

LEGISLATIVE REFERENCE LIBRARY

JK1651.M6 A5 1977

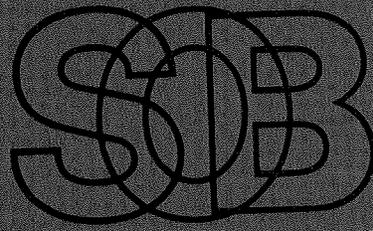
- Space allocation program for the r



3 0307 00036 4532

76-1976

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA



SPACE ALLOCATION PROGRAM

FOR THE RENOVATION OF THE MINNESOTA
STATE OFFICE BUILDING

JK
1651
.M6
A5
1977

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

rafferty
rafferty
mikutowski
lundgren

January 24, 1977

Members of Joint Legislative Committee
on Capitol Area Needs
State Capitol Building
St. Paul, Minnesota 55155

Re: Rehabilitation of State Office Building
CAPITOL COMPLEX

Dear Committee Member:

Upon instructions from the Department of Administration, as architects and engineers for the above project, we have been working closely with your staff representative on the enclosed Space Allocation Program.

This document is a PRELIMINARY ANALYSIS and should be regarded as a WORKING DOCUMENT. Changes will be made when further schematic planning has progressed and as new information makes possible improvements.

As background we have studied the analysis of the State Office Building made in 1970 by Trossen Wright, as well as the Study of "Legislative Space Allocations to be Located in Either Present or New Structures" prepared by The Cerny Associates and published in April 1975. Certain legislative spaces will be provided in the new Annex Building, and certain other legislative spaces, because of their functional relationship, are scheduled to remain in the Capitol Building.

When non-legislative functions are moved and the rehabilitation of the State Office Building is completed, the building will be a flexible modern multi-purpose office building that could serve any office type use and will provide proper space allocations for legislative purposes for need of 1990 as now envisioned.

Further schematic drawings will study and determine the exact interior configuration that will be required in 1981. Any available space at that time will be used to house temporarily permanent commissions of the legislature or similar compatible uses.

This building when completed will be highly energy efficient. Even though we are adding 35,740 gross square feet to the building by infilling the two open courts, energy requirements will be at least thirty percent (30%) less than now.

ARCHITECTS PLANNERS ENGINEERS
HAMM BLDG. ST. PAUL, MINNESOTA 55102

January 24, 1977

Members of Joint Legislative Committee
on Capitol Area Needs

Page 2

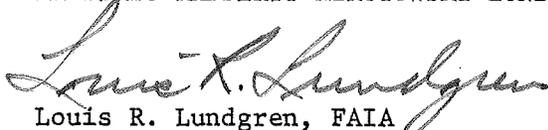
The cost of rehabilitation and the new space will be \$38.34 per square foot.

The sequence of events: planning, approval, demolition, new construction, furnishings and cleanup will be staged in a manner to allow at least one-half of the building at all times for use by the Legislature. This timetable is illustrated on the bar graph in the appendix of the report.

We believe the program is an economical, energy efficient approach which allows legislative function to go on during the program, and will result in an efficient tool to aid in the efficient and effective delivery of legislative services to the people.

Very truly yours,

RAFFERTY RAFFERTY MIKUTOWSKI LUNDGREN AND ASSOCIATES, CHARTERED


Louis R. Lundgren, FAIA
President

LRL:dt

SYNOPSIS

DIRECTIVES

Rafferty Rafferty Mikutowski Lundgren and Associates, Chartered, a joint venture, was selected by the Architects Selection Committee and retained by the Department of Administration of the State of Minnesota to provide the professional services in connection with the Rehabilitation of the State Office Building (SOB).

They were asked to accomplish the following tasks by the Commissioner of Administration with the aid of selected legislative staff representation:

1. Provide in the State Office Building all spaces and facilities required to serve the legislators except those facilities to be provided in the Capitol Building Annex and those scheduled to remain in the State Capitol.
2. Utilize the "Legislative Space Allocations" as they apply as the beginning point of space programming.
3. Utilize the definitions, symbols and level numbers to describe the typical spaces as developed in the "Legislative Space Allocations" prepared by The Cerny Associates.
4. Determine the amounts and type of space needed by each functional group to be housed in the State Office Building.
5. Determine and diagram the relationships among the individual spaces with groups.
6. Prepare the required Rehabilitation of the State Office Building in staged construction so that approximately one-half of the total space can be used for legislative purposes while rehab work is proceeding. The building must continue to serve its intended use during rehabilitation.
7. Prepare at each phase a construction cost estimate for the work taking into account factors stated above.

GROUP 1 HOUSE SPEAKER/MAJORITY LEADER

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>SPEAKER:</u>			
1-A-1	1	Speaker.....	1 450 <u>450</u>
<u>STAFF:</u>			
1-A-2	1	Administrative Assistant.....	9 150
1-A-3	1	Secretary.....	16 40 <u>190</u>
<u>LEADERSHIP STAFF</u>			
1-B-1	1	Receptionist.....	12 252
1-B-2	1	Researcher.....	9 150
1-B-3	1	Secretary for Speaker.....	11 100
1-B-4	1	Staff Secretary.....	15 53
1-B-5	2	Legislative Assistants.....	9 300
1-B-6	1	Clerk.....	17 40
1-B-7		Storage and Filing.....	SF 250 <u>1,145</u>
<u>MAJORITY LEADER</u>			
1-C-1	1	Majority Leader.....	2 425 <u>425</u>
<u>STAFF:</u>			
1-C-2	1	Administrative Assistant.....	9 150
1-C-3	1	Secretary.....	SF 40 <u>190</u>
<u>LEADERSHIP STAFF:</u>			
1-D-1	1	Receptionist.....	12 264
1-D-2	1	Researcher.....	9 150
1-D-3	1	Secretary for Majority Leader.....	11 100
1-D-4	1	Staff Secretary.....	15 53
1-D-5	2	Legislative Assistants.....	9 300
1-D-6	1	Clerk.....	16 40
1-D-7		Duplicating Storage & Filing.....	SF 200 <u>1,107</u>
<u>CAUCUS RESEARCH STAFF:</u>			
1-E-1	1	Director.....	8 150
1-E-2	1	Secretary.....	16 40
1-E-3	2	Assistant Directors.....	9 300
1-E-4	4	Secretarial Pool.....	16 160
1-E-5	10	Researchers.....	10 1,000
1-E-6	7	Interns and Volunteers.....	17 280
1-E-7		Storage & Filing.....	SF 200 <u>2,130</u>

GROUP 1 HOUSE SPEAKER/MAJORITY LEADER

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>CAUCUS INFORMATION OFFICE:</u>			
1-F-1	1 Director.....	8	150
1-F-2	5 Staff.....	16	200
1-F-3	Storage & Filing.....	SF	125
			<u>475</u>
<u>ASSISTANT MAJORITY LEADERS:</u>			
1-G-1	2 Assistant Majority Leaders.....	6	450
<u>STAFF:</u>			
1-G-2	2 Administrative Assistants (1 each).....	9	300
1-G-3	2 Secretaries (1 each).....	16	80
1-G-4	Storage & Filing.....	SF	60
			<u>440</u>
<u>CONFERENCE ROOM AND RULES COMMITTEE ROOM:</u>			
1-H-1	House Leaders' Conference for 30.....	SF	600
	<u>57</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>7,602</u>

GROUP 2 HOUSE MINORITY LEADER

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>MINORITY LEADER:</u>			
2-A-1	1 Minority Leader.....	3	400
<u>STAFF:</u>			
2-A-2	1 Administrative Assistant.....	9	150
2-A-3	1 Secretary.....	11	100
			<u>250</u>
<u>MINORITY LEADERSHIP STAFF:</u>			
2-B-1	1 Administrative Assistant.....	7	150
2-B-2	1 Receptionist.....	12	266
2-B-3	1 Researcher.....	9	150
2-B-4	1 Staff Secretary.....	15	53
2-B-5	1 Legislative Assistant.....	9	150
2-B-6	1 Clerk.....	16	40
2-B-7	Storage & Filing.....	SF	200
			<u>1,009</u>
<u>STENO AND DUPLICATING:</u>			
2-C-1	1 Supervisor for Steno and Duplicating.....	11	100
2-C-2	5 Staff.....	16	200
2-C-3	Duplicating, Storage & Filing.....	SF	325
			<u>625</u>

GROUP 2 HOUSE MINORITY LEADER

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>CAUCUS RESEARCH STAFF:</u>			
2-D-1	1 Director.....	8	150
2-D-2	2 Assistant Directors.....	9	300
2-D-3	1 Secretary.....	16	40
2-D-4	8 Researchers.....	10	800
2-D-5	3 Secretarial Pool.....	16	120
2-D-6	7 Interns and Volunteers.....	SF	280
2-D-7	Storage.....	SF	200
			<u>1,890</u>
<u>CAUCUS INFORMATION OFFICE:</u>			
2-E-1	1 Director.....	8	150
2-E-2	3 Staff.....	16	120
2-E-3	Storage & Filing.....	SF	125
			<u>395</u>
<u>REFERENCE CONFERENCE ROOM:</u>			
2-F-1	Conference Room for 30.....	SF	600
			<u>600</u>
<u>ASSISTANT MINORITY LEADERS:</u>			
2-G-1	2 Assistant Minority Leaders.....	6	450
			<u>450</u>
<u>STAFF:</u>			
2-G-2	2 Administrative Assistants (1 each).....	9	300
2-G-3	2 Secretaries (1 each).....	16	80
2-G-4	Storage & Filing.....	SF	60
			<u>440</u>
<u>47</u>	<u>TOTAL OCCUPANTS</u>	<u>TOTAL SQUARE FEET:</u>	<u>6,059</u>

GROUP 3 HOUSE APPROPRIATIONS COMMITTEE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>APPROPRIATIONS COMMITTEE</u>			
3-A-1	1 Chairman.....	4	325
			<u>325</u>
<u>STAFF:</u>			
3-A-2	1 Administrative Assistant.....	9	150
3-A-3	1 Secretary.....	16	40
			<u>190</u>
<u>VICE CHAIRMAN:</u>			
3-B-1	1 Vice Chairman.....	6	225
			<u>225</u>

GROUP 3 HOUSE APPROPRIATIONS COMMITTEE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>STAFF:</u>			
3-B-2	1	Administrative Assistant.....	9 150
3-B-3	1	Secretary.....	16 40
			190
<u>COMMITTEE STAFF:</u>			
3-C-1	1	Secretary for Chairman.....	15 53
3-C-2	1	Committee Administrator.....	8 150
3-C-3	1	Receptionist.....	12 263
3-C-4	1	Secretary.....	16 40
3-C-5	1	Chief Senior Analyst.....	8 150
3-C-6	2	Analysts.....	9 300
3-C-7		Storage & Filing.....	SF 200
			1,156
<u>DIVISION CHAIRMEN:</u>			
3-D-1	3	Chairmen.....	5 900
3-D-2	3	Secretaries for Chairmen (1 each).....	16 159
			1,059
<u>STAFF:</u>			
3-D-3	3	Administrative Assistants (1 each).....	9 450
3-D-4	3	Secretaries (1 each).....	16 120
			570
<u>DIVISION VICE CHAIRMEN</u>			
3-E-1	3	Vice Chairmen.....	6 675
<u>STAFF:</u>			
3-E-2	3	Administrative Assistants (1 each).....	9 450
3-E-3	3	Secretaries (1 each).....	16 120
			570
<u>DIVISION STAFF:</u>			
3-F-1	6	Fiscal Analysts.....	9 900
3-F-2	2	Secretaries for Fiscal Analysts (1 each).....	16 80
3-F-3		Storage & Filing.....	SF 600
			1,580
<u>41</u>	<u>TOTAL OCCUPANTS</u>	<u>TOTAL SQUARE FEET:</u>	<u>6,540</u>

GROUP 4 HOUSE OTHER COMMITTEES

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>OTHER HOUSE COMMITTEES CHAIRMEN:</u>			
4-A-1	17	Chairmen.....	5 6,300
<u>STAFF:</u>			
4-A-2	17	Administrative Assistants (1 each).....	9 3,150
4-A-3	17	Secretaries (1 each).....	16 840
			3,990

GROUP 4 HOUSE OTHER COMMITTEES

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>VICE CHAIRMEN:</u>			
4-B-1	17 Vice Chairmen.....	6	4,725
<u>STAFF:</u>			
4-B-2	17 Administrative Assistants (1 each).....	9	2,550
4-B-3	17 Secretaries (1 each).....	16	680
			<u>3,230</u>
<u>GENERAL COMMITTEE STAFF:</u>			
4-C-1	17 Committee Administrators (1 each).....	8	2,550
4-C-2	17 Committee Secretaries (1 each).....	13	3,825
4-C-3	17 Interns (1 each).....	17	680
4-C-4	Storage & Filing (1 Each 125 S.F./committee..SF		<u>2,125</u>
			<u>9,180</u>
	<u>153</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>27,425</u>

GROUP 5 HOUSE MEMBERS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>MEMBERS:</u>			
5-A-1	85 Members.....	6	19,125
<u>STAFF:</u>			
5-B-1	85 Volunteers or Interns (1 each).....	9	12,750
5-B-2	85 Secretaries (1 each).....	14	8,500
5-B-4	Filing (1 each).....SF		<u>2,550</u>
			<u>23,800</u>
	<u>255</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>42,925</u>

GROUP 6 CHIEF CLERK OF THE HOUSE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>CLERKS:</u>			
6-A-1	Administrative Area.....	SF	2,600
	1 House Information Officer		
	1 Assistant Information Officer		
	7 Information Office Staff		
6-A-2	Storage & Filing.....	SF	200

GROUP 6 CHIEF CLERK OF THE HOUSE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>CLERKS Continued:</u>			
6-A-3	Dark Room.....	SF	45
6-A-4	1 Accountant.....	10	100
6-A-5	1 Assistant Accountant.....	17	40
6-A-6	1 Secretary for Accountant.....	16	40
			<u>3,025</u>
<u>12</u>	TOTAL OCCUPANTS	TOTAL SQUARE FEET	<u>3,025</u>

GROUP 7 HOUSE SUPPLY/STORAGE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>HOUSE SUPPLY AND STORAGE:</u>			
7-A-1	Supply and Storage.....	SF	
7-A-2	1 Supply Officer.....	10	
7-A-3	1 Assistant Supply Officer.....	17	3,700
7-A-4	2 Supply Clerks.....	17	
7-A-5	Filing Room.....	SF	
7-A-6	1 House Service Room.....	SF	300
<u>5</u>	TOTAL OCCUPANTS	TOTAL SQUARE FEET	<u>4,000</u>

GROUP 8 HOUSE/SENATE STAFF ROOMS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
8-A-1	Mens Staff Room.....	SF	150
8-A-2	Womens Staff Room.....	SF	150
		TOTAL SQUARE FEET:	<u>300</u>

GROUP 9 HOUSE SERGEANT AT ARMS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>SERGEANT AT ARMS:</u>			
9-A-1	1	Sergeant.....	9 150
9-A-2	1	Secretary to Sergeant at Arms.....	15 53
9-A-3	3	Assistants.....	17 120
9-A-4	50	Page Area.....	SF 750
<u>55</u> TOTAL OCCUPANTS		TOTAL SQUARE FEET:	<u>1,073</u>

GROUP 10 HOUSE DUPLICATING/STENO POOL/FILING

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>DUPLICATING, STENO POOL AND FILING:</u>			
10-A-1	1	Steno Supervisor.....	11 100
10-A-2	7	Staff.....	16 287
10-A-3		Duplicating, Storage & Filing.....	SF 400
<u>8</u> TOTAL OCCUPANTS		TOTAL SQUARE FEET:	<u>787</u>

GROUP 11 HOUSE CONFERENCE ROOMS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>CONFERENCE ROOMS</u>			
11-A-1		Five Conference Rooms for 30 each @ 400 S.F. each (distributed among House Members' spaces)....	SF 2,000
		TOTAL SQUARE FEET:	<u>2,000</u>

GROUP 13 RESEARCH/LIBRARY

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>LEGISLATIVE RESEARCH:</u>			
13-A-1	1	Receptionist.....	13 150
13-A-2		Conference Room.....	SF 400
			<u>550</u>

GROUP 13 RESEARCH/LIBRARY

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>HOUSE RESEARCH:</u>			
13-B-1	1	Director.....	6 225
13-B-2	1	Secretary to Director.....	15 53
13-B-3	19	Research/Legal.....	9 2,850
13-B-4	20	Senior Researchers.....	9 3,000
13-B-5	10	Researchers.....	10 1,000
13-B-6	6	Secretaries.....	15 318
13-B-7	4	Secretaries.....	16 160
13-B-8	2	Clerical.....	17 80
13-B-9	1	Receptionist.....	13 225
13-B-10		Duplicating, Storage & Filing.....	SF 250
13-B-11		Conference Room.....	SF 300
			<u>8,461</u>
<u>SENATE RESEARCH:</u>			
13-C-1	2	Directors.....	6 450
13-C-2	2	Secretaries to Director.....	15 106
13-C-3	15	Research/Legal.....	9 1,725
13-C-4	10	Senior Researchers.....	9 1,500
13-C-5	5	Researchers.....	10 500
13-C-6	3	Secretaries.....	15 159
13-C-7	2	Secretaries.....	16 80
13-C-8	1	Receptionist/Clerical.....	13 225
13-C-9		Duplicating, Storage & Filing.....	SF 250
13-C-10		Conference Room.....	SF 300
			<u>5,295</u>
<u>LEGISLATIVE REFERENCE LIBRARY:</u>			
13-D-1	1	Director.....	6 225
13-D-2	1	Assistant Director.....	9 150
13-D-3	6	Librarians.....	14 600
13-D-4	1	Secretary.....	15 53
13-D-5		Reading & Stack Room.....	SF 4,800
			<u>5,828</u>
<u>TECHNICAL UNIT</u>			
13-D-6		Catalog Librarian Work Area.....	SF 300
13-D-7	2	Clerical Assistants.....	15 106
			<u>406</u>
<u>WORK ROOM:</u>			
13-D-8	5	Clerk/Technicians.....	15 265
13-D-9	3	Pages.....	16 120
13-D-10		Duplicating & Storage.....	SF 200
			<u>585</u>

GROUP 13 RESEARCH/LIBRARY

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>TAPE LIBRARY</u>		
13-D-11	Tape Storage.....	SF	240
13-D-12	User Space & Equipment.....	SF	400
13-D-13	1 Personnel.....	15	53
			<u>693</u>
	<u>125</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>21,818</u>

GROUP 14 JOINT AUXILIARY INDEX/BILL ROOMS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
14-A-1	<u>HOUSE AND SENATE AUXILIARY INDEX ROOM</u>		300
14-B-1	<u>HOUSE AND SENATE AUXILIARY BILL ROOM</u>		700
		TOTAL SQUARE FEET:	<u>1,000</u>

GROUP 16 JOINT SERVICES

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>MAINTENANCE:</u>		
16-A-1	Desk and Office Space in Equipment Room.....	SF	200
16-A-2	One Paint Staging Room.....	SF	250
16-A-3	Eliminated		
16-A-4	1 Plant Maintenance Engineer.....	SF	250
			<u>700</u>
	<u>STORAGE:</u>		
16-B-1	Storage for Movable Equipment and Furniture...	SF	1,250

GROUP 16 JOINT SERVICES

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>JANITORS:</u>		
16-C-1	Two Locker Rooms each for 5.....	SF	210
16-C-2	Two Shower Rooms each for 5.....	SF	320
16-C-3	One Lunch Room.....	SF	200
16-C-4	1 Supervisor's Office.....	SF	100
16-C-5	One Cleaning Equipment and Supply Room.....	SF	400
16-C-6	One Electrical and Mechanical Supply Room.....	SF	250
			<u>1,480</u>
	<u>LOADING DOCK:</u>		
16-D-1	Waste Piling Area	SF	400
16-D-2	Garbage Compactor/Rolling Bins Area.....	SF	
16-D-3	Paper Sorting/Recycling Area.....	SF	
16-D-4	Temporary Storage/Circulating Area.....	SF	250
			<u>650</u>
		TOTAL SQUARE FEET:	<u>4,080</u>

GROUP 20 JOINT DINING FACILITIES

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>DINING FACILITIES:</u>		
20-A-1	Snack Bar.....	SF	500
		TOTAL SQUARE FEET:	<u>500</u>

GROUP 21 JOINT POST OFFICE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>POST OFFICE:</u>		
21-A-1	Post Office.....	SF	<u>750</u>
		TOTAL SQUARE FEET:	750

GROUP 22 JOINT PUBLIC AREAS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>LEGISLATIVE RECEPTION COUNTER AND PHONE SERVICE:</u>		
22-C-1	1 Receptionist Area.....	SF	100
		TOTAL SQUARE FEET:	<u>100</u>

GROUP 22 SENATE RULES COMMITTEE CHAIRMAN/MAJORITY LEADER

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>CHAIRMAN/MAJORITY LEADER:</u>		
23-A-1	1 Chairman/Majority Leader.....	1	450
23-A-2	Conference Room.....	1	<u>600</u>
			1,050
	<u>STAFF:</u>		
23-B-1	1 Administrative Assistant.....	7	150
23-B-2	1 Secretary to Rules Committee.....	15	143
23-B-3	1 Secretary to Majority leader.....	11	100
23-B-4	2 Stenos.....	16	80
23-B-5	1 Receptionist.....	12	271
23-B-6	2 Clerks.....	16	80
23-B-7	2 Legislative Assistants.....	9	300
23-B-8	1 Intern.....	17	40
23-B-9	Duplicating, Storage & Filing.....	SF	<u>250</u>
			1,414
	<u>12</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>2,464</u>

GROUP 24 SENATE RULES COMMITTEE VICE CHAIRMAN

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>VICE CHAIRMAN:</u>			
24-A-1	1 Vice Chairman.....	5	300
<u>LEADERSHIP STAFF:</u>			
24-B-1	1 Administrative Assistant.....	9	150
24-B-2	1 Legislative Assistant.....	9	150
24-B-3	2 Secretaries.....	15	115
24-B-4	Storage & Filing.....	SF	<u>125</u>
			540
<u>5</u>	<u>TOTAL OCCUPANTS</u>	<u>TOTAL SQUARE FEET:</u>	<u>840</u>

GROUP 25 SENATE FINANCE COMMITTEE CHAIRMAN

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>CHAIRMAN:</u>			
25-A-1	1 Chairman.....	4	325
25-A-2	1 Administrative Assistant.....	8	150
25-A-3	1 Secretary.....	15	<u>53</u>
			528
<u>VICE CHAIRMAN:</u>			
25-B-1	1 Vice Chairman.....	6	225
25-B-2	1 Legislative Assistant.....	9	150
25-B-3	1 Secretary.....	15	<u>53</u>
			428
<u>COMMITTEE STAFF:</u>			
25-C-1	1 Legislative Fiscal Analyst.....	8	150
25-C-2	3 Assistant Fiscal Analysts.....	9	450
25-C-3	1 Clerk-Receptionist.....	12	223
25-C-4	3 Stenos.....	16	120
25-C-5	2 Clerical.....	15	106
25-C-6	Storage & Filing.....	SF	<u>200</u>
			1,249
<u>DIVISION CHAIRMAN:</u>			
25-D-1	3 Chairmen.....	5	900
25-D-2	3 Secretaries for Chairmen (1 each).....	16	<u>159</u>
			1,059
<u>STAFF:</u>			
25-D-3	3 Administrative Assistants (1 each).....	9	450
25-D-4	3 Secretaries (1 each).....	16	<u>120</u>
			570

GROUP 25 SENATE FINANCE COMMITTEE CHAIRMAN

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>DIVISION VICE CHAIRMEN:</u>		
25-E-1	3 Vice Chairmen.....	6	675
	<u>STAFF:</u>		
25-E-2	3 Administrative Assistants (1 each).....	9	450
25-E-3	3 Secretaries (1 each).....	16	120
			<u>570</u>
	<u>DIVISION STAFF:</u>		
25-F-1	6 Fiscal Analysts.....	9	900
25-F-2	2 Secretaries for Fiscal Analysts (1 each).....	16	80
25-F-3	Storage & Filing.....	SF	600
			<u>1,580</u>
	<u>44</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>6,659</u>

GROUP 26 SENATE STANDING COMMITTEES

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>STANDING COMMITTEES: (17 MAXIMUM)</u>		
26-A-1	17 Chairmen.....	5	5,100
26-A-2	17 Vice Chairmen.....	6	3,825
			<u>8,925</u>
	<u>COMMITTEE STAFF:</u>		
26-B-1	17 Committee Administrative Assistants (1 each).....	8	2,550
26-B-2	17 Legislative Assistants to Chairmen (1 each).....	9	2,550
26-B-3	17 Legislative Assistants to Vice Chairmen (1 each).....	9	2,550
26-B-4	17 Secretaries for Chairmen and Committee (1 each).....	15	901
26-B-5	17 Secretaries for Vice Chairmen (1 each).....	15	901
26-B-6	17 Secretaries (1 each).....	13	3,825
26-B-7	17 Clerks (1 each).....	16	680
26-B-8	Storage & Filing.....	SF	2,125
			<u>16,082</u>
	<u>153</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>25,007</u>

GROUP 27 SENATE MINORITY LEADER

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>MINORITY LEADER:</u>		
27-A-1	1 Minority Leader.....	3	400
	<u>STAFF:</u>		
27-A-2	1 Secretary.....	15	65
27-A-3	2 Additional Interns, Clerks, etc.....	17	80
27-A-4	1 Administrative Assistant for the Minority.....	9	150
27-A-5	1 Legislative Assistant.....	9	150
27-A-6	3 Stenographers.....	16	120
27-A-7	Duplicating, Storage & Filing.....	SF	200
			<u>765</u>
	<u>SECRETARY OF THE SENATE FOR THE MINORITY:</u>		
27-B-1	1 Secretary of the Senate for the Minority.....	6	225
27-B-2	2 Secretaries.....	15	106
27-B-3	1 Clerk.....	17	40
27-B-4	Storage & Filing.....	SF	125
			<u>496</u>
	<u>ASSISTANT MINORITY LEADER:</u>		
27-C-1	1 Assistant Minority Leader.....	6	225
	<u>STAFF:</u>		
27-C-2	1 Secretary.....	15	90
27-C-3	1 Legislative Assistant.....	9	150
27-C-4	Storage & Filing.....	SF	30
			<u>270</u>
	<u>CONFERENCE ROOM:</u>		
27-D-1	One Meeting Room for Minority Caucus.....	SF	400
	<u>16</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>2,556</u>

GROUP 28 SENATE MEMBERS

REFERENCE	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>SENATORS:</u>		
28-A-1	21 Senators (including two Assistant Majority Leaders).....	6	4,725
	<u>STAFF:</u>		
28-B-1	21 Secretaries (1 each).....	14	2,100
28-B-2	21 Interns-Volunteers or Legislative Assistants..	9	3,150
28-B-3	Storage & Filing.....	SF	630
			<u>5,880</u>
	<u>63</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>10,605</u>

GROUP 29 SECRETARY OF THE SENATE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>SECRETARY OF THE SENATE:</u>		
29-A-2	Aministrative Space.....	SF	3,000
		TOTAL SQUARE FEET	<u>3,000</u>

GROUP 30 SENATE CENTRAL DUPLICATING/BILL ROOM/SUPPLY

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>CENTRAL DUPLICATING/BILL ROOM:</u>		
30-A-1	2 Clerks.....	17	80
30-A-2	Central Duplicating/Bill Room.....	SF	<u>1,475</u>
			<u>1,555</u>
	<u>SENATE SUPPLY:</u>		
30-B-1	Supply Room (Allow space for 3 people).....	SF	2,000
	<u>5</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>3,555</u>

GROUP 31 SENATE MAJORITY CAUCUS RESEARCH

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>MAJORITY CAUCUS RESEARCH:</u>		
31-A-1	1 Director.....	8	150
31-A-2	12 Researchers.....	10	<u>1,200</u>
31-A-3	3 Clerical.....	16	120
31-A-4	4 Interns and Volunteers.....	17	160
31-A-5	Storage & Filing.....	SF	<u>200</u>
			<u>1,830</u>
	<u>20</u> TOTAL OCCUPANTS	TOTAL SQUARE FEET:	<u>1,830</u>

GROUP 32 SENATE MINORITY CAUCUS RESEARCH

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>MINORITY CAUCUS RESEARCH:</u>		
32-A-1	1 Director.....	8	150

GROUP 32 SENATE MINORITY CAUCUS RESEARCH

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>MINORITY CAUCUS RESEARCH Continued:</u>			
32-A-2	10	Researchers.....	10 1,000
32-A-3	2	Clerical.....	16 80
32-A-4	4	Interns and Volunteers.....	17 160
32-A-5		Storage & Filing.....	SF 200
	<u>17</u>	TOTAL OCCUPANTS	TOTAL SQUARE FEET: <u>1,590</u>

GROUP 33 SENATE SECRETARIAL POOL

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>SECRETARIAL POOL:</u>			
33-A-1	6	Stenos.....	SF 620
	<u>6</u>	TOTAL OCCUPANTS	TOTAL SQUARE FEET: <u>620</u>

GROUP 34 SENATE PUBLIC INFORMATION OFFICE

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>SENATE PUBLIC INFORMATION OFFICE:</u>			
34-A-1	1	Public Information Officer.....	9 150
34-B-1	2	Clerical.....	16 80
34-C-1	3	Assistants.....	10 300
34-D-1		Storage & Filing.....	SF 125
34-E-1		Photography Dark Room.....	SF 100
	<u>6</u>	TOTAL OCCUPANTS	TOTAL SQUARE FEET: <u>755</u>

GROUP 35 SENATE PAGE AREA

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
<u>PAGES:</u>			
35-A-1		Page Area for 30.....	SF 200
		TOTAL SQUARE FEET:	<u>200</u>

GROUP 36 SENATE SERGEANT AT ARMS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>SERGEANT AT ARMS:</u>		
36-A-1	1	Sergeant at Arms.....	100
36-B-1	1	Assistant.....	<u>100</u>
	<u>2</u>	TOTAL OCCUPANTS	
		TOTAL SQUARE FEET:	<u>200</u>

GROUP 39 SENATE CONFERENCE ROOMS

REFERENCE #	SPACE ALLOCATED TO	TYPE OF SPACE	SQUARE FEET
	<u>CONFERENCE ROOMS:</u>		
39-A-1		Two Conference Rooms each for 30 @ 400 S.F. each (distributed among Senate Members' offices)...SF	800
		TOTAL SQUARE FEET:	<u>800</u>

SPACE RECAP TOTALS

HOUSE	JOINT	SENATE	TOTAL
101,436	25,548	60,681	190,665

TYPICAL SPACES

SECTION INTRODUCTION AND DEFINITION OF TERMS

THIS SECTION CONTAINS

1. Floorplans of the 17 typical spaces (which are titled "LEVELS" 1 through 17).
2. A listing for each of the 17 typical spaces of all the staff members who were allocated that typical space. Each of their space requirements was met by that typical space, therefore they all were allocated the same typical space.
3. A listing of the furnishings for each of the 17 typical spaces.
4. The total net square feet contained in each of the 17 typical spaces.

DEFINITION OF TERMS

1. "LEVEL" indicates one of the 17 typical spaces established for this space study in order to standardize space allocations.
2. "ENCLOSED SPACE" means the same as private office space.
3. "OPEN SPACE" means the same as general office space. It is not enclosed.

EXPLANATION OF ILLUSTRATIONS

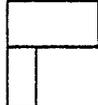
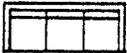
1. Each of the DOTTED SQUARES represents a 5' x 5' module of floor space. They are included to give a sense of scale to the floorplans.
2. A solid DARK OUTLINE on a floorplan indicates an enclosed (private office) space.
3. DARK BRACKETS on a floorplan indicate that portion of an open (general office) space that is allocated to an individual.
4. FURNISHINGS for each of the 17 typical spaces are listed on the same page as the floorplan for that space. Each of floorplans includes the furnishings drawn to scale. The FURNISHINGS KEY is on the following page.

THE LAYOUT OF FURNISHINGS ON THESE FLOORPLANS SHOW ONE POSSIBLE ARRANGEMENT AND ARE INCLUDED TO GIVE A SENSE OF SCALE TO THE SPACE.

TYPICAL SPACES

SECTION INTRODUCTION AND DEFINITION OF TERMS

FURNISHINGS KEY:

	Bookcase
	Coffee Table
	Credenza
	Desk
	Desk with Typing "L"
	End Table
	Guest Chair
	Lateral File Cabinet
	Lounge Chair
	Secretarial Chair
	Side Chair
	Sofa
	Swivel Chair
	Work Table

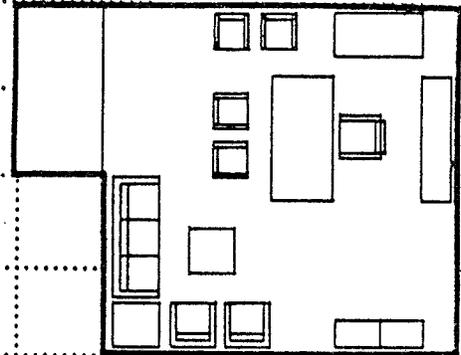
TYPICAL SPACES

LEVEL 1 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 1 Work Table
- 6 Guest Chairs
- 2 Bookcases
- 1 Sofa
- 2 Lounge Chairs
- 2 End Tables
- Support Space

NET SQUARE FEET:
450

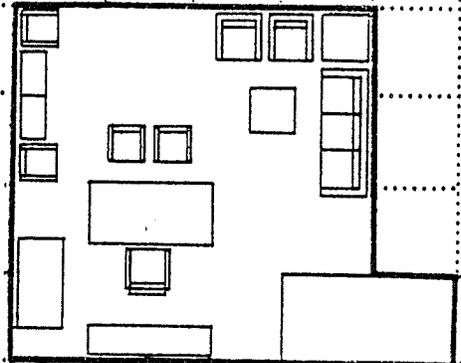


LEVEL 2 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 1 Work Table
- 4 Guest Chairs
- 2 Bookcases
- 1 Sofa
- 2 Lounge Chairs
- 1 Coffee Table
- 1 End Table
- Support Space

NET SQUARE FEET:
425

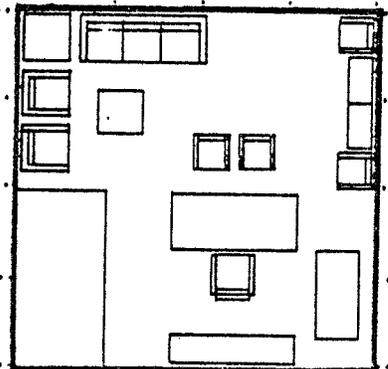


LEVEL 3 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 1 Work Table
- 4 Guest Chairs
- 2 Bookcases
- 1 Sofa
- 2 Lounge Chairs
- 1 Coffee Table
- 1 End Table
- Support Space

NET SQUARE FEET:
400



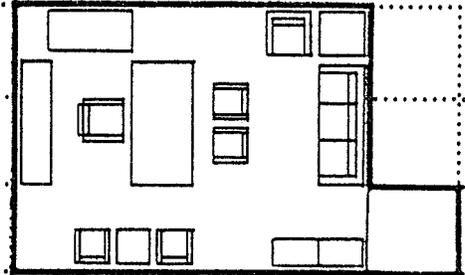
TYPICAL SPACES

LEVEL 4 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 1 Work Table
- 4 Guest Chairs
- 2 Bookcases
- 1 Sofa
- 1 Lounge Chair
- 1 Coffee Table
- 1 End Table
- Support Space

NET SQUARE FEET:
325

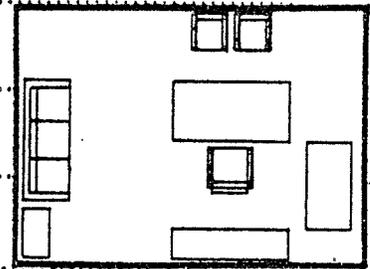


LEVEL 5 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 1 Work Table
- 2 Guest Chairs
- 1 Bookcase
- 1 Sofa

NET SQUARE FEET:
300

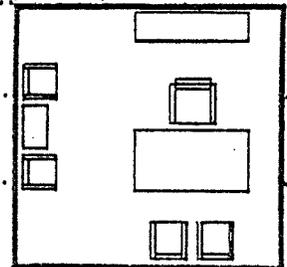


LEVEL 6 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 4 Guest Chairs
- 1 Bookcase

NET SQUARE FEET:
225



TYPICAL SPACES

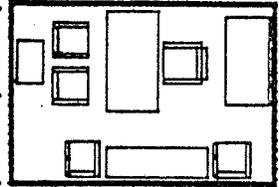
LEVEL 7 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Credenza
- 1 Work Table
- 4 Guest Chairs
- 1 Bookcase

NET SQUARE FEET:

150



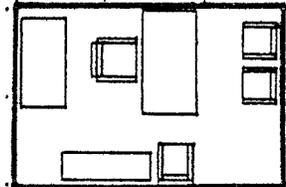
LEVEL 8 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Work Table
- 1 Five-Drawer Lateral File Cabinet
- 3 Guest Chairs
- 1 Bookcase

NET SQUARE FEET:

150



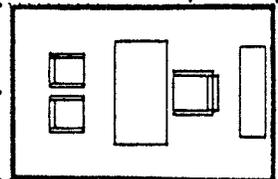
LEVEL 9 (ENCLOSED SPACE)

FURNISHINGS:

- 1 Desk
- 1 Swivel Chair
- 1 Five-Drawer Lateral File Cabinet
- 2 Guest Chairs
- 1 Bookcase

NET SQUARE FEET:

150

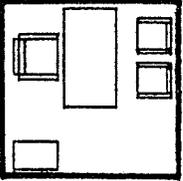


TYPICAL SPACES

LEVEL 10 (ENCLOSED SPACE)

FURNISHINGS:
 1 Desk
 1 Swivel Chair
 2 Guest Chairs
 1 Bookcase

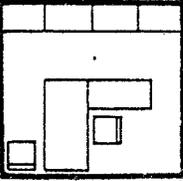
NET SQUARE FEET:
 100



LEVEL 11 (ENCLOSED SPACE)

FURNISHINGS:
 1 Desk with Typing "L"
 1 Secretarial Chair
 1 Side Chair
 4 Five-Drawer Lateral File Cabinets

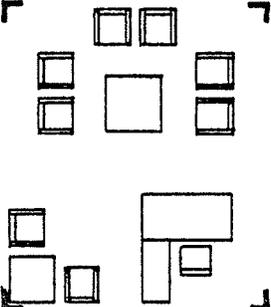
NET SQUARE FEET:
 100



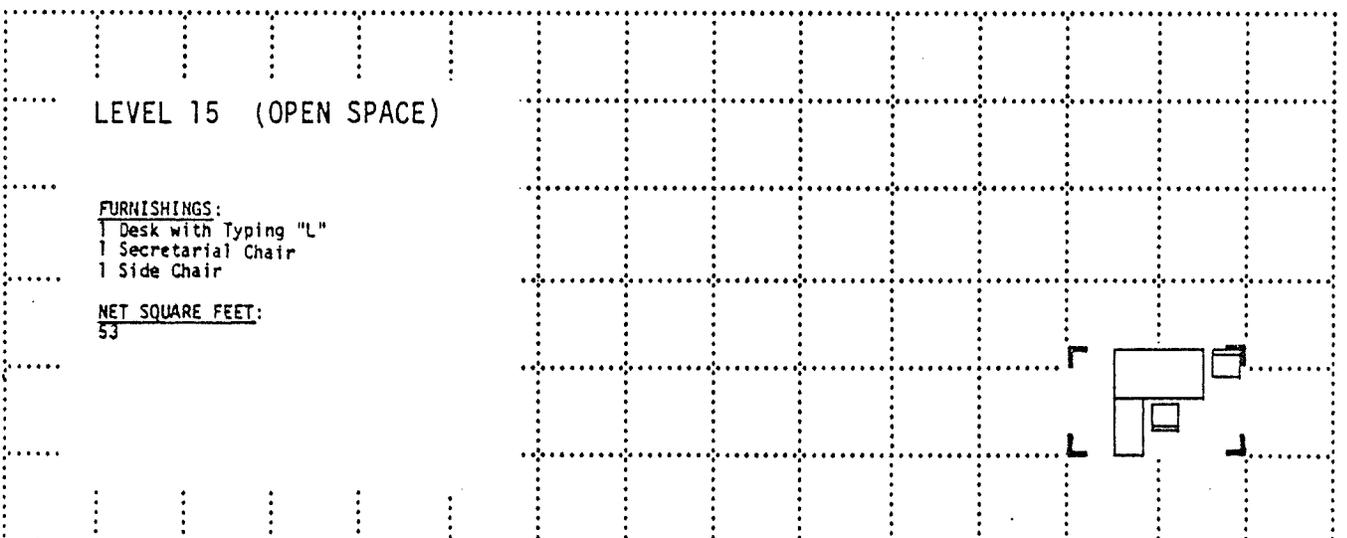
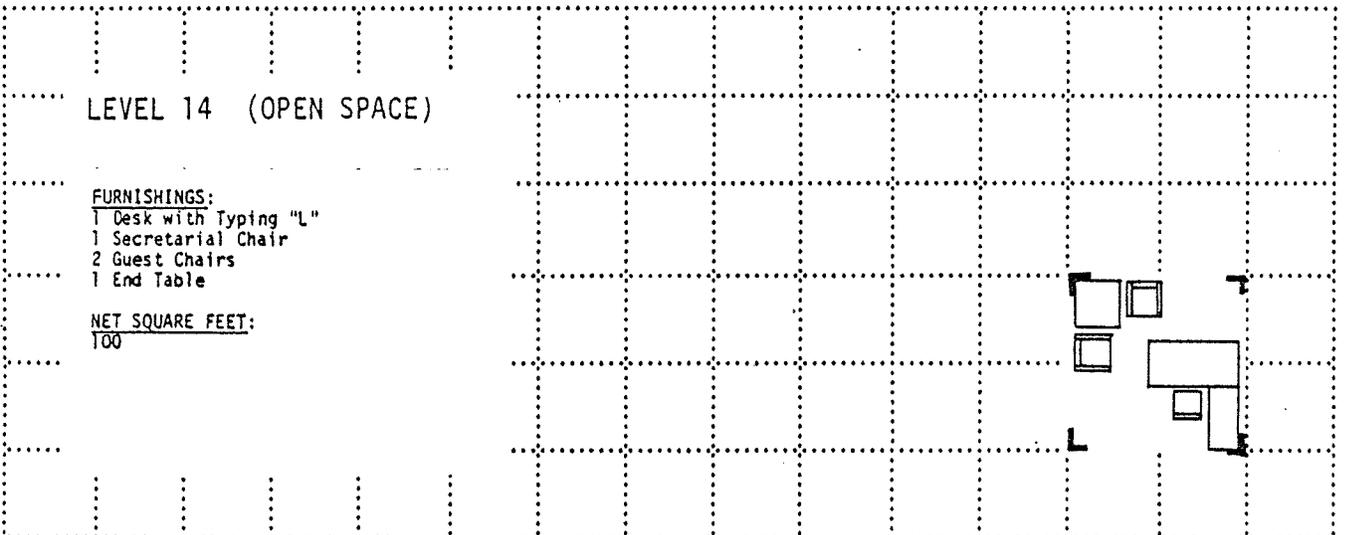
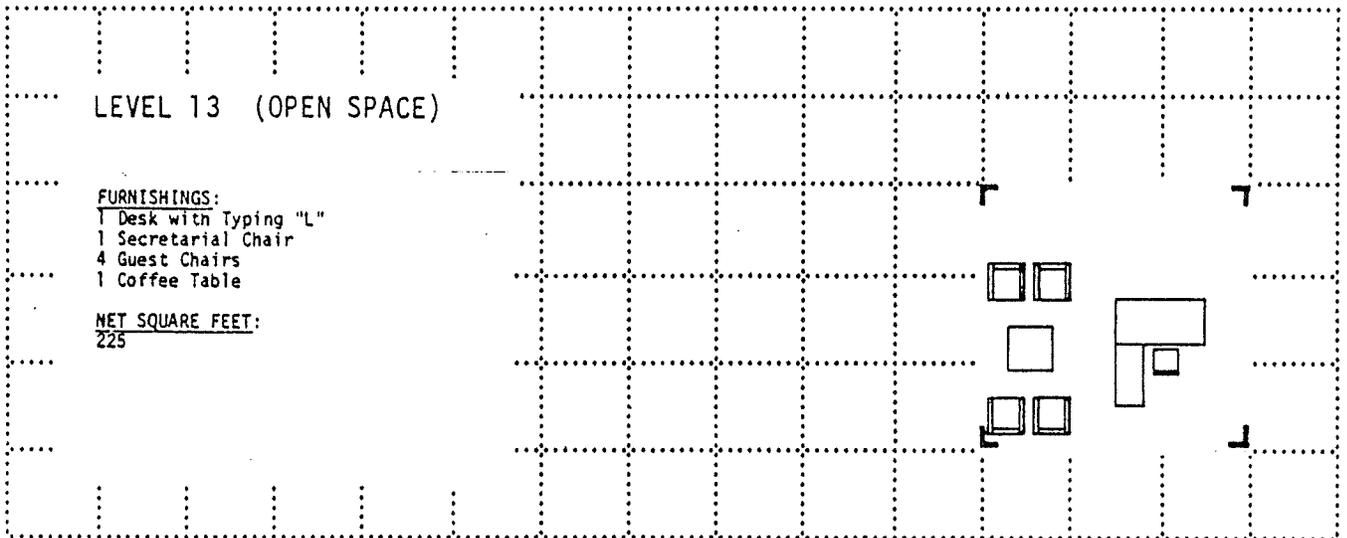
LEVEL 12 (OPEN SPACE)

FURNISHINGS:
 1 Desk with Typing "L"
 1 Secretarial Chair
 8 Guest Chairs
 1 Coffee Table
 1 End Table

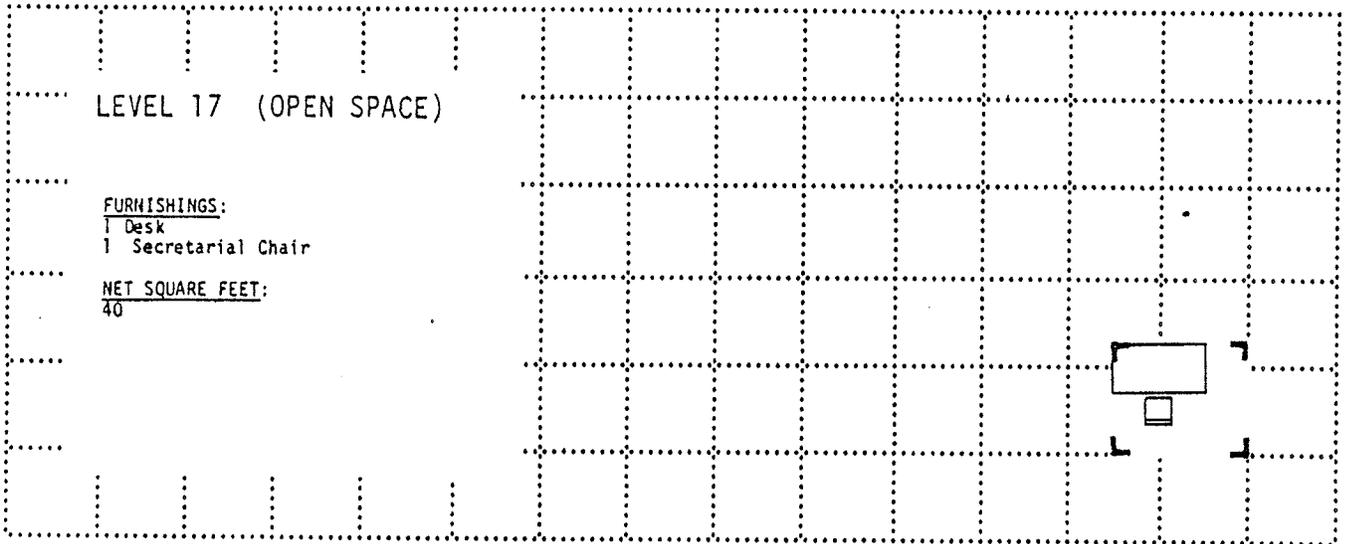
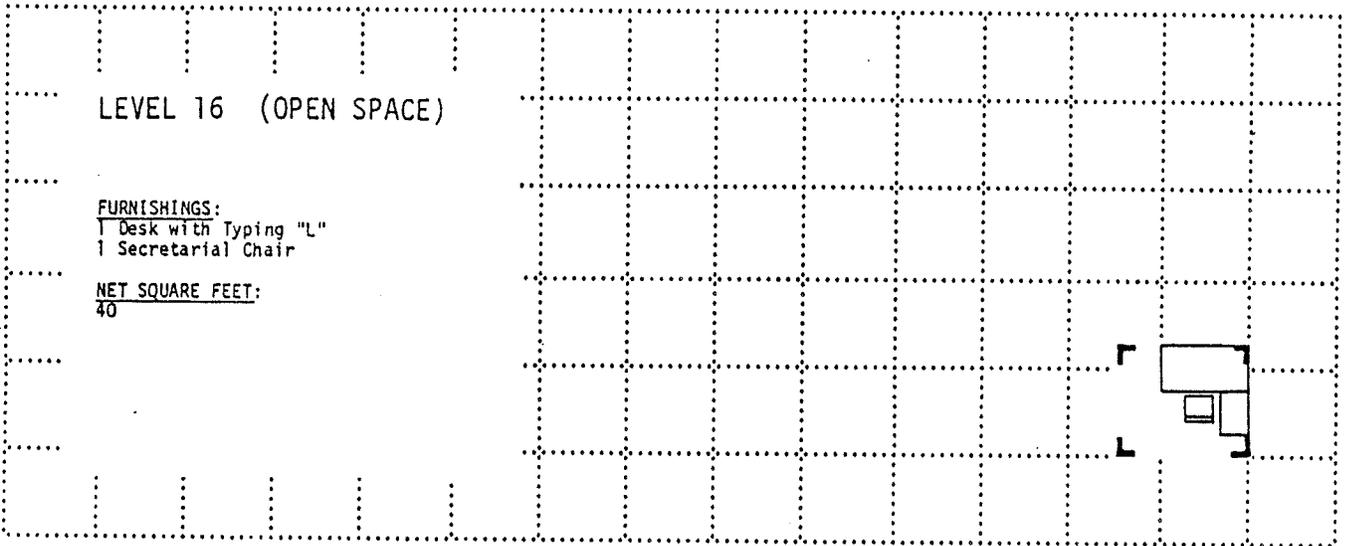
NET SQUARE FEET:
 233



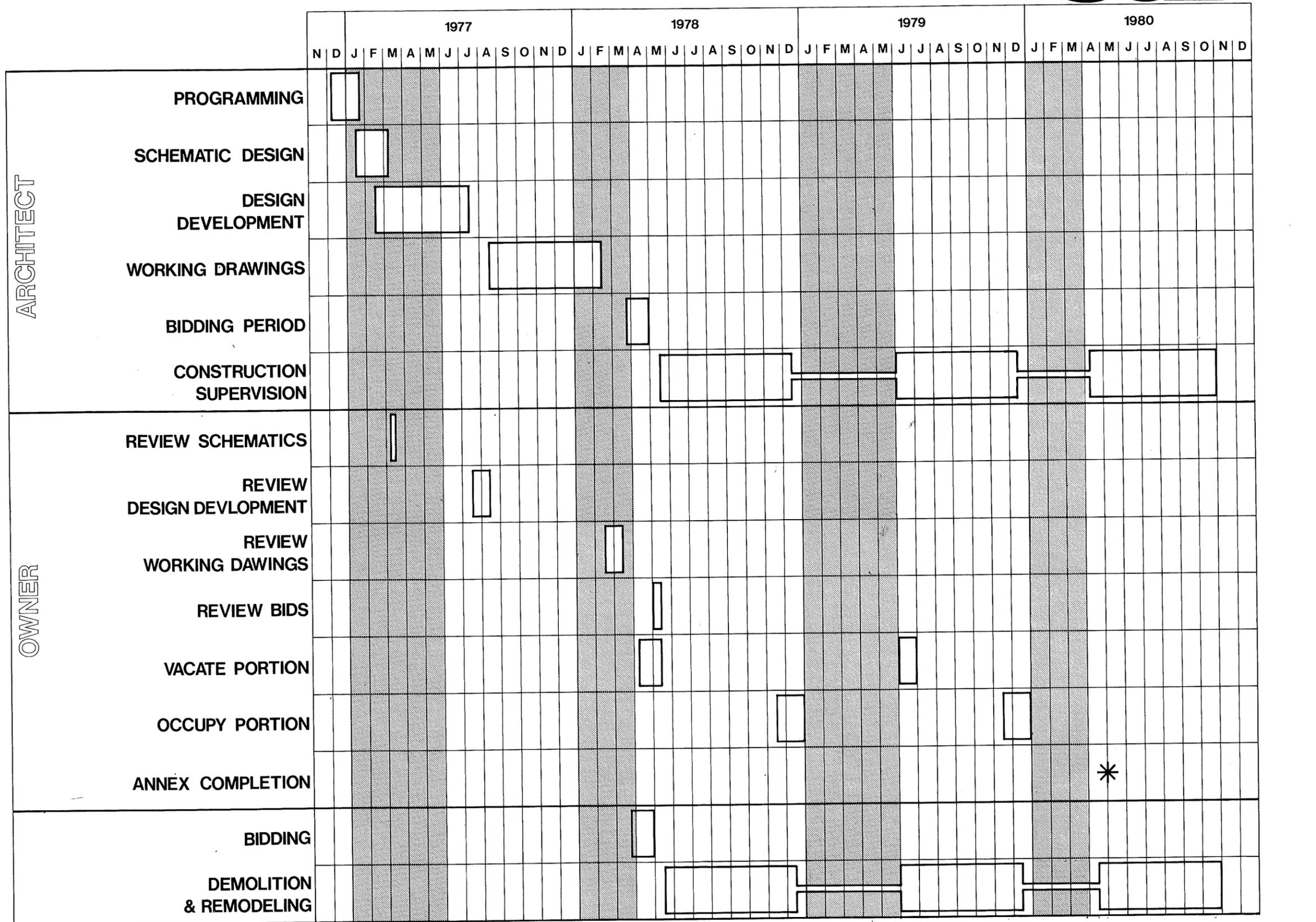
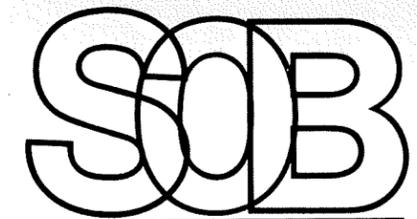
TYPICAL SPACES



TYPICAL SPACES



BAR GRAPH SCHEDULE



111,500
net

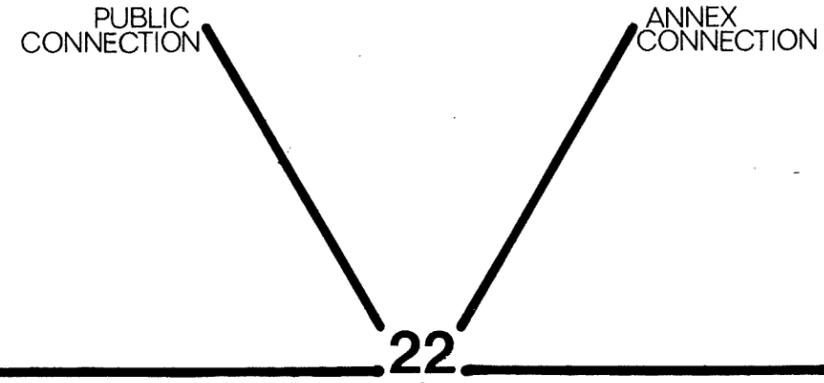
130,000

191,500

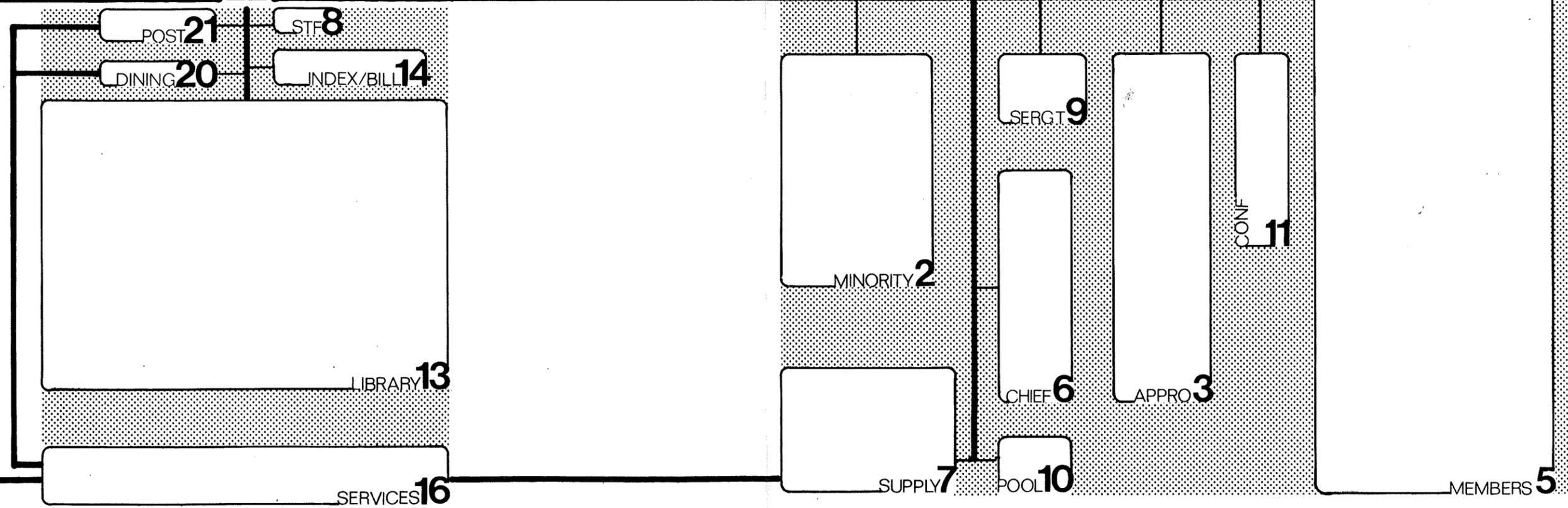
191,500

SOB

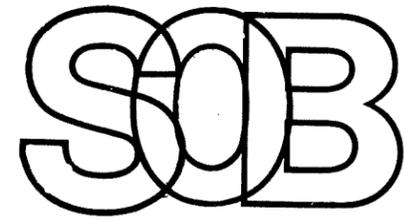
JOINT



HOUSE



SPACE RELATIONSHIP DIAGRAM



SENATE

JOINT

