

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

PROJECT#: 96-1346
DATE: 8/18/97
PAGE 1 OF 5

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 Wright
IA/Jefferson

UNIT PERSONNEL TOTAL 45 INCLUSIVE
PERSONNEL w/CIRC. 6,808 Carp. Sq. Ft.
COMMON/EQUIP. w/CIRC. 2,011 Carp. Sq. Ft.
UNIT GRAND TOTAL 8,819 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 1 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 Commisioners 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 Ellson)	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 Draytrou)	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)											620	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	5107											

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	300	300
12 Secure access to the floor				0
13 Waiting for (4) people				0
14 Copy/Fax Area	1		48	48
15				
16				
17				
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				548

COMMON & EQUIPMENT AREAS	#	OCCUP.	S.F.	TOT.
21				
22 Conference/Library Room	1	14	600	600
23				0
24				0
25				0
26				0
27				0
28				0
29				0
30				0
SUB TOTAL				600

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 INCLUSIVE	
PROJECT#: 96-1346		UNIT (S)		BACK-UP SYSTEMS		PERSONNEL w/CIRC. Carp-Sq.Ft.	
DATE: 8/18/97				23rd floor		COMMON/EQUIP. w/CIRC. 2,999 Carp-Sq. Ft.	
PAGE 3 OF 5		UNIT CODE: C				UNIT GRAND TOTAL 2,999 Carp-Sq. Ft.	

All information below are ASSUMPTIONS based upon the information provided thus far; all required to be confirmed and redefined.

COMMON & EQUIPMENT AREAS													#	OCCP.	S.F.	TOT.
FUEL TANKS														1	n/a	0
The building has two 12,000 gallon fuel tanks available to the tenants in bldg.																
Recommendation to use these tanks.																
With current & estimated pull the tanks would provide adequate fuel for 1 week.																
Existing tanks are located underneath the truck docks.																
WATER														1	n/a	0
Domestic Water for Building on generator.																
Recommendation to use building system for domestic water.																
Agency to store bottled water for all potable water.																
Estimated water supplies for staff of (125) for 1 week.																
To be stored in the staff kitchen.(no add'l sf required)																
Est. size 7.5 sf per 8 bottles (1 bottle per person per week)																
AIR CONDITIONING														1		2,000
The agency requires a fully independent system to support critical areas.																
During normal operating hours, to use the building systems.																
Emergency systems required for Watch Command and Computer LAN Rooms.																
System to be on agency main floor(23rd floor)																
Washington Street side of building due to louvers.																
Estimated 75 ton system for critical area emergency system.																
Estimated size of room is 45' x45'																
* All sizes are estimates based upon given information.																
Subject to changes once requirements confirmed.																
RISER SPACE															UNKNOWN	0
Riser space available in building core.																
Require space for emergency power conduits, fuel and communication conduits.																
To be determined once all requirements confirmed.																

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

PROJECT#: 96-1346
DATE: 8/18/97
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AGENCY: Office of Emergency Management
DIVISION:
PROGRAM:
UNIT (S)
UNIT CODE: D

BACK-UP SYSTEMS
7th floor

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

SPACE ANALYST: S. Lee Wright

UNIT PERSONNEL TOTAL
PERSONNEL w/CIRC.
COMMON/EQUIP. w/CIRC.
UNIT GRAND TOTAL

INCLUSIVE
Carp-Sq.Ft.
533 Carp. Sq. Ft.
533 Carp. Sq. Ft.

COMMON & EQUIPMENT AREAS					#	OCC	S.F.	TOT.
1	GENERATOR				1			400
2	The following are assumptions which need to be confirmed;							
3	To be located on another floor(potentially 7th floor)							
4	To supply back-up for ONE WEEK.							
5	Items to be on the back-up systems include the following;							
6	EOC room							
7	Watch Command Room							
8	PIU Room							
9	Computer/LAN Room							
10	Large Conference Room							
11	Agency Conference Rooms (3)							
12	Staff Kitchen							
13	Staff Smoking Room							
14	Shower/Changing Rooms							
15	Toilets							
16	Bunk Rooms							
17	Mayor's Suite							
18	Commsioners suite							
19	Deputy Directors office							
20	Security							
21	(1) Freight elevator							
22	Lights							
23	Air Conditioning/HVAC systems							
24	Plumbing							
25	Fuel pumps							
26	Power(electric)* Specific outlets only.							
27	Radio Equipment							
28	Telephone System							
29								
30								0
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COMMON & EQUIPMENT AREAS					#	OCC.	S.F.	TOT.
GENERATOR CONTINUED...								
All items on the back-up generator are for the critical areas of the floor.								
Estimated size unit is 300kw								
Estimated size room (16' x24')								
* All sizes are estimates based upon given information.								
Subject to changes once requirements confirmed.								
** Room to have special HVAC								
*** Structural reinforcement required.								

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

DEPT OF GENERAL SERVICES SPACE DESIGN-PROGRAMMING SPACE ANALYSIS BY UNIT		AGENCY: Office of Emergency Management DIVISION: (OEM) PROGRAM: Roof Top UNIT (S) UNIT CODE: E		CURRENT ADDRESS: 100 Church St, 20th Floor New York, NY 10007	SPACE ANALYST: S. Lee Wright IA/Jefferson
PROJECT#: 96-1346 DATE: 8/18/97 PAGE 5 OF 5		UNIT PERSONNEL TOTAL INCLUSIVE PERSONNEL w/CIRC. Carp. Sq. Ft. COMMON/EQUIP. w/CIRC. 1,000 Carp. Sq. Ft. UNIT GRAND TOTAL 1,000 Carp. Sq. Ft.			

All requirements outlined on this page are to be confirmed.

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