

DHS Davidson County SOUTH Space Summary Sheet

Staff Counts – Total Staff: 60

Block Grant Coordinator – 1 FA20%
APS Intake Supervisor – 2 FA20% (private space needed)
APS Intake Counselor – 2 FA20% (private space needed)
Pre-ETS Specialist – 1 FA20%
Regional Manager – 1 FA20%
Administrative Services Asst. – 2
VR Counselor – 2 FA20%
VR Counselor – 4 FA40%
Workstation Support – 3
FMD – 1 (Office)
Admin Sec – 1
Admin Assist – 1
Prog. Coord – 1 FA40%
Program Director – 1 FA20% (private space needed)
Eligibility Assistant – 7 FA60%
Eligibility Assistant – 1
Contractor – 1
Field Supervisor – 2 (Shared Office for 2 FSs)
Field Supervisor – 2 FA60%
Eligibility Counselor – 15 FA60%
Office Supervisor – 1
Child Care Specialist – 3 FA10%
Program Specialist – 1 FA20%
Facility Protection Officer – 2
Unarmed Guard – 1
Lobby Attendant – 1

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

Hard Wall Spaces

1. Lobby to include:

- Waiting area seating (600 sf) – seating for 20 people
- Sign-in Kiosk (no privacy panels) (5 sf each) - 2
- Stand-up Kiosk Station w/ privacy panels (20 sf each) – 2
- ADA Sit-down Computer Station (20 sf each) – 2
- 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

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|--|---|
| 1. Assigned FMD Office (120sf) – 1 | 11. Janitor Closet (60sf) – 1 |
| 2. Assigned/Shared FS Office (120sf) – 1 | 12. Telecom Room (80sf) (room must be separately temperature controlled) |
| 3. Free Address Office (120sf) – 2 | 13. Accessible Staff Restrooms (Client and Staff restrooms will be separate and will not share a plumbing wall) |
| 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. File Room (250 sf) – 1 | |
| 10. STS Equipment Storage (200sf) – 1 | |

Zone Two (Intermediate/Staff Zone) - Continued

Open Office (systems furniture)

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| <ol style="list-style-type: none"> 1. Reception Workstation (49sf) - 5 2. Assigned Workstation (49sf) – 8 3. Quiet Free Address Workstations (49sf*-see clients) – 24** (60% coverage of total Free Address staff) 4. Hoteling Stations for STS (20sf) – 3 5. Collaborative Open Area (85sf) – 2 6. Locker Units (16sf each) - 8 | <ol style="list-style-type: none"> 7. Lateral File Cabinets in Open Area (256sf) – 1 <ol style="list-style-type: none"> a. (17) 3dwr lf for assigned staff b. (15) 3dwr lf for Free address staff (1 dwr each) 8. Mail Area (49sf) – 1 9. Multi-Function Copier Area (50sf) –3 10. Recycle Bin (6sf) – 2 11. Shredder Bin (6sf) - 2 |
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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 08:54:00 -06'00' **Approval Date:** _____