

Space Needs Analysis Report**SNA Number: 34501-40-01****Agency: Human Services****County: HENRY City: Paris****Employees: 15****SNA Date: 03-07-2024****Prepared By: ERM****Checked By:****Area Needed: 2,765****Major Circulation: 50% 1,383****Total Net Usable Needed: 4,148**

SNA Note: AWS project. Report completed per information approved and supplied by Rachel.

Space Type	Standard Description		Wall	Area	Count	Memo
P	00000	APS	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000	Eligibility Assistant	0	49	2	
P	06116	Eligibility Clerk	0	49	1	
P	79622	Eligibility Counselor	None	0	6	Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	79622	FASC Eligibility Counselor	None	0	1	Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	79681	Field Supervisor	0	49	1	
P	00000	FMD 1	H	120	1	
P	00000	FSC	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000	WFE Contractor	None	0	1	Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
S	WR	Waiting Room	H	431	1	Zone 1. With 3 pass through windows to Eligibility Assistants. Space includes seating for 15 clients (300 sqft), 1 Sign-in Kiosk (5 sqft), 1 Stand-up kiosk (20 sq ft), 1 ADA Sit-down Computer Station (20 sq ft), 1 TennCare Sit-down Computer (20 sqft), 1 Public Use Multi-function copier (50 sqft), 2 bulletin boards w/ 3h storage bookcase (16 sqft). Will require direct access to client restroom.
S	BR	Break Room	H	120	1	Zone 2. With base and wall cabinets, countertop with sink, and 1 bulletin board. Sized for 4 people.
S	SS	Collaborative Area	0	85	1	Zone 2. Collaborative Open Area.
S	CR	Conference Room	H	250	1	Zone 2. Seating for 15, not all seats will be around around the table. Some chairs will be along the wall.

Space Type	Standard Description		Wall	Area	Count	Memo
S	E	Enclave	H	120	2	Zone 2. 1 enclave to be used as a Mother's Room
S	FR	File Room	H	330	1	Zone 2.
S	FAH	Free Address Area	0	49	6	Zone 2.
S	FAH	Free Address Office	H	120	1	Zone 2.
S	JC	Janitor Closet	H	60	1	Zone 2.
S	FAL	Lateral File Cabinets in Open Area	0	64	1	Zone 2. 4- 3dwr lateral file for assigned staff, 4- 3dwr lateral file for Free address staff.
S	LA	Locker Area	0	16	2	Zone 2. Staff area. 2 Units; Each units contains 6 lockers.
S	MA	Mail Area	0	49	1	Zone 2.
S	MFP	Multi-Function Printer	0	50	3	Zone 2.
S	PSB	Paper Shredder Bin	0	6	2	Zone 2
S	RB	Recycle Bin	0	6	2	Zone 2
S	SR	Supply Room	H	120	1	Zone 2
S	TC	Telecom Room	H	80	1	Zone 2. Room must be temperature controlled.
		Suggested Range:	Min.		Max.	
		Usable:	4,200		4,700	
		Rentable:	4,700		5,200	