

## **TDEC Putnam County Space Summary Sheet**

### **Staff Counts – Total Staff: 50**

UST Env. Mgr. – 1 Office\*

UST Env. Scientist – 4 FA

SWM Env. Mgr. – 1 Office\*

SWM Env. Scientist – 1 FA

SWM Env. Consultant – 1 FA

SWM Env. Specialist – 1 FA

APC Env. Consultant – 1\*

APC Env. Scientist – 1\*

DWR Env. Mgr. – 1\* Shared Office

DWR Env. Mgr. – 1\* Office

DWR Env. Fellow – 1\* Office

DWR Env. Consultant – 1\*

DWR Field Office Mngr – 1\*

DWR Env. Mngr – 1 FA

DWR Env. Scientist – 14 FA

DWR Env. Scientist – 1\* Shared Office

DWR Env. Consultant - 5 FA

DWR Env. Prot. Spec. – 2 FA

DWR ASA – 1\*

BOE ASA3 – 1\*

BOE ASA2 – 3\*

BOE ASA5 – 1 Office\*

DSE Reg. Dir. Ext. Affairs – 1 Office\*

Env. Program Specialist – 1\*

STS – 2 Office\*

STS – 1 FA

\* Asterisks shown above notate assigned staff

**Zone One (Public Zone) – refer to sample plan for zone locations; secure access to other zones from zone one.**

Hard Wall Spaces

1. Waiting Room

- Seating area (20 sf per person) – seating for 4 people
- File Review Station (20 sf) – 2
- Front Desk Receptionist Window to Zone 3 Staff Area – 2

2. Accessible Public Restroom with water fountain (Public and Staff restrooms will be separate and will not share the same plumbing wall. Quantity determined by plumbing code requirements.

(Secured access to Zone 2)

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

Hard Wall Spaces

1. Conference Room (400 sf) seating for 12 people at conference table, plus side seating for 13 – 1

2. Enclave (120sf) – 1

(Secure corridor required in this zone; Secure access to Zone Three from here)

**Zone Three (Staff Zone) – refer to sample plan for zone locations**

Hard Wall Spaces

1. Assigned Office (120sf) – 8

2. Assigned/Shared Office (120sf) – 1

3. Enclaves (120sf) – 2

4. Break Room (255 sf) (sized for 8 people)  
(refer to lease for exact requirements) – 1

5. UST Storage Room (144 sf) – 1

6. SWM Storage Room (100 sf) – 1

7. DWR Storage Room (196 sf) – 1

8. STS Storage Room (144 sf) – 1

9. Equipment Storage Room (150 sf) (refer to lease for exact requirements in equipment storage room) – 1

10. Boat/Equipment Garage (800 sf) (refer to lease for exact requirements in boat/equipment garage) – 1

11. Environmental Lab (462 sf) (refer to lease for exact requirements in wet lab) – 1

12. Admin Storage Room (180 sf) (12"-15"d shelves)

13. Telecom Room (80sf) (room must be secure and separately temperature controlled)

14. Shower Room (adjacent to or within Staff Men & Women's Restrooms) (77sf each) - 2

15. Accessible Staff Restrooms with water fountain (Client and Staff restrooms will be separate and will not share a plumbing wall)

Open Office (systems furniture)

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| <ol style="list-style-type: none"> <li>1. Assigned Reception Station (60 sf) – 2<br/>To be located near Mail/Supply/Copy areas<br/>To include rear high panels to block view</li> <li>2. Assigned Workstation (49sf) – 8*</li> <li>3. Vehicle Sign In/Out Desk by reception (30sf)–1</li> <li>4. Total Free Address Stations – 13:<br/>Collaborative Free Address Stations (30 sf)–5*<br/>Quiet 7x7 Free Address Stations (49 sf) – 8*</li> <li>5. Document Review area with 4 enclave tables/<br/>12 chairs (120 sf) – 1</li> </ol> | <ol style="list-style-type: none"> <li>6. (5) 6-cubby/Locker Units (80 sf) – 1</li> <li>7. Open File Storage: 15 3dwr LF (120 sf) – 1</li> <li>8. (10) 3-dwr Lateral File Cabinets for 29 FA Staff<br/>(one drawer per FA staff (80sf) – 1</li> <li>9. Mail Area (48 sf) – 1</li> <li>10. Multi-Function Copier Area (50sf) –2</li> <li>11. Large Format Printer/Plotter (50sf) – 1</li> <li>12. Recycle Bin (6sf) – 2</li> <li>13. Shredder Bin (6sf) – 2</li> </ol> |
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General Notes

1. Agency expense items include any card readers and associated electric strike, panic hardware on lobby doors, and wi-fi throughout the space.

\*See Workstation Legend below

Workstation Legend	
25sf Quiet or Collaborative	Pin Wheels
30sf Quiet or Collaborative	WS-10 30x72 Hoteling
49sf Quiet Or Assigned	WS-1 Full Size Station, Glass Front cubicle, or WS-1 Free Address
Collaborative Open Area	Enclave table with 4 chairs, 4 Lounge Chairs with Mobile MB

***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:** Cheryl Patten **Approval Date:** 10/13/2023