

Space Needs Analysis Report
SNA Number: 34501-60-01
Agency: Human Services
County: MAURY City: Columbia
Employees: 54

Prepared By: ERM
Checked By:

SNA Date: 06-24-2024

Area Needed: 7,013
Major Circulation: 50% 3,507
Total Net Usable Needed: 10,520

SNA Note: AWS project. Report completed per information provided on 4/2/2024

<i>Space Type</i>	<i>Standard Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	00000 Admin Secretary	0	49	1	Assigned Workstation
P	00000 Adult & Childcare License FS	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 APS Investigative Specialist	None	0	2	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 APS Program Director	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 APS Team Coordinator	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 Childcare Program Evaluator	None	0	7	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 Childcare Specialist	0	49	1	Assigned Workstation
P	00000 Claims Coordinator	None	0	5	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 Claims Investigator	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 Claims Investigator Supervisor	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 Contract Worker	0	49	1	Assigned Workstation
P	00000 D5 Admin Assistant	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 DHS Program Specialist	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 DHS Program Supervisor	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000 Eligibility Assistant	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.

Space Type	Standard Description		Wall	Area	Count	Memo
P	00000	Eligibility Assistant	0	49	3	Will use reception workstations
P	00000	Eligibility Counselor	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	0000000	Eligibility Counselor	H	120	1	Assigned Office
P	79622	Eligibility Counselor	0	49	11	Assigned Workstation
P	00000	End Point Tech Spec	0	49	1	Assigned Workstation
P	00000	Family Focused Solutions	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	79681	Field Supervisor	0	49	2	Assigned Workstation
P	00000	FMD 1	H	120	1	Assigned Office
P	00000	FPO	0	49	2	Assigned Workstation
P	00000	HR Generalist	0	49	1	Assigned Workstation
P	00000	IT Contractor	0	49	1	Assigned Workstation
P	00000	IT Supervisor	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000	SIU Special Investigator	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000	Workstation Spec. Adv.	0	49	1	Assigned Workstation
S	WR	Waiting Room	H	640	1	Zone 1. With 3 pass through windows to Eligibility Assistants. Space includes seating for 20 clients (400 sqft), 1- security Check-in (49sqft) 1 Sign-in Kiosk (5 sqft), 3 Stand-up kiosk (60 sqft), 2 ADA Sit-down Computer Station (40 sqft), 1 TennCare Sit-down Computer (20 sqft), 1 Public Use Multi-function copier (50 sqft), 1-2 bulletin boards w/ 3h storage bookcase (16 sqft)., 1 BrightSign TV Will require direct access to client restroom.
S	BR	Break Room	H	255	1	Zone 2. With base and wall cabinets, countertop with sink, and 1 bulletin board. Sized for 8 people.
S	CA	Collaborative Area	0	85	1	Zone 2. Collaborative Open Area.
S	CR	Conference Room	H	295	1	Zone 2. Seating for 18, not all seats will be around around the table. Some chairs will be along the wall.
S	CR	Conference Room	H	535	1	Zone 2. Seating for 34, not all seats will be around around the table. Some chairs will be along the wall.
S	E	Enclave	H	120	4	Zone 2. 1 enclave to be used as a Mother's Room
S	FR	File Room	H	400	1	Zone 2.
S	FAO	Free Address Office	H	120	2	Zone 2.

Space Type	Standard Description		Wall	Area	Count	Memo
S	FAW	Free Address Workstations	0	49	14	Zone 2.
S	ISIL	IT Storage/ Imaging Lab	H	400	1	Zone 2.
S	JC	Janitor Closet	H	80	1	Zone 2.
S	LFC	Lateral File Cabinets in Open Area	0	288	1	Zone 2. 27- 3dwr lateral file for assigned staff, 9- 3dwr lateral file for Free address staff.
S	LA	Locker Area	0	16	5	Zone 2. Staff area. 5 Units; Each units contains 6 lockers.
S	MA	Mail Area	0	98	1	Zone 2.
S	MFP	Multi-Function Printer	0	50	6	Zone 2.
S	PSB	Paper Shredder Bin	0	6	3	Zone 2
S	RB	Recycle Bin	0	6	3	Zone 2.
S	SR	Supply Room	H	120	1	Zone 2
S	TR	Telecom Room	H	80	1	Zone 2. Room must be temperature controlled.
S	TR	Training Room	H	450	1	Zone 2. Seating for 15 at mobile tables
		Suggested Range		Min.		Max.
		Usable:		10,600		11,700
		Rentable		11,700		12,900