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From: Marcos Makohon, Executive Director of Facilities, Planning & Construction, TDOC
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Date: February 12, 2024

Subject: Montgomery Co., TN - Space Action Request Design Parameters

Attached please find Space Action Request for the Montgomery Co., Clarksville's CS office. Please ensure that the following design modifications are included in the build-out and/or noted on the Space Needs Analysis:

- **Waiting Room** – Front/vestibule door and waiting room door to be glass, Seating for 20 (per SAR) participants and direct access to client restrooms, Provide locking glass front bulletin boards for mandatory literature, Access to Secure Fee Kiosk and Client Lockers, Provide power for metal detectors.
- **Client Locker Area** – Three-tier Tennsco locker units per TDOC standard to be in secure Zone 1 (agency expense).
- **Secure Fee-Paying Kiosk Closet** – To house the J-Pay machine, secured with a roll-up/down locking door accessible from the waiting room.
- **Small Client Interview Room** – Accessible from Zone 1 and Zone 3, A continuous 24” deep transaction worksurface on each side, A wall below the transaction worksurface, but open above, Provide power and data hookups on the officer's side, Secured with a card reader access on officer's side, Door closers on both offender and officer side, and an HVAC hot/cold air supply.
- **Group Intake/Training Room** – Adjacent to the Waiting room, Provide side chairs w/folding top training tables.
- **Secured Fingerprinting Room** – A separate hard-walled area for the life scan “fingerprint” machine, desktop printer, laptop, headshot chart, and equipment, and a built-in ADA-compliant locking storage for offender laptops and equipment to be accessible from/adjacent to the intake room.
- **Drug Screening Room** –Solid surface countertop at the viewing window with a speaker hole, Sink, WC, Specimen pass-thru stainless-steel cabinet, and a Document deal tray. Convex mirror supplied by TDOC and installed by LL mounted above the WC.
- **Drug Screening Prep Room** – Viewing window with two-way mirror glass (near to the WC) w/ a speaker hole for communication, A document deal tray, Specimen pass-thru stainless-steel cabinet, Base/wall hung cabinets w/ countertop and stainless-steel sink w/ a solid surface countertop, Space for an under-counter refrigerator to store the specimen w/ a dedicated 20-amp duplex receptacle, locking cabinet for the drug testing supplies (NOI).
- **Interview Room** – Accessible from Zone 2 and Zone 3, secure door leading to Zone 3 with a card reader access on the inside of the room and a door closer.
- **Program/ Conference Room** – Dual-purpose room for training and meetings CS staff accessible from Zone 2 and Zone 3 with an exterior means of egress secured with a card reader access on the outside. Hook-ups for a wall-mounted TV, Need hook-ups for a ceiling-mounted projector and projection screen, and floor outlets.

Provide (2-4) 60"W x 48"H Dry erase markerboards.

- **Shared Reception Area** – Receptionist/Secretary to have a full view of the waiting room and entrance/ vestibule, Fixed window with two speaker holes (standard design) w/ transaction surface, Electronic buzzer/ push button to allow visitors access to the office space (typ. installed underneath of a receptionist's worksurface).
- **Mail Area** – Worksurface/ table for sorting, Floating metal shelves for mail, Near the Copier.
- **Open Office Area** – Provide (2) 3-high 36" lateral files per one shared workstation. Each PPO is assigned (1) lateral file for the active case files to be located near the assigned or shared workstation.
- **Hoteling Area** – Hoteling workstations are full-size 7'x7' or 6'x8.5" cubicles for traveling staff, visitors, new staff and interns.
- **NCIC/TEIS Room** – Secured office space with a sideline w/privacy striping, Hook-up for IT equipment, Data drop, Ensure furniture positioning in such a manner that the computer cannot be viewed by unauthorized personnel.
- **Enclave/Mother's Room** – One staff Enclave to serve a dual purpose of also serving as a mother's room. The privacy striping (per state standard) should be applied to a side lite or a window and a black-out shade with side and bottom channels should be installed for privacy when the room is being used by mothers.
- **Breakroom** – Base/wall hung cabinets w/ countertop and stainless-steel sink, Space for vending machines (provide a dedicated 20-amp duplex receptacle), Tables and chairs for staff seating. Provide locking glass front bulletin boards for mandatory literature.
- **Supply Room** – Space to accommodate 36"W x 15"D (6) Shelf Tennsco open shelving. In district offices, this space is to also accommodate a large-size evidence floor safe.
- **File Storage Room** – Secure space for 36"W x 18"D (6) Shelf w/Document Dividers Tennsco open shelving.
- **GPS Storage Room** – Needs a window for cellular connectivity, a tall shelving unit for I-Pads, and a table with a chair for supplies. Needs wall space and power for tag/equipment charging.
- **General Storage** – To be located near the employee entrance, provide open metal shelving.
- **Employee Locker Area** – To be located near the employee entrance and preferably not visible from the office, Tennsco locker configuration is two lockers per unit.
- **Janitor's Closet** – Provide storage shelving for cleaning supplies and adequate floor space for all cleaning equipment, Ensure that the janitor's closet is large enough to accommodate all janitorial supplies.
- **Surveillance Storage Room** - Provide a table and chair for surveillance equipment/ monitoring.

Additional Items to Take into Consideration:

- Provide "extra wide" XL chairs for all armed staff members.
- Coordinate quantity and placement of card readers for secured entries with TDOC.
- Provide a door closer at each secured door entry (the entry with card reader).
- Exterior building signage per state standard (lessor's expense).
- Decal signage on the front glass door (lessor's expense).
- Fire extinguishers (lessor's expense).
- Installation of AED cabinet and signage (AED supplied by TDOC, installed by the lessor).

- Coordinate desired quantity of the EVAC map holders with TDOC (sign holders are project expense).
- TDOC to supply EVAC map inserts per life safety plan and ACA standards to Interior Design Project Manager.
- Sound masking/ White noise in Zone 3 open office area (project expense).
- Space in the lobby for a metal detector.
- Durable finishes (paint, VCT, LVT, and carpet). VCT tile in Zone 1, Combination of VCT tile and carpet tile in Zone 2 and Zone 3. Carpet with 5% attic stock.
- Softscapes and artwork in lobby areas.
- Fenced staff and fleet parking with a motorized gate (agency expense).

Thank you for your consideration and assistance in this matter.