	Assigned Office
P	00000	Executive Assistant	0	49	1	Assigned Workstation
P	00000	Future Admin Positions	0	49	1	Office workstations for new administration hires.
P	00000	Future Attorney Positions	H	120	9	Office spaces for new attorney hires
S	BR	Break Room	H	150	1	Seating for 5 staff
S	FR	File Room	H	224	1	12- 5-drawer (192sf) and 2-3-drawer (32sf)
S	LCR	Large Conference Room	H	325	1	Seating for 16 staff. 3 bookcases to be located inside the large conference room.
S	MA	Mail Area	0	49	1	Space to be located near the Reception Area. Need 1 storage cabinet
S	P	Printer	0	50	1	4 printers/ copiers
S	SB	Shred Bin	0	5	1	1 shred bin
S	SCR	Small Conference Room	H	140	1	Seating for 8 staff
S	TR	Telecom Room	H	80	1	Space to be temperature-controlled.
S	WA	Waiting Area	0	50	1	Seating for 2. Space to be located near the Reception Area. Door to Office will need to have access control and window in door.

Suggested Range

Min.

Max.

Usable:

4,500

5,000

Rentable:

5,000

5,500