

Space Needs Analysis Report**SNA Number: 34701-90-01****Agency: Revenue****County: WASHINGTON City: Johnson City****Employees: 36****SNA Date: 06-23-2023****Prepared By: RNK****Checked By:****Area Needed: 4,148****Major Circulation: 50% 2,074****Total Net Usable Needed: 6,222**

SNA Note: Field Office. AWS, report created with information supplied and approved by Rachel. Refer to summary Sheet for additional information.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Collection Manager	None	0	2	Mobile. Space included in Free Address Area. Positions will use Free Address Area when in office.
P	00000	Collection Officer	None	0	6	Mobile. Space included in Free Address Area. Positions will use Free Address Area when in office.
P	00000	Collection Regional Officer	None	0	1	Mobile. Space included in Free Address Area. Position will use Free Address Office when working at this location.
P	00000	Collection Supervisor	None	0	1	Mobile. Space included in Free Address Area. Position will use Free Address Office when working at this location.
P	00000	Intern	None	0	1	Interns and visiting Administration. Mobile. Space included in Free Address Area. Position will use Free Address Area when in office.
P	00000	SI	None	0	1	Mobile. Space included in SI Hardwall suite Free Address Area. Positions will use Free Address Area when in office.
P	00000	SI Special Agent Supervisor	None	0	1	Mobile. Space included in Free Address Office used by SI. Position will use Free Address Office when working from this location.
P	00000	Tax Audit	None	0	2	Mobile. Space included in Free Address Area. Positions will use Free Address Area when in office.
P	00000	Tax Audit Supervisor	None	0	1	Mobile. Space included in Free Address Area. Positions will use Free Address Office when working at this location.
P	00000	Tax Audit Tech	None	0	1	Mobile. Space included in Free Address Area. Positions will use Free Address Area when in office.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Tax Auditor	None	0	11	Mobile. Space included in Free Address Area. Positions will use Free Address Area when in office.
P	00000	TPS Customer Service Rep.	None	0	5	Mobile. Space included in Free Address Area. Position will use Free Address Area when in office.
P	00000	TPS Taxpayer Services Supervisor	None	0	1	Mobile. Space included in Free Address Area. Position will use Free Address Office when working at this location.
P	00000	Visiting Manager from other offices	None	0	2	Visiting Administration. Mobile. Space included in Free Address Area. Position will use Free Address Area when in office.
S	BR	Break Room	H	240	1	Zone 2. Seating for 8 people.
S	SR	Central File/Supply Room	H	220	1	Zone 2. Variety of shelving and 5dwr LF cabinets.
S	CA	Collaborative Area	0	85	2	Zone 2. CA-2 furniture setup Enclave Table with 4 chairs.
S	E	Consult Room/Enclave	H	120	1	Zone 1. EN-1 furniture setup.
S	SPSR	CS/SI Seized Property Storage Room	H	130	1	Zone 2. (1) 5dwr LF; remaining space to accomodate shelving.
S	E	Enclave	H	120	2	Zone 2. (1) EN-1 furniture setup. (1) EN-2 furniture setup.
S	FA	File Area	0	64	1	Zone 2. (8) 3dwr LF cabinets located in hallways.
S	FAA	Free Address Area	0	49	8	Zone 2. WS-1 7x7 Workstation.
S	FAA	Free Address Area	0	25	4	Zone 2. WS-3 Pinwheel workstation. 2 desks to be Ht. Adj.
S	FAA	Free Address Area	0	30	6	Zone 2. CA-2 setup with Benching workstations. Glass Toppers along spine and outer wing panels.
S	FAA	Free Address Area	0	49	2	Zone 2. GC-1 Glass Cubicle workstation.
S	FAO	Free Address Office	H	120	4	Zone 2
S	FAR	Free Address Reception	0	49	3	Zone 2. WS-1 workstation located on staff side of reception window.
S	FTIFSR	FTI File Storage Room	H	30	1	Zone 2. (1) 5dwr LF.
S	JC	Janitorial Closet	H	30	1	Zone 2.
S	LU	Locker Unit	0	96	1	Zone 2. Space for 6 - Locker Units.
S	MA	Mail Area	0	49	1	Zone 2.
S	MFCM	Multi-Function Copy Machine	0	50	3	Zone 2
S	PSA	Personal Storage Area	0	96	1	Zone 2. (12) 3dwr LF cabinets in CA-4 setup with stools and nearby power/data.
S	SB	Shredder Bin	0	6	2	Zone 2

Space Type	Standard	Description	Wall	Area	Count	Memo
S	SC	Storage Cabinet	0	16	4	Zone 2.
S	TC	Telecom. Closet	H	80	1	Zone 2. For voice and data equipment. Separately cooled. Refer to lease for more information.
S	TR	Training Room	H	720	1	Zone 2. Seating for 24 people at mobile training tables. Require Power/Data.
S	WR	Waiting Room	H	240	1	Zone 1. Seating for 8. 3 Computer Kiosks. 2 Reception Windows. Access to Consult Room and Client restrooms.

Suggested Range:

Min.

Max.

Usable:

6,300

7,000

Rentable:

7,000

7,700