

General Services Enterprise

SPACE ALLOCATION

| | | | |
|----------------------------|------|-------|----------|
| Agency Name | | | |
| Present Location (Address) | City | State | Zip Code |
| Contact Person | | | |

SPACE REQUIREMENTS

1. Personnel Space

| | | |
|---|----------------------|-------|
| Department Director (Private) | (300 s.f.) x () | _____ |
| Gubernatorial Appointee (Other than Director) (80") | (160 s.f.) x () | _____ |
| Division Administrator (80" open office) | (140 s.f.) x () | _____ |
| Bureau Chief (62" open office) | (100 s.f.) x () | _____ |
| Support Personnel (Receives visitors, etc.) | (80 s.f.) x () | _____ |
| Support Personnel | (64 s.f.) x () | _____ |
| Data Entry, Field Support Office, etc. | (25 – 48 s.f.) x () | _____ |

Total Positions _____

Total Square Footage for Personnel _____

2. Special Facilities

| | | |
|---|---------------|-------|
| Conference Room(s) | (s.f.) x () | _____ |
| Computer Room (Fill in the electrical/cooling requirements) | | _____ |
| Library | | _____ |
| Reception Area | | _____ |
| Hearing Room(s) | (s.f.) x () | _____ |
| Copy Area(s) (Electrical/cooling requirements) | (s.f.) x () | _____ |
| Fire Area(s) | (s.f.) x () | _____ |
| Storage Area | | _____ |
| Break Area (Electrical/cooling requirements) | | _____ |
| Other _____ | | _____ |

Note: Please list any specialized equipment that will affect space needs.

Total Square Footage for Special Facilities _____

3. Agency Square Footage Subtotal (Personnel + Special Facilities)

Add Total Square Footage for Personnel and Special Facilities _____

TOTAL AGENCY SQUARE FOOTAGE (Multiply Subtotal by 1.3) _____

ELECTRICAL/COOLING REQUIREMENTS

(Please attach separate sheets if needed)

| | | | | |
|---|-----------|-------|-----------|-------|
| Copier(s) | | | Amps/unit | _____ |
| Printer(s) | | | Amps/unit | _____ |
| Break Area | BTUs/unit | _____ | Amps/unit | _____ |
| Computer Room | BTUs/unit | _____ | Amps/unit | _____ |
| <u>Other Special Equipment Requirements (Please List)</u> | | | | |
| _____ | BTUs/unit | _____ | Amps/unit | _____ |
| _____ | BTUs/unit | _____ | Amps/unit | _____ |
| _____ | BTUs/unit | _____ | Amps/unit | _____ |
| _____ | BTUs/unit | _____ | Amps/unit | _____ |

COMMUNICATION REQUIREMENTS

(Please attach separate sheets if needed.)