

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

AGENCY: Office of Emergency Management

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

SPACE ANALYST: S. Lee Wright
IA/Jefferson

PROJECT#: 96-1346

DATE: 10/20/97

PAGE 1 OF 5

UNIT CODE: A

UNIT PERSONNEL TOTAL
PERSONNEL w/CIRC. 45 INCLUSIVE
COMMON/EQUIP. w/CIRC. 6,308 Carp. Sq. Ft.
2,011 Carp. Sq. Ft.
8,319 Carp. Sq. Ft.

PERSONNEL ALLOCATION - THIS UNIT										STATUS				ENCLOSED OFFICES				WORKSTATIONS								STA		COMPRINTER		PHN		SPECIAL REQUIREMENT																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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PROJECT#: 96-1346
DATE: 10/20/97
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AGENCY: Office of Emergency Management
DIVISION: (OEM)
PROGRAM: Technology "Critical" Areas
UNIT (S) B
UNIT CODE:

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

SPACE ANALYST: S. Lee Wright
IA/Jefferson

UNIT PERSONNEL TOTAL
PERSONNEL w/CIRC. INCL
COMMON/EQUIP. w/CIRC. CSF
UNIT GRAND TOTAL 19,542 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.

All requirements outlined on this page are considered "Critical Areas" to be operational during a crisis.

COMMON & EQUIPMENT AREAS							COMMON & EQUIPMENT AREAS						
			#	OCC	S.F.	TOT.				#	OCC	S.F.	TOT.
	(EOC) Emergency Operations Center		1	90		6,000		Agency Conference Room		3	6	100	300
	Used as Main Operating Room in emergencies.						Conference rooms for the staff in the EOC room						
	90 workstations @ approximately 56sf each + misc. items						Modern fold adjustable partitions in between rms						
	Each desk to be min. 5' x 3.5' with a computer, tv and phone.						To house private meeting for NYPD, Fire and other						
	Projection screen/projectors/AV equipment						Location for the (3) Commissioners to reside when on site						
	To be used as a large conference room when necessary						Press Room		1	50		800	
	Special HVAC, Lighting and secured window TBD						For Live press conferences						
	Copy Area for room						To house up to 50 reporters @ 10sf eh						
	Specialized consultant to develop program requirements						Approximate size 25' x 24'						
	(PIU) Public Information Unit/Training Room (Telephone Room)		1	70		1,400	Adjacent to the Mayors Suite & EOC room w/ window						
	Used as Telephone Hot Line room in emergencies.						Raised platform in back for cameras						
	70 seats for conference/training style set up @ approx. 20sf eh						Raised floor for cabling						
	Raised floor for telephones to be stored when not in use.						Podium for the speakers						
	Projection screen/projectors						Direct "LIVE" line to the street for tv trucks.						
	* Specialized consultant to develop program requirements*						Large Conference Room		1	40		1,000	
	Watch Command / Radio Hardware Room		1	10		1,900	Adjacent to the Mayors Suite & EOC room						
	Used as the Radio communications room during emergencies.						To house up to 40 people @ 25 Sf eh						
	10 workstations						Sound Proof, raised floor						
	Acoustical value important to design.						Approximate size 35' x 32'						
	Raised floor for special equipment/Radio Infrastructure						Window to the EOC room						
	24 hr/day/7 days/mk/365 days/yr operation.						Staff Kitchen/Lounge Room		1	30	450	450	
	Special HVAC requirements for room to be determined.						Main pantry/lounge for staff						
	* Specialized consultant(Motorola) developing program requirements*						Pantry to have microwaves and industrial coffee makers						
	Rear Screen Projection Room		1			360	Adjacent to Smoking room						
	Rear Screen projection Room						Vending machines/WATER BOTTLES(5 YR SHELF LIFE)						
	Adjacent to the EOC room						To be near windows, if possible						
	Approximate size to be determined upon floor lay out						Smoking Room		1	10		100	
	Contains all AV equipment and support equipment.						Special ventilation required						
	* 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												
	UPS SYSTEM TO BE ON 23RD FLOOR.												
	Storage Rooms		4			750							
	Communications Equipment					100							
	Computer Equipment					150							
	Field Equipment					250							
	Office Supplies					250							
SUB TOTAL						10,910	SUB TOTAL						2,650

COMMON & EQUIPMENT AREAS							COMMON & EQUIPMENT AREAS						
			#	OCC	S.F.	TOT.				#	OCC	S.F.	TOT.
	Bunk Rooms		2	8	150	300		Bunk Rooms		2	8	150	300
	Male/Female @ 36 SF eh							Male/Female @ 36 SF eh					
	Changing Rooms		2	6	100	200		Changing Rooms		2	6	100	200
	Male/Female @ 15SF eh							Male/Female @ 15SF eh					
	Adjacent to the bunk rooms and showers							Adjacent to the bunk rooms and showers					
	Shower Rooms		2	2	100	200		Shower Rooms		2	2	100	200
	For staff during emergencies							For staff during emergencies					
	Male/Female							Male/Female					
	Handicapp accessible							Handicapp accessible					
	Adjacent to changing/bunk rooms							Adjacent to changing/bunk rooms					
	Bathroom Suite for the Mayor		1	1		250		Bathroom Suite for the Mayor		1	1		250
	Restroom with							Restroom with					
	Shower/changing room							Shower/changing room					
	and mini pantry							and mini pantry					
	Bathroom Suite for the Commissioner					150		Bathroom Suite for the Commissioner					
	Restroom with							Restroom with					
	Shower/changing room							Shower/changing room					
	BUILDING WINDOWS TO BE SEALED OFF FOR SECURITY;							BUILDING WINDOWS TO BE SEALED OFF FOR SECURITY;					
	EXACT DESIGN TO BE DETERMINED.							EXACT DESIGN TO BE DETERMINED.					
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DEPT OF GENERAL SERVICES
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SPACE ANALYSIS BY UNIT

PROJECT#: 96-1346
DATE: 10/20/97
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AGENCY: Office of Emergency Management
DIVISION: (OEM)
PROGRAM: BACK-UP SYSTEMS
UNIT (S): 23rd floor
UNIT CODE: C

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

SPACE ANALYST: S. Lee Wright
IA/Jefferson

UNIT PERSONNEL TOTAL
PERSONNEL w/CIRC. 2,999
COMMON/EQUIP. w/CIRC. 2,999
UNIT GRAND TOTAL 2,999

INCLUSIVE
Carp. Sq. Ft.
Carp. Sq. Ft.
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.
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**DEPT OF GENERAL SERVICES
SPACE DESIGN-PROGRAMMING
SPACE ANALYSIS BY UNIT**

PROJECT#: 96-1346
DATE: 10/20/97
PAGE 4 OF 5

AGENCY:	Office of Emergency Management
DIVISION:	
PROGRAM:	
UNIT (S)	BACK-UP SYSTEMS
	7th floor
UNIT CODE:	D

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

SPACE ANALYST: S. Lee Wright	
UNIT PERSONNEL TOTAL	INCLUSIVE
PERSONNEL w/CIRC.	Carp. Sq. Ft.
COMMON/EQUIP. w/CIRC.	533 Carp. Sq. Ft.
UNIT GRAND TOTAL	533 Carp. Sq. Ft.

COMMON & EQUIPMENT AREAS					S.F.	TOT.
1	GENERATOR	#	OCC			400
2	The following are assumptions which need to be confirmed;	1				
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	Commissioners 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
SUB TOTAL						400

[illegible][illegible]

