

Space Needs Analysis Report**SNA Number: 35910-40-01****Agency: Children's Services****County: HENRY City: Paris****Employees: 25****SNA Date: 03-07-2024****Prepared By: ERM****Checked By:****Area Needed: 4,256****Major Circulation: 50% 2,128****Total Net Usable Needed: 6,384**

SNA Note: AWS project. Report created with information supplied and approved by Rachel.

Space Type	Standard Description	Wall	Area	Count	Memo
P	00000 Admin. Secretary	0	49	1	
P	00000 Attorney	H	120	1	
P	79186 Case Manager	None	0	16	Case Manager 1-3 positions. Mobile. Free Address staff. Positions will use Free Address area when in office.
P	00000 Case Manager 4	0	49	4	
P	00000 Education Specialist	None	0	1	Mobile. Free Address Staff. Will use Quiet Free Address Workstations when in the office.
P	00000 Eligibility Counselor CWB	0	49	1	
P	02942 Front Desk Receptionist.	0	60	1	
S	DTR Accessible Drug Testing Room	H	80	1	Zone 2. Requires sink, toilet, viewing mirror and storage cabinet.
S	BR Break Room	H	180	1	Zone 3. With base and wall cabinets, countertop with sink.
S	CSR Childrens Storage Room	H	154	1	Zone3. Space accommodates 11 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. Seating for 10. Not all seats will be around the table.
S	CR Conference Room	H	400	1	Zone 2. Seating for 25. Not all seats will be around the table.
S	E Enclave	H	120	1	Zone 3. To also be used as the Mother's Room
S	FSR File/ Storage Room	H	140	1	Zone 3. Space for 12"-15"d shelving
S	FAO Free Address Hoteling	H	49	2	Zone 3. 7'x7' workstation
S	FAH Free Address Hoteling	0	49	1	Zone 3. Glass Cubicle Workstation
S	FAH Free Address Hoteling	0	25	4	Zone 3. Pin Wheel Stations.
S	FAH Free Address Hoteling	0	30	10	Zone 3. 30x72 Benching workstation

Space Type	Standard Description		Wall	Area	Count	Memo
S	JC	Janitor Closet	H	30	1	Zone 3.
S	MA	Mail Area	0	30	1	Zone 3
S	MFP	Multi-Function Printer	0	50	2	Zone 3.
S	MP	Multi-Purpose Room	H	120	1	Zone 2
S	PL	Personal Lockers	0	16	3	Zone 3. Space for 3 - Locker Units. Each unit will contain 6 individual lockers. Centrally located where needed. For use by free address staff.
S	RB	Recycle Bin	0	6	1	Zone 3
S	SR	Safe Room	H	360	1	Dual entry from Zone 2 and Zone 3.
S	SB	Shredder Bin	0	6	1	Zone 3
S	SCR	Small Conference Room	H	250	1	Zone 2. Seating for 15. Not all seats will be around the table.
S	SS	Supplemental Space	0	312	1	Zone 3. Space for 39 - Lateral File Cabinets located in wide hallways. and/or scattered throughout the open office area
S	SES	Supply Equipment Storage	H	100	1	Zone 3. With 12" -15"d shelving
S	TC	Telecom. Closet	H	80	1	Zone 3. For telephone and computer equipment. Room must be temperature controlled.
S	VR	Viewing Room	H	100	1	Zone 2. With one - way glass w/ light switch in the room
S	VR	Visitation Room	H	180	1	Zone 2. One-way glass window w' light switch in the room.
S	WR	Waiting Room	H	264	1	Zone 1. Seating for 12. 1 reception window to Zone 3 Reception Workstations. Includes space for 1 storage unit and one locker unit.
Suggested Range:		Min.	Max.			
Usable:		6,400	7,100			
Rentable:		7,100	7,900			