

LIST OF SPACES Space/Component	Revised Program (6/16/09)				Comments
	Unit/ Area Std.	No. of Staff	No. of Spaces	Net Area	
Number of Courtrooms:			6		
COURT ADMINISTRATION					
Visiting PJ/Executive Office	225	1		225	
Multi-purpose Conf./Training Room	240		1	240	video conferencing capable
Copy/Supply Room	100		1	100	
Total Court Administration, Net Area		1		565	
Departmental Area (add 25%)				706	
Gross Area (add 35%)				953	

SUPPORT SERVICES					
Court Reporters - Near Trial Courtrooms	120	2		240	2 each in two offices
Court Reporters - Near Arraign. CR	120	1		120	2 in one office
Interpreter Waiting Area	36	6		216	for up to 6 w/work surface & lockers
Probate Investigator	64	1		64	locate in Clerk's office area
Total Support Services, Net Area		10		640	
Departmental Area (add 25%)				800	
Gross Area (add 35%)				1,080	

COURT SETS / JUDICIARY					
Court Sets					
Courtroom Multi-purpose (jury)	1600		4	6,400	
Large/ Arraignment Courtroom	2100		2	4,200	
Subtotal Courtrooms, Net Area		0	6	10,600	
Subtotal Departmental Area (add 20%)				12,720	
Subtotal Gross Area (add 35%)				17,172	
Jury Suite (kitchenette and closet)	350		3	1,050	
Jury Restrooms (1 for each)	60		3	180	
Attorney/Client/Witness Rooms	100		12	1,200	
Holding Cells at Trial Courtrooms	60		6	360	2/pair of trial courts+Tr./SC; no interv.
Courtroom Waiting	225		6	1,350	mosly at trial courtrooms; mainly jurors
Courtroom Technology/Equipment Room	60		3	180	
Exhibit Storage Closet	50		6	300	inside courtrooms
Subtotal Court Sets, Net Area				4,620	
Subtotal Departmental Area (add 20%)				5,544	
Subtotal Gross Area (add 35%)				7,484	
Subtotal Courtrooms/Court Sets, Net Area		0		15,220	
Subtotal Departmental Area (add 25%)				18,264	
Subtotal Gross Area (add 35%)				24,656	

Judiciary/Courtroom Support					
Judicial Chambers (incl. toilet and closet)	400	6		2,400	
Convenience Copy Room/Alcove	64		2	128	Adjacent to 2 large CRs
Conference/Legal Collection	280		1	280	30' shelving; video conf. capable
Judicial Secretary	64	1		64	near judges
Courtroom Clerk (Floater) Workstations	64	3		192	In one room; added 2-10-09
Research Attorney - nr. Judges & library	150	0		0	lower priority - could eliminate
Subtotal Judiciary/Courtroom Support, Net Area		10		3,064	
Subtotal Departmental Area (add 25%)				3,830	
Subtotal Gross Area (add 35%)				5,171	

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Total Court Sets/Judiciary					
Total Court Sets/Judiciary Net Area		10		18,284	
Total Court Sets/Judiciary Departmental Area				22,094	
Total Court Sets/Judiciary Gross Area				29,827	

CLERK'S OFFICE - Combines Criminal & Civil					
Division Manager	120	1		120	over all divisions
Court Services Supervisor	100	2		200	
Window Clerks - Exterior	64	2		128	may be inside pre-screening lobby
Window Clerks - Interior	64	8		512	2 for LE & professionals
Queuing for Interior Windows	10		40	400	5 per window at 10 SF each
Shared Support for Window Clerks	48		1	48	large printer, counter
Cash Accounting Area	100		1	100	table & safe
Clerk Cash-out Area	36		1	36	Counter w/2 position - by Cash Acct.
Non-Window Clerks	48	8		384	
Calendar Clerks	48	3		144	
Calendar Clerk Shared Layout Space	90		1	90	
Records Clerks	48	2		96	
Active Records	400		1	400	
Imaging Station/Clerks	48	3		144	space for cart in aisle
Exhibit Clerk	48	1		48	adjacent to vault
Evidence Vault	200		1	200	
Mail/Workroom/Copy	300		1	300	mail collection at outside boxes
Enhanced Collections Area					near arraignment courtroom
Enhanced Collections Staff	64	4		256	customer is seated w/partitions
Enhanced Collections Queuing/Waiting	12		6	72	
Copy/Supply Room	80		1	80	
Clerk's Office - Total Net Area		34		3,758	
Departmental Area (add 30%)				4,885	
Gross Area (add 35%)				6,595	

JUSTICE PARTNERS					
Shared Attorney Convenience Room	200		1	200	lower priority - could eliminate
Total Justice Partners		0		200	
Departmental Area (add 25%)				250	
Gross Area (add 35%)				338	

Note: These are hotel offices only; staff not permanently assigned to space.

COURT AND BUILDING OPERATIONS					
Public Area					
Entry Vestibule (Pre-Screening Queuing)	400		1	400	plus covered outdoor area
Exit Lane	0		1	0	dedicated lane - no space allocated
Public Lobby	1000		1	1,000	incl. info booth
Vending	80		0	0	
Coffee Cart	60		1	60	with sink
Subtotal Public Area, Net Area		0		1,460	
Departmental Area (add 25%)				1,825	
Subtotal Gross Area (add 35%)				2,464	

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Court Security Screening					
Security Screening	250		2	500	one entrance
Subtotal Court Screening, Net Area		0		500	
Departmental Area (add 25%)				625	
Subtotal Gross Area (add 35%)				844	

Jury Assembly (& Training) Area					
Jury Assembly Staff	48	2		96	
Supervisor's Office	120	1		120	lower priority - could eliminate
Entry Queuing (was 25% of jury call)	10		25	250	
Forms Counter (5% of jury call)	5		10	50	
Reception/Registration	120		1	120	
Jury Assembly Room (jury call: 200)					
Row Seating	12		90	1,080	use for judges en banc
Lounge Seating	20		80	1,600	use for judges en banc
Tables	15		20	300	at tables for 4
Carrels	25		10	250	power & data
Furniture Storage	100		1	100	when use room for judges en banc
Vending & Kitchenette	160		1	160	4 machines; microw. & refrig.
Training Room	750		1	750	movable partition to jury assembly
Training Storage	80		1	80	AV equipment & laptops/charging
Restroom; Male	150		1	150	
Restroom; Female	150		1	150	
Subtotal Jury Assembly, Net Area		3		5,256	
Subtotal Departmental Area (add 20%)				6,307	
Subtotal Gross Area (add 35%)				8,515	

Child Waiting					
Reception/Check-in	64		1	64	near Jury Assembly
Play Area	200		1	200	
Staff Area	64		1	64	
Kitchenette	50		1	50	
Child Restroom	45		1	45	
Subtotal Child Waiting, Net Area		0		423	could go back to 300 sf
Subtotal Departmental Area (add 20%)				508	
Subtotal Gross Area (add 35%)				685	

File Viewing & Self-Help Service Center					
Resource Staff	64	1		64	Connected to Clerks (includes FL)
User Work Space with Tables & Forms	120		1	120	also serves as waiting for legal clinics
Facilitator & Small Claims Advisor/BCAP	150	1		150	Alt. days; 2 desks & customer chairs
Computer Terminals	25		4	100	carrels; one printer
Microfiche Reader	25		1	25	
Subtotal Self-Help Center, Net Area		2		459	
Subtotal Departmental Area (add 20%)				551	
Subtotal Gross Area (add 35%)				744	

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Court Support					
Staff Break Room	400		1	400	combined into 1 room with 1 staff restroom
Break Room Storage Closet	16		1	16	
Lactation Room	80		1	80	
Staff Shower/Restroom (1M/1F)	80		2	160	
Subtotal Court Support, Net Area		0		656	
Subtotal Departmental Area (add 25%)				820	
Subtotal Gross Area (add 35%)				1,107	

In-Custody Holding (Central)					
Custody Area					
Vehicular Sallyport	2000		1	2,000	may not need - depends on plan for 20 at once at control w/refr. & sink w/restraint storage cab. in this area - part of grossing factor
Pedestrian Sallyport	150		1	150	
Staging Area	200		1	200	
Custody Office/Control	120		1	120	
Staff Toilet	45		1	45	
Storage	80		1	80	
Pantry	80		1	80	
Janitor's Closet	0		1	0	
Central Holding					
Medium Group Holding	80		6	480	
Individual Holding	40		8	320	
Individual Juvenile Holding	40		8	320	benches for 3 (4.5' min.)
Attorney/Detainee Interview Rooms	60		2	120	
Booking Station	80		1	80	
Subtotal In-Custody Holding, Net Area		0		1,995	
Subtotal Departmental Area (add 35%)				2,693	
Subtotal Gross Area (add 35%)				3,636	

Security Operations					
Control Room	180		1	180	sink/refr. & weapons locker/storage; tables for 6; 2 carrels (incr. 2-11) 10 LE lockers - incr. area 2-11-09 5 LE lockers
Interview/Holding	64		1	64	
Meeting/Work/Break Room	220		1	220	
Sheriff Station Toilet/Locker/Shower: M	144		1	144	
Sheriff Station Toilet/Shower/Locker: F	100		1	100	
Sergeant Office	125	1	1	125	
Subtotal Security Operations, Net Area		1		833	
Subtotal Departmental Area (add 25%)				1,041	
Subtotal Gross Area (add 35%)				1,406	

Inactive Records Storage					
Inactive Records	400		1	400	Consolidate with Active Files if can
Subtotal Records Storage		0		400	
Subtotal Departmental Area (add 10%)				440	
Subtotal Gross Area (add 35%)				594	

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Support for Building Operations					
Loading/Receiving Area	120		1	120	no dock
General Building Storage	350		1	350	(add closets near courtrooms)
Facilities Staff	100	1		100	
Computer Room	200		1	200	
Information Systems Technicians	80	1		80	locate with computers
Computer Equipment Storage	80		1	80	
Main Telecommunications Room	150		1	150	
Main Point of Entry (MPOE - telecom)	100		1	100	
LAN/Telecom Rooms (1/floor)	80		3	240	
Maintenance Equipment Storage/Workshop	120		1	120	use for contractor
Custodial Storage/Closet	120		1	120	custodial closet for it's floor
Custodial Closet (per floor)	50		2	100	at restricted corridor
Subtotal Building Operations		2		1,760	
Subtotal Departmental Area (add 25%)				2,200	
Subtotal Gross Area (add 35%)				2,970	

Note: Storage requirements assume all documents eventually stored in an imaged format.

Total Court and Building Operations					
Total Court and Building Operations, Net Area		8		13,742	
Total C&BO Departmental Area				17,010	
Total C&BO Gross Area				22,964	

TOTAL AREA					
Grand Total, Staff & Net Area		63		37,189	From original space list: 60,725 BGSF Percent over original:
Grand Total, Departmental Area				45,746	
Building Gross Area (add 35%)				61,757	1.70%
Gross Area Per Courtroom				10,293	

(slightly higher than original space list)

SUMMARY	Net Area	Dept. Area	Gross Area	
COURT ADMINISTRATION	565	706	953	
SUPPORT SERVICES	640	800	1,080	
COURT SETS / JUDICIARY	18,284	22,094	29,827	
CLERK'S OFFICE (Criminal & Civil)	3,758	4,885	6,595	
JUSTICE PARTNERS	200	250	338	
COURT AND BUILDING OPERATIONS	13,742	17,010	22,964	
Totals	37,189	45,746	61,757	

Gross includes staff restrooms, public restrooms, public telephones, drinking fountains, janitors closets, etc (25%) and telecommunications and electrical closets, mechanical shafts, elevator machine room, etc. (10%)