

PROGRAM SUMMARY

Project Name Office of Children & Family Services **Issue Date** 06/16/14
Project Address 445 Hamilton Ave., White Plains, NY **Program Date** 06/06/14
Project Manager Donn Courselle **Project #** 6342

Dept. #	Department	Workspace Type & Square Footage								Total Wrksp Count	Areas (Square Feet)					
		Workspace Quantities									Work-space SF	Support SF	Filing SF	Circulation	Total Req'd Carpetable (CSF)	
		Enc. Offices				Workstations										
		A	B	C	D	M*	E	F	G							
01	Commission for the Blind			1	2			1		10	14	832	1015	177	1055	3079
02																
03																
04																
05																
06																
07																
08																
09																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
Grand Total		0	0	1	2	0	1	0	10	14	832	1,015	177	1,055	3,079	

* Support Space Staff - Workstation Included in Support Areas

Approval	
Robert Sartori	
Title	SBSA Date 06/16/14

Project Name: Office of Children & Family Services
Department Name: Commission for the Blind
Department No.: 1

Issue Date: 06/16/14
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No.	Support Area Name	Quantity	SF (each)	Net SF	Special requirements / Comments	Add'l Info*
S01	Conference Room	1	250	250		
S02	Conference/Interview Room	1	100	100		
S03	Copy/Mail Room	1	255	255		
S04	File Room	1	150	150		
S05	Storage Room	1	130	130		
S06	Work/Training Room	1	130	130		
S07						
S08						
S09						
S10						
S11						
S12						
S13						
S14						
S15						
S16						
S17						
S18						
S19						
S20						
S21						
S22						
S23						

Support Total	1,015
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Private Offices			
Type	Size (SF)	Quantity	Net SF
A	225		0
B	175		0
C	150	1	150
D	125	2	250
M**	N/A		N/A
E	72	1	72
F	54		0
G	36	10	360
Offices Total		14	832

Filing				
No.	Type	Quantity	Footprint SF	Net SF
F01	Tables		15	0
F02	Vertical Files	27	4	108
F03	Lateral Files		6	0
F04	Bookcases	3	3	9
F05	Storage Cabinets	7	6	42
F06	Shelving	3	6	18
F07	Other			0
F08	Other			0
Filing Total				177

Department Total	3,079
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* If checked See Room Data Sheet

** Office Type M indicates individuals whose permanent workstation resides within a space in one of the Support Areas