

**Space Needs Analysis Report**

**SNA Number: 32901-75-01**

**Agency: Correction**

**County: RUTHERFORD City: Murfreesboro**

**Employees: 82**

**SNA Date: 03-01-2024**

**Prepared By: ERM**

**Checked By:**

**Area Needed: 10,062**

**Major Circulation: 50% 5,031**

**Total Net Usable Needed: 15,093**

SNA Note: Agency requested report for Central District 50 (Community Supervision District Office). Current office is located at 1711 Old Fort Parkway. AWS report. Refer to agency Office Space Needs Worksheet dated 11/22/23 for additional information.

<i>Space Type</i>	<i>Standard Description</i>	<i>Wall</i>	<i>Area</i>	<i>Count</i>	<i>Memo</i>
P	00000 Clerical/Support	None	0	6	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	00000 Executive Staff	None	0	3	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	00000 Non CS Staff	None	0	9	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	71844 Probation Parole Manager	None	0	7	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	78142 Probation Parole Officer	None	0	57	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
S	WR Waiting Room	H	628	1	Zone 1. Space for 25 chairs (500 sq.ft.) Two - Secure Fee Kiosks (80sf) and Twelve- Client Triple Locker units (48 sq.ft.). Secure Fee kiosks will need to be located in a secure closet. With two transaction countertops and pass-thru windows to Reception Area. Waiting room will need direct access to client restrooms. Client and staff restrooms must be 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.

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S	CIR	Client Interview Room	H	72	5	Zone 1. Used for conducting interviews with clients without the need for client to leave the waiting room area. Each room will require 2 outward swinging doors. 1 - accessible from waiting room (for client use) and 1 - accessible from Zone 3 staff area. Each 72sf room will be divided into two equal spaces by a wall with a large (approx. 4'hx4'w) opening to create a client side and a staff side. Each side to have a 2' deep work surface facing the dividing wall.
S	DSWR	Drug Screening Prep. Rm	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-steel cabinet. Base/wall hung cabinets with solid surface countertop and stainless-steel sink. Accommodations for an Undercounter refrigerator.
S	DSR	Drug Screening Room	H	100	2	Zone 2. With watercloset and solid surface countertop with sink. Viewing window with speaker hole. Specimen pass-through stainless steel cabinet. Document deal tray. Convex mirror.
S	FR	Fingerprint Room	H	100	1	Zone 2. Room to be 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	500	1	Zone 2. Near or Adjacent to Waiting Room. Accommodate 20 people at flip-top training tables with side chairs.
S	IR	Interview Room	H	120	6	Zone 2. Accessible from Zone 2 and (secured) door to Zone 3.
S	PCR	Program/Conference Room	H	750	1	Zone 2. Three entry points: Zone 2, secured access to Zone 3, and an exterior door. Seating for 48 staff.
S	FAA	Assigned Workstation	0	343	1	Zone 3 Staff Area workstations. 4 stations for Correctional Counselors. 3 stations for Behavioral Health Specialists.
S	BR	Break Room	H	315	1	Zone 3. Base and wall cabinets with countertop and stainless steel sink. Space for two vending machines and seating for 10. Locking Glass front bulletin boards.

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S	PSUDDO	Correctional Administrator Office	H	120	1	Zone 3. Correctional Administrator Office
S	DDDO	Deputy District Director Office	H	120	1	Zone 3. Deputy District Director Office.
S	DDO	District Director Office	H	120	1	Zone 3. District Director Office.
S	ELA	Employee Locker Area	0	164	1	Zone 3 near staff entrance for (41) double-unit Tennsco Lockers.
S	EMR	Enclave/Mothers Room	H	120	2	Zone 3. One to serve as an Enclave with Sidelight and striped privacy film. One to serve as a Mother's Room with Sidelight, striped privacy film and blackout shade with side/bottom channels for full privacy.
S	FR	File Room	H	930	1	Zone 3. (66) 18"d x 36"w shelving units.
S	FAA	Free Address Area	0	1,813	1	Zone 3 Staff Area workstations. 3 stations for Admin. 29 stations for PPOs. 4 stations for PPM. 1 station for GEO/TCA.
S	FAO	Free Address Office	H	120	1	Zone 3. Free Address Office to be used for NCIC/TIES function when needed.
S	GSR	General Storage Room	H	50	1	Zone 3 near staff entrance. (3) 18"d x 36"w shelving units.
S	GSR	GPS Storage Room	H	100	1	Zone 3. Must have 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	HC	Hoteling Cubical	0	49	7	Zone 3. For visiting staff, volunteers and temp. employees.
S	JC	Janitorial Closet	H	80	1	Zone 3. 18"d x 36"w shelving unit for cleaning supplies.
S	LFA	Lateral File Area	0	632	1	Zone 3. Lateral files to be located within the Staff Work Area. (79) 3dwr lateral files for active files.
S	MA	Mail Area	0	96	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	SRA	Reception Area	0	49	2	Zone 3. Full view of waiting room through the transaction window. Door release button at the workstation to operate the door into the Zone 2 corridor from the waiting room.
S	RB	Recycle Bin	0	6	2	Zone 3 near printer/mail area.

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S	SCA	Storage Cabinet Area	0	16	1	Zone 3. (2) storage cabinets to be located near the multi-function printer.
S	SR	Supply Room	H	200	1	Zone 3. (14) 15"d x 36"w shelving units.
S	TC	Surveillance Closet	H	50	1	Zone 3. For TDOC's surveillance system. Cannot be combined with the Telecom Room.
S	TC	Telecom. Closet	H	80	1	Zone 3. For telephone and computer equipment. Room must be separately temperature controlled; refer to lease for more information. Secured by card reader.
S	TR	Training Room	H	450	1	Zone 3. 30'L x 15'w with 10'h ceiling. Seating for approximately 15 staff at flip top tables with side chairs.
		Suggested Range:	Min.		Max.	
		Usable:	15,100		16,700	
		Rentable:	16,700		18,400	