Space Requirements

Board of Nursing - 7/3/18

Recommendation per Space Guidelines & Space Needs Assessment

Employee Count	Quantity					Notes
Board of Nursing	44					Parking: 44 employee vehicles, 20 visitor stalls
Total Employee Count	**44**					
Employee Space	**Quantity**	**Square Feet**	**Area**			**Employee Space**
10x15 Office	1	150	150			
10x12 Office	21	120	2,520			
6x8 Workstation	12	48	576			
Nursing Practice Reception Workstation	1	48	48			
Admin/Education Reception Workstation	1	48	48			
Operations Reception Workstation	8	48	384			
Total Employee Space			**3,726**	**Shared with other Building Tenants**		
Support Space	**Quantity**	**Square Feet**	**Area**	**Square Feet**	**Area**	**Support Space**
Nursing Practice Waiting Area	1	100	100			Seating for 3 people and small table
Admin/Education Waiting Area	1	75	75			Seating for 2 people
Operations Waiting Area	1	200	200			seating for 4 people, small table and public access computer area
Board Room (seats 50)	1		0	1,250	1,250	Must have separate outside access in addition to access within the office space. Built in cabinetry and countertops
Media Control Center	1	100	100			Adjacent to Board Room. Microphones/sound system, video conferencing equipment.
Hearing Room (seats 8)	2	250	500			Separate from shared conference rooms and soundproof. Anteroom and entrance from inside and outside office space.
Library/Small Meeting Room	1	180	180			Bookshelves around perimeter, table to seat 6 people
Print/Mail Room	2	144	288			Each area contains printers, scanners, four 36" storage cabinets, 4 work height tables, extra power for multiple devices
Copy Area	2	36	72			Copier and 36" storage cabinet in each area
File Cabinets						
Operations Vertical File	10	10	100			
Operations Storage Cabinet	8	10	80			
Admin Vertical File	10	10	100			
Admin Bookcase	10	8	80			
Education Vertical File	3	10	30			
Education Lateral File	2	10	20			
Nursing Practice Vertical File	10	10	100			
Nursing Practice Storage Cabinet	1	10	10			
Spacesaver mobile file track system	1	676	676			Floor Dimensions: 18' 0 1/16" x 18' 3", sqft assumes a 48" aisle surrounding unit. Total system + media weight: approx 46,000 lbs.
Operations Storage Room	1	576	576			Lockable room, 24'x24'
Nursing Practice Storage Room	1	576	576			Lockable room, 24'x24'
Mother's/Quiet Room	1	100	100			Lockable room, away from high traffic areas
Kitchenette	1		0	100	100	Refrigerator, counter space, cupboards, sink and dishwasher (appliances provided by Bd of Nursing). If not provided as shared building space, would need to have as dedicated space
Break Area	1		0	500	500	Accommodate 20 staff, located near kitchenette. If not provided as shared building space, would need to have as dedicated space
Coat Closet	1	25	25			Accommodate 50 coats for staff and visitors
Water Cooler	3	4	12			
IT Room	1	200	200			12'x16' room, wiring concentration rack, network switches, 2-15 terminals, at least 3 network jacks and 3 work benches
Server Room	1	120	120			10'x12' room, currently shared with other Health Boards, may be required if moving to a new building
Total Support Space			**4,320**		**1,850**	
Agency Subtotal			8,046		9,896	
Additional Space for Panel Creep, etc.			660		660	
Circulation (40%)			3,482		4,222	
Total Space Required			**12,188**		**14,778**	
Square Foot Per Person			**277**		**336**	