

DHS Davidson County NORTH Space Summary Sheet

Staff Counts – Total Staff: 85

APS Program Manager – 1 FA0%
Block Grant Coordinator – 1 FA0%
APS Intake Supervisor – 1 FA0%
APS Intake Counselor – 5 FA0% (private space needed)
APS Team Coordinator – 1 FA10%
APS Investigative Specialist – 7 FA20%
Pre-ETS Supervisor – 1 FA20%
Pre-ETS Specialist – 1 FA20%
Middle TN Area Director – 1 FA20%
VR Field Supervisor – 2 FA40%
VR Support Coordinator – 2 FA40%
Administrative Services Asst. – 2
Region 5 Supervisor – 1 FA40%
VR Counselor – 3 FA40%
IL Supervisor – 1 FA25%
IL Rehab Instructor – 1
IL Rehab Assistant – 2 FA40%
Workstation Support – 3
FMD – 2 (Office)
Admin Sec – 1
Admin Services Assist – 1
Prog. Coord – 1 FA30%
Eligibility Assistant – 8 FA60%
Contractor – 1
Field Supervisor – 2 (Shared Office for 2 FSs)
Field Supervisor – 1 FA0%
Eligibility Counselor – 10 FA60%
TANF Case Mgr/EC2 – 2 FA0%
Program Supervisor – 1
Office Supervisor 3 – 1 FA60%
Program Manager – 1 FA30%

Eligibility Counselor 2 – 1 FA30%
Field Supervisor II – 1 FA20%
Licensing Consultant – 10 FA20%
Program Specialist – 2 FA20%
Facility Protection Officer – 2
Unarmed Guard – 1

Zone One (Public Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Lobby to include:

Waiting area seating (700 sf) – seating for 35 people
Sign-in Kiosk (no privacy panels) (5 sf each) - 2
Stand-up Kiosk Station w/ privacy panels (20 sf each) – 4
ADA Sit-down Computer Station (20 sf each) – 4
TennCare Sit-down Computer Station (20 sf each) - 1
Public Use Multi-Function Copier Area (50sf) – 2
2 Bulletin Boards w/ 3h storage bookcase (16 sf each) – 1
Staff/Client Window Bays – 5 total
Security Desk (49sf) – 1

2. Accessible Public Restrooms – quantity determined by plumbing code requirements (Client and Staff restrooms will be separate and will not share a plumbing wall)

(Secure access to Zone Two from here)

Zone Two (Intermediate/Staff Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Assigned FMD Office (120sf) – 2
2. Assigned/Shared FS Office (120sf) – 1
3. Free Address Office (120sf) – 2
4. Enclaves (120sf) – 4 (1 to be a Mother’s Room)
5. Conference Room (205 sf) - seating for 12 people, do not have to be around table – 1
6. Conference Room (400 sf) - seating for 25 people, do not have to be around table – 1
7. Break Room with 1 bulletin board (255 sf) (sized for 8-10 people) (refer to lease for exact requirements in break room)
8. Supply Room (120 sf) – 1
9. IL Storage Room (120 sf) – 1
10. File Room (300 sf) – 1
11. STS Equipment Storage (200sf) – 1
12. Janitor Closet (60sf) – 1
13. Telecom Room (80sf) (room must be separately temperature controlled)
14. Accessible Staff Restrooms (Client and Staff restrooms will be separate and will not share a plumbing wall)

Open Office (systems furniture)

1. Reception Workstation (49sf) - 5
2. Assigned Workstation (49sf) – 12
3. Quiet Free Address Workstations (49sf*-see clients) – 40** (60% coverage of Free Address staff)
4. Hoteling Stations for STS (20sf) - 3
5. Collaborative Open Area (85sf) – 2
6. Locker Units (16sf each) - 12
7. Lateral File Cabinets in Open Area (240sf) – 1
 - a. (17) 3dwr lf for assigned staff
 - b. (23) 3dwr lf for Free address staff (1 dwr each)
8. Mail Area (49sf) – 1
9. Multi-Function Copier Area (50sf) –4
10. Recycle Bin (6sf) – 2
11. Shredder Bin (6sf) - 2

Workstation Legend	
25sf Quiet Or Collaborative^	Pin Wheels, 24x60 Hoteling
30sf Quiet Or Collaborative^	30x72 Hoteling
49sf Quiet Or Assigned	Full Size Stations, Glass Front cubicle
Collaborative Open Area	Enclave table with 4 chairs, Tablet arm lounge chairs, Worksurface on top of storage with 4 stools

The information on this space summary sheet is utilized to develop a Space Needs Analysis (SNA). The SNA formulates square foot ranges from the information on the space summary sheet(s). With your approval of the space summary, Leasing will proceed with the market assessment.

Approval Signature: Tamika Hinton Digitally signed by Tamika Hinton
Date: 2023.11.20 08:54:32 -06'00' **Approval Date:** _____