

**Space Needs Analysis Report**

**SNA Number: 32901-63-01**

**Agency: Correction**

**County: MONTGOMERY City: Clarksville**

**Employees: 46**

**SNA Date: 04-26-2024**

**Prepared By: ERM**

**Checked By:**

**Area Needed: 7,267**  
**Major Circulation: 50% 3,634**  
**Total Net Usable Needed: 10,901**

SNA Note: Agency requested report for Central District 80 . The current office is located at 100 New Providence Blvd, Suite A. AWS report. Refer to agency Office Space Needs Worksheet and Memo dated 2/12/24.

<b>Space Type</b>	<b>Standard Description</b>	<b>Wall</b>	<b>Area</b>	<b>Count</b>	<b>Memo</b>
P	00000 Behavioral Health Specialist	0	49	1	Assigned Workstation
P	78142 Clerical/ Support	None	0	4	Mobile. Space included in Reception area.
P	00000 Correctional Counselor	0	49	2	Assigned Workstation
P	0000000 District Director	H	120	1	Assigned Office
P	00000 Non CS Staff	None	0	4	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	71844 Probation Parole Manager	None	0	4	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	78142 Probation Parole Officer	None	0	30	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
S	WR Waiting Room	H	558	1	Zone 1. Seating for 20 chairs (400 sqft), 2- secure fee kiosk (80 sqft), 4- client locker unites (28sqft), 1- metal detector (50 sq ft). Secure Fee kiosks will need to be located in a secure closet. With 2 transaction countertops and pass-thru windows to Shared Reception Area. Waiting room will need direct access to client restrooms. Client and staff restrooms maybe separate and will not share the same plumbing wall. Locking glass front bulletin boards. *Hardwall area may need to be larger to accommodate sufficient circulation due to proportion of the room, vestibule, etc.
S	CIR Client Interview Room	H	72	4	Zone 1 to 3. Used for conducting interviews with clients without the need for client to leave the waiting room area. Each room will require 2 doors. 1 - accessible from client area (for client use) and 1 - accessible from staff office side (for staff use). Door to staff area to be secured.

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S	DSPR	Drug Screening Prep Room	H	100	2	Zone 2. Viewing window with 2-way mirror with a speaker hole for communication to the Drug Screening Room. Document deal tray, specimen pass-thru, stainless steal cabinet, base/wall hung cabinets with solid surface countertop, stainless steel sink, and an under counter refrigerator
S	DSR	Drug Screening Room	H	100	2	Zone 2. With water closet and solid surface countertop with sink. Viewing window with speaker hole. Specimen passthrough, stainless cabinet, document deal tray and convex mirror.
S	FR	Fingerprint Room	H	100	1	Zone 2. Room to accessible from (or adjacent to) Group Intake Room. Standing and ADA height base cabinets and countertops. Fingerprint machine to sit on ADA height countertop for wheelchair accessibility.
S	GIR	Group Intake Room	H	450	1	Zone 2. Near of adjacent to Waiting room. Accommodates approx. 15 people at flip top training tables with side chairs.
S	IR	Interview Room	H	120	3	Zone 2. Accessible from Zone 2 and (secured) door to zone 3.
S	PCR	Program/ Conference Room	H	670	1	Zone 2. Seating for 43 staff. Three entry points; Zone 2: secured access to Zone 3 and an exterior door. Not all chairs will be around table, some will be along wall. Infrastructure for wall-mounted TV, ceiling, mounted projector and screen, and connectrac.
S	TR	Training Room	H	540	1	Zone 2. Near of adjacent to Waiting room. Accommodates approx. 18 staff at flip top training tables with side chairs.
S	BR	Break Room	H	270	1	Zone 3. With base and wall cabinets, countertop and stainless steal sink.. Space for 2 vending machines and seating for 9.
S	ELA	Employee Locker Area	0	72	1	Zone 3. near staff entrance for (18) double-unit Tennsco lockers lockers for (36) staff.
S	E	Enclave	H	120	3	Zone 3. Two to be used as enclaves with sidelight and striped privacy film. One to serve as Mother's Room with sidelight, striped privacy film and blackout shade with side/bottom channels for full privacy.
S	FR	File Room	H	504	1	Zone 3. (36) 18"d x 36"w shelving units.

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S	FAO	Free Address Office	H	120	1	Zone 3. Free address office for NCIC / TIES when needed, with sidelight and privacy striping.
S	GS	General Storage	H	50	1	Zone 3. near staff entrance. (1) 18"Dx36"W shelving
S	GSR	GPS Storage Room	0	80	1	Zone 3. Must have a small clerestory exterior window for cellular connectivity, metal shelving, and small mobile table with chair. Additional wall power at various heights required to charge agency equipment.
S	HA	Hoteling Area	0	49	5	Zone 3. For visiting staff, volunteers and temp. employees.
S	JC	Janitorial Closet	H	80	1	Zone 3.
S	LFA	Lateral File Area	0	336	1	Zone 3. Lateral files to be located within staff work area. (42 staff) 3dwr later files for active files.
S	MA	Mail Area	0	49	1	Zone 3. Located adjacent to the multi-function printer. Mail area should not be visible to offenders.
S	MFP	Multi-Function Printer	0	50	2	Zone 3. Located adjacent to the mail area.
S	PSB	Paper Shredder Bin	0	6	2	Zone 3. Near Printer/ mail area.
S	RB	Recycle Bin	0	6	2	Zone 3. near printer/mail area
S	SRA	Shared Reception Area	0	49	2	Zone 3. Full view of waiting room through the transaction window. Door release button at the workstations to operate the door into Zone 2 corridor from the waiting room.
S	SC	Storage Cabinet	0	8	2	Zone 3. (2) storage cabinets to be located near the multi-function printer
S	SR	Supply Room	H	120	1	Zone 3. (6) 15"d x 36w shelving units.
S	TC	Surveillance Room	H	50	1	Zone 3. For TDOC's surveillance system, space for monitor and NVR. Cannot be combined with Telecom Room.
S	TC	Telecom. Closet	H	80	1	Zone 3. Room must be temperature controlled. Refer to lease for additional requirements.
S	WA	Workstation Area	0	980	1	Zone 3. Staff area workstations. 2 stations to be used by Administration Staff, 15 stations for PPO's, 2 stations for PPM's, and 1 TCA Training Officer Area
		Suggested Range:		Min.		Max.
		Usable:		11,000		12,100
		Rentable:		12,100		13,310