

Space Needs Analysis Report

SNA Number: 34501-19-14

Agency: Human Services

County: DAVIDSON City: Nashville

Employees: 85

SNA Date: 03-14-2024

Prepared By: ERM

Checked By:

Area Needed: 5,458

Major Circulation: 50% 2,729

Total Net Usable Needed: 8,187

SNA Note: Typical Field Office. Information based on Space Summary Sheet dated and approved on 11/20/2023.

Space Type	Standard Description	Wall	Area	Count	Memo
P	00000 Administrative Secretary	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 Administrative Services Assistant	0	49	3	Zone 2 Staff Area. Assigned Workstation.
P	00000 APS	None	0	15	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Block Grant Coordinator	0	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when i
P	00000 Contract Clerical	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 Eligibility Assistant	None	0	8	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Eligibility Counselor	None	0	11	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Family Protection Officer	0	49	2	Zone 2 Staff Area. Assigned Workstation.
P	00000 Field Supervisor	None	0	4	Mobile. Free Address. 2 positions will use Free Address station in Zone 2 Staff Area when in office. 2 Positions will use shared office.
P	00000 FMD	H	120	2	Zone 2 Staff Area. Assigned Office.
P	00000 IL Rehab Instructor	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 IL Supervisor/ Rehab Assistant	None	0	3	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Licensing Consultant	None	0	10	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Middle TN Area Director	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Office Supervisor	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Pre- ETS	None	0	2	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.

Space Type	Standard Description		Wall	Area	Count	Memo
P	00000	Program Coordinator	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000	Program Manager/ Specialist	None	0	3	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000	Program Supervisor	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000	Region 5 Supervisor	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000	STS Workstation Support	0	49	3	Zone 2 Staff Area. Assigned Workstation.
P	00000	TANF Case Mngr/ EC2	None	0	2	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000	Unarmed Guard	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000	VR	None	0	7	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
S	CL	Client Lobby	H	1,066	1	Zone 1. With 5 pass through windows to Eligibility Assistants. Space includes seating for 35 clients (700 sq.ft.), 4 - Self-Serve Stand-up Kiosk Stations (80 sq.ft.), 2 - Sign-In Stand-Up Kiosk Station (10 sq.ft.), 4 - ADA Sit-down Computer Stations (80 sq.ft.), 1 - TennCare Sit-Down Computer Station (20 sq.ft.), 2- Client Multi-function Copier (100 sq.ft.), 2 Bulletin Boards, 1- 3h Storage Bookcase (16 sq.ft.), and 2- security desk (60 sq. ft.) Includes circulation. Will require direct access to client restroom(s). *Room size may be adjusted due to layout and circulation.
S	BR	Break Room	H	255	1	Zone 2. With base and wall cabinets, countertop with sink, and 1 bulletin board. Sized for 8 - 10 people.
S	COA	Collaborative Open Area	0	85	2	Zone 2. To be located in/near Staff Area.
S	CR	Conference Room	H	205	1	Zone 2. Seating for 12, not all seats will be around table. Some chairs will be along wall.
S	CR	Conference Room	H	400	1	Zone 2. Seating for 25, not all seats will be around table. Some chairs will be along wall.
S	RE	Enclave	H	120	4	Zone 2. 1 of the enclaves to be used as a mother's room.
S	FR	File Room	H	300	1	Zone 2. 5 Drawer lateral files.
S	FAO	Free Address Office	H	120	2	Zone 2.
S	SR	IL Storage Room	H	120	1	Zone 2.
S	JC	Janitor Closet	H	60	1	Zone 2.

Space Type	Standard Description		Wall	Area	Count	Memo
S	LA	Locker Area	0	16	12	Zone 2 Staff Area. 12 Units; Each Unit contains 6 - lockers.
S	MA	Mail Area	0	49	1	Zone 2. Near Reception stations.
S	MFC	Multi-Function Copier	0	50	4	Zone 2 Staff Area. One to be located near Reception stations.
S	RB	Recycle Bin	0	6	2	Zone 2 Staff Area.
S	SO	Shared Office	H	120	1	Zone 2. Shared FS Office
S	SB	Shredder Bin	0	6	2	Zone 2 Staff Area.
S	SS	Staff Lateral File Storage	0	240	1	Zone 2 Staff Area. 17- 3 drawer for assigned staff, 23- 3 drawer for free address. This will be in the open area space.
S	ES	STS Equipment Storage	H	200	1	Zone 2.
S	FAH	STS Free Address Hoteling	0	20	3	Zone 2 Staff Area. Hoteling Stations for STS. Staff workstation to have access to staff restrooms.
S	SR	Supply Room	H	120	1	Zone 2.
S	TC	Telecom. Closet	H	80	1	Zone 2. For telephone and computer equipment. Room requires separate cooling unit so the temperature can be independently controlled.
		Suggested Range:	Min.		Max	
		Usable:	8,200		9,100	
		Rentable:	9,100		10,100	