

Carbon County
Request for Qualifications for Architectural Services
Carbon County Law and Justice Center

The Carbon County Board of County Commissioners requires services from a qualified Architectural firm to assist in the final programming, planning, design, and public solicitation for construction and construction administration for a new Carbon County Law and Justice Center located at 1 Oakes Ave S. Red Lodge, MT 59068; Red Lodge Original Townsite, S27, T07 S, R20 E, RLOP SITS Between Blks 26 & 27, AKA TR J COS 1396. The Commissioners desire to engage a qualified firm to design the project following the general guidelines for the construction of the above-named project. Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses can be obtained by contacting the Carbon County Commission, 17 West 11th, PO Box 887, Red Lodge, MT 59068-0887 or online at <https://carbonmt.gov/rfps/>. Address and deliver submittals to: Carbon County Board of Commissioners, 17 West 11th St., Red Lodge, MT 59068, no later than June 5, 2025 9:00 am.

All submittals must be plainly marked on the outside of the envelope: "RFQ Law and Justice Center".

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Carbon County. This RFQ shall not commit the County to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The County reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the County's best interest to do so. By offering to perform services under this procurement, the proposer agrees to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc. All submittals become the property of the County.

Publish:

May 22 and May 29, 2025

Carbon County
Request for Qualifications for Architectural/Engineering Services
Carbon County Law and Justice Center

The Carbon County Board of County Commissioners requires services from a qualified Architectural/Engineering firm to assist in the final programming, planning, design, and public solicitation for construction and construction administration for a new Carbon County Law and Justice Center located at 1 Oakes Ave S. Red Lodge, MT 59068; Red Lodge Original Townsite, S27, T07 S, R20 E, RLOP SITS Between Blks 26 & 27, AKA TR J COS 1396. It is the Commissioners' desire to engage a qualified firm to design the project following the general guidelines for the construction of the above-named project. The Full Request can be found on the County's website: <https://carbonmt.gov/rfps/>

Project Requirements:

- Finalize Law and Justice Center programming requirements based off existing space needs documents.
- Provide cost estimates throughout design – Schematic Design; Design Development; Construction Documents (SD:DD:CD)
- Provide renderings and 3D modeling as needed to convey design intent.
- Participation and support for public outreach and stakeholder entities.
- Participation in Carbon County planning exercises.
- Participation in presentations to the Public and the Board of County Commissioners.
- Responsible design practices that meet established budgets.
- Detailed planning/design/phasing.
- Permitting through all Authorities Having Jurisdiction (AHJ's).
- Public Bidding/Alternative Project Delivery.
- Construction Administration.

Submittal Requirements

1. Cover letter / Statement of interest.
2. Description of firm's relevant experience with projects of similar size and scope.
3. List examples of your firm's specific experience with programming, designing and completing projects of similar scope and size on time and on budget.
4. References and contact numbers from previous representatives of projects completed of similar size and scope.
5. Proposed staff and relevant experience.
6. Your firm's current workload.

Interested firms are asked to submit six (6) copies of any materials submitted as part of their Request for Qualifications submittal packet. Submittals are to be received by May 27, 2025 9:00 am. MDT.

Late Submittals will not be accepted.

Address and deliver submittals to: Carbon County Board of Commissioners, 17 West 11th St., Red Lodge, MT 59068.

All submittals must be plainly marked on the outside of the envelope: "Response to Request for Qualifications for Carbon County Law and Justice Center"

Selection Process

Submissions will be assessed by a selection committee on the following objective / subjective scale. A maximum of three (3) candidates with the highest numeric scores will be invited to interview starting at 9:00 am, June 3, 2025 with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews, the Owner will enter negotiations with the highest-ranked candidate. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and start anew with the second ranked finalist, and thus, until a suitable agreement can be reached.

Depending on the number and quality of submittals received, the County reserves the right to make the selection of the preferred firm based on the submittal information alone and may decline to conduct the interview stage of the selection process.

Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:

1. Experience with projects of similar size and scope in this region, specifically: 35%
 - Experience in programming and designing Law and Justice Facilities.
2. Key team member qualifications and experience with similar projects. 30%
3. Capability to meet time and project budget requirements. 20%
4. Local professional resources to be utilized for this effort. 5%
5. Recent and current work for Carbon County. 5%
6. Current and projected workloads. 5%

Timeline for review and selection as follows:

Submission of firms Qualification's due:	June 5, 2025 9:00 am
Review/shortlist RFQ's by the County:	June 10, 2025
Interview shortlisted firms:	June 17, 2025
Notice to the public of rankings	June 24, 2025
Selection: June 24, 2025 Commission approval; begin negotiations with highest ranked firm	

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Carbon County. This RFQ shall not commit the County to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The County reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the County's best interest to do so. By offering to perform services under this procurement, proposer agrees to be bound by the laws of the State of Montana,

including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc. All submittals become the property of the County.

End of this RFQ



5 Pepsi Drive Suite 106 Red Lodge, MT 59068 www.aretedesign.group

CARBON COUNTY - CEDAR WOOD
PHASE 1 DEMOLITION

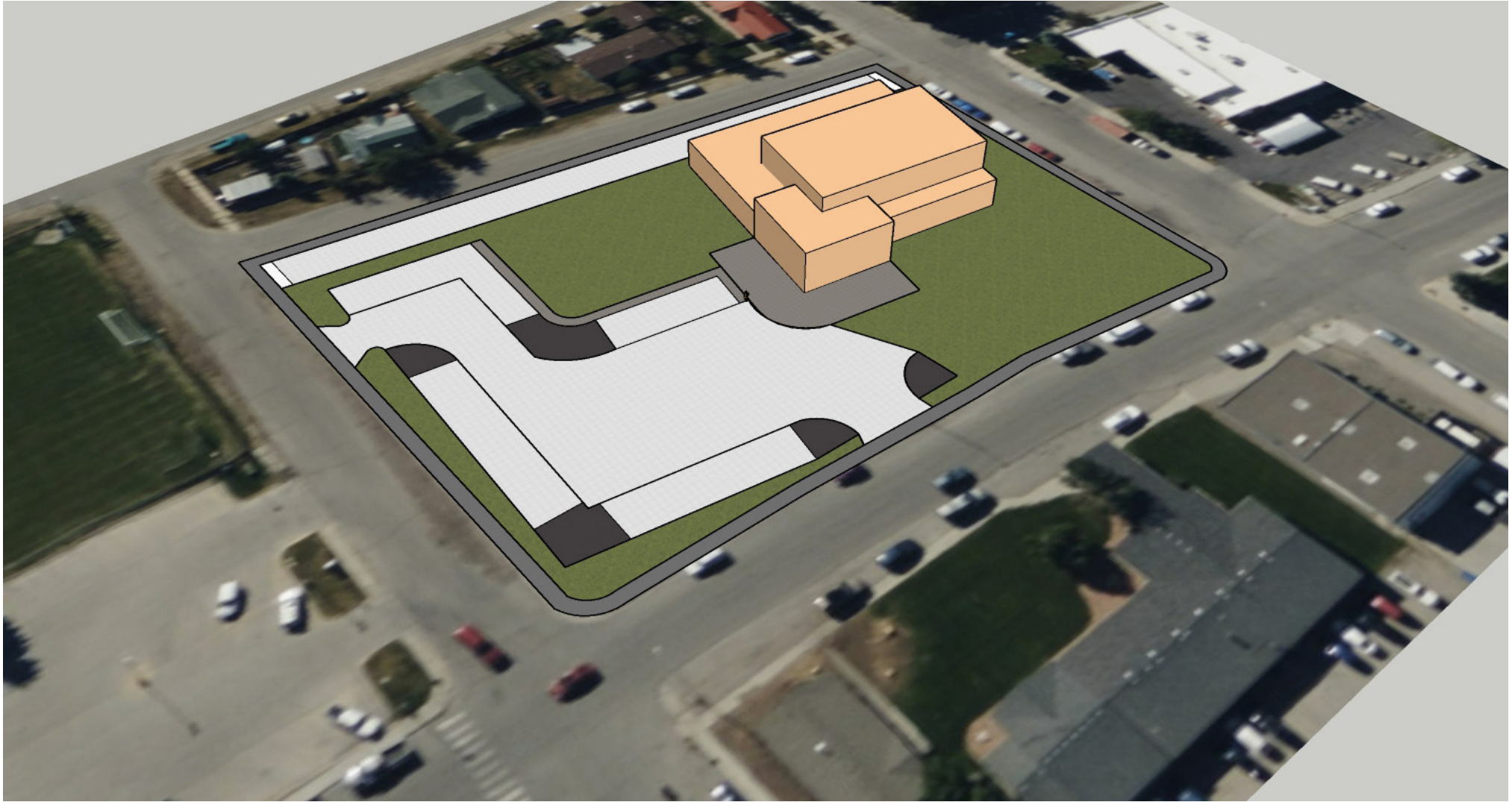
ARETE DESIGN GROUP PROJECT NO.
2022-36.02

SHEET NAME
**MASTER PLAN:
PHASING ASSESSMENT**

SCALE
ISSUED **NTS
3/19/2024**

SHEET NO.
A01

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CARBON COUNTY - CEDAR WOOD
**PHASE 2 JUSTICE
CENTER**

ARETE DESIGN GROUP PROJECT NO.
2022-36.02

SHEET NAME
**MASTER PLAN:
PHASING ASSESSMENT**

SCALE
ISSUED
**NTS
3/19/2024**

SHEET NO.
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CARBON COUNTY - CEDAR WOOD

PHASE 3 ADMINISTRATION

ARETE DESIGN GROUP PROJECT NO.

2022-36.02

SHEET NAME

MASTER PLAN: PHASING ASSESSMENT

SCALE

NTS

ISSUED

3/19/2024

SHEET NO.

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CARBON COUNTY - CEDAR WOOD

**PHASE 4
PUBLIC HEALTH**

ARETE DESIGN GROUP PROJECT NO.

2022-36.02

SHEET NAME

**MASTER PLAN:
PHASING ASSESSMENT**

SCALE

ISSUED

NTS

3/19/2024

SHEET NO.

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Carbon County Montana									
Master Plan - Phasing Assessment Estimate									
Arete Design Group									
Phase 1 - Demolition;									
1)	Building Demolition		23000	SF	\$ 15	=	\$ 345,000		
2)	Building Area, Utilities Terminations		1	@	\$ 30,000	=	\$ 30,000		
3)	Parking, sidewalks, plazas - demolition		20,221	SF	\$ 5.00		\$ 101,105		
	Contingency			@	10.0%		\$ 47,611		
	Escalation		1 Yr @		0%		\$ -		
Subtotal Demolition								\$ 523,716	
Phase 2 - Justice Center;									
1)	Justice Center		18,802	SF	\$ 500.00		\$ 9,401,000		
2)	Site Development		20,000	SF	\$ 8.00		\$ 160,000		
	Contingency			@	10.0%		\$ 956,100		
	Escalation		1 Yr @		4%		\$ 420,684		
Subtotal Justice Center								\$ 10,937,784	
Phase 3 - Administration;									
1	Administration Addition		12,060	SF	\$ 500.00		\$ 6,030,000		
	Contingency			@	10.0%		\$ 603,000		
	Escalation		2 Yr @		8%		\$ 530,640		
Subtotal Administration								\$ 7,163,640	
Phase 4 - Public Health;									
1	Public Health		4,769	SF	\$ 500.00		\$ 2,384,500		
	Contingency			@	10.0%		\$ 238,450		
	Escalation		3 Yr @		12%		\$ 314,754		
Subtotal Public Health								\$ 2,937,704	
Total Construction Cost								\$ 21,562,844	
Architect Engineer Fees & Expenses									
1)	A/E Basic Services Including CA				8.0%		\$ 1,725,027		
2)	Civil Engineering				2.0%		\$ 431,257		
3)	Additional services(estimating, IT,AV)				2.0%		\$ 431,257		
4)	Furniture selection						\$ -		
5)	Reimbursibles				1.0%		\$ 215,628		
Subtotal A/E Fees & Expenses								\$ 2,803,170	
Equipment & Furnishings									
1)	New furniture		4.0%				\$ -		
2)	Equipment						\$ -		
3)	AV		1	Is @			\$ -		
Subtotal Equip. & Furnishings								\$ -	
Miscellaneous Expenses (Owner Direct)									
1)	Soils Investigation (Bldg Specific)						\$ 5,000.00		
2)	Topo Survey						\$ 5,000.00		
3)	Material Testing	0.60%					\$ 129,377.06		
4)	Commissioning	0.00%					\$ -		
5)	State Art requirement	1.00%	of state portion						
Subtotal Misc. Expenses								\$ 139,377	
Total Project Cost								\$ 24,505,390	



TABLE OF CONTENTS

Carbon County

1. ARCHITECTURAL PROGRAMMING

- INTRODUCTION
- BACKGROUND
- HISTORY
- GOALS

2. COMPONENT SPACE SUMMARY

- SPACE SUMMARY SPREAD SHEET
 - ANTICIPATED SPACE NEEDS
 - PROGRAMMED

3. COMPONENTS

- COMPONENT INDEX
- DEPARTMENT 1: SITE
 - Site
 - Site/General Parking
 - Site/Secure Parking
- DEPARTMENT 2: COMMISSIONERS
 - Commissioners Office
 - Files/Storage
 - Meeting Room
 - Waiting
 - Administrative Assistant
 - Copy/Print Area
- DEPARTMENT 3: TREASURER
 - 3.01 Service Counter
 - 3.02 Office
 - 3.03 Work Stations
 - 3.04 License Plate Storage
 - 3.05 Drive-Up Window
 - 3.06 Vault
 - 3.07 Storage
- DEPARTMENT 4: CLERK & RECORDER
 - 4.01 Reception/Counter
 - 4.02 Office
 - 4.03 Work Stations
 - 4.04 Public Access Computers/Counter
 - 4.05 Copy/Work Area
 - 4.06 Voting Machine Storage
 - 4.07 File Vault
 - 4.08 Storage



- **DEPARTMENT 5: HUMAN RESOURCE**
 - 5.01 Office/Workstation
 - **DEPARTMENT 6: DES**
 - 6.01 Service Counter
 - 6.02 Office
 - 6.03 Files
 - 6.04 Storage/Work (Printer)
 - **DEPARTMENT 7: SANITARIAN**
 - 7.01 Service Counter
 - 7.02 Office
 - 7.03 Files
 - 7.04 Copy
 - 7.05 Reception
 - 7.06 Storage
 - **DEPARTMENT 8: SUPERINTENDENT OF SCHOOLS**
 - 8.01 Reception
 - 8.02 Superintendent Office
 - 8.03 Files
 - **DEPARTMENT 9: DRIVER'S LICENSE EXAM & RENEWAL**
 - 9.01 Testing
 - 9.02 Storage (Equipment)
 - 9.03 Waiting
 - **DEPARTMENT 10: ANCILLARY SPACES**
 - 10.01 Women's Toilet
 - 10.02 Men's Toilet
 - 10.03/10.04 Janitor Closet
 - 10.05 Server
 - 10.06 Small Conference Room
 - 10.07 Break Room
 - 10.08/10.09 Mechanical Room
 - 10.10 Storage (General)
 - 10.11 Vault
 - 10.12 Elevator Equipment
 - 10.13 Work/Copy
 - 10.14 ADA Public Toilet
 - **DEPARTMENT 20: DISTRICT JUDGE**
 - 20.01 Reception/Waiting
 - 20.02 Judge Chambers
 - 20.03 Conference Room/Library
 - 20.04 Judge's Toilet
 - 20.05 Judge Coat Closet
 - **DEPARTMENT 21: CLERK OF COURT**
 - 21.01 Reception
 - 21.02 Work Stations (4 stations)
 - 21.03 Storage
 - 21.04 Locked Storage
 - 21.05 Vault
 - 21.06 Court Recorder
 - 21.07 Judge Trial Prep Area
 - 21.08 Clerk Office
-



- **DEPARTMENT 22: JUSTICE COURT**
 - 22.01 Reception/Waiting
 - 22.02 Work Stations
 - 22.03 Judge Chambers
 - 22.04 Court Prep Room
 - 22.05 File Storage
 - 22.06 Small Conference (attorney/client meeting)
 - 22.07 Judge Toilet
 - 22.08 Judge Coat Closet
- **DEPARTMENT 23: COURTROOM-DISTRICT**
 - 23.01 Judicial Proceedings (Courtroom)
 - 23.02 Spectator Seating
 - 23.03 Jury Deliberation Room
 - 23.04 Jury Toilet
 - 23.05 Bailiff Room
 - 23.06 Prisoner Holding
 - 23.07 Attorney Conference
 - 23.08 Public Waiting
 - 23.09 Trial Evidence Holding
 - 23.10 Law Library
- **DEPARTMENT 24: COURTROOM-JUSTICE**
 - 24.01 Judicial Proceedings (Courtroom)
 - 24.02 Spectator Seating
 - 24.03 Jury Deliberation Room
 - 24.04 Jury Toilet
 - 24.05 Jury Coffee Pantry
 - 24.06 Public Waiting Room
 - 24.07 Trial Evidence Holding
- **DEPARTMENT 25: COUNTY ATTORNEY**
 - 25.01 Reception
 - 25.02 County Attorney Office
 - 25.03 Deputy County Attorney Office
 - 25.04 Assistant County Attorney Office
 - 25.05 Work Area
 - 25.06 Storage
 - 25.07 File Storage
 - 25.08 Coffee Pantry
 - 25.09 Closets (Coats)
- **DEPARTMENT 26: SHERIFF DEPARTMENT**
 - 26.01 Processing
 - 26.02 Dispatch
 - 26.03 Waiting Area
 - 26.04 Evidence Holding
 - 26.05 Evidence Storage
 - 26.06 Evidence Processing/Drying
 - 26.07 Evidence Drug Cabinet
 - 26.08 Evidence Tech (Office)
 - 26.09 Firearm Storage
 - 26.10 Evidence Storage-Vehicle (Indoor)



- 26.11 Evidence Storage-Vehicle (Outdoor)
- 26.12 Evidence Process Out
- 26.13 Evidence Incinerator
- 26.14 Processing Out (Adult-Male/Female)
- 26.15 Procession Out (Juvenile-Male/Female)
- 26.16 DUI Testing/Processing
- 26.17 Sheriff
- 26.18 Copy Room
- 26.19 Fingerprinting (Concealed Carry)
- 26.20 Office Supplies
- 26.21 Staff Toilet Facility
- 26.22 Break Room
- 26.23 Sally Port
- 26.24 Toilet (Detainees)
- 26.25 Decontamination
- 26.26 DUI Recording
- 26.27 Deputy Work Stations
- 26.28 Under Sheriff Office
- 26.29 Reserve Coordinator Office
- 26.30 Reserve Officers
- 26.31 Reserve Officer Storage
- 26.32 Exercise Room
- 26.33 Locker Room
- 26.34 Laundry Room
- 26.35 Secretary
- 26.36 Detective Offices (2)
- **DEPARTMENT 27: VICTIM / WITNESS**
 - 27.01 Reception/Display Area
 - 27.02 Office/Counselor
 - 27.03 Witness Waiting
 - 27.04 Supply/Storage
 - 27.05 Toilet Room
 - 27.06 Interview (Witness Advocate)
 - 27.07 Recording
- **DEPARTMENT 28: YOUTH PROBATION**
 - 28.01 Reception
 - 28.02 Office/Counselor
 - 28.03 Supply Storage
 - 28.04 Toilet Room (U/A Testing)
- **DEPARTMENT 29: NOT USED**
- **DEPARTMENT 30: ALTERNATIVES**
 - 30.01 Reception
 - 30.02 Client Assessment Room
 - 30.03 Supply Storage
 - 30.04 Toilet (U/A Testing)



- **DEPARTMENT 31: ADULT PROBATION**
 - 31.01 Waiting
 - 31.02 Office - Probation Officer
 - 31.03 Supply Storage
 - 31.04 Toilet
 - 31.05 Lab (U/A Testing)
- **DEPARTMENT 32: ANCILLARY SPACES**
 - 32.01 Women's Toilet
 - 32.02 Men's Toilet
 - 32.03 Janitor Closet
 - 32.04 Small Conference Room
 - 32.05 Break Room
 - 32.06 Server

4. APPENDIX

- **PROGRAMMING WORKSHOP AGENDA**



ARCHITECTURAL PROGRAMMING

Carbon County

INTRODUCTION

Spectrum Group Architects, P.C. has prepared the following report under the direction of the Carbon County Commissioners. To assure that the interests of all involved were considered, invitations were published for all staff, Board Members, and community members to come and participate in the planning workshops which were held March 22nd 2018.

The input we received from the interested parties provides our planners with valuable insights into the needs, requirements, and direction the community would like the county services to take with future development of the physical office spaces.

This report provides a master plan of the facility that will help guide development.



ARCHITECTURAL PROGRAMMING

Carbon County Courthouse

BACKGROUND

This Study has been prepared for the County in response to understand needs due to the space constraints, accessibility issues, life safety issues, and security concerns of the existing Courthouse building.

We are also reviewing several space options, in order to improve the overall efficiency of the facility for Court services and offices (District Court as well as Justice Court).

To adequately evaluate the needs of the County Offices, Courtroom Services and the Community, we must first understand the condition of the existing facility (old Courthouse) and how it was being used. It is also important to understand the needs and wants of the community as it pertains to the future for the Courthouse and County Offices.

During our on-site evaluation, we not only looked at the individual building components, but also the condition of the facility as a whole. We followed department personnel through their routines to get a better understanding of their everyday use of their space, any inefficiencies they are struggling with, and potential modifications to improve operations.

The different groups and Departments that we were able to talk to about their schedules (daily routines) and do interviews with are:

- County Commissioners
- Treasurer
- Clerk & Recorder
- Human Resource Department
- DES
- Sanitarian
- Superintendent of Schools
- Driver's License Exam and Renewal
- District Court
- Clerk of Court
- Justice Court
- County Attorney
- Sheriff Department
- Victim/Witness
- Youth Probation
- Alternatives
- Adult Probation



ARCHITECTURAL PROGRAMMING

Carbon County Courthouse

HISTORY / BUILDING STATISTICS

The History of the Courthouse:

The original facility was built around 1894 and designed by architect P.J. Donohoe of Butte, Montana. It is 2 levels and the original buildings was 8,756 square feet. The layout is compact, with minimal circulation, which is at the center core of the building. The original courthouse housed the following County Departments:

FIRST FLOOR

- Sheriff
- County Attorney
- County Treasurer
- County Commissioners
- Clerk & Recorder

SECOND FLOOR

- County Surveyor
- Superintendent of Schools
- District Clerk of Court
- Judge Chambers
- Jury Room
- Courtroom

The Jail Building was designed and constructed in 1899, and built 8 feet from the courthouse; the jail was a two story brick building on a rubblestone foundation. It served as the Carbon County Jail until July 2001.

In 1987, a 2-story vault addition was built, and designed by Lewis Stackhole, Architects of Red Lodge, Montana. This space was added to the South side of the building, off 10th Street. It was constructed of 8" CMU interior with brick on the exterior walls. At the time of construction, this added vault and file space to the County Commissioners office. It is presently used as the Assistant County Attorney's Office and County Attorney file vault on the main level, and file storage for the Clerk of District Court on the 2nd level.

A new Sally Port and Dispatch Center, connecting the existing courthouse and existing jail, was designed and constructed in 2017 by Susan Hovde-

Architect in Red Lodge, Montana. This added a 1,163 sf addition to the east side of the property, and is wood stud construction.

Administration Building

The building was originally a bank, with a Drive-Up Teller window and deposit drawer accessed from the alley. The building was remodeled in 1996 by Schutz-Foss Architects of Billings, for County Offices. Minimal work has been performed on the building since 1996, and houses the following Departments:

- County Commissioners
- Clerk & Recorder
- County Treasurer
- Superintendent of Schools
- DES
- Sanitarian
- State Driver's License Exam & Renewal



ARCHITECTURAL PROGRAMMING

Carbon County

GOALS

The following goals are the result of comments received during the workshop, observations and lists of planning issues, and needs which were identified in the Planning Meetings with County Office staff and personnel.

- **ADA compliancy** – The goal is to provide ADA access to all the County Offices, including the District Courtroom and Court ancillary spaces.
- **Security** – The goal is for adequate security to all County Offices, employees, and visitors.

Carbon County

Anticipated space needs and costs for new county offices.

January 5, 2018	Montana County	Carbon County
Costs based on year:	2017	2017
Employees	70	60
Square Feet per Employee	567	569
Gross Building Square Feet (1) (2)	39,688	34,132
Building Cost (1)	\$ 10,700,000	\$ 9,202,000
Site Acquisition & Related Site Development Costs (10 Acre site) (3)	\$ 2,600,000	\$ 2,236,000
Non-Construction Costs (6)	\$ 1,500,000	\$ 1,290,000
Pre-Design Contingency (15%) (5)	\$ 2,220,000	\$ 1,909,200
Total (Building, Site & Related Costs)Project Costs	\$ 17,020,000	\$ 14,637,200
Building Cost per Square Foot	\$ 270	\$ 270
Parking Spaces recommended (4)	170	146
County Population (2012 Census data)	9,195	10,109
County residents per county employee	131	168

Notes:

1. Costs and building areas are adjusted based on the difference in staff size between examples.
2. Square footage replaces of all county departments located in three buildings in downtown area.
3. Minimum site required; 6-8 Acres.
4. Minimum parking spaces required; 80-90.
 Courthouse Parking; 1 parking space per 300sf building area.
 Courtroom parking; 1 parking space per 65sf of Courtroom floor area.
5. A contingency is always recommended on projects, especially when using generic SF & Costs.
6. Non-construction costs may include some or all of the following items;
 - Design fees/ Engineering Fees
 - Geotechnical Report - Soils Investigaiton
 - Site Survey
 - Special Inspections during construcion
 - Construction testing
 - Bid Document Printing
 - Legal Advertising
 - Plan review fees
 - Furnishings (movable equipment, shelving, benches)
 - Special Security (Non-building)
 - Technical Equipment
 - Move-in costs
 - Commissioning

Carbon County
COMPONENT SPACE SUMMARY - ADMINISTRATIVE OFFICES
Current and Projected Space Needs
Job No. 1702

COMPONENT DETAIL							
		Existing Spaces			Program Spaces		
No.	Space Description	No.	Size	NSF	No.	Size	NSF
Administration:							
02.00	Commissioners	Existing Space			Program Space		
02.01	Commissioners Office	3	8 x 8	192	3	12 x 10	360
02.02	Files/Storage	1	11 x 13	140	1	16 x 12	192
02.03	Meeting Room*	1	19 x 13	247	1	36 x 30	1,080
02.04	Waiting	1	8 x 4	32	1	15 x 12	180
02.05	Administrative Assistant*	1	5 x 9	45	1	10 x 10	100
02.06	Copy/Print Area	1	9 x 8	72	1	9 x 10	90
Sub Total		728			2,002		
*Space is shared with 02.01							
03.00	Treasurer	Existing Space			Program Space		
03.01	Service Counter	4	6 x 8	192	1	10 x 6	60
03.02	Office	1	8 x 6	48	1	10 x 12	120
03.03	Work Stations (Desk)	4	8 x 11	352	5	8 x 8	320
03.04	License Plate Storage	2	4 x 8	64	1	10 x 12	120
03.05	Drive Up Window	1	5 x 4	20	1	5 x 4	20
03.06	Vault	1	18 x 11	198	1	18 x 11	198
03.07	Storage (Basement)	1	18 x 18	324	1	18 x 18	324
Sub Total (Main Floor)		874			838		
Sub Total (Basement)		324			324		
Sub Total		1,198			1,162		
04.00	Clerk & Recorder	Existing Space			Program Space		
04.01	Reception/Counter	4	3 x 6	72	1	10 x 6	60
04.02	Office	1	12 x 12	140	1	10 x 12	120
04.03	Work Stations	4	6 x 8	192	5	8 x 8	320
04.04	Public Access Computers/counter	2	3 x 3	18	2	4 x 6	48
04.05	Copy Work Area	1	8 x 10	80	1	8 x 10	80
04.06	Voting Machine Storage	1	9 x 16	144	1	20 x 16	320
04.07	Vault	1	9 x 15	135	1	9 x 15	135
04.08	Storage (Basement)	1	29 x 24	696	1	22 x 24	528
Sub Total (Main Floor)		781			1,083		
Sub Total (Basement)		696			528		
Sub Total		1,477			1,611		
05.00	Human Resources (HR)	Existing Space			Program Space		
05.01	Office/Workstation	1	6 x 6	36	1	10 x 12	120
Sub Total (Main Floor)		36			120		
06.00	DES	Existing Space			Program Space		
06.01	Service Counter			0	1	6 x 8	48
06.02	Office	1	11 x 15	165	1	10 x 12	120
06.03	Files	1	11 x 5	55	1	8 x 12	96
06.04	Storage/Work (Printer)				1	10 x 10	100
Sub Total (Main Floor)		220			364		
07.00	Sanitarian	Existing Space			Program Space		
07.01	Service Counter*			0	1	6 x 8	48
07.02	Office	1	9 x 16	144	1	10 x 12	120

Seating for 40 in chairs
Seating for 10

07.03	Files	1	11	12	132	1	10 x 16	160
07.04	Copy (Large Format)					1	10 x 10	100
07.05	Receptionist**					1	8 x 8	64
07.06	Storage					1	8 x 10	80
Sub Total (Main Floor)					276	572		
*Service space can be shared with DES, and possible Superintendent of Schools Reception								
** Reception position is shared with 08.01								
08.00 Superintendent of Schools					Existing Space		Program Space	
08.01	Reception*	1	10 x 10		100	1	8 x 8	64
08.02	Superintendent Office	1	10 x 10		100	1	10 x 12	120
08.03	Files	1	7 x 10		70	1	8 x 14	112
Sub Total					270	296		
*Reception space can be shared with DES, & Sanitarian								
09.00 Driver's License Exam & Renewal					Existing Space		Program Space	
9.01	Testing	1	12 x 24		288	1	20 x 18	360
9.02	Storage (Equipment)*				0	1	8 x 8	64
9.03	Waiting**	1	8 x 10		80	1	9 x 9	81
Sub Total (Basement)					368	505		
*Existing shares same space as 9.01								
**Exist Waiting is corridor								
10.00 Ancillary (shared) Spaces					Existing Space		Program Space	
10.01	Women's Toilet	1	11 x 5		55	1	10 x 20	200
10.02	Men's Toilet	1	7 x 5		35	1	10 x 20	200
10.03	Janitor Closet*	1	3 x 4		12	1	8 x 8	64
10.04	Janitor Closet					1	8 x 8	64
10.05	Server	1	4 x 4		16	1	8 x 6	48
10.06	Small Conference Room					1	14 x 16	224
10.07	Break Room	1	12 x 24		288	1	12 x 24	288
10.08	Mechanical - 1	1	16 x 12		192	1	16 x 12	192
10.09	Mechanical - 2	1	8 x 12		96	1	8 x 12	96
10.10	Storage (General)	1	12 x 10		120	1	12 x 12	144
10.11	Vault	1	18 x 11		198	1	18 x 11	198
10.12	Elevator Equipment	1	12 x 8		96	1	8 x 8	64
10.13	Work/Copy	1	4 x 8		32	1	8 x 10	80
10.14	ADA Public Toilet	1	8 x 7		56	2	8 x 7	112
Sub Total (Main Floor)					88	192		
Sub Total (Basement)					1,108	1,782		
Sub Total					1,196	1,974		
*Shares space with Server								
Existing	Total net square footage (Main Floor)				3,641	5,972		
	Total net square footage (Basement Floor)				2,213	2,856		
	Total net square footage (Both Floors)				5,854	8,828		
	Total GROSS square footage (Main Floor)				5,618			
	Total GROSS square footage (Both Floors)				11,236			
Programmed	Total net square footage (Programed)					8,828		
	Total gross square footage (Programed)				40%	12,359		

Allows for 4 toilets
Allows for 2 toilets, 2 urinals

Gross SF main floor is based on actual building dimension

COMPONENT SPACE SUMMARY - LAW & JUSTICE

Current and Projected Space Needs

COMPONENT DETAIL		Job No.1702					
		Existing Spaces			Required Spaces		
No.	Space Description	No.	Size	NSF	No.	Size	NSF
Courthouse:							

20.00 District Judge		Existing Space		Program Space	
20.01	Reception/Waiting		0	1 12 x 12	144
20.02	Judge Chambers	1 13 x 18	234	1 14 x 16	224
20.03	Conference Room / Library*		0	1 16 x 20	320
20.04	Judge's Toilet		0	1 8 x 8	64
20.05	Judge Coat Closet		0	1 3 x 5	15
Sub Total			234		767
* Shares space with Judge Chambers					
21.00 Clerk of Court		Existing Space		Program Space	
21.01	Reception	1 13 x 3	39	1 10 x 14	140
21.02	Work Stations (need 4)	1 13 x 22	286	4 10 x 10	400
21.03	Storage	1 13 x 14	182	1 20 x 30	600
21.04	Locked Storage	1 12 x 21	252	1 30 x 30	900
21.05	Vault (Second Floor)	1 7 x 12	84	1 18 x 30	540
	Vault (First Floor)	1 12 x 10	120		
21.06	Court Recorder	1 2 x 3	6	1 8 x 8	64
21.07	Judge Trial Prep	1 2 x 3	6	1 8 x 8	64
21.08	Clerk Office		0	1 10 x 10	100
Sub Total			975		2,808
22.00 Justice Court (Justice of Peace)		Existing Space		Program Space	
22.01	Reception/Waiting	1 5 x 6	30	1 12 x 14	168
22.02	Work Stations	1 21 x 22	462	4 10 x 10	400
22.03	Judge Chambers*			1 14 x 16	224
22.04	Court Prep Room		0	1 12 x 14	168
22.05	File Storage	1 10 x 27	270	1 10 x 40	400
22.06	Small Conference (attorney/client meet)		0	1 12 x 12	144
22.07	Judge Toilet		0	1 8 x 8	64
22.08	Judge Coat Closet		0	1 3 x 5	15
Sub Total			762		1,583
*Shares space with Justice Court					
23.00 Courtroom-District		Existing Space		Program Space	
23.01	Court Room	1 27 x 22	594	1 30 x 48	1,440
23.03	Jury Deliberation room	1 12 x 22	264	1 18 x 20	360
23.04	Jury Toilet			2 8 x 8	128
	Coffee Pantry			1 6 x 8	48
23.05	Bailiff Room			1 8 x 8	64
23.06	Prisoner Holding			1 8 x 8	64
23.07	Attorney Conference Room			2 10 x 10	200
23.08	Public Waiting Room			1 15 x 15	225
23.09	Trial Evidence Holding			1 8 x 8	64
23.10	Law Library	1 22 x 4	88	1 8 x 12	96
Sub Total			946		2,689
24.00 Courtroom-Justice		Existing Space		Program Space	
24.01	Courtroom-Justice	1 11 x 22	242	1 16 x 20	320
24.02	Spectator Seating			1 16 x 10	160
24.03	Jury Deliberation Room*			1 14 x 16	217
24.04	Toilet (Jury Room)			2 8 x 8	128
24.05	Coffee Pantry (Jury Room)			1 6 x 8	48
24.06	Public Waiting Room			1 10 x 10	100
24.07	Trial Evidence Holding			1 8 x 8	64
Sub Total			242		1,037
*Exist shares 23.03 when not in use					
25.00 County Attorney		Existing Space		Program Space	
25.01	Reception	1 9 x 13	117	1 12 x 12	144
25.02	Office (County Attorney)	1 13 x 16	208	1 14 x 16	224

Gallery seating for 90

25.03	Office (Deputy County Attorney)	1	13 x 14	182	1	12 x 12	144
25.04	Office (Assistant County Attorney)	1	5 x 10	50	1	12 x 12	144
25.05	Work Area	1	4 x 10	40	1	10 x 12	120
25.06	Storage	1	7 x 9	63	1	8 x 8	64
25.07	File Storage	1	12 x 12	144	1	18 x 24	432
25.08	Coffee Pantry	1	7 x 4	28	1	4 x 6	24
25.09	Closets (Coats)				2	3 x 5	30
Sub Total				832			1,326
26.00 Sheriff Department		Existing Space			Program Space		
26.01	Processing (In)	1	10 x 18	180	2	10 x 10	200
26.02	Dispatch	1	12 x 28	336	1	12 x 28	336
26.03	Waiting Area***				1	8 x 10	80
26.04	Evidence Holding	1	4 x 12	48	1	10 x 12	120
26.05	Evidence Storage	1	19 x 20	380	1	30 x 40	1,200
26.06	Evidence Processing/Drying				1	12 x 16	192
26.07	Evidence Drug Cabinet				1	8 x 10	80
26.08	Evidence Tech (Office)	1	3 x 10	30	1	10 x 10	100
26.09	Evidence Firearm Storage				1	8 x 8	64
26.10	Evidence Storage-Vehicle (Indoor)				1	25 x 32	800
26.11	Evidence Storage (Outdoor)				1	60 x 64	3,840
26.12	Evidence Process Out				1	10 x 12	120
26.13	Evidence Incinerator				1	10 x 10	100
26.14	Processing - Out (Adult- Male/ Female)	1	10 x 9	90	2	8 x 8	128
26.15	Processing-Out (Juvenile-Male/Female)				1	8 x 8	64
26.16	DUI Testing/Processing	1	6 x 16	96	1	8 x 20	160
26.17	Sheriff *	1	11 x 13	143	1	12 x 12	144
26.18	Copy Room	1	5 x 8	40	1	8 x 8	64
26.19	Fingerprinting	1	6 x 8	48	1	8 x 8	64
26.20	Office Supplies	1	4 x 6	24	1	8 x 10	80
26.21	Staff Toilet Facility	1	7 x 8	56	2	8 x 8	128
26.22	Break Room				1	10 x 12	120
26.23	Sally-Port	1	17 x 28	476	1	28 x 30	840
26.24	Toilets (Detainees)		x		1	8 x 8	64
26.25	Decontamination****			0	1	8 x 8	64
26.26	DUI Recording*****		x	0	1	6 x 8	48
26.27	Deputy Work Stations**	7	6 x 7	284	8	6 x 6	288
26.28	Under Sheriff Office	1	11 x 13	143	2	10 x 12	240
26.29	Reserve Coordinator Office				1	10 x 12	120
26.30	Reserve Officers (Office)			0	1	16 x 16	256
26.31	Reserve Officer Storage	1	6 x 9	54	1	8 x 10	80
26.32	Exercise Room				1	12 x 14	168
26.33	Locker Room				2	8 x 14	224
26.34	Laundry Room				1	8 x 8	64
26.35	Secretary	1	10 x 9	90	1	10 x 10	100
26.36	Detective Office	2	5 x 8	80	2	10 x 10	200
Sub Total				2,598			7,100
Sub Total (Outside)				0			3,840
* Existing Shares Space with 26.25							
** Exist shares space with 26.18							
***Exist is corridor of Courthouse							
**** Exist shares space with 26.20							
*****Exist Shares space with 26.11							
Sherif needs secure parking for County vehicles							
27.00 Victim/Witness		Existing Space			Program Space		
27.01	Reception/Display Area*				1	8 x 10	80
27.02	Office/Counselor	1	8 x 13	104	1	10 x 12	120

Space for 10 cars

Drive through two cars

27.03	Witness Waiting				1	16 x 16	256
27.04	Supply / Storage				1	8 x 8	64
27.05	Toilet Room				1	8 x 8	64
27.06	Interview (Witness Advocate)	1	8 x 13	104	1	10 x 12	120
27.07	Recording	1	6 x 5	30	1	6 x 8	48
Sub Total				238		752	
Note: This space needs to be in close proximity to County Attorney.							
28.00 Youth Probation		Existing Space			Program Space		
28.01	Reception **				1	12 x 14	168
28.02	Office/Counselor				1	12 x 14	168
28.03	Supply Storage				1	3 x 6	18
28.04	Toilet Room (U/A Testing)				1	8 x 8	64
Sub Total				0		418	
** Existing space is shared with Alternatives; NSF is fully contributed to Alternatives Existing Space							
30.00 Alternatives		Existing Space			Program Space		
30.01	Reception				1	12 x 14	168
30.02	Client Assessment Room				1	14 x 20	280
30.03	Supply Storage				1	6 x 8	48
30.04	Toilet (U/A Testing)				1	8 x 8	64
Sub Total				0		560	
31.00 Adult Probation		Existing Space			Program Space		
31.01	Waiting				1	12 x 14	168
31.02	Office-Probation Officer	1	5 x 8	40	1	12 x 14	168
31.03	Supply / Storage				1	6 x 6	36
31.04	Toilet Room				2	8 x 8	128
31.05	Lab (U/A Testing)				1	8 x 8	64
Sub Total				40		564	
32.00 Ancillary (shared) Spaces		Existing Space			Program Space		
32.01	Women's Toilet	1	5 x 8	40	1	10 x 20	200
32.02	Men's Toilet	1	5 x 5	25	1	10 x 20	200
32.03	Janitor Closet	1	0 x 0	0	2	8 x 8	128
32.04	Small Conference Room	0		0	2	12 x 14	336
32.05	Break Room	0		0	1	12 x 16	192
32.06	Server	1			1	8 x 8	64
Sub Total				65		1,120	
Existing	Subtotal net square footage (Courthouse)			6,932		20,724	
	GROSS square footage (Courthouse - 2 Floors)			8,756			
	GROSS square footage (Jail (Evidence) - 2 Floors)			1,620			
	GROSS square footage (Dispatch Addition)			1,163			
	GROSS square footage (Total All Floors)			11,539			
Programmed	Subtotal net square footage (Courthouse)					20,724	
	Subtotal gross square footage (Courthouse)			40%		29,014	
	Subtotal net square footage (Outside Space)					3,840	
Programmed	Total NET square footage (Admin + Courthouse)			12,786		29,552	
	Total GROSS square footage (Admin + Courthouse)			22,775		41,373	

ARCHITECTURAL PROGRAMMING

Carbon County



COMPONENT INDEX

SITE

- 1.01 Site
- 1.02 Site/General Parking
- 1.03 Site/Secure Parking

COMMISSIONERS

- 2.01 Commissioners Office
- 2.02 Files/Storage
- 2.03 Meeting Room
- 2.04 Waiting
- 2.05 Administrative Assistant
- 2.06 Copy/Print Area

TREASURER

- 3.01 Service Counter
- 3.02 Office
- 3.03 Work Stations
- 3.04 License Plate Storage
- 3.05 Drive-Up Window
- 3.06 Vault
- 3.07 Storage

CLERK & RECORDER

- 4.01 Reception/Counter
- 4.02 Office
- 4.03 Work Stations
- 4.04 Public Access Computers/Counter
- 4.05 Copy/Work Area
- 4.06 Voting Machine Storage
- 4.07 File Vault
- 4.08 Storage

HUMAN RESOURCE

- 5.01 Office/Workstation

DES

- 6.01 Service Counter
 - 6.02 Office
 - 6.03 Files
 - 6.04 Storage/Work (Printer)
-



SANITARIAN

- 7.01 Service Counter
- 7.02 Office
- 7.03 Files
- 7.04 Copy
- 7.05 Reception
- 7.06 Storage

SUPERINTEDENT OF SCHOOLS

- 8.01 Reception
- 8.02 Superintendent Office
- 8.03 Files

DRIVER'S LICENSE EXAM & RENEWAL

- 9.01 Testing
- 9.02 Storage (Equipment)
- 9.03 Waiting

ANCILLARY SPACES

- 10.01 Women's Toilet
- 10.02 Men's Toilet
- 10.03/10.04 Janitor Closet
- 10.05 Server
- 10.06 Small Conference Room
- 10.07 Break Room
- 10.08/10.09 Mechanical Room
- 10.10 Storage (General)
- 10.11 Vault
- 10.12 Elevator Equipment
- 10.13 Work/Copy
- 10.14 ADA Public Toilet

DISTRICT JUDGE

- 20.01 Reception/Waiting
- 20.02 Judge Chambers
- 20.03 Conference Room/Library
- 20.04 Judge's Toilet
- 20.05 Judge Coat Closet

CLERK OF COURT

- 21.01 Reception
 - 21.02 Work Stations (4 stations)
 - 21.03 Storage
 - 21.04 Locked Storage
 - 21.05 Vault
 - 21.06 Court Recorder
 - 21.07 Judge Trial Prep Area
 - 21.08 Clerk Office
-



JUSTICE COURT (Justice of Peace)

- 22.01 Reception/Waiting
- 22.02 Work Stations
- 22.03 Judge Chambers
- 22.04 Court Prep Room
- 22.05 File Storage
- 22.06 Small Conference (attorney/client meeting)
- 22.07 Judge Toilet
- 22.08 Judge Coat Closet

COURTROOM - DISTRICT

- 23.01 Judicial Proceedings (Courtroom)
- 23.02 Spectator Seating
- 23.03 Jury Deliberation Room
- 23.04 Jury Toilet
- 23.05 Bailiff Room
- 23.06 Prisoner Holding
- 23.07 Attorney Conference
- 23.08 Public Waiting
- 23.09 Trial Evidence Holding
- 23.10 Law Library

COURTROOM - JUSTICE

- 24.01 Judicial Proceedings (Courtroom)
- 24.02 Spectator Seating
- 24.03 Jury Deliberation Room
- 24.04 Jury Toilet
- 24.05 Jury Coffee Pantry
- 24.06 Public Waiting Room
- 24.07 Trial Evidence Holding

COUNTY ATTORNEY

- 25.01 Reception
- 25.02 County Attorney Office
- 25.03 Deputy County Attorney Office
- 25.04 Assistant County Attorney Office
- 25.05 Work Area
- 25.06 Storage
- 25.07 File Storage
- 25.08 Coffee Pantry
- 25.09 Closets (Coats)

SHERIFF DEPARTMENT

- 26.01 Processing
 - 26.02 Dispatch
 - 26.03 Waiting Area
 - 26.04 Evidence Holding
-



SHERIFF DEPARTMENT (continued)

- 26.05 Evidence Storage
- 26.06 Evidence Processing/Drying
- 26.07 Evidence Drug Cabinet
- 26.08 Evidence Tech (Office)
- 26.09 Firearm Storage
- 26.10 Evidence Storage-Vehicle (Indoor)
- 26.11 Evidence Storage-Vehicle (Outdoor)
- 26.12 Evidence Process Out
- 26.13 Evidence Incinerator
- 26.14 Processing Out (Adult-Male/Female)
- 26.15 Procession Out (Juvenile-Male/Female)
- 26.16 DUI Testing/Processing
- 26.17 Sheriff
- 26.18 Copy Room
- 26.19 Fingerprinting (Concealed Carry)
- 26.20 Office Supplies
- 26.21 Staff Toilet Facility
- 26.22 Break Room
- 26.23 Sally Port
- 26.24 Toilet (Detainees)
- 26.25 Decontamination
- 26.26 DUI Recording
- 26.27 Deputy Work Stations
- 26.28 Under Sheriff Office
- 26.29 Reserve Coordinator Office
- 26.30 Reserve Officers
- 26.31 Reserve Officer Storage
- 26.32 Exercise Room
- 26.33 Locker Room
- 26.34 Laundry Room
- 26.35 Secretary
- 26.36 Detective Offices (2)

VICTIM / WITNESS

- 27.01 Reception/Display Area
- 27.02 Office/Counselor
- 27.03 Witness Waiting
- 27.04 Supply/Storage
- 27.05 Toilet Room
- 27.06 Interview (Witness Advocate)
- 27.07 Recording

YOUTH PROBATION

- 28.01 Reception
 - 28.02 Office/Counselor
 - 28.03 Supply Storage
 - 28.04 Toilet Room (U/A Testing)
-



29.00 NOT USED

ALTERNATIVES

- 30.01 Reception
- 30.02 Client Assessment Room
- 30.03 Supply Storage
- 30.04 Toilet (U/A Testing)

ADULT PROBATION

- 31.01 Waiting
- 31.02 Office - Probation Officer
- 31.03 Supply Storage
- 31.04 Toilet
- 31.05 Lab (U/A Testing)

ANCILLARY SPACES

- 32.01 Women's Toilet
 - 32.02 Men's Toilet
 - 32.03 Janitor Closet
 - 32.04 Small Conference Room
 - 32.05 Break Room
 - 32.06 Server
-

COMPONENT:

1.00: SITE

▪ **SPACE DESCRIPTION:**

1.01: SITE

▪ **FUNCTION:**

General Parking for employees and visitors

▪ **TOTAL AREA:**
REQUIRED:

37,648 NSF

▪ **AREA COMPUTATION:**

- **EXISTING:**
- **PROGRAM:**

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR: Grass/Pathways
BASE: N/A
DOORS: N/A
WINDOWS: N/A
CEILING: N/A

WALLS (north): N/A
WALLS (east): N/A
WALLS (south): N/A
WALLS (west): N/A

▪ **BUILT-INS:**

Pathways, Sidewalks

▪ **SPECIAL FEATURES:**

Sprinkler System

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Water-Cold



COMPONENT: 1.00: SITE

▪ **SPACE DESCRIPTION:** 1.01: SITE

▪ **FUNCTION:**

▪ **TOTAL AREA:** NSF
REQUIRED:

▪ **AREA COMPUTATION:**
○ **EXISTING:**
○ **PROGRAM:**

▪ **TIME OF USE:** Day/Evening/Night

▪ **ORIENTATION:**

▪ **SECURITY:** N/A

▪ **FINISH MATERIALS:**
FLOOR: Grass/Pathways WALLS (north): N/A
BASE: N/A WALLS (east): N/A
DOORS: N/A WALLS (south): N/A
WINDOWS: N/A WALLS (west): N/A
CEILING: N/A

▪ **BUILT-INS:** Pathways, Sidewalks

▪ **SPECIAL FEATURES:** Sprinkler System

▪ **FURNITURE/
EQUIPMENT:** N/A

▪ **COMMUNICATION:** N/A

▪ **NETWORK
REQUIREMENTS:** N/A

▪ **LIGHTING/POWER:** General Lighting

▪ **UTILITIES:** Water-Cold

COMPONENT: 1.00: SITE

▪ **SPACE DESCRIPTION:** 1.02: GENERAL PARKING

▪ **FUNCTION:** Parking for Staff and Visitors

▪ **TOTAL AREA**

- **Administration Building** 41 parking spaces; 3 to be Handicap Designated Parking
- **Law & Justice Building** 97 parking spaces; 4 to be Handicap Designated Parking

REQUIRED: 12,359/300= 41
29,014/300= 97

▪ **AREA COMPUTATION:**

- **EXISTING:**
- **PLANNED:**

▪ **TIME OF USE:** Day/Evening/Night

▪ **ORIENTATION:** Next to entrances, off street parking and street parking

▪ **SECURITY:** N/A

▪ **FINISH MATERIALS:**

FLOOR: Asphalt	WALLS (north):	N/A
BASE: N/A	WALLS (east):	N/A
DOORS: N/A	WALLS (south):	N/A
WINDOWS: N/A	WALLS (west):	N/A
CEILING: N/A		

▪ **BUILT-INS:** N/A

▪ **SPECIAL FEATURES:** Based upon City of Billings Parking Requirements for Business (1 parking space for each 300 sf of building area)

▪ **FURNITURE/
EQUIPMENT:** Handicapped Signage

▪ **COMMUNICATION:** N/A

▪ **NETWORK
REQUIREMENTS:** N/A

▪ **LIGHTING/POWER:** General Lighting, Street Lights

▪ **UTILITIES:** N/A

COMPONENT:

1.00: SITE

▪ **SPACE DESCRIPTION:**

1.03: SECURE PARKING

▪ **FUNCTION:**

Secure Parking for District Judge, Justice of the Peace, Sheriff & Deputy Sheriff

▪ **TOTAL AREA
REQUIRED:**

840 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

0

○ **PROGRAMMED:**

210 sf per vehicle = 840 sf

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Next to Secure Entrance

▪ **SECURITY:**

Enclosed, Monitored

▪ **FINISH MATERIALS:**

FLOOR: Concrete

BASE: N/A

DOORS: N/A

WINDOWS: N/A

CEILING: N/A

WALLS (north):

N/A

WALLS (east):

N/A

WALLS (south):

N/A

WALLS (west):

N/A

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Cameras

▪ **FURNITURE/
EQUIPMENT:**

Handicapped Signage

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

N/A

COMPONENT:**2.00: COUNTY COMMISSIONERS**▪ **SPACE DESCRIPTION:**

2.01: COUNTY COMMISSIONERS OFFICE

▪ **FUNCTION:**

Open office concept for three county commissioners
Open conference room
Improved layout over existing-better visual and monitor
privacy (without dividers) between desks

▪ **TOTAL AREA
REQUIRED:**

360 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

192 NSF

○ **PLANNED:**

3@12x10 = 360 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Centrally located for sharing of staff
Next to (near) Clerk & Recorder, Billings & Claims
Adjacent to HR

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**▪ **SPECIAL FEATURES:**

Emergency Call Button; Secondary door out of offices

▪ **FURNITURE/
EQUIPMENT:**

4 Office Desks; each desk to have:

1 Computer (single monitor), Printer, Copier

Conference Table for 10 (plus double existing seating area)

▪ **COMMUNICATION:**

Phone, Data (to each desk, and

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

2.00: COUNTY COMMISSIONERS

▪ SPACE DESCRIPTION:

2.02: COUNTY COMMISSIONERS FILE ROOM

▪ FUNCTION:

File Storage

▪ TOTAL AREA
REQUIRED:

192 NSF

▪ AREA COMPUTATION:○ EXISTING:

11x13= 140 NSF

○ PLANNED:

12x16=192 NSF

▪ TIME OF USE:Day/Evening/~~Night~~▪ ORIENTATION:Adjacent to County Commissioners Office
Next to HR▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:▪ SPECIAL FEATURES:▪ FURNITURE/
EQUIPMENT:6 File Cabinets (3-4 drawer cabinets)
Work Space (on top of cabinets)▪ COMMUNICATION:▪ NETWORK
REQUIREMENTS:▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

**COMPONENT:****2.00: COMMISSIONERS**▪ **SPACE DESCRIPTION:**

2.03: MEETING ROOM

▪ **FUNCTION:**

Meeting Room for County Commissioners, Department Head Meetings, and Public.

▪ **TOTAL AREA REQUIRED:**

1,080 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

13x19=247 (Exist is shared with Commissioners Office)

○ **PLANNED:**

36x30 = 1,080 NSF (Seating for 40 in chairs)

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Assistant, Copy/Print Area, and Files/storage. Close Proximity Clerk and Recorder, Finance and Human Resources, Treasurer and DES.

▪ **SECURITY:**

Office Lock, Duress Buttons (1 each work space)

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Shelving

▪ **SPECIAL FEATURES:**

'Back Door', Tackable Wall Surfaces, Windows from Desk Area,

▪ **FURNITURE/EQUIPMENT:**

Table (min 48" wide), Shelving, Smart Board, Stackable Chairs for 25, Book Shelves

▪ **COMMUNICATION:**

Phone/Intercom, Data

▪ **NETWORK REQUIREMENTS:**

Internet, Satellite Television

▪ **LIGHTING/POWER:**

Dimmable Lighting, Track Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

2.00: COMMISSIONERS

▪ SPACE DESCRIPTION:

2.04: WAITING

▪ FUNCTION:

Waiting Area for County Commissioners

▪ TOTAL AREA
REQUIRED:

180 NSF

▪ AREA COMPUTATION:○ EXISTING:

8x4 = 32

○ PLANNED:

Waiting (Seating for 10) 15x12=180

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:Direct Access to Commissioner Office, and
Assistant/Office Manager.▪ SECURITY:▪ FINISH MATERIALS:

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:▪ SPECIAL FEATURES:

Window into Commissioner Office.

▪ FURNITURE/
EQUIPMENT:

Wall Clock

▪ COMMUNICATION:▪ NETWORK
REQUIREMENTS:▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:**2.00: COMMISSIONERS**▪ **SPACE DESCRIPTION:**

2.05: ADMINISTRATIVE ASSISTANT

▪ **FUNCTION:**

Assistant for County Commissioners, Control access to Commissioners, Waiting Area

▪ **TOTAL AREA
REQUIRED:**

100 NSF (Exist shares space with Commissioners Office)

▪ **AREA COMPUTATION:**○ **EXISTING:**

5X9=45

○ **PLANNED:**

10x10=100

▪ **TIME OF USE:**Day/~~Evening~~/~~Night~~▪ **ORIENTATION:**

Direct Access to Commissioner Offices; Adjacent to Files/Storage and Copy area.

▪ **SECURITY:**

Entrance/Office Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

Office Desk 1 Computer (Lap Top), Printer,

▪ **COMMUNICATION:**

Phone/Intercom, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**2.00: COMMISSIONERS**▪ **SPACE DESCRIPTION:**

2.06: COPY/PRINT AREA

▪ **FUNCTION:**

Copy Area for Commissioners and Assistant

▪ **TOTAL AREA
REQUIRED:**

90 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

9x9 =8

○ **PLANNED:**

9x10=90

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**Direct Access to Commissioner Offices and
Assistant/office Manager; Adjacent to Files/Storage and
Copy area.▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

Copier, Printer

▪ **COMMUNICATION:**

Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

3.00: TREASURER

▪ **SPACE DESCRIPTION:**

3.01: SERVICE COUNTER

▪ **FUNCTION:**

Service Counter for Treasurer

▪ **TOTAL AREA
REQUIRED:**

60 NSF

▪ **AREA COMPUTATION:**

- **EXISTING:**
- **PLANNED:**

4 @ 6X3=72 NSF

1 @ 10X6=60 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Work Stations & Treasurer Office. Next to Superintendent of Schools (joint position), and Clerk & Recorder

▪ **SECURITY:**

Entrance/Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: N/A
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Front Reception Desk for 5 Service Stations; 1 bank of 3 drawers (lockable Cash Drawer), sliding cabinet, open beneath window for garbage can, plugmold, task lighting, monitor/keyboard at each service window.

▪ **SPECIAL FEATURES:**

Emergency Call Button; Panic Button (one at each station), Teller drive up window.

▪ **FURNITURE/
EQUIPMENT:**

4 computers (single monitor), 1 county printers, 1 state printer, Space for swiveling license plate holder (2),

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

3.00: TREASURER

▪ **SPACE DESCRIPTION:**

3.02: TREASURER OFFICE

▪ **FUNCTION:**

Office

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

8x6=48 NSF

○ **PLANNED:**

10x12=120 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Work Stations & Reception Counter..
Next to Superintendent of Schools (joint position)

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Panic Button (one at each station).

▪ **FURNITURE/
EQUIPMENT:**

Office Desk with 2 side chairs
1 computer (single monitor)

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**3.00: TREASURER**▪ **SPACE DESCRIPTION:**

3.03: WORK STATIONS

▪ **FUNCTION:**

Work Stations (5)

▪ **TOTAL AREA
REQUIRED:**

320 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

4@8x11=352 NSF

○ **PLANNED:**

5@8x8=320 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**Direct Access to Service Counter & Treasurer Office.
Next to Superintendent of Schools (joint position), and
Clerk & Recorder▪ **SECURITY:**

Entrance/Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**Drop-box for after hours (can be one for the
administration building). Bookcase for 3-ring binders
(need double space for binders). Double License plate file
(over 500 different plates; 3" x 8" storage slots-exist 4'-6"x
5'-6")▪ **SPECIAL FEATURES:**Emergency Call Button; Utilizes the old bank drive-up
window, needs drive-up feature. Panic Button (one at each
desk). 2nd door/way out of space.▪ **FURNITURE/
EQUIPMENT:**4 computers (single monitor), 2 state Printers, 1 county
printers, Copier, 4-drawer file cabinets, postage machine▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

3.00: TREASURER

▪ **SPACE DESCRIPTION:**

3.04: TREASURER LICENSE PLATE STORAGE

▪ **FUNCTION:**

Storage and display area for license plates

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

64 NSF

○ **PLANNED:**

10x12=120

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Work Direct Access to Treasurer Reception and Treasurer Work Stations

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Shelving for License Plates

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

3.00: TREASURER

▪ SPACE DESCRIPTION:

3.05: TREASURER DRIVE-UP WINDOW

▪ FUNCTION:

Service window with transaction drawer

▪ TOTAL AREA
REQUIRED:

20 NSF

▪ AREA COMPUTATION:○ EXISTING:

20 NSF

○ PLANNED:

5X4=20 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Work Direct Access to Treasurer Work Stations

▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: VCT

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ BUILT-INS:

Transaction drawer

▪ SPECIAL FEATURES:

Bullet-Resistant Glazing, Buzzer

▪ FURNITURE/
EQUIPMENT:▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:**3.00: TREASURER**▪ **SPACE DESCRIPTION:**

3.06: VAULT

▪ **FUNCTION:**

File Vault for Treasurer

▪ **TOTAL AREA
REQUIRED:**

198 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

18x11=198 NSF

○ **PLANNED:**

18x11=198 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**Direct Access to Treasurer Work Stations & Reception;
Adjacent to Copy Area▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Shelving, File Cabinets, Work/Writing Surface

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

Data

▪ **LIGHTING/POWER:**

General Lighting.

▪ **UTILITIES:**

Heating/Cooling



COMPONENT:

3.00: TREASURER

▪ SPACE DESCRIPTION:

3.07: TREASURER STORAGE-GENERAL

▪ FUNCTION:

Storage room for Records & Decorations

▪ TOTAL AREA
REQUIRED:

324 NSF

▪ AREA COMPUTATION:○ EXISTING:

18x18=324 NSF

○ PLANNED:

18x18=324

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Close proximity to Treasurer Work Stations

▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: VCT

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ BUILT-INS:

Shelving

▪ SPECIAL FEATURES:

Storage Area

▪ FURNITURE/
EQUIPMENT:▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:**4.00: CLERK & RECORDER RECEPTION**▪ **SPACE DESCRIPTION:**

4.01: RECEPTION/COUNTER

▪ **FUNCTION:**

Reception & Service Counter for Clerk & recorder

▪ **TOTAL AREA
REQUIRED:**

90 NSF

▪ **AREA COMPUTATION:**

- **EXISTING:**
- **PLANNED:**

72 NSF

90 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Work Stations, Clerk Office, Public Access Desk, and Vault. Next to Treasurer, Voting Material Storage, Voting machine storage.

▪ **SECURITY:**

Entrance/Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: N/A
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Front Reception Desk

▪ **SPECIAL FEATURES:**

Emergency Call Button; Panic Button
Counter space for ballot box, notarization station

▪ **FURNITURE/
EQUIPMENT:**

1 computer (single monitor); brochure/public information
wall file organizer

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**4.00: CLERK & RECORDER**▪ **SPACE DESCRIPTION:**

4.02: CLERK & RECORDER OFFICE

▪ **FUNCTION:**

Office (does not need to be separate from work stations)

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

11'-8" x 12'-0"=140 NSF

○ **PLANNED:**

10x12=120 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Work Stations, Public Access Desk, and Records Vault/Storage. Close Proximity to Treasurer, Voting Material Storage, and Voting machine storage.

▪ **SECURITY:**

Entrance/Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Emergency Call Button; Panic Button

▪ **FURNITURE/
EQUIPMENT:**

1 computer (single monitor), typewriter, 2 side chairs, 1 4-drawer file cabinet

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**4.00: CLERK & RECORDER**▪ **SPACE DESCRIPTION:**

4.03: CLERK & RECORDER WORK STATIONS

▪ **FUNCTION:**

Work Stations (5)

▪ **TOTAL AREA
REQUIRED:**

320 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

3@4x6=72NSF

○ **PLANNED:**

5@8x8=180NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Reception Counter, Clerk & Recorder Office, Public Access Desk, and Records Vault/Storage. Close Proximity to Treasurer, Voting Material Storage, and Voting machine storage.

▪ **SECURITY:**▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Voter Registration Index Cabinet

▪ **SPECIAL FEATURES:**

Emergency Call Button; Panic Button

▪ **FURNITURE/
EQUIPMENT:**

4 computers (single monitor), typewriter, 2 side chairs
Large Scanner (shared with DES), Copier (shared by all of admin departments)

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

4.00: CLERK & RECORDER

▪ **SPACE DESCRIPTION:**

4.04: CLERK & RECORDER PUBLIC ACCESS

▪ **FUNCTION:**

Public Computers for record access

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**

- **EXISTING:**
- **PLANNED:**

3x3=9 NSF

48 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Reception Counter and Work Stations.
Close Proximity to Clerk & Recorder Office

▪ **SECURITY:**

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: N/A
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Counter for (standing) computer search

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

2 computers (single monitor each)
Printer

▪ **COMMUNICATION:**

Data

▪ **NETWORK
REQUIREMENTS:**

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

4.00: CLERK & RECORDER RECEPTION

▪ **SPACE DESCRIPTION:**

4.05: COPY/WORK AREA

▪ **FUNCTION:**

Copy work area

▪ **TOTAL AREA
REQUIRED:**

80 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

80 NSF

○ **PLANNED:**

80 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Work Stations, Clerk Office, Public
Access Desk, and Vault. .

▪ **SECURITY:**

Entrance/Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

1 copier, small table

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

4.00: CLERK & RECORDER

▪ **SPACE DESCRIPTION:**

4.06: VOTING MACHINE STORAGE

▪ **FUNCTION:**

Voting machines and Ballot/Election Storage

▪ **TOTAL AREA
REQUIRED:**

320 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

144 NSF

○ **PLANNED:**

20x16=320 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Clerk & Recorder Office

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Shelving, File Cabinets

▪ **SPECIAL FEATURES:**

Climate Control for Voting machines

▪ **FURNITURE/
EQUIPMENT:**

Storage Area for 25+ Voting Machines (9"x16"x22")-
Climate Controlled and Locked, Voter Precinct Totes (16)

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting. Power Voting Machines (110 volt)

▪ **UTILITIES:**

Heating/Cooling

- COMPONENT:** 4.00: CLERK & RECORDER
- **SPACE DESCRIPTION:** 04.07: FILE VAULT
 - **FUNCTION:** File Vault
 - **TOTAL AREA REQUIRED:** 135 NSF
 - **AREA COMPUTATION:**
 - **EXISTING:** 9x15=135 NSF
 - **PLANNED:** 9x15=135 NSF
 - **TIME OF USE:** ~~Day/Evening/Night~~
 - **ORIENTATION:** Next to Work Stations, Clerk Office, Public Access Desk,
 - **SECURITY:** Storeroom Lock
 - **FINISH MATERIALS:**

FLOOR: VCT	WALLS (north):	Gyp BD, Paint
BASE: Rubber	WALLS (east):	Gyp BD, Paint
DOORS: Solid Core	WALLS (south):	Gyp BD, Paint
WINDOWS: N/A	WALLS (west):	Gyp BD, Paint
CEILING: ACP		
 - **BUILT-INS:** N/A
 - **SPECIAL FEATURES:** N/A
 - **FURNITURE/EQUIPMENT:** Shelving, File Cabinets, Work Counter
 - **COMMUNICATION:** N/A
 - **NETWORK REQUIREMENTS:** Data
 - **LIGHTING/POWER:** General Lighting.
 - **UTILITIES:** Heating/Cooling

**COMPONENT:****5.00: HUMAN RESOURCE**▪ **SPACE DESCRIPTION:**

5.01: HUMAN RESOURCE OFFICE

▪ **FUNCTION:**

County Administrator/Human Resource Office

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

36 NSF

○ **PLANNED:**

10x12=120 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**Centrally located
Next to (near) Clerk & Recorder, Adjacent to County
Commissioners (position shared w/ commissioner
assistant)▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**▪ **SPECIAL FEATURES:**

Emergency Call Button

▪ **FURNITURE/
EQUIPMENT:**

1 Office Desk:

1 Computer (single monitor), Printer, Copier

2 side chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

6.00: DES

▪ **SPACE DESCRIPTION:**

6.01: SERVICE COUNTER

▪ **FUNCTION:**

Writing Counter for Filling Out Forms and Display of Information/Pamphlets

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

0 NSF

○ **PLANNED:**

6x8 = 48

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Adjacent to Sanitarian (can share equipment/staff) Next to (near) County Commissioners

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

12" x 36" writing top

▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

2 side chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

7.00: SANITARIAN

▪ **SPACE DESCRIPTION:**

7.01: SERVICE COUNTER

▪ **FUNCTION:**

Writing Counter for Filling Out Forms and Display of Information/Pamphlets. This can be a shared space with DES Reception

▪ **TOTAL AREA REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

0 NSF

○ **PLANNED:**

6x8 = 48

▪ **TIME OF USE:**~~Day/Evening/Night~~▪ **ORIENTATION:**

Adjacent to Sanitarian (can share equipment/staff) and DES

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

12" x 36" writing top

▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

2 side chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

7.00: SANITARIAN

▪ **SPACE DESCRIPTION:**

7.02: OFFICE

▪ **FUNCTION:**

Maintains County Drainfield permits and records, and performs health inspections of food preparation facilities

▪ **TOTAL AREA REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

9x16=144 NSF

○ **PLANNED:**

10x12=120 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Reception and File Storage, Next to (near) County Commissioners, near conference room with layout table

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

2nd Exit out of building/office

▪ **FURNITURE/
EQUIPMENT:**

1 Office Desk:

1 Computer (two monitors), Printer, Copier (shares with DES and rest of administration), 2-2 drawer file cabinets, 3-4 drawer file cabinet, plotter

2 side chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

7.00: SANITARIAN

▪ **SPACE DESCRIPTION:**

7.03: FILES/COPY

▪ **FUNCTION:**

File Storage room for permits

▪ **TOTAL AREA
REQUIRED:**

160 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

11x12=132 NSF

○ **PLANNED:**

10x16=160 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Reception and Sanitarian

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

12 File Cabinets, Printer/Copier/Scanner

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

Data

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

7.00: SANITARIAN

▪ **SPACE DESCRIPTION:**

7.04: COPY

▪ **FUNCTION:**

Copy/Print Area

▪ **TOTAL AREA
REQUIRED:**

100 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

10x10=100 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Reception, Next to Sanitarian Files and Office

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

1 Copier/Scanner, Small work counter

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

7.00: SANITARIAN

▪ **SPACE DESCRIPTION:**

7.05: RECEPTION

▪ **FUNCTION:**

Receptionist for Sanitarian; Position is shared with Superintendent of Schools (08.01) & DES

▪ **TOTAL AREA REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

0 NSF (Existing SF is located in 08.02)

○ **PLANNED:**

8x8=64 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Superintendent Office, near Sanitarian and DES (shares staff)

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Desk, Computer, Monitor
2 side chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**7.00: SANITARIAN**▪ **SPACE DESCRIPTION:**

7.06: STORAGE

▪ **FUNCTION:**

Equipment & general Storage

▪ **TOTAL AREA
REQUIRED:**

80 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

Exist shared with 07.02 Office

○ **PLANNED:**

8x10=80 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Sanitarian Office

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

Shelving

▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

8.00: SUPERINTENDENT OF SCHOOLS

▪ **SPACE DESCRIPTION:**

8.01: RECEPTION

▪ **FUNCTION:**

Reception Area

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

10x10=100 NSF

○ **PLANNED:**

8x8=64 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Superintendent Office, near Sanitarian and
DES (shares staff)

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Desk, Computer, Monitor
2 side chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

8.00: SUPERINTENDENT OF SCHOOLS

▪ **SPACE DESCRIPTION:**

8.02: OFFICE

▪ **FUNCTION:**

Office

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

10'x10'=100 NSF

○ **PLANNED:**

10'x12'=120 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Superintendent Reception, Treasurer (shares staff position)

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Desk, Computer, Monitor
2 side chairs, File Cabinets

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

8.00: SUPERINTENDENT OF SCHOOLS

▪ **SPACE DESCRIPTION:**

8.03: FILES

▪ **FUNCTION:**

File Storage room

▪ **TOTAL AREA
REQUIRED:**

112 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

7x10=70 NSF

○ **PLANNED:**

8x14=112 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Reception and Superintendent of Schools
Office

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

File Cabinets, Printer/Copier

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

Data

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

09.00: DRIVER'S LICENSE EXAM & RENEWAL

▪ **SPACE DESCRIPTION:**

09.01: TESTING

▪ **FUNCTION:**

Testing for Written Driver's License, Eye Testing, Office Area

▪ **TOTAL AREA REQUIRED:**

360 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

12x24=288 NSF

○ **PLANNED:**

20x18=360

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Testing Equipment; Near Treasurer Office

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

Reception Counter and Cabinet for Equipment

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Office Desk with 2 Chairs, Computers(single monitor)
Eye Testing Machine, Printer, 8 foot Table with Chairs for
Written Test, 8 foot Table for Equipment and Eye Testing

▪ **COMMUNICATION:**

Phone/Data

▪ **NETWORK
REQUIREMENTS:**

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

09.00: DRIVER'S LICENSE EXAM & RENEWAL

▪ SPACE DESCRIPTION:

09.02: STORAGE

▪ FUNCTION:

Storage for Eye Testing Machines

▪ TOTAL AREA
REQUIRED:

64 NSF

▪ AREA COMPUTATION:○ EXISTING:

Existing located in 09.01

○ PLANNED:

8x8=64

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Direct Access to Testing Area

▪ SECURITY:

Storeroom Lock

▪ FINISH MATERIALS:

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:

Lockable Cabinet for Storage of Equipment

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:

N/A

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

09.00: DRIVER'S LICENSE EXAM & RENEWAL

▪ SPACE DESCRIPTION:

09.03: WAITING

▪ FUNCTION:

Waiting area

▪ TOTAL AREA
REQUIRED:

81 NSF

▪ AREA COMPUTATION:○ EXISTING:

8x10=80 NSF

○ PLANNED:

9x9=81 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:Direct Access to Testing Equipment; Near Treasurer
Office▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:

Seating for 9-10 people

▪ COMMUNICATION:▪ NETWORK
REQUIREMENTS:▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

10.00: ANCILLARY SPACES

▪ **SPACE DESCRIPTION:**

10.01: WOMEN'S TOILET

▪ **FUNCTION:**

Women's Toilet Room

▪ **TOTAL AREA
REQUIRED:**

200 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

11x5=55 NSF

○ **PLANNED:**

10x20=200 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Centrally Located

▪ **SECURITY:**

Passage Lock

▪ **FINISH MATERIALS:**

FLOOR: Ceramic Tile

BASE: Coved Tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT, Gyp BD, Paint

WALLS (south): CT, Gyp BD, Paint

WALLS (west): CT, Gyp BD, Paint

▪ **BUILT-INS:**

Vanity Counter

▪ **SPECIAL FEATURES:**

Handicapped Stall and Sinks, Grab Bars, Dividers

▪ **FURNITURE/
EQUIPMENT:**

Hand Dryer, Soap Dispenser, Mirror, TP Dispenser, Napkin
Disposal, Paper Towel Dispenser, Garbage

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot & Cold Water)

COMPONENT:**10.00: ANCILLARY SPACES**▪ **SPACE DESCRIPTION:**

10.02: MEN'S TOILET

▪ **FUNCTION:**

Men's Toilet Room

▪ **TOTAL AREA
REQUIRED:**

200 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

7x5=35 NSF

○ **PLANNED:**

10x20=200 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Centrally Located

▪ **SECURITY:**

Passage Lock

▪ **FINISH MATERIALS:**

FLOOR: Ceramic Tile

BASE: Coved Tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT, Gyp BD, Paint

WALLS (south): CT, Gyp BD, Paint

WALLS (west): CT, Gyp BD, Paint

▪ **BUILT-INS:**

Vanity Counter

▪ **SPECIAL FEATURES:**

Handicapped Stall and Sinks, Grab Bars, Dividers

▪ **FURNITURE/
EQUIPMENT:**Hand Dryer, Soap Dispenser, Mirror, TP Dispenser,
, Paper Towel Dispenser, Garbage▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot & Cold Water)

COMPONENT:**10.00: ANCILLARY SPACES**

- **SPACE DESCRIPTION:** 10.03 & 10.04: JANITOR CLOSETS
- **FUNCTION:** Janitor Rooms
- **TOTAL AREA REQUIRED:** 128 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** 12 NSF
 - **PLANNED:** 2 @ 8x8=128 NSF
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Centrally Located
- **SECURITY:** Storeroom Lock
- **FINISH MATERIALS:**

FLOOR: Sheet Vinyl	WALLS (north): FRP, Gyp BD, Paint
BASE: Coved Sheet	WALLS (east): FRP, Gyp BD, Paint
DOORS: Solid Core	WALLS (south): FRP, Gyp BD, Paint
WINDOWS: N/A	WALLS (west): FRP, Gyp BD, Paint
CEILING: ACP	
- **BUILT-INS:** Janitor's Sink, Mop Holder, Shelves
- **SPECIAL FEATURES:** N/A
- **FURNITURE/
EQUIPMENT:** N/A
- **COMMUNICATION:** N/A
- **NETWORK
REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling, Water (Hot & Cold)

COMPONENT:

10.00: ANCILLARY SPACES

▪ **SPACE DESCRIPTION:**

10.05: SERVER

▪ **FUNCTION:**

Central Area for Computer Server

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

16 NSF

○ **PLANNED:**

8x6=48 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Centrally Located within the Building

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

10.00: ANCILLARY SPACES

▪ **SPACE DESCRIPTION:**

10.06: SMALL CONFERENCE

▪ **FUNCTION:**

Conference Meeting Room

▪ **TOTAL AREA
REQUIRED:**

224 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

NSF

○ **PLANNED:**

14x16=224

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Centrally Located within the Building

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north): Gyp BD, Paint

BASE: Rubber

WALLS (east): Gyp BD, Paint

DOORS: Solid Core

WALLS (south): Gyp BD, Paint

WINDOWS: Operable

WALLS (west): Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

Cabinet with Sink

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Table and 8 Chairs, Television, VHS, Projector and Screen
Smart Board, Tele-Conferencing Capabilities

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lighting

▪ **UTILITIES:**

Heating/Cooling, Water (Hot & Cold)

COMPONENT:

10.00: ANCILLARY SPACES

▪ **SPACE DESCRIPTION:**

10.07: BREAK ROOM

▪ **FUNCTION:**

Employee Break Room

▪ **TOTAL AREA
REQUIRED:**

300 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

24x12=288 NSF

○ **PLANNED:**

24x12=288 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Centrally Located within the Building

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north): Gyp BD, Paint

BASE: Rubber

WALLS (east): Gyp BD, Paint

DOORS: Solid Core

WALLS (south): Gyp BD, Paint

WINDOWS: Operable

WALLS (west): Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

Cabinet with Sink

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Table and Chairs, Refrigerator, Microwave, Vending Machines
Sofa

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Water (Hot & Cold)

COMPONENT:**10.00: ANCILLARY SPACES**

- **SPACE DESCRIPTION:** 10.8 & 10.09: MECHANICAL
- **FUNCTION:** Mechanical Rooms
- **TOTAL AREA REQUIRED:** 288 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** 192/96 NSF
 - **PLANNED:** 288 NSF
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Centrally Located
- **SECURITY:** Storeroom Lock
- **FINISH MATERIALS:**

FLOOR:	Sheet Vinyl	WALLS (north):	FRP, Gyp BD, Paint
BASE:	Coved Sheet	WALLS (east):	FRP, Gyp BD, Paint
DOORS:	Solid Core	WALLS (south):	FRP, Gyp BD, Paint
WINDOWS:	N/A	WALLS (west):	FRP, Gyp BD, Paint
CEILING:	ACP		
- **BUILT-INS:**
- **SPECIAL FEATURES:** N/A
- **FURNITURE/
EQUIPMENT:** N/A
- **COMMUNICATION:** N/A
- **NETWORK
REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling, Water (Hot & Cold)

COMPONENT:**10.00: ANCILLARY SPACES**▪ **SPACE DESCRIPTION:**

10.10: STORAGE

▪ **FUNCTION:**

General Storage area (chairs, tables)

▪ **TOTAL AREA
REQUIRED:**

144 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

12x10=120 NSF

○ **PLANNED:**

12x12=144 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Centrally Located within the Building

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**▪ **COMMUNICATION:**▪ **NETWORK
REQUIREMENTS:**▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

COMPONENT:

20.00: DISTRICT JUDGE

▪ **SPACE DESCRIPTION:**

20.01: RECEPTION/WAITING

▪ **FUNCTION:**

Reception Area for District Judge (can share as District Court Reception/Waiting area)

▪ **TOTAL AREA REQUIRED:**

144 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

0 NSF

○ **PLANNED:**

12x12=144 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Clerk of District Court. Close Proximity to Judge's Chambers

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Counter (knee space beneath, not storage or cabinets), Coat Closet

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

4 Chairs

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

20.00: DISTRICT JUDGE

▪ SPACE DESCRIPTION:

20.02: JUDGE CHAMBERS

▪ FUNCTION:

District Judge Chambers

▪ TOTAL AREA
REQUIRED:

224 NSF

▪ AREA COMPUTATION:○ EXISTING:

13x18=234 NSF

○ PLANNED:

14x16=224 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Direct Access to Large Courtroom, and Judge Toilet.
Adjacent to Clerk of Court. Close Proximity to Reception.
Near County Attorney

▪ SECURITY:

Office Lock, Duress Button. Second Exit out of Building

▪ FINISH MATERIALS:

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ BUILT-INS:

N/A

▪ SPECIAL FEATURES:

Separate Entry to Court, Separate Entry from Building.
Acoustical and Visual Privacy

▪ FURNITURE/
EQUIPMENT:

Office Desk w/ 2 Side Chairs Each, Computer (single
monitor), Book Cases, Table and Chairs.

▪ COMMUNICATION:

Phone/Data

▪ NETWORK
REQUIREMENTS:

Internet

▪ LIGHTING/POWER:

General Lighting, Task Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

20.00: DISTRICT JUDGE

▪ **SPACE DESCRIPTION:**

20.03: CONFERENCE ROOM and LIBRARY

▪ **FUNCTION:**

Meeting Room and Law Library

▪ **TOTAL AREA
REQUIRED:**

320 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

(Existing is shared with 20.01)

○ **PLANNED:**

16 x 20=320

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Judge Chambers. Adjacent to Clerk of court

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Table with 8 Chairs, Bookcases for Case Storage, Computer (single monitor) Small Desk

▪ **COMMUNICATION:**

Phone, Data, Video Conferencing

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lights

▪ **UTILITIES:**

Heating/Cooling

- COMPONENT:** 20.00: DISTRICT JUDGE
- **SPACE DESCRIPTION:** 20.04: JUDGE'S TOILET
 - **FUNCTION:** Toilet Room
 - **TOTAL AREA REQUIRED:** 64 NSF
 - **AREA COMPUTATION:**
 - **EXISTING:** 0
 - **PLANNED:** 8x8=64
 - **TIME OF USE:** Day/Evening/Night
 - **ORIENTATION:** Direct Access to Judge's Chambers
 - **SECURITY:** Privacy Lock
 - **FINISH MATERIALS:**

FLOOR:	Ceramic Tile	WALLS (north):	CT, Gyp BD, Paint
BASE:	Coved tile	WALLS (east):	CT Gyp BD, Paint
DOORS:	Solid Core	WALLS (south):	CT Gyp BD, Paint
WINDOWS:	N/A	WALLS (west):	CT Gyp BD, Paint
CEILING:	ACP		
 - **BUILT-INS:** Vanity Counter, Sink, Toilet
 - **SPECIAL FEATURES:** Handicapped Accessible
 - **FURNITURE / EQUIPMENT:** Hand Dryer, Soap Dispenser, Mirror, TP Dispenser
Paper Towel Dispenser, Garbage
 - **COMMUNICATION:** N/A
 - **NETWORK REQUIREMENTS:** N/A
 - **LIGHTING/POWER:** General Lighting (motion censored)
 - **UTILITIES:** Heating/Cooling (Hot and Cold Water)

COMPONENT:

20.00: DISTRICT JUDGE

▪ **SPACE DESCRIPTION:**

20.05: JUDGE COAT CLOSET

▪ **FUNCTION:**

Robing Closet

▪ **TOTAL AREA
REQUIRED:**

15 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

N/A

○ **PLANNED:**

5x3=15

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Judge's Chambers

▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Coat Rod and Shelf

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

N/A

▪ **UTILITIES:**

N/A

COMPONENT:**21.00: CLERK OF DISTRICT COURT**▪ **SPACE DESCRIPTION:**

21.01: RECEPTION/WAITING

▪ **FUNCTION:**

Reception Area and Display Area for Information, Passports, Marriage License, Handle Fees for Court.

▪ **TOTAL AREA
REQUIRED:**

140 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

13x3=39 NSF (Existing space is within 21.02)

○ **PLANNED:**

10x14=140 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Adjacent to Clerk of District Court, Direct Access to Work Stations

▪ **SECURITY:**

Entrance/Office Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Reception Counter (w/ADA) to Service 10 People Filling Out Paperwork (passports, etc)

▪ **SPECIAL FEATURES:**

Shutter/Coiling shutter that operates on duress button

▪ **FURNITURE/
EQUIPMENT:**

6 Chairs

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**21.00: CLERK OF DISTRICT COURT**▪ **SPACE DESCRIPTION:**

21.02: WORK STATION

▪ **FUNCTION:**

4 Work Stations

▪ **TOTAL AREA
REQUIRED:**

400 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

13 x 22= 286 (exist space is shared with 21.01)

○ **PLANNED:**

4@10x10=400 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Reception/Counter; Adjacent to Locked Storage. Close Proximity to Judge's Chambers and Courtroom.

▪ **SECURITY:**

Entrance/Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

3 Office Desk w/ 2 Wide Chairs each, 3 Computers (single monitor), 2 Printers

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

21.00: CLERK OF DISTRICT COURT

▪ **SPACE DESCRIPTION:**

21.03: STORAGE ROOM

▪ **FUNCTION:**

Storage Room

▪ **TOTAL AREA
REQUIRED:**

600 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

13x14=182

○ **PLANNED:**

20x30=600

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Work Stations and Locked Storage. Separation
Required to Reception.

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: Gyp. BD

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

File Cabinets (21+ cabinets)

▪ **COMMUNICATION:**

Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT: 21.00: CLERK OF DISTRICT COURT

▪ **SPACE DESCRIPTION:** 21.04: LOCKED STORAGE ROOM

▪ **FUNCTION:** Sensitive material storage

▪ **TOTAL AREA
REQUIRED:** 900 NSF

▪ **AREA COMPUTATION:**
○ **EXISTING:** 12x21=252 NSF
○ **PLANNED:** 30x30=900 NSF

▪ **TIME OF USE:** Day/Evening/Night

▪ **ORIENTATION:** Adjacent to Work Stations. Separation Required to Reception.

▪ **SECURITY:** Storeroom Lock

▪ **FINISH MATERIALS:**
FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: N/A
CEILING: Gyp. BD
WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:** N/A

▪ **SPECIAL FEATURES:** Fireproof Room

▪ **FURNITURE/
EQUIPMENT:** N/A

▪ **COMMUNICATION:** N/A

▪ **NETWORK
REQUIREMENTS:** N/A

▪ **LIGHTING/POWER:** General Lighting

▪ **UTILITIES:** Heating/Cooling

COMPONENT: 21.00: CLERK OF DISTRICT COURT

▪ **SPACE DESCRIPTION:** 21.05: VAULT

▪ **FUNCTION:** Mental Health Records

▪ **TOTAL AREA REQUIRED:** 540 NSF

▪ **AREA COMPUTATION:**
○ **EXISTING:** $(7 \times 12 = 84) + (12 \times 10 = 120) = 204$ NSF
○ **PLANNED:** $18 \times 30 = 540$ NSF

▪ **TIME OF USE:** ~~Day/Evening/Night~~

▪ **ORIENTATION:** Adjacent to Work Stations. Separation Required to Reception.

▪ **SECURITY:** Storeroom Lock

▪ **FINISH MATERIALS:**
FLOOR: Carpet
BASE: Rubber
DOORS: Fire door
WINDOWS: N/A
CEILING: Gyp. BD
WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:** N/A

▪ **SPECIAL FEATURES:** Fireproof Room

▪ **FURNITURE/ EQUIPMENT:** N/A

▪ **COMMUNICATION:** N/A

▪ **NETWORK REQUIREMENTS:** N/A

▪ **LIGHTING/POWER:** General Lighting

▪ **UTILITIES:** Heating/Cooling

COMPONENT:

21.00: CLERK OF DISTRICT COURT

▪ **SPACE DESCRIPTION:**

21.06: COURT RECORDER

▪ **FUNCTION:**

Private Work area for Recorder during trial recess and before court

▪ **TOTAL AREA REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

6 NSF

○ **PLANNED:**

8x8=64 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Separation Required to Reception; Adjacent to Clerk of District Court, Near District Judge.

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

Gyp. BD

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Desk and chair

▪ **COMMUNICATION:**

Data

▪ **NETWORK
REQUIREMENTS:**

Internet, Phone

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

21.00: CLERK OF DISTRICT COURT

▪ **SPACE DESCRIPTION:**

21.07: JUDGE TRIAL PREPARATION

▪ **FUNCTION:**

Small Work area for clerk to setup and prep Judge before court

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

6 NSF

○ **PLANNED:**

8x8=64 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Separation Required to Reception; Direct Access to Clerk of District Court, and District Judge.

▪ **SECURITY:**

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

Gyp. BD

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Desk and chair

▪ **COMMUNICATION:**

Data

▪ **NETWORK
REQUIREMENTS:**

Internet, Phone

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

21.00: CLERK OF DISTRICT COURT

▪ **SPACE DESCRIPTION:**

21.08: CLERK OFFICE

▪ **FUNCTION:**

Private Office for Clerk

▪ **TOTAL AREA
REQUIRED:**

100 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

0 NSF

○ **PLANNED:**

10x10=100

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Reception, Direct Access to Work Stations,
Near District Judge, Storage, Locked Storage and Vault .

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

Operable

WALLS (west):

Gyp BD, Paint

CEILING:

Gyp. BD

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Desk and chair

▪ **COMMUNICATION:**

Data

▪ **NETWORK
REQUIREMENTS:**

Internet, Phone

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

22.00: JUSTICE COURT

▪ **SPACE DESCRIPTION:**

22.01: RECEPTION / WAITING

▪ **FUNCTION:**

Reception Area

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

5X6=30 NSF (Existing space is within 21.02)

○ **PLANNED:**

12 x 14=168

▪ **TIME OF USE:**Day/~~Evening~~/~~Night~~▪ **ORIENTATION:**

Direct Access to Work Stations, and Courtroom. Adjacent to Justice Judge.

▪ **SECURITY:**

Entrance/Office Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

Reception counter with Service Window

▪ **SPECIAL FEATURES:**

Shutter/coiling door on duress button

▪ **FURNITURE/
EQUIPMENT:**

6 Chairs in waiting area

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT: 22.00: JUSTICE COURT

▪ **SPACE DESCRIPTION:** 22.02: WORK STATIONS

▪ **FUNCTION:** Four (4) Work stations

▪ **TOTAL AREA REQUIRED:** 400 NSF

▪ **AREA COMPUTATION:**
○ **EXISTING:** 3 stations $21 \times 22 = 462$
○ **ADDITIONAL:** 4 stations @ $10 \times 10 = 400$

▪ **TIME OF USE:** Day/Evening/Night

▪ **ORIENTATION:** Direct Access to Reception and File Storage. Adjacent to Judge's Chambers, Courtroom, and Small Conference. Close Proximity to Storage

▪ **SECURITY:** Office Lock, Duress Button each Desk. Separate Exit for Employees.

▪ **FINISH MATERIALS:**
FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: Operable
CEILING: ACP
WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:** N/A

▪ **SPECIAL FEATURES:** Buzzer/Controlled Access to Office. Work Stations (Clerks) Need to Face the Counter/Window

▪ **FURNITURE/EQUIPMENT:** Four Office Desks, Copier, 5 File Cabinets, Book Shelf
Two Computers (single monitor each), Printer

▪ **COMMUNICATION:** Phone, Data

▪ **NETWORK REQUIREMENTS:** Internet

▪ **LIGHTING/POWER:** General Lighting, Task Lights

▪ **UTILITIES:** Heating/Cooling

COMPONENT: 22.00: JUSTICE COURT▪ **SPACE DESCRIPTION:** 22.03: JUDGE CHAMBERS▪ **FUNCTION:** Judges Office/Chambers▪ **TOTAL AREA
REQUIRED:** 224 NSF▪ **AREA COMPUTATION:**
○ **EXISTING:** (Exist shares space with Justice Courtroom)
○ **PLANNED:** 14x16=168 NSF▪ **TIME OF USE:** Day/Evening/Night▪ **ORIENTATION:** Direct Access to Small Courtroom, Small Conference Room, and Judge's Toilet. Adjacent to Work Stations (Assistants). Close Proximity to File Storage and Work Room▪ **SECURITY:** Office Lock, Duress Button. Second Exit out of Building▪ **FINISH MATERIALS:**

FLOOR:	Carpet	WALLS (north):	Gyp BD, Paint
BASE:	Rubber	WALLS (east):	Gyp BD, Paint
DOORS:	Solid Core	WALLS (south):	Gyp BD, Paint
WINDOWS:	Operable	WALLS (west):	Gyp BD, Paint
CEILING:	ACP		

▪ **BUILT-INS:** N/A▪ **SPECIAL FEATURES:** Restricted/Separate Entry to Courtroom, Acoustic and Visual Privacy.▪ **FURNITURE/
EQUIPMENT:** Office Desk w/ 2 Side Chairs, Book case, Table and Chairs, Computers (single monitor)▪ **COMMUNICATION:** Phone, Data▪ **NETWORK
REQUIREMENTS:** Internet▪ **LIGHTING/POWER:** General Lighting, Task Lights▪ **UTILITIES:** Heating/Cooling

COMPONENT:

22.00: JUSTICE COURT

▪ **SPACE DESCRIPTION:**

22.04: COURT PREP ROOM

▪ **FUNCTION:**

Preparation, Work Room and Supply Storage Room

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

Existing utilized in current spaces

○ **PLANNED:**

12x14=168 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Assistant Work Stations Close Proximity
to Judge's Chambers

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

Work Bench/Table

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT: 22.00: JUSTICE COURT

▪ **SPACE DESCRIPTION:** 22.05: FILE STORAGE

▪ **FUNCTION:** Storage Room for Files

▪ **TOTAL AREA
REQUIRED:** 400 NSF

▪ **AREA COMPUTATION:**
○ **EXISTING:** 10x27=270
○ **PLANNED:** 10x40=400

▪ **TIME OF USE:** ~~Day/Evening/Night~~

▪ **ORIENTATION:** Direct Access to Work Stations, Adjacent to Courtroom

▪ **SECURITY:** Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:** N/A

▪ **SPECIAL FEATURES:** N/A

▪ **FURNITURE/
EQUIPMENT:** Large shelving for Bankers Boxes (filing)

▪ **COMMUNICATION:** Phone, Data

▪ **NETWORK
REQUIREMENTS:** N/A

▪ **LIGHTING/POWER:** General Lighting, Task Lighting

▪ **UTILITIES:** Heating/Cooling

COMPONENT:

22.00: JUSTICE COURT

▪ **SPACE DESCRIPTION:**

22.06: SMALL CONFERENCE ROOM

▪ **FUNCTION:**

Room for Attorney/Client Meetings

▪ **TOTAL AREA
REQUIRED:**

144 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x12=144

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Judge's Chambers. Adjacent to Work Stations (Assistants).

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Table with 4 Chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

22.00: JUSTICE JUDGE

▪ **SPACE DESCRIPTION:**

22.07: JUDGE'S TOILET

▪ **FUNCTION:**

Private Toilet Room

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

N/A

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Judge Chambers

▪ **SECURITY:**

Privacy Lock

▪ **FINISH MATERIALS:**

FLOOR: Ceramic Tile

BASE: Coved tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT Gyp BD, Paint

WALLS (south): CT Gyp BD, Paint

WALLS (west): CT Gyp BD, Paint

▪ **BUILT-INS:**

Vanity Counter, Sink, Toilet

▪ **SPECIAL FEATURES:**

Handicapped Accessible

▪ **FURNITURE/
EQUIPMENT:**

Hand Dryer, Soap dispenser, Mirror, TP Dispenser, Napkin
Disposal, Paper Towel Dispenser, Garbage

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting (motion censored)

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

**COMPONENT:**

22.00: JUSTICE COURT

▪ **SPACE DESCRIPTION:**

22.08: JUDGE COAT CLOSET

▪ **FUNCTION:**

Robing Closet

▪ **TOTAL AREA
REQUIRED:**

15 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**○ **PLANNED:**

3x5=15

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Judge's Chambers

▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Coat Rod and Shelf

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

N/A

▪ **UTILITIES:**

N/A

COMPONENT:**23.00: COURTROOM-DISTRICT**▪ **SPACE DESCRIPTION:**

23.01: JUDICIAL PROCEEDINGS

▪ **FUNCTION:**

Judicial Proceedings: Jury of 14, Lawyers, Judge

▪ **TOTAL AREA
REQUIRED:**

1,440 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

594 NSF

○ **PLANNED:**

30x48=1,440 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Near Judge Chambers, District Clerk of Court, Justice of the Peace, JP Assistants. Near Jury Deliberation Room, Waiting Area

▪ **SECURITY:**

Locked, Duress Alarm, Security Intercom, Sound Locks, Cameras

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Wood

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Judges Bench(elevated 2 steps), Deputy Clerk, Chairs for Jurors, Spectator Division Rail, Jury Box,

▪ **SPECIAL FEATURES:**

Clock Opposite Judges Bench, Audio, Microphones, Speakers, Video Conference

▪ **FURNITURE/
EQUIPMENT:**

Audio Visual Equipment and Storage, Judges Bench, 2 Council Tables, and Chairs Staff Work Table, Jury Box and 16 Chairs for Jurors and Alternates, Witness Box, Recorder Desk(computer and monitor), Lectern Monitors- Prosecution and defense, Jury Monitors, 2 Flat Screens

▪ **COMMUNICATION:**

Intercom, Phone for Judge and for Clerk

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lights, Emergency Lighting

▪ **UTILITIES:**

Heating/Cooling, Emergency Power

COMPONENT:**23.00: COURTROOM-DISTRICT**▪ **SPACE DESCRIPTION:**

23.02: SPECTATOR SEATING

▪ **FUNCTION:**

Courtroom Seating for Spectators

▪ **TOTAL AREA
REQUIRED:**

750 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

22x27=594

○ **PLANNED:**

*Planned in 23.01 Judicial Proceedings

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**Direct Access to Judicial Proceedings, and Public
Circulation Corridors. Close Proximity to Toilets and
Entrance.▪ **SECURITY:**

Metal Detection and Screening

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Wood

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Seating

▪ **SPECIAL FEATURES:**Handicapped Accessible Spaces Required, Hearing
Impaired, High Ceilings▪ **FURNITURE/
EQUIPMENT:**▪ **COMMUNICATION:**▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**23.00: COURTROOM-DISTRICT**▪ **SPACE DESCRIPTION:**

23.03: JURY DELIBERATION ROOM

▪ **FUNCTION:**

Private Room for Jury Deliberation

▪ **TOTAL AREA
REQUIRED:**

360 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

12x22=264

○ **PLANNED:**

18x20=360

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access to Jury Toilet, and Bailiff Room. Adjacent to Jury Box. Separation Required to Prisoner "Time-Out", Holding, Waiting, and Evidence Holding

▪ **SECURITY:**

Security Locks, Second exit with Panic Hardware.

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Lockers/Closet for Personal Belongings (10s.f.). Base and Wall Cabinets

▪ **SPECIAL FEATURES:**

Handicapped Accessible Spaces Required, Hearing Impaired, Soundproofed Room

▪ **FURNITURE/
EQUIPMENT:**

14 Chairs and Table, Lockers for Personal Property(purses) Coats, etc. Coffee Pot, Hot Water Teapot

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

23.00: COURTROOM-DISTRICT

▪ SPACE DESCRIPTION:

23.04: JURY TOILET

▪ FUNCTION:

Toilet Rooms for Jurists

▪ TOTAL AREA
REQUIRED:

128 NSF

▪ AREA COMPUTATION:○ EXISTING:

Exist shared with Public and Prisoner Toilet Facilities

○ PLANNED:

2 @ 8X8=128

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Direct Access to Jury Deliberation.

▪ SECURITY:

Privacy Lock

▪ FINISH MATERIALS:

FLOOR: Ceramic Tile

BASE: Coved tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT Gyp BD, Paint

WALLS (south): CT Gyp BD, Paint

WALLS (west): CT Gyp BD, Paint

▪ BUILT-INS:

Vanity Counter, Sink, Toilet

▪ SPECIAL FEATURES:

Handicapped Accessible

▪ FURNITURE/
EQUIPMENT:Hand Dryer, Soap Dispenser, Mirror, TP Dispenser, Napkin
Disposal, Paper Towel Dispenser, Garbage▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling (Hot and Cold Water)

COMPONENT: 23.00: COURTROOM-DISTRICT▪ **SPACE DESCRIPTION:** 23.05: BAILIFF ROOM▪ **FUNCTION:** Bailiff Room▪ **TOTAL AREA
REQUIRED:** 64 NSF▪ **AREA COMPUTATION:**

- **EXISTING:** Exist shared with Public Corridor
- **PLANNED:** 8x8=64

▪ **TIME OF USE:** Day/Evening/Night▪ **ORIENTATION:** Direct Access to Jury Deliberation, Judge Bench, Jury Box, & Witness Stand. Adjacent to Courtroom Spectator Seating. Close Proximity to Prisoner Holding and Prisoner "Time-Out"▪ **SECURITY:** Office Lock▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: N/A
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:** N/A▪ **SPECIAL FEATURES:** Locked Cabinet for Cell Phones, Bulletin Board▪ **FURNITURE/
EQUIPMENT:** Small Desk and Chairs, Computer, Monitor▪ **COMMUNICATION:** Phone/Intercom, Data▪ **NETWORK
REQUIREMENTS:** Internet▪ **LIGHTING/POWER:** General Lighting, Task Lighting▪ **UTILITIES:** Heating/Cooling

COMPONENT:

23.00: COURTROOM-DISTRICT

▪ SPACE DESCRIPTION:

23.06: PRISONER HOLDING

▪ FUNCTION:

Secure Holding Area for Prisoners Until Court Proceedings Begin, and During Court Recesses

▪ TOTAL AREA
REQUIRED:

64 NSF

▪ AREA COMPUTATION:○ EXISTING:○ PLANNED:

8x8=64

▪ TIME OF USE:Day/~~Evening~~/~~Night~~▪ ORIENTATION:

Adjacent to Defendant/Attorney Table; Close Proximity to Bailiff and Prisoner Time-Out.

▪ SECURITY:

Security Lock

▪ FINISH MATERIALS:

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:

N/A

▪ SPECIAL FEATURES:▪ FURNITURE/
EQUIPMENT:

Bench

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

Security Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

22.00: DISTRICT COURT

▪ **SPACE DESCRIPTION:**

23.07: ATTORNEY CONFERENCE ROOM

▪ **FUNCTION:**

Room for Attorney/Client Meetings during trial

▪ **TOTAL AREA
REQUIRED:**

200 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

2@10X10=200 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Courtroom.

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Table with 4 Chairs

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

23.00: COURTROOM DISTRICT

▪ **SPACE DESCRIPTION:**

23.08: PUBLIC WAITING AREA

▪ **FUNCTION:**

Waiting Area for Family, Media, Attorneys, Civil Plaintiffs, Spectators, etc before Courtroom is Opened for Trial

▪ **TOTAL AREA
REQUIRED:**

225 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

(Exist shared with common corridor spaces)

○ **PLANNED:**

15x15=225

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Courtroom

▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Alcove Adjacent to, but Separate from Lobby, Corridor, and Other Public Areas.

▪ **FURNITURE/
EQUIPMENT:**

Chairs or Benches

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling



COMPONENT:

23.00: COURTROOM-DISTRICT

▪ SPACE DESCRIPTION:

23.09: TRIAL EVIDENCE HOLDING

▪ FUNCTION:

Secure Holding Area for Evidence

▪ TOTAL AREA
REQUIRED:

64 NSF

▪ AREA COMPUTATION:○ EXISTING:

N/A

○ PLANNED:

8x8=64

▪ TIME OF USE:Day/~~Evening~~/~~Night~~▪ ORIENTATION:

Adjacent to Courtroom

▪ SECURITY:

Security Lock

▪ FINISH MATERIALS:

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:

N/A

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:

N/A

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling



COMPONENT:

23.00: COURTROOM DISTRICT

▪ SPACE DESCRIPTION:

23.10: LAW LIBRARY

▪ FUNCTION:

Library for Code and Law books

▪ TOTAL AREA
REQUIRED:

96 NSF

▪ AREA COMPUTATION:○ EXISTING:

22x4=88 NSF

○ PLANNED:

8x12=96 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Near Courtroom

▪ SECURITY:

Classroom Lock

▪ FINISH MATERIALS:

FLOOR:

Carpet

WALLS (north): Gyp BD, Paint

BASE:

Wood

WALLS (east): Gyp BD, Paint

DOORS:

Solid Core

WALLS (south): Gyp BD, Paint

WINDOWS:

N/A

WALLS (west): Gyp BD, Paint

CEILING:

ACP

▪ BUILT-INS:

Book shelves

▪ SPECIAL FEATURES:

Handicapped Accessible

▪ FURNITURE/
EQUIPMENT:

Table, Chairs

▪ COMMUNICATION:

Phone, Data, Internet

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

24.00: COURTROOM-JUSTICE

▪ **SPACE DESCRIPTION:**

24.01: JUDICIAL PROCEEDINGS

▪ **FUNCTION:**

Judicial Proceedings Jury, Lawyers, Judge, Jury of 12

▪ **TOTAL AREA
REQUIRED:**

320 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

11x22=242 (Exist shares Courtroom, or Judge's Chambers)

○ **PLANNED:**

16x20=320

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Spectator Seating, and Corridor/Public Entry.
Adjacent to Jury Deliberation, Judge Chambers, Bailiff Room.

▪ **SECURITY:**

Locked, Duress Alarm, Security Intercom, Sound Locked,
Cameras

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Wood

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Judges Bench (elevated), Jury Box, Juror Chairs, Attorney and
Defendant Tables

▪ **SPECIAL FEATURES:**

Clock Opposite Judges Bench, Audio, Microphones, Speakers,
Video Conference

▪ **FURNITURE/
EQUIPMENT:**

Audio Visual Equipment and Storage, Judges Bench, 3
Council Tables, and Chairs Staff Work Table (recorder, clerk),
Jury Box, Witness Box, Recorder Equipment, Lectern,
Monitors-Prosecution and Defense, Jury Monitors, 2 Flat
Screens

▪ **COMMUNICATION:**

Intercom, Phone for Judge and for Clerk

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lights Emergency Lighting

▪ **UTILITIES:**

Heating/Cooling, Emergency Power

COMPONENT:**24.00: COURTROOM-JUSTICE**▪ **SPACE DESCRIPTION:**

24.02: SPECTATOR SEATING

▪ **FUNCTION:**

Courtroom Seating for Spectators

▪ **TOTAL AREA
REQUIRED:**

160 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

(Exist shared with Judge's Chambers)

○ **PLANNED:**

16x10=160 NSF

▪ **TIME OF USE:**Day/~~Evening~~/~~Night~~▪ **ORIENTATION:**Direct Access to Judicial Proceedings, and Public
Circulation Corridors. Close Proximity to Toilets and
Entrance.▪ **SECURITY:**

Metal Detection, Screening

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Wood

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Seating for 20

▪ **SPECIAL FEATURES:**

Handicapped Accessible Spaces Required, Hearing Impaired

▪ **FURNITURE/
EQUIPMENT:**

20 Chairs

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**24.00: COURTROOM-JUSTICE**

- **SPACE DESCRIPTION:** 24.03: JURY DELIBERATION ROOM
- **FUNCTION:** Private Room for Jury Deliberation
- **TOTAL AREA REQUIRED:** 217 NSF
- **AREA COMPUTATION:**
 - **EXISTING:**
 - **PLANNED:** 14x16=217
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Direct Access to Jury Toilet, and Bailiff Room. Adjacent to Jury Box. Separation Required to Waiting, and Evidence Holding
- **SECURITY:** Security Lock, Panic Hardware with Second Exit
- **FINISH MATERIALS:**

FLOOR: Carpet	WALLS (north): Gyp BD, Paint
BASE: Rubber	WALLS (east): Gyp BD, Paint
DOORS: Solid Core	WALLS (south): Gyp BD, Paint
WINDOWS: Operable	WALLS (west): Gyp BD, Paint
CEILING: ACP	
- **BUILT-INS:** Lockers/Closet for Personal Belongings (10 sf). Base and Wall Cabinets
- **SPECIAL FEATURES:** Handicapped Accessible Spaces Required, Hearing Impaired, Soundproofing
- **FURNITURE/EQUIPMENT:** Table and 8 Chairs, Lockers for Personal Property, Coat Closet, Coffee Pot, Hot Water Teapot
- **COMMUNICATION:** N/A
- **NETWORK REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling (Hot and Cold Water)

COMPONENT: 24.00: COURTROOM-JUSTICE

▪ **SPACE DESCRIPTION:** 24.04: JURY TOILETS

▪ **FUNCTION:** Toilet Rooms for Jurists

▪ **TOTAL AREA
REQUIRED:** 128 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:** (Exist shared with Public)

○ **PLANNED:** 2 @8x8=128

▪ **TIME OF USE:** Day/Evening/Night

▪ **ORIENTATION:** Direct Access to Jury Deliberation.

▪ **SECURITY:** Privacy Lock

▪ **FINISH MATERIALS:**

FLOOR: Ceramic Tile

BASE: Coved tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT Gyp BD, Paint

WALLS (south): CT Gyp BD, Paint

WALLS (west): CT Gyp BD, Paint

▪ **BUILT-INS:** Vanity Counter, Sink, Toilet

▪ **SPECIAL FEATURES:** Handicapped Accessible

▪ **FURNITURE/
EQUIPMENT:** Hand Dryer, Soap Dispenser, Mirror, TP Dispenser, Napkin
Disposal, Paper Towel Dispenser, Garbage

▪ **COMMUNICATION:** N/A

▪ **NETWORK
REQUIREMENTS:** N/A

▪ **LIGHTING/POWER:** General Lighting

▪ **UTILITIES:** Heating/Cooling (Hot and Cold Water)

COMPONENT:

24.00: COURTROOM JUSTICE

▪ **SPACE DESCRIPTION:**

24.05: COFFEE PANTRY

▪ **FUNCTION:**

Small area for access to coffee, water, and snacks

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

6x8=48 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Jury Deliberation room

▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Base & lockable wall cabinets along one wall + sink

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Coffee pot, Under-counter refrigerator, Microwave

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Water (Hot/Cold), Power (GFI)

COMPONENT:**24.00: COURTROOM JUSTICE**

- **SPACE DESCRIPTION:** 24.06: WAITING AREA
- **FUNCTION:** Waiting Area for Family, Media, Attorneys, Civil Plaintiffs, Spectators, etc before Courtroom is Opened for Trial
- **TOTAL AREA REQUIRED:** 100 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** (Exist shared with Common Corridor Spaces)
 - **PLANNED:** 10x10=100
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Adjacent to Courtroom
- **SECURITY:** N/A
- **FINISH MATERIALS:**

FLOOR:	Carpet	WALLS (north):	Gyp BD, Paint
BASE:	Rubber	WALLS (east):	Gyp BD, Paint
DOORS:	Solid Core	WALLS (south):	Gyp BD, Paint
WINDOWS:	N/A	WALLS (west):	Gyp BD, Paint
CEILING:	ACP		
- **BUILT-INS:** N/A
- **SPECIAL FEATURES:** Alcove Adjacent to, but Separate from Lobby, Corridor, and Other Public Areas.
- **FURNITURE/
EQUIPMENT:** Chairs or Benches
- **COMMUNICATION:** N/A
- **NETWORK
REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling

**COMPONENT:****24.00: COURTROOM-JUSTICE**

- **SPACE DESCRIPTION:** 24.07: TRIAL EVIDENCE HOLDING
- **FUNCTION:** Short Term Secure Evidence Holding Area for Court
- **TOTAL AREA REQUIRED:** 64 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** N/A
 - **PLANNED:** 8x8=64
- **TIME OF USE:** ~~Day~~/Evening/~~Night~~
- **ORIENTATION:** Adjacent to Courtroom, Near Court Prep Room
- **SECURITY:** Security Lock
- **FINISH MATERIALS:**

FLOOR:	VCT	WALLS (north):	Gyp BD, Paint
BASE:	Rubber	WALLS (east):	Gyp BD, Paint
DOORS:	Solid Core	WALLS (south):	Gyp BD, Paint
WINDOWS:	N/A	WALLS (west):	Gyp BD, Paint
CEILING:	ACP		
- **BUILT-INS:** N/A
- **SPECIAL FEATURES:** N/A
- **FURNITURE/
EQUIPMENT:** N/A
- **COMMUNICATION:** N/A
- **NETWORK
REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling

COMPONENT:**25.00: COUNTY ATTORNEY**

- **SPACE DESCRIPTION:** 25.01: RECEPTION
- **FUNCTION:** Secretary/Reception with Waiting Area
- **TOTAL AREA REQUIRED:** 144 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** 9 x 13=117, Size of Existing
 - **PLANNED:** 12x12=144
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Direct Access to Work Area. Adjacent to County Attorney, Assistant Co. Attorney Offices. Close Proximity to File/Supply Storage, Courtrooms, Sheriff, Probation, and Parole
- **SECURITY:** Entrance/Office Lock with Push Security Button/Buzzer for Opening Door, Security Camera on Both Sides of Door
- **FINISH MATERIALS:**

FLOOR: Carpet	WALLS (north): Gyp BD, Paint
BASE: Wood	WALLS (east): Gyp BD, Paint
DOORS: Solid Core	WALLS (south): Gyp BD, Paint
WINDOWS: Operable	WALLS (west): Gyp BD, Paint
CEILING: ACP	
- **BUILT-INS:** N/A
- **SPECIAL FEATURES:** One Way Vision Glazing to Corridor; 2 Cameras(can be recorded over)
- **FURNITURE/EQUIPMENT:** 2 Office Desks with Side chair, 2 computers (one double monitor), (need obvious 'front desk')
- **COMMUNICATION:** Phone, Data
- **NETWORK REQUIREMENTS:** Internet
- **LIGHTING/POWER:** General Lighting, Track Lights
- **UTILITIES:** Heating/Cooling

COMPONENT:**25.00: COUNTY ATTORNEY**▪ **SPACE DESCRIPTION:**

25.02: COUNTY ATTORNEY OFFICE

▪ **FUNCTION:**

County Attorney Office

▪ **TOTAL AREA
REQUIRED:**

224 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

13x16=208

○ **PLANNED:**

14x16=224

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Adjacent to Reception, Toilet. Close Proximity to Work Area, Sheriff, Judge's Chambers, Probation, and Parole

▪ **SECURITY:**

Office Lock; Second door out of Office

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

Office Desk with 2 Side Chairs, Computer (single monitor) Shelving, Book Case, Credenza, Futon or Sofa, Small Table with 4 Chairs, Paper Shredder

▪ **COMMUNICATION:**

Phone

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

25.00: COUNTY ATTORNEY

▪ **SPACE DESCRIPTION:** 25.03: DEPUTY COUNTY ATTORNEY OFFICE

▪ **FUNCTION:** Assistant County Attorney Office

▪ **TOTAL AREA
REQUIRED:** 144 NSF

▪ **AREA COMPUTATION:**

- **EXISTING:** 13 x 14 = 182
- **PLANNED:** 12x12=144 NSF

▪ **TIME OF USE:** Day/Evening/Night

▪ **ORIENTATION:** Adjacent to Toilet/Shower Rooms, Reception. Close Proximity to Work Area, Sheriff, Judge's Chambers, Probation, and Parole

▪ **SECURITY:** Office Lock; Second exit from Office Space

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:** N/A

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Office Desk with 2 Side Chairs, Computer (single monitor) Shelving, Book Case, Credenza, Small Table with 4 Chairs, Paper Shredder

▪ **COMMUNICATION:** Phone

▪ **NETWORK
REQUIREMENTS:** Internet

▪ **LIGHTING/POWER:** General Lighting, Task Lights

▪ **UTILITIES:** Heating/Cooling

COMPONENT:**25.00: COUNTY ATTORNEY**

- **SPACE DESCRIPTION:** 25.04: ASSISTANT COUNTY ATTORNEY OFFICE
- **FUNCTION:** Assistant County Attorney Office
- **TOTAL AREA REQUIRED:** 144 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** 5 x 10 = 50
 - **PLANNED:** 12x12=144
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Adjacent to Toilet/Shower Rooms, Reception. Close Proximity to Work Area, Sheriff, Judge's Chambers, Probation, and Parole
- **SECURITY:** Office Lock; Second exit from Office Space
- **FINISH MATERIALS:**

FLOOR: Carpet	WALLS (north):	Gyp BD, Paint
BASE: Rubber	WALLS (east):	Gyp BD, Paint
DOORS: Solid Core	WALLS (south):	Gyp BD, Paint
WINDOWS: Operable	WALLS (west):	Gyp BD, Paint
CEILING: ACP		
- **BUILT-INS:** N/A
- **SPECIAL FEATURES:**
- **FURNITURE/ EQUIPMENT:** Office Desk with 2 Side Chairs, Computer (single monitor) Shelving, Book Case, 2 Chairs, Paper Shredder
- **COMMUNICATION:** Phone
- **NETWORK REQUIREMENTS:** Internet
- **LIGHTING/POWER:** General Lighting, Task Lights
- **UTILITIES:** Heating/Cooling

COMPONENT: 25.00: COUNTY ATTORNEY

▪ **SPACE DESCRIPTION:** 25.05: WORK AREA

▪ **FUNCTION:** Work Area for Copying and Mail

▪ **TOTAL AREA REQUIRED:** 120 NSF

▪ **AREA COMPUTATION:**

- **EXISTING:** 4x10=40
- **PLANNED:** 10x12=120

▪ **TIME OF USE:** Day/~~Evening~~/~~Night~~

▪ **ORIENTATION:** Direct Access to Reception. Close Proximity to County Attorney and Assistant Co. Attorney Offices.

▪ **SECURITY:** Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: n/a
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:** Base Cabinet/Work Surface

▪ **SPECIAL FEATURES:** Partial Height Wall to Separate from Reception

▪ **FURNITURE/EQUIPMENT:** 2 Color Printers (1 back-up), Storage Files for Staging Area for Upcoming Trial, Computer Single Monitor, Shelving, Bookcase, File Cabinets

▪ **COMMUNICATION:** Phone, Data

▪ **NETWORK REQUIREMENTS:** Internet

▪ **LIGHTING/POWER:** General Lighting

▪ **UTILITIES:** Heating/Cooling

COMPONENT:**25.00: COUNTY ATTORNEY**▪ **SPACE DESCRIPTION:**

25.06: STORAGE

▪ **FUNCTION:**

Storage for Supplies

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

7x13

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Close Proximity to Reception, Offices, and Work Area

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

File Cabinets

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

25.00: COUNTY ATTORNEY

▪ SPACE DESCRIPTION:

25.07: FILE STORAGE

▪ FUNCTION:

File Storage

▪ TOTAL AREA
REQUIRED:

432 NSF

▪ AREA COMPUTATION:○ EXISTING:

12x12=144

○ PLANNED:

18x24=432 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:Adjacent to Receptionist and Work Area. Close Proximity
to County Attorney Offices▪ SECURITY:

Storeroom Lock

▪ FINISH MATERIALS:

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ BUILT-INS:

N/A

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:

File Cabinets

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:**25.00: COUNTY ATTORNEY**▪ **SPACE DESCRIPTION:**

25.08: COFFEE PANTRY

▪ **FUNCTION:**

Small area for access to coffee and water

▪ **TOTAL AREA
REQUIRED:**

24 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**○ **PLANNED:**

4x6=24 NSF

▪ **TIME OF USE:****Day/Evening/Night**▪ **ORIENTATION:**

Direct Access to County Attorney Suite

▪ **SECURITY:**

N/A

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Base & wall cabinets along one wall + sink

▪ **SPECIAL FEATURES:**▪ **FURNITURE/
EQUIPMENT:**

Coffee pot, Under-counter refrigerator, Microwave

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Water (Hot/Cold), Power (GFI)

COMPONENT:

25.00: COUNTY ATTORNEY

▪ **SPACE DESCRIPTION:**

25.09: CLOSETS

▪ **FUNCTION:**

Coat/Clothes Closets

▪ **TOTAL AREA
REQUIRED:**

30 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

(Exist shared with offices)

○ **PLANNED:**

2@3x5=30

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Attorney and Assistant Attorney Offices

▪ **SECURITY:**

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Clothes Rod and Shelf

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.14: PROCESSING-OUT (ADULT)

▪ **FUNCTION:**

Processing Area for Prisoners for Short Term (less than 72 hours); One Each, Male and Female (adult)

▪ **TOTAL AREA
REQUIRED:**

128 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

10x9=90 NSF

○ **PLANNED:**

2@8x8=128

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Processing. Separation Required to Prisoner Holding (Juvenile)

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: Gyp BD

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Bench

▪ **SPECIAL FEATURES:**

Cameras

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.01: PROCESSING

▪ **FUNCTION:**

Two (2) Booking Rooms; One for Juvenile and One for Adult (men/women)

▪ **TOTAL AREA REQUIRED:**

200 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

10x18=180

○ **PLANNED:**

2@10x10=200

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Holding Areas, Toilet and Lab; Separation Required from Public Waiting and Public Processing (Concealed Carry). Close Proximity to 2nd Exit (exit close to parking)

▪ **SECURITY:**

Security Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Wood

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

Sound Proof for Security, Wall Ring for Handcuffing Detainees

▪ **FURNITURE/ EQUIPMENT:**

Computer Hooked to Camera and Microphone, Printer Printer

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.02: DISPATCH

▪ **FUNCTION:**

Stations for 3 Dispatchers

▪ **TOTAL AREA
REQUIRED:**

336 NSF

▪ **AREA COMPUTATION:**

336 NSF

○ **EXISTING:**

○ **PLANNED:**

336

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Coffee/Break Room, Toilet. Adjacent to Waiting Area. Close Proximity to Sheriff and Deputy Offices, and Office Supplies

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Natural Daylight and operable windows required

▪ **FURNITURE/
EQUIPMENT:**

File Drawers, Printer, Key Cabinet, 3 Office Desks with Computers (single monitors), Refrigerator, White Board

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.03: WAITING AREA

▪ **FUNCTION:**

Public Waiting Area for Sheriff Office

▪ **TOTAL AREA
REQUIRED:**

80 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

Exist shares with Building Circulation (shares Dispatch Vestibule after hours)

○ **PLANNED:**

8x10=80

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Dispatch

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Wood

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

2 Chairs

▪ **COMMUNICATION:**

Phone

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting, Track Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.04: EVIDENCE HOLDING

▪ **FUNCTION:**

Secure Room ('Booking Room') for Holding Evidence Until it is Processed

▪ **TOTAL AREA REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

4x12=48

○ **PLANNED:**

10x12=120

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Drug Cabinet/Drying Room and Evidence Tech. Adjacent to Evidence Storage. Separation Required from Prisoner Holding.

▪ **SECURITY:**

Locked Cabinets or Lockers

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

20 Lockers or Locked Cabinets for Evidence Holding. Key Box (storage) for Evidence (locker) Keys

▪ **FURNITURE/ EQUIPMENT:**

Sink

▪ **COMMUNICATION:**

N/A

▪ **NETWORK REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Water, Floor Drain

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.05: EVIDENCE STORAGE

▪ **FUNCTION:**

Storage for Evidence Awaiting for Court Proceedings

▪ **TOTAL AREA
REQUIRED:**

1,200 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

19x20=380

○ **PLANNED:**

30x40=1,200

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Evidence Holding. Separation Required from Processing, and Prisoner Holding.

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Shelving

▪ **SPECIAL FEATURES:**

Locked Room. Locked Box with Keys and Tags

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.07: EVIDENCE PROCESSING/DRYING

▪ **FUNCTION:**

Secure Room for Holding Sensitive Evidence until trial

▪ **TOTAL AREA
REQUIRED:**

192 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x16=192 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access Evidence Tech. Adjacent to Evidence Storage. Separation Required from Prisoner Holding.

▪ **SECURITY:**

Controlled lock/keypad

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Ventilated

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.07: EVIDENCE STORAGE-DRUG CABINET

▪ **FUNCTION:**

Secure Room for Holding Drug Evidence until trial

▪ **TOTAL AREA
REQUIRED:**

80 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

8x10=80

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access Evidence Tech. Adjacent to Evidence Storage. Separation Required from Prisoner Holding.

▪ **SECURITY:**

Controlled lock/keypad

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Ventilated

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.08: EVIDENCE TECH

▪ **FUNCTION:**

Office/Work space for Holding Evidence to be processed

▪ **TOTAL AREA
REQUIRED:**

100 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

3x10=30

○ **PLANNED:**

10X10=100

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Evidence Storage and Drug
Cabinet/Drying Room. Separation Required from Prisoner
Holding.

▪ **SECURITY:**

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Desk, 1 Computer, monitor, printer

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.09: FIREARM STORAGE

▪ **FUNCTION:**

Secure Storage of Firearms and Tasers

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

N/A

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Sheriff Offices. Separation Required from Waiting, Processing, and Prisoner Holding

▪ **SECURITY:**

Manufacturer Lock

▪ **FINISH MATERIALS:**

FLOOR: N/A

WALLS (north):

Steel

BASE: N/A

WALLS (east):

Steel

DOORS: Manufacturer

WALLS (south):

Steel

WINDOWS: N/A

WALLS (west):

Steel

CEILING: N/A

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

N/A

▪ **UTILITIES:**

N/A

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.10: EVIDENCE STORAGE-VEHICLE (INDOOR)

▪ **FUNCTION:**

Two vehicle Storage for Evidence Awaiting for Court Proceedings

▪ **TOTAL AREA REQUIRED:**

800 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

25x32=800 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Evidence Holding. Separation Required from Processing, and Prisoner Holding.

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Concrete
BASE: Rubber
DOORS: Solid Core
WINDOWS: N/A
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Base & Wall Cabinets along end

▪ **SPECIAL FEATURES:**

Sink, floor drain

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Water (hot/cold)

COMPONENT:

26.00: SHERIFF DEPARTMENT

- **SPACE DESCRIPTION:** 26.11: EVIDENCE STORAGE-VEHICLE OUTDOOR
- **FUNCTION:** Outdoor secured Storage of 10 vehicles for Evidence Awaiting for Court Proceedings
- **TOTAL AREA REQUIRED:** 3,000 SF
- **AREA COMPUTATION:**
 - **EXISTING:**
 - **PLANNED:** 50x60=3,000 SF
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Access to Evidence Holding.
- **SECURITY:** Lock
- **FINISH MATERIALS:**
 - FLOOR: WALLS (north):
 - BASE: WALLS (east):
 - DOORS: WALLS (south):
 - WINDOWS: WALLS (west):
 - CEILING:
- **BUILT-INS:**
- **SPECIAL FEATURES:** Security Fence
- **FURNITURE/EQUIPMENT:** N/A
- **COMMUNICATION:** N/A
- **NETWORK REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling, Water (hot/cold)

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ SPACE DESCRIPTION:

26.12: EVIDENCE PROCESS OUT

▪ FUNCTION:

Area for evidence to be processed back to owner or await destruction order

▪ TOTAL AREA
REQUIRED:

120 NSF

▪ AREA COMPUTATION:○ EXISTING:○ PLANNED:

10x12=120 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Direct Access to Evidence Tech Office. Near Evidence Storage

▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ BUILT-INS:

Shelving

▪ SPECIAL FEATURES:

Locked Room.

▪ FURNITURE/
EQUIPMENT:

N/A

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.12: EVIDENCE INCINERATOR

▪ **FUNCTION:**

Disposal of evidence required to be destroyed

▪ **TOTAL AREA
REQUIRED:**

100 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

10x10=100 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Evidence Tech Office. Near Evidence Storage

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Concrete

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: Open

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Concrete or Block

Concrete or Block

Concrete or Block

Concrete or Block

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

Locked Room.

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.27: DEPUTY WORKSTATIONS

▪ **FUNCTION:**

Paperwork and Reports

▪ **TOTAL AREA
REQUIRED:**

288 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

7@6x7=284 nsf

○ **PLANNED:**

8@6x6=288

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Firearm Storage

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Writing Surface and Knee Space

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

8 Computers with Single Monitors, Copier,
Schedule Board, Printer, 1-2 drawer file cabinet each
station, Table to seat 8

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.15: PROCESSION-OUT (JUVENILE)

▪ **FUNCTION:**

Holding Area for Prisoners for Short Term (less than 72 hours) One for both, Male and Female (Juvenile)

▪

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Processing. Separation Required to Adult Processing-Out

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: Gyp BD

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

Bench

▪ **SPECIAL FEATURES:**

Cameras

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.16: DUI TESTING/PROCESSING

▪ **FUNCTION:**

Breathalyzer and Balance Testing

▪ **TOTAL AREA
REQUIRED:**

160 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

6x16=96

○ **PLANNED:**

8x20=160

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to DUI Recording; Adjacent to Processing.
Close Proximity to Prisoner Holding

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Locked Cabinet for Breathalyzer

▪ **SPECIAL FEATURES:**

Microphone/Recording Devices

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Floor Drain (no floor slope), Good
Ventilation

COMPONENT:**26.00: SHERIFF DEPARTMENT**▪ **SPACE DESCRIPTION:**

26.17: SHERIFF OFFICE

▪ **FUNCTION:**

Office for Sheriff

▪ **TOTAL AREA
REQUIRED:**

144 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

Exist Shares Office with Deputy Sheriff

○ **PLANNED:**

12x12=144

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

N/A

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**Desk with 2 Side Chairs, Computer with Single Monitor,
Schedule Board, Copier, Printer, Lock Box▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.18: COPY ROOM

▪ **FUNCTION:**

Copy Room for Sheriff Department

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

8x8=64 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Secretary Office, Near all other offices

▪ **SECURITY:**

Passage Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

Cabinets, Shelving

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Copier, Printer

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.19: FINGERPRINTING

▪ **FUNCTION:**

Fingerprinting for Concealed Gun Carry and Records

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

6x8=48

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Waiting Area. Separation Required from Prisoner Holding

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Cabinets and Work Surface

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Desk, Chair, Computer, Camera

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.20: OFFICE SUPPLIES

▪ **FUNCTION:**

Storage for Office Supplies

▪ **TOTAL AREA
REQUIRED:**

80 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

4x6=24

○ **PLANNED:**

8x10=80

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Copy Room; Close Proximity to Offices and Dispatch

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

File Cabinet

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.21: STAFF TOILET FACILITY

▪ **FUNCTION:**

Toilet Room for Staff (Sheriff Department)

▪ **TOTAL AREA
REQUIRED:**

128 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

56 NSF

○ **PLANNED:**

2@8x8=128

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Dispatch; Close Proximity to Sheriff Offices

▪ **SECURITY:**

Privacy Lock

▪ **FINISH MATERIALS:**

FLOOR: Ceramic Tile

BASE: Coved tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT Gyp BD, Paint

WALLS (south): CT Gyp BD, Paint

WALLS (west): CT Gyp BD, Paint

▪ **BUILT-INS:**

Vanity Counter, Sink, Toilet

▪ **SPECIAL FEATURES:**

Handicapped Accessible

▪ **FURNITURE/
EQUIPMENT:**

Hand Dryer, Soap Dispenser, Mirror, TP Dispenser, Napkin Disposal, Paper Towel Dispenser, Garbage

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.22: BREAK ROOM

▪ **FUNCTION:**

Break Room, Coffee station

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

10x12=120

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Dispatch; Close Proximity to Sheriff and Deputy Offices

▪ **SECURITY:**

Passage Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Base Cabinets with Sink and Wall Cabinets

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Table and Chairs, Microwave, Refrigerator, Sink, Cabinets

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.23: SALLY-PORT

▪ **FUNCTION:**

Drive in Area for Dropping off Detainees

▪ **TOTAL AREA
REQUIRED:**

840 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

17x28=476

○ **PLANNED:**

28X30=840 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Prisoner Holding, DUI Processing,
Decontamination room, Firearms Room

▪ **SECURITY:**

Security Lock, Cameras, Intercom

▪ **FINISH MATERIALS:**

FLOOR: Concrete
BASE: Rubber
DOORS: Metal, overhead
WINDOWS: N/A
CEILING: Gyp BD, Paint

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Buzzer for Notification; Garage Door

▪ **FURNITURE/
EQUIPMENT:**

Cooler/Freezer

▪ **COMMUNICATION:**

Phone/Intercom

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating, Water

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.24: TOILETS (DETAINEES)

▪ **FUNCTION:**

1 Unisex Toilet Rooms for Detainees

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Prisoner Holding; Close Proximity to Lab

▪ **SECURITY:**

Mirrors for Constant Watch

▪ **FINISH MATERIALS:**

FLOOR: Ceramic tile

BASE: Coved tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: Gyp BD

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT, Gyp BD, Paint

WALLS (south): CT, Gyp BD, Paint

WALLS (west): CT, Gyp BD, Paint

▪ **BUILT-INS:**

Toilet, Sink

▪ **SPECIAL FEATURES:**

Mirror

▪ **FURNITURE/
EQUIPMENT:**

Hand Dryer, Soap Dispenser, Mirror, Toilet Paper Dispenser

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.25: DECONTANIMATION

▪ **FUNCTION:**

Neutralize or clean up area

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Sally Port

▪ **SECURITY:**

▪ **FINISH MATERIALS:**

FLOOR: Ceramic tile

BASE: Coved tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: Gyp BD

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT, Gyp BD, Paint

WALLS (south): CT, Gyp BD, Paint

WALLS (west): CT, Gyp BD, Paint

▪ **BUILT-INS:**

Shower, Sink

▪ **SPECIAL FEATURES:**

Mirror

▪ **FURNITURE/
EQUIPMENT:**

Hand Dryer, Soap Dispenser, Mirror, Toilet Paper Dispenser

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.26: DUI RECORDING

▪ **FUNCTION:**

Record DUI Testing Procedures

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

6x8=48

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to DUI Testing; Adjacent to Processing.

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

Window into DUI Testing. Computer for Recording

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ SPACE DESCRIPTION:

26.28: UNDER-SHERIFF OFFICES

▪ FUNCTION:

Office for Deputy Sheriff

▪ TOTAL AREA
REQUIRED:

240 NSF

▪ AREA COMPUTATION:○ EXISTING:

Exist shared with 26.12

○ PLANNED:

2@10x12=240

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

N/A

▪ SECURITY:

Lock

▪ FINISH MATERIALS:

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

Operable

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ BUILT-INS:

N/A

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:Desk with 2 Side Chairs, Computer with Single Monitor,
Printer▪ COMMUNICATION:

Phone, Data

▪ NETWORK
REQUIREMENTS:

Internet

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.29: RESERVE OFFICER COORDINATOR

▪ **FUNCTION:**

Office for Reserve Coordinator

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

Exist shared with 26.12

○ **PLANNED:**

10x12=120

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

N/A

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: Operable
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Desk with 2 Side Chairs, Computer with Single Monitor,
Printer

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.30: RESERVE OFFICERS OFFICES

▪ **FUNCTION:**

Office for reserve officers (20 part-time positions)

▪ **TOTAL AREA
REQUIRED:**

256 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

Exist shared with 26.24

○ **PLANNED:**

16x16=256 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

N/A

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: Operable
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Desk with 2 Side Chairs, Computer with Single Monitor,
Printer, Copier

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ SPACE DESCRIPTION:

26.31: RESERVE OFFICER STORAGE

▪ FUNCTION:

Storage Room for Uniforms, etc for Reserve Officers

▪ TOTAL AREA
REQUIRED:

80 NSF

▪ AREA COMPUTATION:○ EXISTING:

6x9=54 NSF (Existing is cell in old jail)

○ PLANNED:

8x10=80 NSF

▪ TIME OF USE:

Day/Evening/Night

▪ ORIENTATION:

Adjacent to Reserve Officer Office

▪ SECURITY:

Storeroom Lock

▪ FINISH MATERIALS:

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ BUILT-INS:

N/A

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:

Shelving

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.32: EXERCISE ROOM

▪ **FUNCTION:**

Exercise Room for Staff

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x14=168 NSF

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Locker room and Laundry Room

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Exercise Equipment (sizes of proposed equipment will determine layout and size of room)

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.33: LOCKER ROOM

▪ **FUNCTION:**

Locker room for Officers (Male & Female)

▪ **TOTAL AREA
REQUIRED:**

224 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

2@8x14=224

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Laundry Room

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Toilet, Lavatory, Shower

▪ **FURNITURE/
EQUIPMENT:**

Lockers

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Hot & Cold Water

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.34: LAUNDRY

▪ **FUNCTION:**

Laundry room

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Locker Rooms

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

▪ **FURNITURE/
EQUIPMENT:**

Washer, Dryer

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Hot & Cold Water

COMPONENT:**26.00: SHERIFF DEPARTMENT**▪ **SPACE DESCRIPTION:**

26.35: SECRETARY

▪ **FUNCTION:**

Reception and Waiting Area

▪ **TOTAL AREA
REQUIRED:**

100 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

90 NSF

○ **PLANNED:**

10x10=100 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Near Sheriff Office & Deputy Workstations

▪ **SECURITY:**

Keyless Entrance Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core, Metal

WINDOWS: Operable

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**▪ **SPECIAL FEATURES:**

Transaction Window with Coiling Door, Buzz in door release

▪ **FURNITURE/
EQUIPMENT:**

Reception Desk

▪ **COMMUNICATION:**

Phone

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

26.00: SHERIFF DEPARTMENT

▪ **SPACE DESCRIPTION:**

26.36: DETECTIVE OFFICE

▪ **FUNCTION:**

Offices for Detective

▪ **TOTAL AREA
REQUIRED:**

200 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

80 NSF

○ **PLANNED:**

2@10x10=200

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

N/A

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: Operable
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Desk with 2 Side Chairs, Computer with Single Monitor,
Printer

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.01: RECEPTION/DISPLAY AREA

▪ **FUNCTION:**

Reception Area

▪ **TOTAL AREA
REQUIRED:**

80 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

Exist Shares with County Attorney Reception

○ **PLANNED:**

8x10=80

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Counselor Office. Adjacent to Witness Waiting. Close Proximity to Sheriff Offices.

▪ **SECURITY:**

Entrance/Office Lock, Duress button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

WALLS (north):

Gyp BD, Paint

BASE: Rubber

WALLS (east):

Gyp BD, Paint

DOORS: Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS: Operable

WALLS (west):

Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

Needs 2nd Exit from Building

▪ **FURNITURE/
EQUIPMENT:**

Table with 2 Side Chairs, Fax
Space for Bulletin Board.

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lights

▪ **UTILITIES:**

Heating/Cooling

SPECTRUM

GROUP
ARCHITECTS

CARBON COUNTY DEPARTMENTS

- COMPONENT SHEET

Job No. 1702

March 22, 2018

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.02: OFFICE/ COUNSELOR

▪ **FUNCTION:**

Office, Crisis Counseling (referrals for services), Domestic Violence, Works with Victims

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

8x13

○ **PLANNED:**

10x12=120

▪ **TIME OF USE:**

Day/~~Evening~~/~~Night~~

▪ **ORIENTATION:**

Direct Access to Reception/Waiting. Adjacent to Witness Waiting. Close Proximity to Law Enforcement, Courtrooms, and Supply Storage

▪ **SECURITY:**

Office Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Sound Isolation

▪ **FURNITURE/
EQUIPMENT:**

Desk with 2 Chairs, Computer Single Monitor, Bookcase, Shelving, Bulletin Boards

▪ **COMMUNICATION:**

Phone/Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.03: WITNESS WAITING

▪ **FUNCTION:**

Waiting Area for Witness Until Called to Testify, Area for Attorney and Witness to Confer and Space for Child

▪ **TOTAL AREA
REQUIRED:**

256 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

16x16=256

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Counselor Office, Reception. Close Proximity to Courtrooms, Sheriff's Office, (near public and restricted access)

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Base Cabinets with Sink, Wall Cabinets

▪ **SPECIAL FEATURES:**

2nd Exit from Building

▪ **FURNITURE/
EQUIPMENT:**

Sofa, Table, Chairs, Television w/VCR and DVD Players, Under-Counter Refrigerator, Water Cooler, Computer and Monitor

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.04: SUPPLY/STORAGE

▪ **FUNCTION:**

Supply Storage Area

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Close Proximity to Counselor and Reception.

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

Cabinet for Supplies

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.05: TOILET

▪ **FUNCTION:**

Toilet Room

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

(Existing is shared with Public Toilets)

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Witness Waiting

▪ **SECURITY:**

Privacy Lock

▪ **FINISH MATERIALS:**

FLOOR: Ceramic Tile

WALLS (north): CT, Gyp BD, Paint

BASE: Coved tile

WALLS (east): CT Gyp BD, Paint

DOORS: Solid Core

WALLS (south): CT Gyp BD, Paint

WINDOWS: N/A

WALLS (west): CT Gyp BD, Paint

CEILING: ACP

▪ **BUILT-INS:**

Vanity Counter, Sink, Toilet

▪ **SPECIAL FEATURES:**

Handicapped Accessible

▪ **FURNITURE/
EQUIPMENT:**

Hand Dryer, Soap Dispenser, Mirror, TP Dispenser
Paper Towel Dispenser, Garbage

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting (motion censored)

▪ **UTILITIES:**

Heating/Cooling (Hot and Cold Water)

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.06: INTERVIEW (WITNESS ADVOCATE)

▪ **FUNCTION:**

Witness Advocate Office and Interview room

▪ **TOTAL AREA
REQUIRED:**

120 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

8 x 13=104 NSF

○ **PLANNED:**

12x10=120 NSF

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Adjacent to Toilet/Shower Rooms, Reception. Close Proximity to Work Area, Sheriff, Judge's Chambers, Probation, and Parole

▪ **SECURITY:**

Office Lock; Second exit from Office Space

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

One-Way Glazing, microphone

▪ **FURNITURE/
EQUIPMENT:**Office Desk with 2 Side Chairs, Computer (single monitor)
Shelving, Book Case, child table & chairs▪ **COMMUNICATION:**

Phone

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lights

▪ **UTILITIES:**

Heating/Cooling

SPECTRUM

GROUP
ARCHITECTS

CARBON COUNTY DEPARTMENTS

- COMPONENT SHEET

Job No. 1702

March 22, 2018

COMPONENT:

27.00: VICTIM/WITNESS

▪ **SPACE DESCRIPTION:**

27.07: VICTIM STATEMENT RECORDING

▪ **FUNCTION:**

Record Victim Statement

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

6x5=30

○ **PLANNED:**

6x8=48

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

▪ **SECURITY:**

Lock

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:** Computer for Recording , Window into Victim Witness
Counselor (One-Way Glass)

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

28.00: YOUTH PROBATION

▪ **SPACE DESCRIPTION:**

28.01: RECEPTION

▪ **FUNCTION:**

Reception and Waiting Area

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x14=168

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Youth Court

▪ **SECURITY:**

Entrance/Office Lock, Duress Button, Second Exit

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

Operable

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Reception Counter and Gate with Latch from Inside,
Supply Cabinet

▪ **SPECIAL FEATURES:**

Privacy for Confidentiality w/Counselor Office- Sound
Insulated

▪ **FURNITURE/
EQUIPMENT:**

Desk, Computer with Monitor, Fax Machine
6 File Cabinets

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

28.00: YOUTH (JUVENILE) PROBATION

▪ **SPACE DESCRIPTION:**

28.02: OFFICE/COUNSELOR

▪ **FUNCTION:**

Office and Counselor Area, Youth Services for the Department of Corrections

▪ **TOTAL AREA REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x14=168

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Reception/Waiting. Close Proximity to District Judge, Sheriff, Conference Room (8 max), Lab (U/A testing), Probation Office and Toilet. Separation Required from Alternatives and Adult Probation Waiting.

▪ **SECURITY:**

Office Lock, Duress Button, Second Exit from Office

▪ **FINISH MATERIALS:**

FLOOR:

Carpet

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

Operable

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

▪ **SPECIAL FEATURES:**

Privacy for Confidentiality- Sound Insulated

▪ **FURNITURE/ EQUIPMENT:**

Desk with 4 Chairs, Computer (single monitor), Marker Board, File Cabinet, Bookcase (40" wide x 72" high)

▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

28.00: YOUTH PROBATION

▪ **SPACE DESCRIPTION:**

28.03: SUPPLY STORAGE

▪ **FUNCTION:**

Storage for Supplies (office and UA)

▪ **TOTAL AREA
REQUIRED:**

18 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

(Exist shares with 29.01-Alternatives)

○ **PLANNED:**

3x6=18

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Reception/Waiting and
Office/Counselor

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

28.00: YOUTH PROBATION

▪ **SPACE DESCRIPTION:**

28.04: TOILET (U/A TESTING)

▪ **FUNCTION:**

Urine Sample Testing

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

Exist is public toilet

○ **PLANNED:**

8x8=64

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Youth Probation Waiting, Alternatives
Waiting, Sheriff Processing, and Lab. Close Proximity to
Youth Probation Officer

▪ **SECURITY:**

Mirrors for Constant Watch

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Plumbing (Hot/Cold Water)

COMPONENT:

30.00: ALTERNATIVES

▪ **SPACE DESCRIPTION:**

30.01: RECEPTION

▪ **FUNCTION:**

Reception, Work Desk and Waiting Area

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x14=168

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Client Assessment. Close Proximity to Supply Storage, Janitor Closet, Adult Probation, and Sheriff. Separation desired with Youth Probation

▪ **SECURITY:**

Entrance/Office Lock, Duress Button, Second Exit Out of Reception Space

▪ **FINISH MATERIALS:**

FLOOR: Carpet
BASE: Rubber
DOORS: Solid Core
WINDOWS: Operable
CEILING: ACP

WALLS (north): Gyp BD, Paint
WALLS (east): Gyp BD, Paint
WALLS (south): Gyp BD, Paint
WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

Two (2) High Counters

▪ **SPECIAL FEATURES:**

Two (2) Level of Security/Control; Separate Access to Client Assessment for clients and Employees. Tackable Wall Surface, Shredder, Printer, Copier.

▪ **FURNITURE/
EQUIPMENT:**

Reception Desk, Computer, Single Monitor, Waiting room Chairs, Writing Desk/Surface, Pamphlet/Form Display and Holders, Shredder, Printer

▪ **COMMUNICATION:**

Phone, Data, Fax

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Track Lights

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

30.00: ALTERNATIVES

▪ **SPACE DESCRIPTION:**

30.02: CLIENT ASSESSMENT ROOM

▪ **FUNCTION:**

Client Assessment Area

▪ **TOTAL AREA
REQUIRED:**

280 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

14x20=280

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Receptionist/Waiting; Adjacent to Toilet Room, Lab (u/A testing) and Janitor Closet. Close Proximity to Sheriff, Adult Probation Officer.

▪ **SECURITY:**

Office Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

Lockable Cabinets

▪ **SPECIAL FEATURES:**

Window to Reception/Waiting

▪ **FURNITURE/
EQUIPMENT:**

Lab Area, Lockable Refrigerator, Table, White Boards, Computer with Single Monitor, Biohazard Bin, File Cabinets, Table to Seat 8-10, VCR/Television

▪ **COMMUNICATION:**

Phone

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

30.00: ALTERNATIVES

▪ **SPACE DESCRIPTION:**

30.03: SUPPLY STORAGE

▪ **FUNCTION:**

Storage Room for Office and Testing Supplies

▪ **TOTAL AREA
REQUIRED:**

48 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

6x8=48

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Close Proximity to Reception/Waiting

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**30.00: ALTERNATIVES**▪ **SPACE DESCRIPTION:**

30.04: LAB (U/A TESTING)

▪ **FUNCTION:**

Urine Sample Testing

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**○ **ADDITIONAL:**

8 x 8=64

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Adjacent to Probation Waiting, Alternatives Assessment, and Toilet. Close Proximity to Probation Officer, Alternatives Waiting, and Youth Probation Waiting.

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Wall and Base Cabinets with Sink (6 to 8 feet)

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Lockable Refrigerator

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Plumbing (Hot/Cold Water)

COMPONENT:

31.00: ADULT PROBATION

▪ **SPACE DESCRIPTION:**

31.01: WAITING

▪ **FUNCTION:**

Reception and Waiting Area

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

12x14=168

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Direct Access to Probation Officer's Office; Adjacent to Toilet Room and Lab Testing. Close Proximity to Sheriff and Alternatives.

▪ **SECURITY:**

Entrance/Office Lock, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core, metal

WINDOWS: N/A

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

16" Writing Counter

▪ **SPECIAL FEATURES:**

Through Wall and Wall Drop Box for Reports.

▪ **FURNITURE/
EQUIPMENT:**

Drop Box for Reports

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**31.00: ADULT PROBATION**▪ **SPACE DESCRIPTION:**

31.02: OFFICE-PROBATION OFFICER

▪ **FUNCTION:**

Office

▪ **TOTAL AREA
REQUIRED:**

168 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

5x8=40

○ **PLANNED:**

12x14=168

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Direct Access (visual) to Waiting Area. Adjacent to Supply Storage, Toilet Room. Close Proximity to Sheriff, Lab (U/A Testing), Alternatives, and Youth Probation

▪ **SECURITY:**

Office Lock, Second Exit, Duress Button

▪ **FINISH MATERIALS:**

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north):

Gyp BD, Paint

WALLS (east):

Gyp BD, Paint

WALLS (south):

Gyp BD, Paint

WALLS (west):

Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

Separate Entry Area to Courtroom (not directly into courtroom), Exit Door Close to Parking (escape route). Firearm Safe

▪ **FURNITURE/
EQUIPMENT:**Desk with 2 Side Chairs, Desktop Computer (2 monitors)
Intern Desk, Bulletin Board, 2 Printers, 1 Copier, 1 Scanner,
1 Fax, Bookcase▪ **COMMUNICATION:**

Phone, Data

▪ **NETWORK
REQUIREMENTS:**

Internet

▪ **LIGHTING/POWER:**

General Lighting, Task Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:

31.00: ADULT PROBATION

▪ **SPACE DESCRIPTION:**

31.03: SUPPLY STORAGE

▪ **FUNCTION:**

Storage

▪ **TOTAL AREA
REQUIRED:**

36 NSF

▪ **AREA COMPUTATION:**

○ **EXISTING:**

○ **PLANNED:**

6x6=36

▪ **TIME OF USE:**

Day/Evening/Night

▪ **ORIENTATION:**

Adjacent to Probation Office, and Toilet. Close Proximity to Waiting Area.

▪ **SECURITY:**

Storeroom Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north):

WALLS (east):

WALLS (south):

WALLS (west):

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

Gyp BD, Paint

▪ **BUILT-INS:**

Shelving

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

COMPONENT:**31.00: ADULT PROBATION**▪ **SPACE DESCRIPTION:**

31.04: TOILET

▪ **FUNCTION:**

Urine Sample

▪ **TOTAL AREA
REQUIRED:**

128 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**○ **ADDITIONAL:**

2@8x8=128

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**Adjacent to Probation Waiting, Alternatives Waiting,
Sheriff Processing, and Lab. Close Proximity to Probation
Officer▪ **SECURITY:**

Mirrors for Constant Watch

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Plumbing (Hot/Cold Water)

COMPONENT:**31.00: ADULT PROBATION**▪ **SPACE DESCRIPTION:**

31.05: LAB (U/A TESTING)

▪ **FUNCTION:**

Urine Sample Testing

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**○ **ADDITIONAL:**

8 x 8=64

▪ **TIME OF USE:**Day/Evening/Night▪ **ORIENTATION:**

Adjacent to Probation Waiting, Alternatives Assessment, and Toilet. Close Proximity to Probation Officer, Alternatives Waiting, and Youth Probation Waiting.

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR:

VCT

WALLS (north):

Gyp BD, Paint

BASE:

Rubber

WALLS (east):

Gyp BD, Paint

DOORS:

Solid Core

WALLS (south):

Gyp BD, Paint

WINDOWS:

N/A

WALLS (west):

Gyp BD, Paint

CEILING:

ACP

▪ **BUILT-INS:**

Wall and Base Cabinets with Sink (6 to 8 feet)

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

Lockable Refrigerator

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling, Plumbing (Hot/Cold Water)

COMPONENT: 32.00: ANCILLARY SPACES-LAW & JUSTICE

- **SPACE DESCRIPTION:** 32.01: WOMEN'S TOILET
- **FUNCTION:** Women's Toilet Room
- **TOTAL AREA REQUIRED:** 200 NSF
- **AREA COMPUTATION:**
 - **EXISTING:** 40 NSF
 - **PLANNED:** 10x20=200
- **TIME OF USE:** Day/Evening/Night
- **ORIENTATION:** Centrally Located
- **SECURITY:** Passage Lock
- **FINISH MATERIALS:**

FLOOR: Ceramic Tile	WALLS (north): CT, Gyp BD, Paint
BASE: Coved Tile	WALLS (east): CT, Gyp BD, Paint
DOORS: Solid Core	WALLS (south): CT, Gyp BD, Paint
WINDOWS: N/A	WALLS (west): CT, Gyp BD, Paint
CEILING: ACP	
- **BUILT-INS:** Vanity Counter
- **SPECIAL FEATURES:** Handicapped Stall and Sinks, Grab Bars, Dividers
- **FURNITURE/
EQUIPMENT:** Hand Dryer, Soap Dispenser, Mirror, TP Dispenser, Napkin Disposal, Paper Towel Dispenser, Garbage
- **COMMUNICATION:** N/A
- **NETWORK REQUIREMENTS:** N/A
- **LIGHTING/POWER:** General Lighting
- **UTILITIES:** Heating/Cooling (Hot & Cold Water)

COMPONENT:

32.00: ANCILLARY SPACES-LAW & JUSTICE

▪ SPACE DESCRIPTION:

32.02: MEN'S TOILET

▪ FUNCTION:

Men's Toilet Room

▪ TOTAL AREA
REQUIRED:

200 NSF

▪ AREA COMPUTATION:○ EXISTING:

25 NSF

○ PLANNED:

10x20=200 NSF

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Centrally Located

▪ SECURITY:

Passage Lock

▪ FINISH MATERIALS:

FLOOR: Ceramic Tile

BASE: Coved Tile

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): CT, Gyp BD, Paint

WALLS (east): CT, Gyp BD, Paint

WALLS (south): CT, Gyp BD, Paint

WALLS (west): CT, Gyp BD, Paint

▪ BUILT-INS:

Vanity Counter

▪ SPECIAL FEATURES:

Handicapped Stall and Sinks, Grab Bars, Dividers

▪ FURNITURE/
EQUIPMENT:Hand Dryer, Soap Dispenser, Mirror, TP Dispenser,
, Paper Towel Dispenser, Garbage▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling (Hot & Cold Water)

COMPONENT:

32.00: ANCILLARY SPACES-LAW & JUSTICE

▪ SPACE DESCRIPTION:

32.03: JANITOR

▪ FUNCTION:

Janitor Rooms

▪ TOTAL AREA
REQUIRED:

128 NSF

▪ AREA COMPUTATION:○ EXISTING:

NSF

○ PLANNED:

2 @ 8x8=128

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Centrally Located

▪ SECURITY:

Storeroom Lock

▪ FINISH MATERIALS:

FLOOR: Sheet Vinyl
BASE: Coved Sheet
DOORS: Solid Core
WINDOWS: N/A
CEILING: ACP

WALLS (north): FRP, Gyp BD, Paint
WALLS (east): FRP, Gyp BD, Paint
WALLS (south): FRP, Gyp BD, Paint
WALLS (west): FRP, Gyp BD, Paint

▪ BUILT-INS:

Janitor's Sink, Mop Holder, Shelves

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:

N/A

▪ COMMUNICATION:

N/A

▪ NETWORK
REQUIREMENTS:

N/A

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling, Water (Hot & Cold)

COMPONENT:

32.00: ANCILLARY SPACES-LAW & JUSTICE

▪ SPACE DESCRIPTION:

32.04: SMALL CONFERENCE

▪ FUNCTION:

Conference Meeting Room

▪ TOTAL AREA
REQUIRED:

336 NSF

▪ AREA COMPUTATION:○ EXISTING:

0 NSF

○ PLANNED:

12x14=336

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Centrally Located within the Building

▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ BUILT-INS:

Cabinet with Sink

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:Table and 8 Chairs, Television, VHS, Projector and Screen
Smart Board, Tele-Conferencing Capabilities▪ COMMUNICATION:

Phone, Data

▪ NETWORK
REQUIREMENTS:

Internet

▪ LIGHTING/POWER:

General Lighting, Track Lighting

▪ UTILITIES:

Heating/Cooling, Water (Hot & Cold)

COMPONENT:

32.00: ANCILLARY SPACES

▪ SPACE DESCRIPTION:

32.05: BREAK ROOM

▪ FUNCTION:

Employee Break Room

▪ TOTAL AREA
REQUIRED:

192 NSF

▪ AREA COMPUTATION:○ EXISTING:

0 NSF

○ PLANNED:

12x16=192

▪ TIME OF USE:Day/Evening/Night▪ ORIENTATION:

Centrally Located within the Building

▪ SECURITY:

Office Lock

▪ FINISH MATERIALS:

FLOOR: Carpet

BASE: Rubber

DOORS: Solid Core

WINDOWS: Operable

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ BUILT-INS:

Cabinet with Sink

▪ SPECIAL FEATURES:

N/A

▪ FURNITURE/
EQUIPMENT:Table and Chairs, Refrigerator, Microwave, Vending Machines
Sofa▪ COMMUNICATION:

Phone, Data

▪ NETWORK
REQUIREMENTS:

Internet

▪ LIGHTING/POWER:

General Lighting

▪ UTILITIES:

Heating/Cooling, Water (Hot & Cold)

**CARBON COUNTY DEPARTMENTS****- COMPONENT SHEET**

Job No. 1702

March 22, 2018

COMPONENT:**10.00: ANCILLARY SPACES**▪ **SPACE DESCRIPTION:**

32.06: SERVER

▪ **FUNCTION:**

Central Area for Computer Server

▪ **TOTAL AREA
REQUIRED:**

64 NSF

▪ **AREA COMPUTATION:**○ **EXISTING:**

0 NSF

○ **PLANNED:**

8x8=64 NSF

▪ **TIME OF USE:****Day/Evening/Night**▪ **ORIENTATION:**

Centrally Located within the Building

▪ **SECURITY:**

Office Lock

▪ **FINISH MATERIALS:**

FLOOR: VCT

BASE: Rubber

DOORS: Solid Core

WINDOWS: N/A

CEILING: ACP

WALLS (north): Gyp BD, Paint

WALLS (east): Gyp BD, Paint

WALLS (south): Gyp BD, Paint

WALLS (west): Gyp BD, Paint

▪ **BUILT-INS:**

N/A

▪ **SPECIAL FEATURES:**

N/A

▪ **FURNITURE/
EQUIPMENT:**

N/A

▪ **COMMUNICATION:**

N/A

▪ **NETWORK
REQUIREMENTS:**

N/A

▪ **LIGHTING/POWER:**

General Lighting

▪ **UTILITIES:**

Heating/Cooling

SPECTRUM

GROUP
ARCHITECTS

March 22, 2018

Carbon County Needs Assessment Meeting Agenda

8:00 Treasurer
8:30 District Court
9:00 Sheriff
9:30 Clerk & Recorder
10:00 Sanitarian
10:30 County Attorney
11:00 Justice Court
11:30 DES
1:00 Commissioners

SPECTRUM GROUP

ARCHITECTS PC

P O B O X 2 3 5 3 8

BILLINGS, MT 59104

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F A X - 2 4 8 - 4 4 4 6

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