

DEPT. OF GENERAL SERVICES
SPACE DESIGN-PROGRAMMING
SPACE ANALYSIS BY UNIT

PROJECT #: 96-1346
DATE: 7/15/97
COVER PAGE

AGENCY: Office of Emergency Management
DIVISION: (OEM)
PROGRAM:

PROJECT SUMMARY SHEET

CURRENT 100 Church St, 20th Floor
ADDRESS: New York, NY 10007
Approved by:
Title _____ Date _____

SPACE ANALYST: S. Lee Wright
IA/Jefferson
PERSONNEL TOTAL 45
PERSONNEL w/CIRC 37
COMMON/EQUIP 37
PROJECT TOTAL 44,239

IDENTIFICATION AND TOTAL BY UNIT	STATUS				ENCLOSED OFFICES						WORKSTATIONS							PERS. TOTAL	PERS. # COUNT	PERS. TOT IRC	COMM/EQUIP w/CIRC	GRAND TOTAL
	CURR	2 YRS	P.T.	TEMP	1100	300	225	150	110	78	65	56	53	40	33	***						
UNIT CODE: A UNIT(S): Personnel Allocation	37	8	0	0	2	1	4	3	0	0	0	27	0	0	0	0	5307	45	7,074	2,041	9,115	
UNIT CODE: B UNIT(S): Auxiliary Space	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22,954	22,954	
UNIT CODE: C UNIT(S): Back-Up Systems																		0	0	12,170	12,170	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
UNIT CODE: UNIT(S):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS FOR THIS SHEET	37	8	0	0	2	1	4	3	0	0	0	27	0	0	0	0	5307	45	7,074	37,165	44,239	

DEPT OF GENERAL SERVICES
SPACE DESIGN-PROGRAMMING
SPACE ANALYSIS BY UNIT

PROJECT#: 96-1346
DATE: 7/15/97
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AGENCY: Office of Emergency Management
DIVISION: (OEM)
PROGRAM:
UNIT (S): Personnel Allocation
UNIT CODE: A

CURRENT: 100 Church St, 20th Floor
ADDRESS: New York, NY 10007

SPACE ANALYST: S. Lee V'right
IA/Jefferson
UNIT PERSONNEL TOTAL: 45 INCLUSIVE
PERSONNEL w/CIRC: 1,115 Corp. Sq. Ft.
COMMON/EQUIP. w/CIRC: 1,115 Corp. Sq. Ft.
UNIT GRAND TOTAL: 9,115 Corp. Sq. Ft.

PERSONNEL ALLOCATION - THIS UNIT					STATUS				ENCLOSED OFFICES					WORKSTATIONS							TOTAL	STA		COMP/PRINTER			PHN	SI	SPECIAL REQUIREMENT
					CURR	2 YRS	P.T.	TEMP	1100	300	225	150	110	78	65	56	53	40	33	***		TYPE	PC	LAN	PRIN	S/M			
1	Commissioner (Jerome Hauer)	1				1												1100	K	X	X	X	M	M	ax, Sp. Sec. Closet For Files				
2	1 Deputy Director (Michael Byrne)	1					1											300	J2	X	X	X	M	M	ax				
3	D.C./Asst. Director (William Negel)	1						1										225	I2	X	X		M						
4	D.C./Asst. Director (Gerard McCarty)	1						1										225	I2	X	X		M	M					
5	D.C./Asst. Director (Bruce Brodoff)	1						1										225	I2	X	X	X	M	M	ax				
6	Special Projects (Steven Kuhr)	1						1										225	I2	X	X		M	M					
7	Planner/Security (Sal Lirieri)	1							1									150	H1	X	X	X	M	M	ax				
8	Budget Officer (Barney Puleo)	1							1									150	H1	X	X	X	S						
9	Planner/Aid (Bruce Butt)	1										1						56	D3	X	X		S						
10	Office Manager (Sabrina Askew)	1										1						56	D2	X	X		S						
11	Executive Sect. (Lillian Jacobs)	1				(Space included in the Commissioners Suite)											0	n/a	X	X		S							
12	Planner/Respond (Robert Wilson)	1										1						56	D3	X	X		S						
13	Planner/Respond (Joseph Buon)	1										1						56	D3	X	X		S						
14	Planner/Respond (James Ellison)	1										1						56	D3	X	X		S						
15	Planner (James DiCostanza)	1										1						56	D3	X	X		S						
16	GIS Coord. (Larry Knafz)	1										1						56	D3	X	X	X	S	M	x				
17	Planner (Kevin Smith)	1										1						56	D3	X	X		S	M					
18	Planner/Respond (Dennis Hauer)	1										1						56	D3	X	X		S						
19	Planner (Dennis McDonald)	1										1						56	D3	X	X		S						
20	Planner (Gary Hearn)	1										1						56	D3	X	X		S						
21	Planner (Calvin Drayton)	1										1						56	D3	X	X		S						
22	Planner (Cosmo Zingaropoli)	1										1						56	D3	X	X		S						
23	Planner (Casey Tinness)	1										1						56	D3	X	X	X	S	M	c				
24	Planner (Sean Waters)	1										1						56	D3	X	X		S	M					
25	Super. Watch Com (Jeffrey Armstrong)	1										1						56	D3	X	X		S						
26	Secretary (Vacant till 8/96)	2											2					112	D1	X	X	X	S	Fax					
27	Planner (Vacant till 8/97)	4										1						56	D3	X	X		S						
28	IT Director (David Litvin)	1								1								150	H1	X	X		S						
29	Radio Room Coordinator (Stu Goldstein)	1				(Space included in the radio Room)											0	n/a	X	X		S							
30	Security Assistant (Mark Feggan)	1										1						56	D3	X	X		S						
31	Mayor	1				1	(Conf Rm in Auxilliary Space)											820	K	X	X		M	Sec	Communications Equip.				
32	Executive Secretary to Mayor	1				(Space included in the Mayors Suite)											0	n/a	X	X	X	M	Fax						
33	Watch Command Center					(Space included in Watch Command Room; Shift work- 2-3 on site at one time)											0	n/a	X	X	X	M	Fax						
34	Commissioners					(Space for (3) Visiting Commissioners is included in Agency Conf Rms under Aux Space Reqmts)											0	n/a	X	X	X	M	Fax						
35	Security Guards					(Space for (4) guards is included in waiting area in Mayors Suite/separate entrance provided)											0	n/a	X	X	X	M	Fax						
36	Receptionist	1				(Space included in reception area)											0	n/a	X	X	X	M	Fax						
37	Future Growth-Asst. Director/D.C.				1					1								225	I2	X	X	X	M						
38	Future Growth-Planners				7							7						392	D3	X	X	X	M						
SUB TOTALS					37	8	0	0	2	1	4	3	0	0	0	27	0	0	0	5307									

COMMON & EQUIPMENT AREAS				#	OCC	S.F.	TOT.
1	Ver. Files (Letter)			6		7	42
2	Ver. Files (Legal)(In open area)			4		7	28
3	Lateral Files (In open area)						0
6	42" x 18"			22		10.5	231
7	Bookshelves			20		3	60
8	Counter Tape on top of files			4		0	
9	Tables (space within rooms)			10		0	
10	Tape Racks (in storage room)			10		0	
SUB TOTAL							361

H:SHAREFORMSP & E:ids.R.GONCHAR 6/18/96

COMMON & EQUIPMENT AREAS				#	OCC.	S.F.	TOT.
11	Reception Area			1	4	320	320
12	Secure access to the floor						0
13	Waiting for (4) people						0
14	Copy/Fax Area			1		48	48
15	Library/Conference Room			1	4	250	250
16	Bookshelves			20			0
17	table with chairs						0
18	Central File Room			1		200	200
19	15 42" w lateral files, locking.				15	10.5	0
20	fireproof, table w/ chairs						0
SUB TOTAL							818

COMMON & EQUIPMENT AREAS				#	OCCUP.	S.F.	TOT.
21	Pantry			1		72	72
22	Conference Room			1		14	280
23							0
24							0
25							0
26							0
27							0
28							0
29							0
30							0
SUB TOTAL							352

AGENCY:	Office of Emergency Management
DIVISION:	(OEM)
PROGRAM:	
UNIT (S)	Auxiliary Space
UNIT CODE:	B

CURRENT	100 Church St, 20th Floor
ADDRESS:	New York, NY 10007

SPACE ANALYST:	S. Lee Wright	
	IA/Jefferson	
UNIT PERSONNEL TOTAL	-	INCL
PERSONNEL w/CIRC.	-	CSF
COMMON/EQUIP. w/CIRC.	22,954	CSF
UNIT GRAND TOTAL	22,954	CSF

All requirements outlined on this page are to be clustered together as part of the "TECHNOLOGY" side of the facility and may be separated from the "OFFICE" suite requirements as depicted on previous page.

COMMON & EQUIPMENT AREAS		#	OCC	S.F.	TOT.
(EOC) Emergency Operations Center		1	125		7,000
Used as Main Operating Room in emergencies.					
90 workstations @ 78sf each					
Projection screen/projectors/AV equipment					
To be used as a large onference room when necessary					
Special HVAC, Lighting and secured window TBD					
Copy Area for room					
Specialized consultant to develop program requirements					
(PIU) Public Information Unit/Training Room (Telephone Room)		1	70		2,000
Used as Telephone Hot Line room in emergencies.					
70 seats for conference/training style set up @ 28sf eh					
Raised floor for telephones to be stored when not in use.					
Projection screen/projectors					
* Specialized consultant to develop program requirements*					
Watch Command / Radio Hardware Room		1	10		2,000
Used as the Radio communications room during emergencies.					
10 workstations					
Acoustics to designed in room					
Raised floor for special equipment/Radio Infrastructure					
24 hr/day/7 days/wk/365 days/yr operation. Spec. HVAC.					
Special HVAC requirements for room to be determined.					
* Specialized consultant (Motorola) developing program requirements*					
Rear Screen Projection Room		1			500
Rear Screen projection Room					
Adjacent to the EOC room					
Approximate size 15' x 35'					
Contains all AV equipment and support equipment.					
* Specialized consultant to develop program requirements*					
Computer Room (LAN)		1			500
Main computer equipment room to house all files servers, etc.,					
To be connected to UPS system in lower floor.					
Approximate size 20' x 25'					
Special HVAC requirements for room to be determined.					
Isolated grounding required; separate elec. panel in room					
Racks to be secured to walls					
CAT 5 cabling throughout space					
Specialized consultant to develop program requirements					
Storage Rooms		4			900
Communications Equipment				150	
Computer Equipment				150	
Field Equipment				300	
Office Supplies				300	
SUB TOTAL					12,900

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PROJECT#:	96-1346
DATE:	7/15/97
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AGENCY:	Office of Emergency Management
DIVISION:	(OEM)
PROGRAM:	
UNIT (S)	Back-Up Systems
UNIT CODE:	C

CURRENT	100 Church St, 20th Floor	
ADDRESS:	New York, NY	10007

SPACE ANALYST:	S. Lee Wright
	IA/Jefferson
UNIT PERSONNEL TOTAL	INCLUSIVE
PERS ONNEL w/CIRC.	Carp. Sq. Ft.
COM ION/EQUIP. w/CIRC.	12.77 Carp. Sq. Ft.
UNIT GRAND TOTAL	12.17 Carp. Sq. Ft.

***All Requirements as depicted on this page are based upon earlier information provided by the Agency to the RBA consultant. All information is to be classified and confirmed.**

COMMON & EQUIPMENT AREAS		#	OCC	S.F.	TOT.
1	Roof Top	1		500	500
2	Satellite Dishes;				
	*Weather Service Down Link	1			
	1.2 meter dish				
	*FEMA Connections	1			
3	Antennas;	25			
	Motorola designed specifications w/ agency				
4	* Agency to clarify and confirm all requirements.				
5	Lower Floor	1			8,630
6	Possible space on 3rd floor of WTC7				
7	UPS system(Uninterrupted Power Supply)	1		1000	
8	Fuel Storage(2 tanks @ 25,000 gallons ea	2		430	
9	Water Storage(1 tank @ 45,000 gallons	1		850	
10	Mechanical Room to include:				
11	Condensers(10 ton each)	12		360	
12	Generators	2		300	
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
SUB TOTAL					9,130

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