

Revenue Washington County Space Summary Sheet

Staff Counts – Total Staff: 36

Tax Audit Supervisor – 1 FA20% (FA Office needed)
Tax Auditor – 11 FA20% (2-3 days per month)
Tax Audit Tech – 1 FA20% (2-3 days per month)
Tax Audit (blank) - 2 FA20% (2-3 days per month)
SI Manager – 1 FA(quarterly) (FA Office needed)
SI – 1 FA(quarterly)
TPS Taxpayer Service Supervisor – 1 FA20% (FA Office needed)
TPS Customer Service Center Rep – 5 FA20%
Collection Supervisor – 1 FA(monthly)
Collection Regional Officer – 1 FA(quarterly) (FA Office needed)
Collection Manager – 1 FA20% (FA Office needed)
Collection Manager – 1 FA(quarterly) (FA Office needed)
Collection Officer – 6 FA(quarterly)
Visiting Manager from other offices – 1 FA(monthly) (FA Office needed)
Visiting Leadership from other offices – 1 FA(quarterly) (FA Office needed)
Intern - 1

Zone One (Public Zone)

Hard Wall Spaces

1. Lobby to include:

Waiting area seating – seating for 8 people

Computer Kiosk - 3

Staff/Client Reception Window Bays* – 2

*Must accommodate bullet resistant film, mics, and speaker (agency expense)

2. Consult Room/Enclave (120sf) – 1 (entry from waiting area)

3. Accessible Public Restrooms – quantity determined by plumbing code requirements (Client and Staff restrooms will be separate and will not share a plumbing wall)

(Secure access to Zone Two from here)

Zone Two (Intermediate/Staff Zone)

Hard Wall Spaces

1. OF-1 Free Address Office (120 sf) – 4
2. EN-1 Enclave (120 sf) – 1
3. EN-2 Enclave (120sf) – 1
4. Training Room (720 sf) - seating for 24 people at mobile training tables with power/data– 1
5. Break Room (240 sf) (sized for 8 people) - 1 (refer to lease for exact requirements in break room)
6. Central Supplies/File Storage Room with shelving & LF cabinets (220 sf) – 1
7. FTI File Storage Room with 1 Lateral File Cabinet (30sf) – 1
8. CS/SI Seized Property Storage (130 sf) with shelving and (1) 5dwr LF – 1
9. Telecom Room (80 sf) (room must be temperature controlled) – 1
10. Accessible Staff Restrooms

Open Office (systems furniture)

1. Free Address Workstations:
 - WS-1 at Reception Window (49sf) – 3
 - GC-1 Glass Cubicle Workstation – 2
 - WS-1 7x7 Workstation (49sf) – 8
 - WS-3 Quiet Pinwheel Workstation w/ 2 Ht. Adj. Desks (25sf) – 4 (one grouping of 4)
2. CA-2 Free Address Benching Workstation with glass toppers along spine and outer wing panels (30sf) – 6
3. CA-2 Enclave Table with 4 chairs (85sf) – 2
4. (6) Unassigned Locker Units (6 lockers per unit) (96 sf) – 1
5. Open Area Personal Staff Storage (96sf) – 1
 - Includes (12) 3-Drawer Lateral File Cabinets (1 drawer per person for 34 FA Staff)
 - CA-4-type setup preferred with common tops, 4 stools, and nearby power/data
6. Additional (8) 3-Drawer Lateral File Cabinets (64sf) – 1
7. Storage Cabinet (16sf) – 1
8. Multi-Function Copier (50sf) – 3
9. Mail Area (49 sf) – 1
10. Shred Bin (6 sf) – 2

The information on this space summary sheet is utilized to develop a Space Needs Analysis (SNA). The SNA formulates square foot ranges from the information on the space summary sheet(s). With your approval of the space summary, Leasing will proceed with the market assessment.

Approval Signature: Tyron Odom Digitally signed by Tyron Odom
Date: 2023.06.22 12:41:06 -05'00' **Approval Date:** 6/22/2023