

Space Needs Analysis Report

SNA Number: 35910-60-01

Agency: Children's Services

County: MAURY City: Columbia

Employees: 77

SNA Date: 07-29-2025

Prepared By: ERM

Checked By:

Area Needed: 11,049

Major Circulation: 50% 5,525

Total Net Usable Needed: 16,574

SNA Note: Information provided by DCS SMART Sheet Report from Judy Forehand on 7/15/2025.

<i>Space Type</i>	<i>Standard</i>	<i>Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	00000	Admin Secretary	0	49	2	Zone 3. Assigned workstation
P	00000	Associate Counsel/ Attorney 3	H	120	3	Zone 3. Assigned office with 5-dwr lateral file cabinet
P	00000	Case Manager	0	49	10	Zone 3. Assigned Workstation
P	00000	Case Manager	None	0	25	Zone 3. Free Address Staff; Will use free address workstations when in the office.
P	00000	Corporal/Transportation Officer	None	0	2	Zone 3. Free Address Staff; Will use Quiet Free Address Workstations when in the office
P	00000	Education Specialist	None	0	1	Zone 3. Free Address Staff; Will use Quiet Free Address Workstations when in the office
P	00000	Fiscal	None	0	3	Zone 3. Free Address Staff; Will use Quiet Free Address Workstations when in the office
P	00000	Fiscal Director	H	120	1	Zone 3. Assigned Office.
P	00000	Front Desk Receptionist	0	60	2	Zone 3. Assigned Workstation. Located on opposite side of reception windows. immediate access to copier, mail area, file storage and supply room.
P	00000	HR Analyst	0	49	1	Zone 3. Assigned Workstation
P	00000	HR Director	H	120	1	Zone 3. Assigned Office.
P	00000	Legal Assistant	0	49	1	Zone 3. Assigned Workstation
P	00000	Nurse-Public Health Nurse Consultant	None	0	1	Zone 3. Free Address Staff; Will use Quiet Free Address Workstations when in the office
P	00000	Program Coordinator (Adoption Services)	0	49	2	Zone 3. Assigned workstation
P	00000	Program Coordinator (Field Supervisor)	0	49	1	Zone 3. Assigned glass cubicle w/ guest chair
P	00000	Program Specialist	None	0	12	Zone 3. Free Address Staff; Will use Quiet Free Address Workstations when in the office
P	00000	Psychologist	H	120	1	Zone 3. Assigned Office.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Regional Administrator	H	120	3	Zone 3. Assigned Office.
P	00000	Safety Analyst	None	0	1	Zone 3. Free Address Staff; Will use Quiet Free Address Workstations when in the office
P	00000	Team Coordinator	0	49	4	Zone 3. Assigned glass cubicle w/ guest chair
S	WA	Waiting Area	H	384	1	Zone 1. Seating for 18 clients. With 1 pass through window to Zone 3. Reception Workstation. Includes space for 1 storage unit and one locker unit. Waiting Room must have direct access to client restrooms. Client and Staff restrooms will be separate and will not share the same plumbing wall.
S	SR	Youth Lounge	H	360	1	Zone 2. Dual entry from Zone 2 and Zone 3.
S	CR	Conference Room 1	H	475	1	Zone 2. Seating for 30. Not all seats will be around the table, some will be along the wall.
S	CR	Conference Room 1	H	775	1	Zone 3. Seating for 50. Not all seats will be around the table, some will be along the wall.
S	CR	Conference Room 2	H	250	1	Zone 2. Seating for 15. Not all seats will be around the table, some will be along the wall.
S	CR	Conference Room 2	H	325	2	Zone 2. Seating for 20. Not all seats will be around the table, some will be along the wall.
S	VR	Double- sided Viewing Room	H	150	1	Zone 2. One-way glass windows w/ light switch in the room. Windows must be staggered
S	DPA	Drug Prep Area	H	59	1	Zone 2. Must be adjacent to Drug Testing Room. Requires sink, testing counter, lockable base cabinet for supplies, one-way viewing window into Drug Testing Room, and dual access specimen deposit box.
S	DTR	Drug Testing Room	H	85	1	Zone 2. Requires sink, toilet, viewing mirrors, and storage cabinet
S	MR	Multi-purpose Room	H	120	3	Zone 2.
S	VR	Single- sided Viewing Room	H	100	1	Zone 2. With one way glass window w/light switch in room.
S	VR	Visitation Room	H	180	3	Zone 2. With one way glass window w/light switch in room.
S	BR	Break Room	H	315	1	Zone 3. With base and wall cabinets, countertop with sink.
S	CSR	Childrens Storage Room	H	336	1	Zone 3. Space accommodates 24 shelving units. Shelving units are 24d x 42w x 76h with fixed top and bottom shelves and 3 adjustable, middle shelves.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	E	Enclave	H	120	3	Zone 3. Once enclave to be used as a Mother's Room.
S	FR	File Room	H	200	1	Zone 3. To include 12"-15"d shelving plus lateral file cabinets.
S	FAH	Free Address Hoteling	0	1,353	1	Zone 3. Space for 8- pinwheel workstations (200 sqft), 27-30x72 benching workstations (810 sqft), 5- 7x7 workstations (245 sqft), 2- glass cubicle workstation (98 sqft)
S	FAO	Free Address Office	H	120	3	Zone 3. Space to be used by Free Address Staff when in office
S	JC	Janitor Closet	H	60	1	Zone 3.
S	LU	Locker Units	0	16	8	Zone 3. 6-cubby locker units
S	MA	Mail Area	0	36	3	Zone 3.
S	MFC	Multi Function Copier	0	50	4	Zone 3.
S	RB	Recycle Bin	0	6	4	Zone 3.
S	SB	Shred Bin	0	6	4	Zone 3.
S	SS	Supplemental Space	0	784	1	Zone 3. Space for 98- Lateral File Cabinets to be located in wide hall-ways, placed close to staff who will use them.
S	SSR	Supply Storage Room	H	140	2	Zone 3. To include 12"-15" d shelving. Used for storing equipment, office and recruitment supplies.
S	TC	Telecom Closet	H	100	1	Zone 3. Room must be temperature controlled.
		Suggested Range		Min.		Max.
		Usable:		16,600		18,300
		Rentable:		18,300		20,000