

Space Needs Analysis Report

SNA Number: 32901-94-01

Agency: Correction

County: WILLIAMSON City: Franklin

Employees: 15

SNA Date: 04-26-2024

Prepared By: ERM

Checked By:

Area Needed: 3,370

Major Circulation: 50% 1,685

Total Net Usable Needed: 5,055

SNA Note: Agency requested report for Central District 51 (Community Supervision Field Office). Current office is located at 426 Century Court, Suite 100 . AWS report. Refer to agency Office Space Needs Worksheet and Memo dated 3/5/24 for additional information.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	79661	Behavioral Health Specialist	None	49	1	Assigned Workstation.
P	00000	Clerical/ Support	None	0	1	Mobile. Space included in Reception Area
P	00000	Correctional Counselor	None	49	1	Assigned Workstation
P	00000	Non CS Staff	None	0	2	Mobile. Space included in Free Address area.
P	71844	Probation Parole Manager	None	0	1	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	78142	Probation Parole Officer	None	0	9	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
S	WR	Waiting Room	H	310	1	Zone 1. Space for 12 chairs (200 sq.ft.), 1- Secure Fee Kiosks (40sf), 5 - Client Triple Locker units (20 sq.ft.), 1 metal detector (50 sq ft). Secure Fee kiosks will need to be located in a secure closet. With one transaction countertop and pass-thru window to Reception Area. Waiting room will need direct access to client restrooms. Client and staff restrooms must be separate and will not share the same plumbing wall. Locking Glass front bulletin boards. *Hardwall area may need to be larger to accommodate sufficient circulation due to proportion of the room, vestibule, etc.
S	CIR	Client Interview Room	H	72	2	Zone 1 to 3. Each room will require 2 doors. 1 - accessible from client area (for client use) and 1 - accessible from staff office side (for staff use). Door to staff area to be secured.

Space Type	Standard Description		Wall	Area	Count	Memo
S	PCR	Program/Conference Room	H	350	1	Zone 2. Seating for 14. Three entry points: Zone 2, secured access to Zone 3, and a secured exterior door. Not all chairs will be around table, some will be along wall. Infrastructure for wall- mounted TV, ceiling, mounted projector and screen, and connectrac.
S	DSPR	Drug Screening Prep Room	H	100	1	Zone 2. Viewing window with 2-way mirror with a speaker hole for communication to the Drug Screening Room. Document deal tray, specimen pass-thru stainless-steel cabinet. Base/wall hung cabinets with solid surface countertop and stainless-steel sink. Accommodations for an Undercounter refrigerator.
S	DSR	Drug Screening Room	H	100	1	Zone 2. With watercloset and solid surface countertop with sink. Viewing window with speaker hole. Specimen pass-through stainless steel cabinet. Document deal tray. Convex mirror.
S	FR	Fingerprint Room	H	100	1	Zone 2. Room to be accessible from (or adjacent to) Group Intake Room. Standing and ADA height base cabinets and countertops. Fingerprint machine to sit on ADA height countertop for wheelchair accessibility.
S	GIR	Group Intake Room	H	300	1	Zone 2. Near or Adjacent to Waiting Room. to Accommodate approx.10 people at flip-top training tables.
S	IR	Interview Room	H	120	2	Zone 2. Accessible from Zone 2 and (secured) door to Zone 3.
S	BR	Break Room	H	120	1	Zone 3. Seating for 4. With base and wall cabinets, countertop with sink and space for 2 vending machines.
S	ELA	Employee Locker Area	0	20	1	Zone 3 near staff entrance for (5) double-unit Tennsco Lockers for 10 staff
S	E	Enclave	H	120	1	Zone 3. To serve as a dual purpose room. To be used as an enclave and Mother's Room. To have a Sidelight, striped privacy film and blackout shade with side/bottom channels for full privacy.
S	FR	File Room	H	159	1	Zone 3. (11) 18"d x 36"w shelving units.
S	FAO	Free Address Office	H	120	1	Zone 3. Free Address Office to be used for NCIC/TIES function when needed. To have a sidelight with privacy striping

Space Type	Standard Description		Wall	Area	Count	Memo
S	GSR	General Storage Room	H	50	1	Zone 3 near staff entrance. (1) 18"d x 36"w shelving units.
S	GSR	GPS Storage Room	H	50	1	Zone 3. Must have small clerestory exterior window for cellular connectivity, metal shelving, and small mobile table with chair. Additional wall power at various heights required to charge agency equipment.
S	HA	Hoteling Area	0	49	3	Zone 3. For visiting staff, volunteers and temp. employees.
S	JC	Janitorial Closet	H	80	1	Zone 3.
S	LFA	Lateral File Area	0	112	1	Zone 3. Lateral files to be located within the Staff Work Area. (14 staff) 3dwr lateral files for active files.
S	MA	Mail Area	0	49	1	Zone 3. Located adjacent to the Multi-Function printer. Mail area should not be visible to offenders.
S	MFP	Multi-Function Printer	0	50	1	Zone 3. Located adjacent to the Mail Area.
S	PSB	Paper Shredder Bin	0	6	1	Zone 3 near printer/mail area.
S	RA	Reception Area	0	49	1	Zone 3. Full view of waiting room through the transaction window. Door release button at the workstations to operated the door into the Zone 2 corridor from the waiting room.
S	RB	Recycle Bin	0	6	1	Zone 3 near printer/mail area.
S	SC	Storage Cabinet	0	8	2	Zone 3. (2) storage cabinets to be located near the multi-function printer.
S	SR	Supply Room	H	50	1	Zone 3. With one 15"d x 36"w shelving unit.
S	SR	Surveillance Room	H	50	1	Zone 3. For TDOC's surveillance system, to include monitor and NVR. Cannot be combined with the Telecom Room.
S	TC	Telecom. Closet	H	80	1	Zone 3. Room must be temperature controlled. Refer to lease for additional requirements.
S	WA	Workstation Area	0	294	1	Zone 3. Staff area workstations. 5 stations for PPO's and 1 station for PPM
		Suggested Range:	Min.		Max.	
		Usable:	5,100		5,700	
		Rentable:	5,700		6,300	