

Space Requirements

Workforce Center Colocation - 4/1/2016

Summary

Recommendation per Space Guidelines & Space Needs Assessment

Agency Office Requirements	SQFT Required	Staff
Ramsey County Workforce Solutions	7,205	59
DEED Workforce Development Division	2,747	16
DEED Vocational Rehabilitation Services	3,092	21
Shared Amenities	12,405	
Total Office Requirements	25,449	96
Square Foot Per Person		265

Space Requirements

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Ramsey County Workforce Solutions

Recommendation per Space Guidelines & Space Needs Assessment

Employee Count	Current Total Employees	blank	blank
Ramsey County Workforce Solutions			
WFS Administrative & MIS/F/ITS	21		
WFS Program Staff MFIP, Youth, DWA	29		
CHS Financial Workers	2		
County Supported Partners	3		
Future	4		
Total Employee Count	59	blank	blank
Employee Space	Quantity	Square Feet	Area
10x12 Office	14	120	1,680
6x8 Workstation	31	48	1,488
6x8 Hoteling/Future Workstation	9	48	432
10x10 Family Workstation	5	100	500
Total Employee Space	blank	blank	4,100
Support Space	Quantity	Square Feet	Area
Storage	1	280	280
Printers	2	36	72
Total Support Space	blank	blank	352
Agency Subtotal			4,452
Additional Space for Panel Creep, etc.			885
Circulation (35%)			1,868
Total Space Required	blank	blank	7,205
Square Foot Per Person	blank	blank	122

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DEED Workforce Development Division

Recommendation per Space Guidelines & Space Needs Assessment

Employee Count	Current Total Employees	blank	blank
DEED Workforce Development Division			
Job Service	10		
UI - REA	4		
Veterans Reps	2		
Total Employee Count	16		
Employee Space	Quantity	Square Feet	Area
10x12 Office	1	120	120
6x8 Workstation	3	48	144
6x8 Unassigned Workstation	6	48	288
6x8 Hoteling Workstation	1	48	48
6x8 Workstation	4	48	192
10x12 Office	2	120	240
Total Employee Space			1,032
Support Space	Quantity	Square Feet	Area
File Cabinets (Vertical)	8	10	80
File Cabinets (Lateral)	4	10	40
Storage Cabinet	1	10	10
Bookcase	1	8	8
UI Conference Room (seats 20-25)	1	625	625
Total Support Space			763
Agency Subtotal			1,795
Additional Space for Panel Creep, etc.			240
Circulation (35%)			712
Total Space Required			2,747
Square Foot Per Person			172

Space Requirements

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DEED VRS

Recommendation per Space Guidelines & Space Needs Assessment

Employee Count	Current Total Employees	blank	blank
DEED Vocational Rehabilitation Services			
VRS	18		
Partnering Staff/Hoteling	3		
Total Employee Count	21	blank	blank
Employee Space	Quantity	Square Feet	Area
10x12 Office	12	120	1,440
6x8 Workstation	9	48	432
Total Employee Space	blank	blank	1,872
Support Space	Quantity	Square Feet	Area
File Cabinets (Vertical)	1	10	10
File Cabinets (Lateral)	1	10	10
Storage Cabinet	1	10	10
Bookcase	1	8	8
Accessible Room	1	65	65
Total Support Space	blank	blank	103
Agency Subtotal			1,975
Additional Space for Panel Creep, etc.			315
Circulation (35%)			802
Total Space Required	blank	blank	3,092
Square Foot Per Person	blank	blank	147

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Shared Space

Recommendation per Space Guidelines & Space Needs Assessment

Shared Support Space	Quantity	Square Feet	Area
Reception Area (2 staff and seats 18) ¹	1	550	550
Multifunction Room (Seats 100) ^{2, 3, 8}	1	2,500	2,500
Medium Conference (Seats 15) ^{3, 8}	2	300	600
Mini Resource Room (Youth Program) (Seats 18) ^{3, 8}	1	450	450
Mini Resource Room (MN Family Investment Program) ^{3, 8}	1	625	625
Interview Room (Seats 2-4) ⁸	4	100	400
Computer Room (Seats 24)	24	20	480
Resource Room ⁶	1	2,000	2,000
Staff Kitchenette/Break (Seats 25) ⁴	1	625	625
Central Mail Area ⁵	1	120	120
Work/Print/Storage	1	500	500
Printers	5	15	75
Server Room ⁷	1	144	144
Quiet/Mother's Room	1	120	120
Total Support Space			9,189
Circulation (35%)			3,216
Total Space Required			12,405

1. Reception to direct customers & notify counselors of appointments. Separate from resource area. Security Guard.
2. Multifunction room with folding partition walls to be turned into 3 rooms.
3. All conference rooms to be equipped with AV equipment and phone lines.
4. Kitchenette and break room includes coffee area, sink, 2 refrigerators, cabinet storage, and water cooler. Power for microwave, etc.
5. Space to sort, prep packages and staff mail boxes with postage meter machine.
6. Resource room includes 2 family 12x12 workstations.
7. Server Room:
 - DEED:** HVAC must ensure consistent room temperatures in computer server room. Secured for limited staff access.
 - Ramsey County:** No Requirements
8. All offices, interview rooms, and conference rooms to have accoustical privacy.
9. Space and design to meet ADA standards.
10. Staff entrance separate from public entrance