

PROGRAM SUMMARY

State Agency: NYS- Office of General Services Issue Date: 07/13/20
 Project Address: Nassau County Program Date: 05/07/20
 Project Manager: Robert Sartori Project #:

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	New Lease Location	225	150	120	100	N/A	72	54	36	75	3966	3385	518	4617	12486
02															
03															
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23															
24															
25															
Grand Total		0	3	8	0	0	1	12	51	75	3,966	3,385	518	4,617	12,486

* Support Space Staff - Workstation Included in Support Areas

Approval	
Title	Date

State Agency: NYS- Office of General Services

Issue Date 07/13/20

Department Name: New Lease Location

Program Date 05/07/20

Department No.: 1

Project # Project No.

No.	Support Area Name	Quantity	SF (each)	Net SF	Special requirements / Comments	Add'l Info*
S01	Enclave	3	100	300	Small Meeting Spaces for (4) employees	
S02	Conference Room- Small	1	300	300	Seating for (20) employees	
S03	Training Room	1	750	750	Seating for (40-50) employees	
S04	Print/ Copy Area	4	50	200	To be placed throughout office area	
S05	Break Room	1	200	200	Based on staff count	
S06	Network Closet	1	120	120	To house (2) servers.See requirements	
S07	Wellness Room	1	100	100	(Mothers Room)	
S08	Admin. Storage Room	1	100	100	Locked Storage	
S09	Climbers Storage Room	1	200	200	Storage for ropes, helmets, etc.	
S10	Outreach Program Storage Room	1	150	150	Storage for flyers, brochures, etc.	
S11	General Office Supply Storage Room	1	150	150		
S12	Furniture Storage Room	1	200	200	Storage for tables and canopies	
S13	IT Storage	1	125	125	Storage for computers/ equipment	
S14	Janitors Closet	1	75	75	Cleaning Supplies/ equipment.	
S15	Weight Room	1	120	120	Weights, Exercise Equipment	
S16	Safety Room	1	100	100	Locked Space for safety equipment	
S17	Wood Storage Room	1	120	120	No drop ceiling. (Infected Wood Storage)	
S18	Slop Sink	1	75	75	Can be located near Weight room or	
S19					Climbers Storage Room	
S20						
S21						
S22						

Support Total	3,385
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Workspaces			
Type	Size (SF)	Quantity	Net SF
A	225		0
B	150	3	450
C	120	8	960
D	100		0
M**	N/A		N/A
E	72	1	72
F	54	12	648
G	36	51	1836
Offices Total		75	3966

Filing				
No.	Type	Quantity	Footprint SF	Net SF
F01	Tables		15	0
F02	Vertical Files	71	4	284
F03	Lateral Files	14	6	84
F04	Bookcases	2	3	6
F05	Storage Cabinets	1	6	6
F06	Open Shelving	8	6	48
F07	Lockers	15	6	90
F08	Other			0
Filing Total				518

Department Total	12,486
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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