

DHS Henry County Space Summary Sheet

Staff Counts – Total Staff: 15

FMD 1 – 1 (office)

Field Supervisor – 1

Eligibility Counselor – 6 FA40%

FASC Eligibility Counselor – 1 FA20%

WFE Contractor – 1 FA20%

Eligibility Assistant – 2

Eligibility Clerk – 1

FSC – 1 FA20%

APS – 1 FA40%

Zone One (Public Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Lobby to include:

Waiting area seating (300 sf) – seating for 15 people

Sign-in Kiosk (no privacy panels) (5 sf each) - 1

Stand-up Kiosk Station w/ privacy panels (20 sf each) – 1

ADA Sit-down Computer Station (20 sf each) – 1

TennCare Sit-down Computer Station (20 sf each) - 1

Public Use Multi-Function Copier Area (50sf) – 1

2 Bulletin Boards w/ 3h storage bookcase (16 sf each) – 1

Staff/Client Window Bays – 3 total

2. 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) – refer to sample plan for zone locations

Hard Wall Spaces

1. Assigned Office (120sf) – 1
2. Free Address Office (120sf) – 1
3. Enclaves (120sf) – 2 (1 to be a Mother's Room)
4. Conference Room (250 sf) - seating for 15 people, do not have to be around table – 1
5. Break Room with 1 bulletin board (120 sf) (sized for 4 people) (refer to lease for exact requirements in break room)
6. Supply Room (120 sf) – 1
7. File Room (330sf) – 1
8. Janitor Closet (60sf) – 1
9. Telecom Room (80sf) (room must be separately temperature controlled)
10. Accessible Staff Restrooms (Client and Staff restrooms will be separate and will not share a plumbing wall)

Open Office (systems furniture)

1. Reception Workstation (49sf) - 3
2. Assigned Workstation (49sf) – 1
3. Quiet Free Address Workstations (49sf*-see clients) – 6** (60% coverage of Free Address staff)
4. Collaborative Open Area (85sf) – 1
5. Locker Units (16sf each) - 2
6. Lateral File Cabinets in Open Area (64sf) – 1
 - a. (4) 3dwr lf for assigned staff
 - b. (4) 3dwr lf for Free address staff (1 dwr each)
7. Mail Area (49sf) – 1
8. Multi-Function Copier Area (50sf) – 3
9. Recycle Bin (6sf) – 2
10. Shredder Bin (6sf) - 2

Workstation Legend	
25sf Quiet Or Collaborative^	Pin Wheels, 24x60 Hoteling
30sf Quiet Or Collaborative^	30x72 Hoteling
49sf Quiet Or Assigned	Full Size Stations, Glass Front cubicle
Collaborative Open Area	Enclave table with 4 chairs, Tablet arm lounge chairs, Worksurface on top of storage with 4 stools

^Quiet or Collaborative function determined by panel height

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: Dottie Hamilton Digitally signed by Dottie Hamilton
Date: 2023.10.30 08:26:16 -05'00' **Approval Date:** _____