

Space Needs Analysis Report
SNA Number: 34501-02-01
Agency: Human Services
County: BEDFORD City: Shelbyville
Employees: 19

Prepared By: ERM
Checked By:

SNA Date: 08-15-2024

Area Needed: 2,816
Major Circulation: 50% 1,408
Total Net Usable Needed: 4,224

SNA Note:

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Contract Clerical	0	49	2	Assigned workstation
P	79622	Eligibility Counselor	None	0	8	Mobile. Free address. Position will use free address station in Zone 2 Staff area when in office.
P	79622	Eligibility Counselor	0	49	1	Assigned workstation
P	06116	Eligibility Assistant	0	49	3	Assigned workstation. Two at reception stations
P	79827	Field Manager Director 1	H	120	1	Assigned office
P	79681	Field Supervisor	0	49	2	Assigned workstation
P	00000	Unarmed Guard	None	0	2	Assigned workstation. Their stations are accounted for in the Waiting Room.
S	BR	Break Room	H	150	1	Zone 2. With base and wall cabinets, countertop with sink. Sized for 5 staff
S	COA	Collaborative Open Area	0	85	1	Zone 2.
S	CR	Conference Room	H	250	1	Zone 2. Seating for 15, not all seats will be around the table. Some chairs will be along the wall.
S	E	Enclave	H	120	1	Zone 2. To be used as enclave and mother's room
S	FSR	File/ Storage Room	H	280	1	Zone 2. Includes space for 1 (16 sq.ft) storage cabinet, 2 (20 sq.ft) vertical file cabinet, 3 (48sq.ft) Lateral File Cabinets, 6 (84 sq.ft) single sided open shelving unit, and 4 (112 sq.ft) double sided open shelving unit.
S	FAA	Free Address Area	0	49	5	Zone 2.
S	FAO	Free Address Office	H	120	1	Zone 2.
S	JC	Janitor Closet	H	60	1	Zone 2.
S	LFA	Lateral File Area	0	176	1	Zone 2.7-3dwr lateral file for assigned staff, 4-3dwr lateral file for Free Address staff
S	LA	Locker Area	0	16	1	Zone 2.
S	MA	Mail Area	0	49	1	Zone 2
S	MFP	Multi-Function Printer	0	50	4	Zone 2.
S	SB	Shredder Bin	0	6	2	Zone 2.
S	TC	Telecom. Closet	H	80	1	Zone 2. Room must be temperature controlled.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	WR	Waiting Room	H	461	1	Zone 1. With 3 pass through windows to Eligibility Assistants. Space includes seating for 15 clients (300 sq.ft), 1 Self-serve stand-up kiosk station (20 sq.ft), 1- sign-in stand-up kiosk station (5 sq.ft), 1 ADA Sit-down computer Station (20 sq.ft), 1-TennCare Sit-down computer Station (20 sq.ft), 1- client multi-function copier (50 sq ft), 2-bulletin boards, 1- 3h storage bookcase (16 sq.ft), and 2 security desk (30 sq.ft) Will require direct access to client restroom(s) *Room size may be adjusted due to layout and circulation.

Suggested Range:	Min.	Max.
Usable:	4,300	4,800
Rentable:	4,800	5,300