

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

PROJECT #: 96-1346
DATE: 7/21/97
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
1A/Jefferson

PERSONNEL TOTAL	45 INCLUSIVE
PERSONNEL w/CIRC.	7,074 Carp. Sq. Ft.
COMMON/EQUIP. w/CIRC.	26,061 Carp. Sq. Ft.
PROJECT TOTAL	33,135 Carp. Sq. Ft.

IDENTIFICATION AND TOTAL BY UNIT		STATUS				ENCLOSED OFFICES					WORKSTATIONS							PERS.	PERS.	PERS. TOT	COMM./EQUI	GRAND
		CURR	2 YRS	P.T.	TEMP	1100	300	225	150	110	78	65	56	53	40	33	***	TOTAL	# COUNT	w/CIRC.	w/CIRC.	TOTAL
UNIT CODE:	A	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(S):	Personnel Allocation																					
UNIT CODE:	B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22,954	22,954	
UNIT(S):	Auxiliary Space																					
UNIT CODE:	C																		0	0	1,066	1,066
UNIT(S):	Back-Up Systems/Roof Top																					
UNIT CODE:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UNIT(S):																						
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UNIT CODE:		0	0	0	0	0	0															

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

PROJECT#: 96-1346
DATE: 7/21/97
PAGE 1 OF 2

AGENCY: Office of Emergency Management
DIVISION: (OEM)
PROGRAM:
UNIT (S) Personnel Allocation
UNIT CODE: A

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

SPACE ANALYST: S. Lee Wright
IA/Jefferson
UNIT PERSONNEL TOTAL 45 INCLUSIVE
PERSONNEL w/CIRC 7,074 Carp Sq. Ft.
COMMON/EQUIP w/CIRC 2,041 Carp Sq. Ft.
UNIT GRAND TOTAL 9,115 Carp Sq. Ft.

PERSONNEL ALLOCATION -THIS UNIT	STATUS				ENCLOSED OFFICES					WORKSTATIONS							TOTAL	STA TYPE	COMP/PRINTER			PHN S/M	SPECIAL REQUIREMENT & COMMENTS
	CURR	2 YRS	P.T.	TEMP	1100	300	225	150	110	78	65	56	53	40	33	***			PC	LAN	PRIN		
1 Commissioner (Jerome Hauer)	1				1												1100	K	X	X	X	M	M,Fax, Sp. Sec. Closet For Files
2 Deputy Director (Michael Byrne)	1					1											300	J2	X	X	X	M	M,Fax
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,Fax
6 Special Projects (Steven Kuhr)	1						1										225	I2	X	X		M	M
7 Planner/Security (Sal Lifrieri)	1							1									150	H1	X	X	X	M	M,Fax
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 Commisisoners 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 Knafo)	1											1					56	D3	X	X	X	S	M,Fax
17 Planner (Kevin Smith)	1											1					56	D3	X	X		S	M
18 Planner/Respond (Dennis Honor)	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 Draytron)	1											1					56	D3	X	X		S	
22 Planner (Cosmo Zingaropoli)	1											1					56	D3	X	X		S	
23 Planner (Casey Tinnesz)	1											1					56	D3	X	X	X	S	M,Fax
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 Cordinator(Stu Goldstein)	1				(Space included in the radio Room)												0	n/a	X	X		S	
30 Security Assistant(Mark Foggan)	1											1					56	D3	X	X		S	
31 Mayor	1				1	(Conf Rm in Auxilliary Space)											820	K	X	X		M	Secure 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	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 Tops on top of files	4		0	
9 Tables(space within rooms)	10		0	
10 Tape Racks(in storage room)	10		0	
SUB TOTAL				361

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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	280
23				0
24				0
25				0
26				0
27				0
28				0
29				0
30				0
SUB TOTAL				352

DEPT OF GENERAL SERVICES		AGENCY:	Office of Emergency Management	CURRENT	100 Church St, 20th Floor	SPACE ANALYST:	S. Lee Wright
SPACE DESIGN-PROGRAMMING		DIVISION:	(OEM)	ADDRESS:	New York, NY 10007	IA/Jefferson	
SPACE ANALYSIS BY UNIT		PROGRAM:				UNIT PERSONNEL TOTAL	
PROJECT#:	96-1346	UNIT (S)	Auxiliary Space			-	INCL
DATE:	7/21/97	UNIT CODE:	B			PERSONNEL w/CIRC.	- CSF
PAGE 2 OF	2					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 deveop 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 deveop 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 suppport equipment.				
* Specialized consultant to deveop 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				
UPS SYSTEM TO BE ON 23RD FLOOR.				
Storage Rooms	4			900
Communications Equipment			150	
Computer Equipment			150	
Field Equipment			300	
Office Supplies			300	
SUB TOTAL				12,900

COMMON & EQUIPMENT AREAS	#	OCC.	S.F.	TOT.
Agency Conference Room	3	6	100	300
Conference rooms for the staff in the EOC room				
ModernFold adjustable partitions in between rms				
To house private meeting for NYPD, Fire and other				
Location for the (3) Commissioners to reside when on site				
Press Room	1	50		800
For Live press conferences				
To house up to 50 reporters @ 10sf eh				
Approximate size 25' x 24'				
Adjacent to the Mayors Suite & EOC room w/ window				
Raised platform in back for cameras				
Raised floor for cabling				
Podium for the speakers				
Direct "LIVE" line to the street for tv trucks.				
Large Conference Room	1	40		1,000
Adjacent to the Mayors Suite & EOC room				
To house up to 40 people @ 25 Sf eh				
Sound Proof, raised floor				
Approximate size 35' x 32'				
Window to the EOC room				
Staff Kitchen/Lounge Room	1	30	450	450
Main pantry/lounge for staff				
Pantry to have microwaves and industrial coffee makers				
Adjacent to Smoking room				
Vending machines/WATER BOTTLES(5 YR SHELF LIFE)				
To be near windows, if possible				
Smoking Room	1	10		150
Special ventillation required				
SUB TOTAL				2,700

COMMON & EQUIPMENT AREAS	#	OCC.	S.F.	TOT.
Bunk Rooms	2	10	360	720
Male/Female @ 36 SF eh				
Locker/Changing Rooms	2	10	150	300
Male/Female @ 15SF eh				
Adjacent to the bunk rooms and showers				
Shower Rooms	2	2	100	200
For staff during emergencies				
Male/Female				
Handicapp accessible				
Adjacent to changing/bunk rooms				
Bathroom Suite for the Mayor	1	1		250
Restroom with				
Shower/changing room				
and mini pantry				
Bathroom Suite for the Commissioner				150
Restroom with				
Shower/changing room				
BUILDING WINDOWS TO BE SEALED OFF FOR SECURITY;				
EXACT DESIGN TO BE DETERMINED.				
SUB TOTAL				1,620

AGENCY:	Office of Emergency Management
DIVISION:	(OEM)
PROGRAM:	
UNIT (S)	Back-Up Systems/Roof Top
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
PERSONNEL w/CIRC.		Carp.Sq.Ft.
COMMON/EQUIP. w/CIRC.	1,066	Carp. Sq. Ft.
UNIT GRAND TOTAL	1,066	Carp. Sq. Ft.

Requirements Revised on July 18, 1997 by verbal information provided by the agency. Exact specifications to be confirmed during design process.

[illegible]