

Space Needs Analysis Report

SNA Number: 35950-92-01

Agency: Children's Services

County: WEAKLEY City: Dresden

Employees: 38

SNA Date: 03-05-2025

Prepared By: ERM

Checked By:

Area Needed: 6,751
Major Circulation: 50% 3,376
Total Net Usable Needed: 10,127

SNA Note: AWS project. Report completed with information supplied by the SMART Office Needs Worksheet
 2/27/2025

<i>Space Type</i>	<i>Standard</i>	<i>Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	00000	Associate Counsel/ Attorney 3	H	120	2	Assigned office.
P	00000	Associate Counsel/ Attorney 4	H	120	1	Assigned office with 5-drawer lateral file cabinet.
P	00000	Case Manager	0	49	3	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	Case Manager	None	0	10	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	DCS Corporal/ Transportation Officer	None	0	1	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	Fiscal	None	0	3	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	Fiscal Director	H	120	1	Assigned Office
P	79186	Front Desk Receptionist	0	60	1	Located on opposite side of the Lobby Reception Windows. Immediate access to copier, mail area, file storage and supply room.
P	00000	Health Advocate Rep	None	0	1	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	HR Analyst	H	120	1	Assigned office
P	79186	Legal Assistant	0	49	1	Assigned workstation
P	00000	Nurse- Public Health Nurse Consultant	None	0	1	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	Program Coordinator	0	49	2	Assigned glass cubicle with guest chair
P	00000	Program Specialist	None	0	3	Free Address Staff. Will use quiet free address workstations when in the office.
P	00000	Regional Administrator	H	120	1	Assigned office.
P	00000	SAT	0	49	1	Assigned workstation
P	02942	Secretary	0	49	3	Assigned Workstation
P	00000	Team Coordinator	0	49	1	Assigned glass cubicle with guest chair

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Training/ OTJ Coach	None	0	1	Free Address Staff. Will use quiet free address workstations when in the office.
S	WR	Waiting Room	H	324	1	Zone 1. Seating for 15. 1 Reception Windows to Zone 3 Reception Workstations. Includes space for one storage unit and one locker unit.
S	VR	Visitation Room	H	180	2	Zone 1. One-way glass window w/ light switch in the room
S	YL	Youth Lounge	H	360	1	Zone 2. Dual entry from Zone 2 and 3 preferred
S	DTR	Accessible Drug Testing Room	H	100	1	Zone 2. Requires sink, toilet, viewing mirror and storage cabinet.
S	CR	Conference Room	H	325	1	Zone 2. Space for 20 people. Not all seats will be around table.
S	CR	Conference Room	H	250	1	Zone2. Seating for 15. Not all chairs will be around table, some will be along wall.
S	CR	Conference Room	H	625	1	Zone 2. Space for 40 people. Not all seats will be around table.
S	DSVR	Double-Sided Viewing Room	H	150	1	Zone 2. With window blinds and one-way glass for viewing into Visitation Rooms. Windows must be staggered
S	BR	Break Room	H	210	1	Zone 3. Seating for 7. With base cabinets, wall cabinets, countertop, and sink.
S	CSR	Childrens Storage	H	210	1	Zone 3. Space accommodates 15 shelving units. Shelving units are 24dx42wx76h with fixed bottom and top and 3 adjustable middle shelves.
S	CR	Conference Room	H	175	1	Zone 3. Space for 10 people. Not all seats will be around table.
S	E	Enclave	H	120	2	Zone 3. One enclave to be used as a Mother's room
S	FSR	File Storage Room for closed files	H	200	1	Zone 3. Typically 12"-15"d Shelving plus lateral file cabinets
S	FAH	Free Address Hoteling	0	25	4	Zone 3. Pin wheel stations
S	FAH	Free Address Hoteling	0	49	4	Zone 3. 7x7 workstation
S	FAH	Free Address Hoteling	0	30	10	Zone 3. 30x72 Benching Workstation
S	FAH	Free Address Hoteling	0	49	1	Zone 3. Glass Cubicle Workstation.
S	FAO	Free Address Office	0	120	1	Zone 3.
S	JC	Janitor Closet	H	30	1	Zone 3.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	LU	Locker Units	0	16	4	Zone 3. Space for 4- Locker Units. Each unit will contain 6 individual lockers. Centrally located where needed. For use by free address staff.
S	MA	Mail Area	0	30	2	Zone 3.
S	MFC	Multi-Function Copier	0	50	2	Zone 3
S	MPR	Multi-Purpose Room	H	120	2	Zone 2.
S	PSB	Paper Shredder Bin	0	6	2	Zone 3.
S	RB	Recycle Bin	0	6	2	Zone 3.
S	SS	Supplemental Space	0	400	1	Zone 3. Includes space for 50- Lateral File Cabinets that will be located in wide hallways. Used by Free Address staff.
S	SSR	Supply Storage Room	H	140	1	Zone 3. Typically 12" - 15" deep shelving
S	TC	Telecom. Closet	H	80	1	Zone 3. For telephone and computer equipment. Room must be temperature controlled.
		Suggested Range		Min.		Max.
		Usable:		10,200		11,300
		Rentable:		11,300		12,400