

DEPT OF GENERAL SERVICES SPACE DESIGN-PROGRAMMING SPACE ANALYSIS BY UNIT										AGENCY: Office of Emergency Management DIVISION: (OEM) PROGRAM: Personnel Allocation		CURRENT ADDRESS: 100 Church St, 20th Floor New York, NY 10007		SPACE ANALYST: S. Lee Wright 14/Jefferson									
PROJECT#: 96-1346 DATE: 8/18/97 PAGE 1 OF 5										UNIT (S)		UNIT CODE: A		UNIT PERSONNEL TOTAL 45 INCLUSIVE									
PERSONNEL ALLOCATION - THIS UNIT										STATUS		ENCLOSED OFFICES		WORKSTATIONS									
		CURR	2 YRS	P.T.	TEMP	1100	300	225	150	110	70	65	56	53	40	33	***	TOTAL	STA TYPE	COM/PRINTER	PHN	SPECIAL REQUIREMENT & COMMENTS	
1	1	1				1												1100	K	X	X	M	M.Fax, Sp. Sec. Close For Files
2	1	1					1											300	J2	X	X	M	M.Fax
3	1	1						1										225	I2	X	X	M	
4	1	1							1									225	I2	X	X	M	M
5	1	1							1									225	I2	X	X	M	M.Fax
6	1	1							1									225	I2	X	X	M	M
7	1	1							1									150	H1	X	X	M	M.Fax
8	1	1							1									150	H1	X	X	X	S
9	1	1											1					56	D3	X	X	S	
10	1	1											1					56	D2	X	X	S	
11	1	1																0	n/a	X	X	S	
12	1	1											1					56	D3	X	X	S	
13	1	1											1					56	D3	X	X	S	
14	1	1											1					56	D3	X	X	S	
15	1	1											1					56	D3	X	X	S	
16	1	1											1					56	D3	X	X	S	M.Fax
17	1	1											1					56	D3	X	X	S	M
18	1	1											1					56	D3	X	X	S	
19	1	1											1					56	D3	X	X	S	
20	1	1											1					56	D3	X	X	S	
21	1	1											1					56	D3	X	X	S	
22	1	1											1					56	D3	X	X	S	M.Fax
23	1	1											1					56	D3	X	X	S	M
24	1	1											1					56	D3	X	X	S	
25	1	1											1					112	D1	X	X	S	Fax
26	2	2											2					56	D3	X	X	S	
27	4	4											1					150	H1	X	X	S	
28	1	1											1					0	n/a	X	X	S	
29	1	1											1					56	D3	X	X	S	
30	1	1											1					620	K	X	X	M	Secure Communications Equip.
31	1	1											1					0	n/a	X	X	M	Fax
32	1	1											1					0	n/a	X	X	M	Fax
33	1	1											1					0	n/a	X	X	M	Fax
34	1	1											1					0	n/a	X	X	M	Fax
35	1	1											1					0	n/a	X	X	M	Fax
36	1	1											1					0	n/a	X	X	M	Fax
37	1	1											1					225	I2	X	X	M	
38	7	7											7					392	D3	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							1	4	300		300							
2	Ver. Files (Legal)(in open area)	4		7	28																		
3	Lateral Files (in open area)				0																		
4	62" x 18"	22		10.5	231							1		48		48							
5	Bookshelves	20		3	60																		
6	Counter Tops on top of files	4		0	0																		
7	Tables (open within rooms)	10		0	0																		
8	Table Backs (in storage rooms)	10		0	0																		
SUB TOTAL		10		0	361							1	15	200		360							
H:SHAREFORMSVP & E:J.R. GONCHAR 6/18/96														10.5		0							
COMMON & EQUIPMENT AREAS										# <td data-kind="ghost"></td> <th data-cs="2" data-kind="parent">OCC.</th> <th data-kind="ghost"></th> <th data-cs="2" data-kind="parent">S.F.</th> <th data-kind="ghost"></th> <th data-cs="2" data-kind="parent">TOT.</th> <th data-kind="ghost"></th>		OCC.		S.F.		TOT.							
1	Conference/Library Room	1										1		14		14							
2	Waiting for (4) people																						
3	Copy/Fax Area	1																					
4	Secure access to the floor																						
5	Waiting for (4) people																						
6	Central File Room	1																					
7	15.42" w lateral files, locking, fireproof, table w/ chairs																						
8																							
SUB TOTAL																							
COMMON & EQUIPMENT AREAS										# <td data-kind="ghost"></td> <th data-cs="2" data-kind="parent">OCCUP.</th> <th data-kind="ghost"></th> <th data-cs="2" data-kind="parent">S.F.</th> <th data-kind="ghost"></th> <th data-cs="2" data-kind="parent">TOT.</th> <th data-kind="ghost"></th>		OCCUP.		S.F.		TOT.							
1	Conference/Library Room	1																					
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
SUB TOTAL																							

DEPT OF GENERAL SERVICES		AGENCY:	Office of Emergency Management
SPACE DESIGN-PROGRAMMING		DIVISION:	(OEM)
SPACE ANALYSIS BY UNIT		PROGRAM:	
PROJECT#: 94-1346		UNIT (S)	Technology "Critical" Areas
DATE: 8/18/97		UNIT CODE:	B
PAGE 2 OF 5			

[illegible]

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

PROJECT#: 96-1346

DATE: 8/18/97

PAGE 3 OF 5

AGENCY: Office of Emergency Management

DIVISION: _____ **(OEM)**

PROGRAM:

UNIT (S)

1

CURRENT · 100 Church St, 20th Floor

SPACE ANALYST: · S. Lee Wright
IA/Jefferson

UNIT PERSONNEL TOTAL INCLUSIVE

PERSONNEL w/CIRC.

COMMONWEALTH OF MASSACHUSETTS
1,000 CARR. Sq. Ft.

UNIT GRAND TOTAL 1,000 Carp. Sq. Ft.

[illegible][illegible][illegible]