

Space Needs Analysis Report

SNA Number: 34501-78-01

Agency: Human Services

County: SEVIER City: Sevierville

Employees: 16

SNA Date: 11-25-2025

Prepared By: ERM

Checked By:

Area Needed: 2,637

Major Circulation: 50% 1,319

Total Net Usable Needed: 3,956

SNA Note: Report completed per information approved and supplied by Larry Fitch 11/21/25

<i>Space Type</i>	<i>Standard</i>	<i>Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	06116	Eligibility Assistant	0	49	5	Assigned workstation at reception window
P	79622	Eligibility Counselor	None	0	8	Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	79824	Field Manager Director	H	120	1	Assigned Office
P	79681	Field Supervisor	H	120	1	Assigned Office
P	00000	Voc Rehab	None	0	1	Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
S	WR	Waiting Room	H	482	1	Zone 1. Seating for 16 people (320sf) . 3-Stand-up kiosk stations (60 sf), 1-Tennicare Sit-down computer station (20sf), 2-bulletin Board w/storage credenza (32 sf), 1-multi-function printer (50sf), 5-pass-thru windows to Eligibility Assistants. Will require direct access to client restrooms. Client and staff restrooms must be separate and will not share the same plumbing wall.
S	BR	Break Room	H	120	1	Zone 2. Seating for 4. With base and wall cabinets, countertop with sink.
S	CR	Conference Rm.	H	385	1	Zone 2. Seating for 24. Not all chairs will be at the table; some will be along the wall.
S	E	Enclave	H	120	1	Zone 2. To also be used as Mother's Room
S	FSR	File/ Storage Room	H	250	1	Zone 2.
S	FAH	Free Address Hoteling	0	49	3	Zone 2. Space to be used by mobile staff and non-DHS staff
S	FAO	Free Address Office	H	120	1	Zone 2.
S	JC	Janitor Closet	0	60	1	Zone 2.
S	LFA	Lateral file Area	H	240	1	Zone 2. Space for 4-3-drawer later file cabinets and 11-5-drawer lateral file cabinets. Located in wide hallways.
S	MA	Mail Area	0	36	1	Zone 2.

Space Type	Standard Description	Wall	Area	Count	Memo
S	MFP Multi-Function Printer	0	50	2	Zone2.
S	PSB Paper Shredder Bin	0	6	1	Zone 2.
S	RB Recycle Bin	0	6	1	Zone 2.
S	TC Telecom Closet	H	80	1	Zone 2. For telephone and computer equipment. Room must be temperature controlled.

Suggested Range	Min.	Max
Usable:	4,000	4,400
Rentable:	4,400	4,900