

Space Needs Analysis Report

SNA Number: 32901-92-01

Agency: Correction

County: WEAKLEY City: Dresden

Employees: 23

SNA Date: 03-01-2024

Prepared By: ERM

Checked By:

Area Needed: 4,782

Major Circulation: 50% 2,391

Total Net Usable Needed: 7,173

SNA Note: Agency requested report for West District 61 (Community Supervision Field Office). Current office is located at 8593 Hwy 22. AWS report. Refer to agency Office Space Needs Worksheet dated 10/10/23 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 | 3 | Mobile. Space included in Free Address area. Positions will use Free Address area when in office. |
| P | 00000 Executive Staff | None | 0 | 1 | Mobile. Space included in Free Address area. Positions will use Free Address area when in office. |
| P | 00000 Non CS Staff | None | 0 | 2 | Mobile. Space included in Free Address area. Positions will use Free Address area when in office. |
| P | 71844 Probation Parole Manager | None | 0 | 2 | Mobile. Space included in Free Address area. Positions will use Free Address area when in office. |
| P | 78142 Probation Parole Officer | None | 0 | 15 | Mobile. Space included in Free Address area. Positions will use Free Address area when in office. |
| S | CIR Client Interview Room w/Windows | H | 72 | 3 | 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 36sf room will be separated by a wall with pass thru glass window with speaker hole between client and staff; Glass may be omitted at TDOC's request prior to construction drawing phase. Each side to have a 2' deep work surface. |

| Space Type | Standard Description | | Wall | Area | Count | Memo |
|-------------------|-----------------------------|--------------------------|-------------|-------------|--------------|---|
| S | WR | Waiting Room | H | 404 | 1 | Zone 1. Space for 15 chairs (300 sq.ft.) Two - Secure Fee Kiosks (80sf) and Six - Client Triple Locker units (24 sq.ft.). Secure Fee kiosks will need to be located in a secure closet. With one transaction countertop and pass-thru window 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. |
| S | DSWR | Drug Screening Prep. Rm | H | 100 | 1 | 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 | 1 | 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 | 325 | 1 | Zone 2. Near or Adjacent to Waiting Room. Accommodate 10 people at flip-top training tables with side chairs. |
| S | IR | Interview Room | H | 120 | 2 | Zone 2. Accessible from Zone 2 and (secured) door to Zone 3. |
| S | PCR | Program/Conference Room | H | 355 | 1 | Zone 2. Three entry points: Zone 2, secured access to Zone 3, and an exterior door. Seating for 22 staff. |
| S | FAO | District Director Office | H | 120 | 1 | Zone 3. District Director Office. |
| S | FAA | Assigned Workstation | 0 | 49 | 2 | Zone 3 Staff Area workstations. 1 station for Correctional Counselor. 1 station for Behavioral Health Specialist. |

| Space Type | Standard Description | | Wall | Area | Count | Memo |
|-------------------|-----------------------------|------------------------|-------------|-------------|--------------|---|
| S | BR | Break Room | H | 150 | 1 | Zone 3. Base and wall cabinets with countertop and stainless steel sink. Space for one vending machine and seating for four. Locking Glass front bulletin boards. |
| S | ELA | Employee Locker Area | 0 | 44 | 1 | Zone 3 near staff entrance for (11) double-unit Tennisco 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 | 294 | 1 | Zone 3. (21) 18"d x 36"w shelving units. |
| S | FAA | Free Address Area | 0 | 49 | 10 | Zone 3 Staff Area workstations. 8 stations for PPOs. 1 station for PPM. 1 station for Admin. |
| 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. 18"d x 36"w shelving units. |
| S | GSR | GPS Storage Room | H | 50 | 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 | 4 | 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 | 168 | 1 | Zone 3. Lateral files to be located within the Staff Work Area. (21) 3dwr lateral files for active files. |
| S | MA | Mail Area | 0 | 48 | 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 | 1 | Zone 3. Full view of waiting room through the transaction window. Door release button at the desk to operate the door into the Zone 2 corridor from the waiting room. |
| 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 | 100 | 1 | Zone 3. 15"d x 36"w shelving units. |

| Space Type | Standard Description | | Wall | Area | Count | Memo |
|-------------------|-----------------------------|---------------------|-------------|-------------|--------------|--|
| 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 temperature controlled. Secured by card reader. |
| S | TR | Training Room | H | 375 | 1 | Zone 3. 25'L x 15'w with 10'h ceiling. Seating for approximately 12 staff at flip top tables with side chairs. |
| | | Suggested Range: | Min. | | Max. | |
| | | Usable: | 7,200 | | 8,000 | |
| | | Rentable: | 8,000 | | 8,800 | |