

Space Needs Analysis Report

SNA Number: 31603-47-01

Agency: Alcoholic Bev Comm

County: KNOX City: Knoxville

Employees: 15

SNA Date: 05-02-2024

Prepared By: ERM

Checked By:

Area Needed: 2,623

Major Circulation: 50% 1,312

Total Net Usable Needed: 3,935

SNA Note:

<i>Space Type</i>	<i>Standard Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	38678 ABC A SP AIC	H	120	1	ABC Assistant Special Agent-in-Charge.
P	38672 ABC L&P Spec 2	O	49	1	ABC Licensing & Permit Spec 2
P	00000 ABC Regulatory Officer	O	49	2	
P	38678 ABC SP AIC	H	120	1	ABC Special Agent-in-Charge.
P	38672 ABC Special Agent 2	O	49	5	
P	38672 ABC Special Agent 3	O	49	1	
P	38672 Special Agent/ Reg Officer	None	0	4	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
S	BR Break Room	H	120	1	With base and wall cabinets, countertop with sink. Seating for 4
S	CR Conference Room	H	250	1	Seating for 15 people, not all seats will be around the conference table.
S	ES Equipment Storage	H	160	1	Storage for Law Enforcement Equipment. Refer to agency special requirements.
S	ESR Evidence Storage Room	H	500	1	Refer to agency special requirements regarding the construction of this room. Lessor to price special requirements separately and will be paid by the agency as a tenant alteration expense. Agency will be installing a security system for this room.
S	FR File Room	HA	140	1	5 lateral file cabinets, 2 open shelves, and 2 lockable evidence lockers
S	FAA Free Address Area	O	30	3	Free address area to have access to staff restrooms
S	JC Janitor Closet	H	30	1	
S	MFC Multi-Function Copier	O	50	1	Multi-function machine.
S	PSB Paper Shred Bin	O	6	1	
S	RA Reception Area	O	49	1	
S	RB Recycle Bin	O	6	1	

Space Type	Standard Description		Wall	Area	Count	Memo
S	TC	Telecom Closet	H	80	1	For telephone and computer equipment. Room must be temperature controlled.
S	WA	Waiting Area	O	120	1	Seating for 2. Transaction window to separate the lobby area and the reception station on the staff side.
		Suggested Range		Min.		Max.
		Usable:		4,000		4,400
		Rentable:		4,400		4,900

Space Action Request – Supplemental Information

TABC – Knoxville, TN Post of Duty

Parking

- 26 parking spots, including handicap parking spots as local code requires, but requesting at least 2.

Restrooms

- Women's restroom
- Men's restroom

Conference Room

Accommodate 15 staff

Evidence Storage

- ~ 500 Sq. Ft. (May need to evaluate space following STREAM's calculation for the shelves).
- Requires:
 - Floor sink with water connections
 - Internet access (hardwired). Multiple ports.
 - Alarm system, with appropriate cellular signal or phone line to operate.
 - Deadbolt
 - Push-button combination door handle/lock
 - Concrete floor, with reinforced concrete block walls, and a secured/closed-in steel ceiling
 - 24 shelves, 24"
 - Floor space for large evidentiary items

Equipment Storage

- 10 Shelves, 24"
- Concrete floor
- Closed-in secured steel ceiling
- Secured walls

File Room

- 5 File Cabinets
- 2 Open Shelves
- 2 Lockable Evidence Lockers

Lobby Area

- Transaction window for access to the public (walk-up staff area).
- Seating for two people

Misc.

- Copy machine
- Shred bins
- Recycle bins
- All conditioned space