

**Department of Employment and Economic Development
North Minneapolis WorkForce Center (WFC) Space Requirements**

Space Program Prepared by Real Estate and Construction Services

Based on findings from "North Minneapolis WorkForce Center Redesign Project", Deloitte, 11/16/2012

2/22/2013

	Total Employees	Total Offices	Total Workstations	Total Area
DEED/Partners Office Suite	45	26	19	5,958
Triage				881
Resource Room				1,747
Conference Center				5,460
Totals	45	26	19	14,046

EXHIBIT A-1

DEED/Partners Secure Office Space Requirements

2/22/2013

Employee Count	Quantity		
WorkForce Center Staff	45		
Total Employee Count	45		

Notes
Employee offices, workstations and support space will be in secured suite.

Employee Space	Quantity	Square Feet	Area
DEED/JS/VRS - Supervisor Office	2	120	240
DEED/JS Private Office - Counselors for MFIP, DW, VETS, Youth	6	100	600
DEED/JS Workstation (no case management)	3	48	144
DEED/VRS Private Office - Counselors & Specialists	13	100	1,300
DEED/VRS Workstation (Case Aids/Techs)	5	48	240
DEED/VRS Hoteling Office	2	100	200
DEED/Partner Workstation			
UI REA	2	48	96
UI Audit	2	48	96
GWES	1	48	48
Job Corp	1	48	48
Hired	1	48	48
Americorps	1	48	48
DEED/JS/Partner Hoteling Office	3	100	300
Resource Room Staff Workstation	3	48	144
Total Employee Space			3,552

Notes
10'x12'
10'x10' - When meeting with customers, the counselor should be located nearest to the office door. Offices provide secure, confidential conversations with the customer and should promote the trust-building process between the customer/consumer and the Counselor/case manager
6'x8'
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6'x8'
10'x10'
Workstations in the staff area allow Resource Room staff to work on administrative tasks that should not been done within the presence of customers

Support Space	Quantity	Square Feet	Area
Work/Copy Area/Mail Station	1	264	264
Wellness Room	1	120	120
VRS - Staff Huddle/Consumer Meetings	1	200	200
JS - Staff Huddle	1	200	200
Collaborative Work Booths	3	32	96
Collaborative Work Chairs (Soft Chairs)	3	6	18
Total Support Space			898

Notes
12'x22
Available for staff or customers (with staff approval) to use as an individual break room to recover from work situations such as stressful counseling sessions
10'x20'
10'x20'
4'x8'
2'x3'

Agency Subtotal	4,450
Additional Space for Panel Creep, etc.	133
Circulation (30%)	1,375
Total Space Required	5,958
Square Foot Per Person	132

WorkForce Center Space Requirements

2/22/2013

Triage Area	Quantity	Square Feet	Area
Entry/Greeting Area	1	144	144
Meeting Room ("Jumpstart" triage)	1	390	390
Waiting Area	1	144	144
Resource & Reception Subtotal			678
Circulation (30%)			203
Total Space Required			881

Notes
12'x12', One greeters desk or podium and chair or stool
13'x30'
12', 12', Includes 2 tables and 8 chairs

Resource Room	Quantity	Square Feet	Area
Computer Workstations			
Standard Workstations	19	12	228
Family Workstations	4	18	72
Assistive Technology Workstations	4	27	108
Chairs for Standard Workstations	19	8	152
Chairs for Assistive and Family Workstations	8	12	96
Multifunction Printer	1	20	20
Private Phone Areas	2	40	80
Library	1	144	144
Information Desk	1	144	144
Flexible Space to Accommodate Growth	1	300	300
Conference, Interview & Training Area Subtotal			1,344
Circulation (30%)			403
Total Space Required			1,747

Notes
4'x3'
6'x3'
6'x4.5'
5'x4'
5'x8'
12'x12'
12'x12'
15'x20', This space is additional open space that can be used to allow the Resource Room layout to change as needed over time

Conference Center	Quantity	Square Feet	Area
Large Conference Room (seats 50)	1	1500	1500
Midsized Conference Room (seats 20-25)	2	750	1500
Small Conference Room (seats 4-10)	2	300	600
Computer Classroom	1	600	600
Conference, Interview & Training Area Subtotal			4,200
Circulation (30%)			1,260
Total Space Required			5,460

Notes
30 sqft per desk/chair/open space
600 sqft - 750 sqft, 30 sqft per desk/chair/open space
120 sqft - 300 sqft, 30 sqft per desk/chair/open space
20 chairs = 30 sqft per desk/chair/open space = 600 sqft; 20 computers