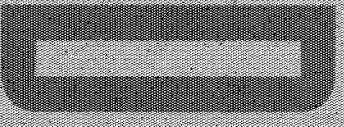
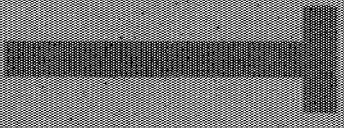
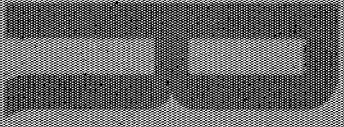


May 1, 1992



**Executive Summary**

Program

Verification

Study

**RTD Headquarters**

GATEWAY CENTER

at Union Station

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A3811



May 1, 1992

**Executive Summary**

Program Verification Study

**RTD Headquarters**

GATEWAY CENTER  
at Union Station

V

**NBBJ**

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**Program Verification Review**

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## **Executive Summary**

Oliver Wendell Homes Jr. once said, "I think the best service we can do for ourselves is to see so far as one may and to feel the great forces that are behind each detail."

An entity's program is an attempt to give substance to its vision and to the forces behind each detail. This Executive Summary brings together what we have learned in the past few weeks about both at RTD.

### **1.0 Scope**

#### **1.1 The Design Team**

NBBJ's primary responsibility was to review the 1989 program materials and subsequent revisions and determine the amount of space RTD will occupy at the 1994 move to the Gateway Center. Growth beyond 1994 was addressed only strategically not numerically. With RTD's help we verified headcount in key departments, tested the circulation factor of the building, revised conference room and file needs, studied workstation standards and their relationship to the building's module, reviewed building tabulations, rentable and gross square footages, addressed adjacencies and growth strategies with numerical and graphic blocking/stacking studies, produced preliminary space plan studies for the entire project, did a cursory review of applicable codes, and identified unresolved issues that will receive the attention of RTD's design team as the project progresses. This was a collaborative effort, it could not have been done without the knowledge and generous help of Tobi Allen, John Bollinger, Phil Meyer, John Richeson, Tom Rubin, Art Santiago, Shaker Sawires and Gary Spivack at RTD, Rob Vogel of Catellus, and Steve Gaffney, Carl McLarand, Ron Nestor and Mark Rohling at MV&P.

The NBBJ team included Naomi Asai, Jim Cohen, Bryan Croeni, Anne Cunningham, Bob Gilley, Michael Kreis and Walter Meyer, and can be reached by phone at (213) 243-1160, and by fax at (213) 243-1159. The MV&P team can be reached by phone at (714) 549-2207, and by fax at (714) 549-5297.

When this document refers to the design team it is referencing all of the individuals acknowledged here as well as Tony Gonzales.

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**1.2 Process**

- Step 1: Reconcile the original 1989 program with subsequent revisions made in the documents listed in the paragraph 2.0 Seed Program.
- Step 2: Revisit headcount in the most active departments.
- Step 3: Produce test plans to verify the circulation factor.
- Step 4: Revisit workstation standards/sizes.
- Step 5: Review codes for impact upon square footage related elements.
- Step 6: Use information generated in Steps 1-5 to calculate new departmental usable square footages.
- Step 7: Attach actual rentable core square footages to results of Step 6 to obtain RTD rentable square footage, and total project rentable square footage.
- Step 8: Attach actual shaft areas to results of Step 7 to obtain total project gross square footages.
- Step 9: Revisit interdepartmental adjacencies and using results from Step 6, produce a numerical stacking study.
- Step 10: Produce a blocking/stacking drawing.
- Step 11: Test conclusions from Steps 1-10 with preliminary space plans.

**2.0 Seed Program**

**2.1 Description**

The 1989 program information prepared by IDI has been augmented, interpreted and revised by the following documents:

***Authored by RTD:***

- |  |                |
|--|----------------|
| 1) Executive Summary Appendix Update   | October 1990   |
| 2) Summary Space Requirements (Competition program)                            | April 1991     |
| 3) HQ Building Functional Requirement Program                                  | August 1991    |
| 4) Response to 50% Submittals  | September 1991 |
| 5) Emergency Preparedness Supplies Storage Area in New Headquarters Building * | October 1991   |
| 6) Industrial Hygiene Laboratory *   | October 1991   |

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- |                                     |                      |
|-------------------------------------|----------------------|
| 7) Recommendations for File Space * | March 1992           |
| 8) Reprogram Personnel *            | March 1992           |
| 9) Conference Comments *            | March and April 1992 |
| * See tab labeled Notes.            |                      |

***Authored by MV&P:***

- |                                   |               |
|-----------------------------------|---------------|
| 10) Space Needs Assessment        | April 1991    |
| 11) Program Area Analysis Summary | February 1992 |
| 12) MV&P Drawing Set              | February 1992 |

After the October 1990 IDI Executive Summary, revisions made to square footage were tracked by MV&P's Program Area Analysis Summary at the departmental, rentable and gross levels. There was no document that reported the revisions embodied in documents 1-4 and 10-12 at the usable and nominal levels, i.e. numbers of offices, workstations, conference rooms, etc. from which the departmental, rentable square footages were derived. Furthermore, with documents 5-9, and meetings during the months of March and April 1992, nearly all 92 departments of the original program were revised. And the electronic database IDI created to produce its 1989 and 1990 update is no longer in existence.

While it was not intended for NBBJ to recreate the 1989 program document with all the subsequent revisions, we decided it would be impossible to produce a coherent and concise analysis without at least a skeletal program that for each department reported, in 1994:

- 1) Quantity of each workstation or office type.
- 2) Quantity of each conference room type.
- 3) Quantity of each central file room type.
- 4) Quantity of each visitor's workstation or office type.
- 5) Quantity of other support spaces (summed from the original program and entered as a single square footage).
- 6) Notes describing special needs not listed in the original program.

Nearly all departmental square footages have changed from the original 1989 program due to the change in circulation factor (see paragraph 2.2 Circulation) and file room allotments (see paragraph 6.1 Records Retention). Other specific changes are documented in the body of the Seed Program in the Notes section for each department.

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We created this program in a common database, called Earnest, designed for programming efforts. Our intent was to develop a seed from which the full program information can grow. Should RTD, MV&P, and Tony Gonzales find it desirable to pursue, our electronic files are included in this submittal for your use.

## 2.2 Department Numbering

The original 1989 program and all subsequent program related documents (except the memo Recommendations for File Space) used a departmental numbering system and reporting order that has been replaced. The Seed Program uses current department numbers and reporting structures as related to us by Tobi Allen.

## 2.3 Headcount

Though it sounds gruesome, this is not a subject that would interest Hannibal Lecter. It is a quick re-look at RTD's projected population in 1994. RTD identified 19 departments whose headcount either increased or decreased. Changes in 1992 headcounts were obtained by Tobi Allen between March 16 and April 2, 1992 and then inflated to 1994 levels at the 3% per year rate suggested by the original program. These changes are embodied in the handmarked RTD document "Reprogram Personnel" dated March 16, 1992 and are reflected in NBBJ's Seed Program.

## 2.4 Circulation

When the original 1989 program was written, no building existed against which to test assumptions about circulation and rentable load factors. In this case, IDI assumed a 25,000 gross square foot floorplate, a gross-up factor of 15%, a rentable load factor of 12%, and a general circulation factor of 35%. These are good assumptions. Once a physical floorplate comes into existence, though, there are a number of variables that push and pull on these numbers:



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- 1) The national ADA guidelines (which did not exist in 1989) and local Building Department and Fire Codes, both of which affect corridor sizes and stair configurations.
- 2) Distance from core to window wall (lease step) which may affect space planning efficiency depending upon mix of office, workstation and support areas.
- 3) Efficiency of core functions, which may affect core size.

According to MV&P's Building Area Tabulation dated February 26, 1992 the actual average gross-up factor for the project is about 7% and the actual average rentable load factor is about 11%. We performed test layouts of about 40,000 usable square feet in the project and found the actual circulation factor to range between 32% and 52%, with an average of about 49%. These are not unusual numbers. A 50% circulation factor is common for an entity with as high a percentage of open office workstations as RTD has. In the Seed Program we decided to use a 49% circulation factor for general areas, 35% for general areas with a large ratio of support to workstations, 15% for discrete enclosed functions less than 1000-1500 nominal square feet, and 0% for discrete enclosed functions accessible to a lobby or main circulation.

Much of the increase in the space RTD would occupy as a result of this increase in circulation has been offset by a contingency in MV&P's numbers that describe the project (MV&P's Program Area Analysis Summary dated February 26, 1992).

An issue arose over the way in which rentable load and gross-up factors were applied to RTD functions located on parking levels. MV&P's Building Areas Tabulation dated March 26, 1992 applies a 0% rentable load and 0% gross-up factor to the usable square footage of the function. The argument runs that if those functions were located elsewhere in the building, they would be replaced by parking and their attendant rentable load areas and gross-up areas would still be required to support the parking. This issue is best addressed by the financial representatives of the development as it lies in the realm of the deal and is not specifically prescribed by standards of the profession.

A word about numbers, the universal language. Below are general definitions for terms used in this document. (If this seems too confusing, reread the Holmes quote at the beginning of this document. There are great forces behind these details. Entire projects have been redesigned because the proposed building didn't match the financial pro forma's definitions of square footages.)

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**Nominal Square Footage:** The floor area occupied by an office or workstation or other function excluding any means (corridors) to access the office or workstation.

**Usable Square Footage:** Nominal Square Footage plus corridors, excluding elevator lobbies, toilet rooms, mechanical/electrical rooms. This is the area available to RTD for occupation by its departments.

**Rentable Square Footage:** Usable Square Footage plus elevator lobbies, toilet rooms, mechanical/electrical rooms excluding holes in the floor (i.e. mechanical and elevator shafts). This is the area used to calculate rent.

**Gross Square Footage:** Rentable Square Footage plus holes in the floor (i.e. mechanical and elevator shafts). This is the area occupied by the entire building envelope.

**Circulation Factor:** The percent of Nominal Square Footage one adds to Nominal Square Footage to arrive at Usable Square Footage. In other words, the percent of Nominal Square Footage represented by corridors.

**Rentable Load Factor:** The percent of Usable Square Footage one adds to Usable Square Footage to arrive at Rentable Square Footage. In other words, the percent of Usable Square Footage represented by elevator lobbies, toilet rooms, mechanical/electrical rooms.

**Gross-Up Factor:** The percent of Rentable Square Footage one adds to Rentable Square Footage to arrive at Gross Square Footage. In other words, the percent of Rentable Square Footage represented by holes in the floor (i.e. mechanical and elevator shafts).

## 2.5 Space Standards

Workstation and office standards prescribed by the original program were reviewed for compliance with the current functional needs of their occupants. They were also tested against the building module (for further discussion see paragraph 5.2 Building Module/Floorplate). An earlier IDI study (October 1990 update to RTD Space Needs Assessment) exploring the impact of shifting employees in 60 to 80 square foot workstations pointed out good arguments for the change, primarily flexibility and savings in facility management time and costs. The study also points out that the change would add nearly 10,000 rentable square feet to the project. In light of the growth of the project due to additional headcount, departments and circulation factor (see Program Area Summary), the technical group decided to preserve the original 1989 program's assignment of 60 square foot workstations.

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At RTD's request, NBBJ studied the 60 square foot secretarial workstation standards and the 95 square foot engineer/professional drafting station standards. Measurements taken of existing secretarial stations found a range of 52 square feet to 86 square feet. Most comprised an array of machinery: typewriter, word processing computer with dot matrix printer and sound insulating hood, a separate PC (with its own printer in many cases), and occasionally a computer terminal for the main frame. The technical group indicated that by 1994 this arsenal of machinery ought to be reduced to a single PC for word processing, spreadsheets and mainframe link, a single small laser printer, and a typewriter for forms, labels, envelopes. With this reduction and with the new records retention program reducing the quantity of secretarial filing, secretarial functions should fit in the 60 square foot standard.

The new records retention program has suggested that one secretarial station from each department be outfitted with optical disk equipment. This equipment may not fit in a standard 60 square foot workstation. This issue should be studied more completely when the specific equipment has been identified for both a typical secretarial station and a secretarial station with optical disk equipment.

Existing engineer/professional drafting workstations were measured at between 81 and 110 square feet. The workstation standards drawings under the tab labeled Space Standards illustrate how the functions should reside well in a 95 square foot standard.

A new 90 square foot workstation standard was added for the T.O.S. consoles. The consoles measure about 6' x 8'. Operations and Control Services personnel request that for acoustical reasons 8' aisles separate each console from its neighbors, front and back. The effective "workstation" size of this configuration would be 224 square feet per console. Multiplied by the 35 consoles projected, this suggests over 7,800 usable square feet be occupied by the consoles - an expensive solution to an acoustical problem. We recommend studying solutions that involve ceiling materials or baffles and acoustical wall materials. Low accessible panels may also be considered, providing seated privacy while allowing the standing visual contact required by this group. Our layouts provide for 4' aisles side-to-side and 5' aisles front-to-back where service access is necessary. The total area attributed to the console and its circulation is 132 square feet. After removing the 49% department circulation (which is added back on in the program), the nominal workstation area and "extra circulation" is about 90 square feet.

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### **3.0 Special Area Issues**

#### **3.1 Transit Police**

During the last two weeks of our study, the Transit Police Department program began changing dramatically. The Board of Directors approved the Department's recommendation to grow to a population of 330 in 1994 from the earlier projected population of 200. And at the time of this writing the projections for 1995 have grown to 92 office personnel and 311 officers for a total of 403. These guys carry guns -- we were willing to do whatever it took to make them happy. However, since projections seemed fluid yet, RTD directed us to base our planning around the original 200 staff program and leave the issue for the design team's resolution when the information gels. Accommodating the projection of 403 staff will have far reaching affects upon parking, locker rooms and other support space which is not as easily moved and augmented as office space. It should be noted that this latest projection lists 65 security guard positions (in addition to the 403 transit police positions). While the guards do not require office space, they may require locker space.

Our preliminary space plans show the Transit Police functions split between P1 and L1. We located the support functions (200 person men's locker room, 50 person women's locker room, and 1,350 square foot briefing/classroom) on P1 and the staff on L1. This configuration satisfies earlier Department projections of 115 field officers and 85 staff in offices and workstations. The locker rooms on P1 can accommodate growth, as indicated above, to 200 male and 50 female officers requiring lockers. The office/workstation area on L1 can accommodate growth of 2-4 staff without sharing workstations. To determine how many staff may be added, the Department will need to study which positions can share workstations. See the Seed Program for a count of workstations placed on L1.

See paragraph 4.0 Stacking for further discussions of the Transit Police.

#### **3.2 Childcare**

Dr. Karen Hill-Scott of Morris McNeil (213-299-2699) was retained to review the childcare provisions in the program and on the February 28, 1992 MV&P drawings. The original childcare requirements suggested a population of 120 children. The childcare center was located on L4 to take advantage of direct access both to the outdoor plaza for required play areas, and to the parking elevators. Although the codes allow childcare centers on the fourth floor of a project

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like this, meetings held with City officials on March 24, 1992 revealed that to do so would require a variance (a 6-8 month process with an uncertain outcome), and that the City of Los Angeles intended to take a strong stand against the location of childcare centers above the second floor. In subsequent meetings with RTD's Technical Committee, RTD's Facilities Department, and USG, it was decided that the childcare center would be designed for 80 children (more than enough in Dr. Hill-Scott's opinion to accommodate RTD's needs) and be located in the pavilion. The exact configuration will be worked out by the design team in design development. Until then, we have shown the infant care and outdoor areas on L1 of the pavilion and a portion of the older children's care and all of their outdoor area on L2 of the pavilion.

Some general guidelines for childcare:

- ▶ Assume 20% of children center's population is infant.
- ▶ Provide a minimum of 75 square feet child for outdoor areas.
- ▶ Design a minimum of 75 square feet per infant and 60 square feet per older child for indoor care.
- ▶ All infant areas must be on the ground floor.

### 3.3 Cafeteria

The original 1989 program and RTD Facilities Department's 1991 Functional Requirement Program called for a Cafeteria/Kitchen/Servery large enough to accommodate usage by 80% of the RTD staff. However, RTD's response to MV&P's 50% submittal suggested reducing the 720 seat facility. The resultant 200 seat cafeteria is illustrated on MV&P's drawings dated February 28, 1992. While RTD's current cafeteria seats only 100 and seems to easily accommodate its users, there is the feeling at RTD that a newer facility may attract higher usage. Unless there are no alternatives outside the facility, general usages for a cafeteria of this type will run from 25% to 50%. Usage higher than 50% is unusual. After reconsideration, the RTD Facilities Department settled upon usage of 35% in two shifts. Based upon the current projection of about 1,400 staff in 1994 the math runs so:

1,400 staff x 35%	=	490 seats
490 seats / 2 shifts	=	245 seats
245 seats + 20% peaks & unfilled seats	=	294 seats

We rounded this off and planned for 300 seats.

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Some issues raised during the discussions included the possibility of incorporating a private dining room in the cafeteria seating area; or utilizing one of the nearby conference facility rooms for private dining; linking the cafeteria directly to the conference facility; and the desire for as much outdoor dining as possible. MV&P is currently studying alternative designs addressing the last of these issues.

Some general numbers on cafeteria sizing:

Seating area	=	14 - 16 square feet per seat
Serving	=	5 - 8 square feet per seat
Kitchen	=	5 - 8 square feet per seat

## 4.0 Stacking

### 4.1 Description

Our work has been a small step in a fluid process that began to define the project when the original programming effort was initiated, and has progressed in the hands of IDI and then MV&P. RTD is not a static entity and so the definition will always be slightly behind reality. The Preliminary Stacking Study in this book has undergone four revisions in three weeks. It will likely continue to evolve over the next few months. This paragraph addresses how to read the study and discusses the stacking-related issues that remain unresolved.

The Preliminary Stacking Study (see tab labeled Numerical Stack) is a tool used to explore how departments might fit on the floors of the project, accounting for desirable adjacencies and functional interdependencies.

- Column 1: Identifies the floor.
- Column 2: Notes the available usable square footage on the floor taken from MV&P's February 25, 1992 Building Area Tabulation. See paragraph 2.4 Circulation for a definition of usable square footage.
- Column 3: Summates the usable square footages of the departments assigned to the floor.
- Column 4: Predicts the apparent unoccupied space left over on a floor (column 2 minus column 3).
- Column 5: Notes the actual unoccupied space left over on a floor as taken from the preliminary space plans. This can vary dramatically from what the program numbers predict. See discussion under Column 7.

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**Column 6:** Lists numbers and names of departments assigned to the floor.

**Column 7:** Lists programmed usable square footages for each department. Now here's the rub: when the departments are actually planned on a floor they seldom take up exactly the amount of square footage the program calls for. That's because the physical realities of a floorplate can only be estimated in a program (see paragraph 2.4 Circulation). Circulation factors can actually range from 30% to over 55%, while the program anticipates a fixed set of circulation percentages. This is why the predicted growth can be so different from the actual growth.

#### 4.2 Initial Assumptions

The stack was generally organized around some basic departmental needs:

- ▶ Functions that need public access go on lower accessible floors.
- ▶ Transit Police need to be near their cars and in secure office space.
- ▶ The Data Center and related departments go on the secured L2 which is also equipped with raised floor throughout.
- ▶ Childcare goes on L1 and L2 in the pavilion.
- ▶ All H/R and employment departments go together on a public-accessible floor.
- ▶ Employee Activities and Credit Union go on L2 off the Lobby where retail may eventually grow, with the intent that one or both of these departments will move when income producing retail tenants come along.
- ▶ Executives go at the top of the stack (see discussion below).

#### 4.3 Stacking Issues

What follows is an attempt to identify the stacking issues at large. It is a little convoluted, please bear with me. All references to areas are programmed nominal square footages, unless noted otherwise.

The Records Center requires 3,000 square feet and because of the nature of its function, it ought to go on P1 or P2. P2 has no room without losing parking. P1 is filled with appropriate departments but room could be made in these scenarios:

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- 1) Move Transit Police briefing room (1,350 square feet) to L2, taking up some of the retail space and eliminate the retail space on P1 (1,800 square feet).
- 2) Move Transit Police briefing room (1,350 square feet) to L1, and reduce Stores Storage by 1650 square feet.
- 3) Leave Transit Police alone (remember, they have guns), eliminate the retail space on P1 (1,800 square feet) and reduce Stores Storage by 1200 square feet.

The first problem with 1) and 2) is that the Transit Police briefing room is used by field officers, which at last count numbered 311 in 1995. Even though they are on various shifts, the number of officers coming onto P1 in their cars and trooping up to the briefing room on L2 and back is enough to overload the secured stairs and elevators. The other problem is shared by 3): the loss of retail space which is already under the programmed requirement. Stores Storage folks may also have a problem squeezing their space in 2) and 3). The next likely candidate for the Records Center is L2. If the TRS Machine Room (2,500 square feet) stays with Operations and Control Services on L6 (where they want to be anyway), there is room on L2 for the Records Center. In a meeting on April 17, 1992, Jim Hovell and Judith Butler felt the limited access to this secured floor and the difficulty of moving the Records Center if/when the Data Center grows made the L2 location undesirable. The only other floor that has a contiguous space large enough for the Records Center is L6, but only if the TRS Machine Room is located elsewhere -- L2. There is some logic to having the TRS Machine Room, PBX Room, and Data Center together on the same floor. However, the cable runs for the TRS Machine Room to the L6 consoles may be too long. The last scenario is currently being studied by the design team.

Another issue, raised in the April 10, 1992 presentation, and revisited in the April 27, 1992 presentation, is that of a desired adjacency between the Central Conference Facility (on L3) and Employee Education, Training and Development and the Training Facilities (both on L14). Tom Rubin is concerned that the latter two departments will be the heaviest users of the Central Conference Facilities and may suffer from being so far removed. He also envisioned the Central Conference Facilities to be managed by staff residing in or near the Facilities. As it currently stands, in order to achieve the desired adjacency, the District Secretary (5,370 usable square feet) would have to move from L3 to L14 so Employee Education, Training and Development (3,461 usable square feet) and Training Facilities (1,823 usable square feet) could move from L14 to L3. This compromises the very strong adjacency between District Secretary and the Boardroom. If it is not possible to achieve the physical adjacency requested, it may be possible to carve enough space out of L3 to house an office for a Central Conference Facility manager (this position does not currently exist in the program). In the April 27, 1992 presentation, Tom Rubin suggested revisiting the programmed requirements for the District Secretary to see if there may be some



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opportunities for saving square footage, for example eliminating the Board Conference Room (800 nominal square feet) and using the meeting rooms in the nearby Central Conference Facilities instead. It is important to note that the ceiling height throughout L3 was raised to accommodate the large assembly areas in the Central Conference Facility, Cafeteria Boardroom. Moving any of those functions off L3 is not advisable. Tom Rubin, Gayel Pitchford, David Savage and Tobi Allen are currently involved in studying this issue.

Building Services (690 usable square feet) and Building Engineering (2,610 usable square feet) were located together on L26, the mechanical penthouse. The math says that these two groups require more space than is available on that floor. The intent was to explore redundant needs that may be shared if the two departments were located together.

The executive groups were placed on L15 which may or may not be a transfer floor (a floor that is the last stop for a lower bank of elevators and the first stop for an upper bank of elevators). If it is a transfer floor, then the executives will be easily accessible and have easy access to all departments, even when RTD grows into floors above L15. If this kind of accessibility is not desirable, the executives may consider another floor.

The final page of the Preliminary Stacking Study lists common Project Functions. The square footage occupied by these functions may not be allocated to the RTD Headquarters in their entirety. They may be shared with Building Four upon its completion.

## **5.0 Preliminary Space Planning**

### **5.1 Drawings**

The preliminary space planning effort was undertaken to test the assumptions and conclusions in the Seed Program and Preliminary Stacking Study. These plans are not intended to represent design, though it was necessary to apply a certain amount of order to the layouts. We observed Title 24 and City of Los Angeles codes governing corridors and exiting in order to accurately project growth on each floor. Otherwise, the drawings are intended to be diagrammatic. Workstations are delineated with a light double line and single direction poche. Enclosed offices and support spaces are delineated with a single heavy line and two direction poche. Permanent or moveable partitions under 69" in height are delineated with a light double line. Sizes of offices and workstations are clearly noted. A matrix at the side of each plan compares program

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requirements for each department with actual planned space. The actual growth available on each floor is entered both in the matrix and on the Preliminary Stacking Study.

The plans were done using the February 28, 1992 MV&P building background computer database. Changes to that database that may have been made by MV&P since February 28, 1992 are not reflected on our plans.

Plans included in this submittal are P1 and L1-L15 dated May 1, 1992.

## 5.2 Building Module/Floor Plate

In our review of the February 28, 1992 MV&P drawings, we found the typical tower floors to be generally organized around a 5' module. However the module was altered enough at the corners to cause those areas to be less flexible for planning offices. We would suggest maintaining the 5' module throughout, and did our planning as though it were.

Floors 4-15 (and above) plan well and are reasonably efficient. Floors 1-3 work most efficiently for functions requiring large, discrete blocks of space (Cafeteria, Boardroom, Data Center) and are much less efficient for office related functions. This is due primarily to the angles and shapes that give character to the building's exterior and massing.

## 5.3 Codes

In our cursory review of code issues that may affect the interior development of the project we looked briefly at the ADA and Title 24 requirements. This was not intended to be a thorough technical review. Our findings are offered only as identification of some issues for the design team to follow. We strongly recommend MV&P and Tony Gonzales do a full review of the ADA and Title 24 access requirements.

MV&P has already studied alternatives to providing the ADA requirement for areas of refuge on each floor of the fire stair. They found that the City may accept fire-rated and smoke protected elevator lobbies on each floor as the area of refuge. This is an important issue. The ADA is a law that is not attended by specific guidelines. Its enforcement and interpretation has been left to the courts. If the owner of a building makes his own interpretation, aided by consultants or by

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local regulatory agencies, he should study his potential liabilities. In the present case, if, for some reason, at some future date the courts decided protected elevator lobbies do not constitute compliance with fire stair area of refuge requirements or the requirements of other ADA specified alternatives, the owner may be required to retrofit the building with complying features. Of all the code issues, this could have the greatest monetary impact upon the project and is worth close scrutiny

Another ADA issue we explored involved the RTD's desire to use 5-drawer files in central file rooms for each department. Five-drawer files are too tall to qualify as accessible to handicapped staff, and would not be acceptable unless the central files were accessed only by a staff member whose job description is to access files for the remainder of the staff. RTD has indicated that the new records retention program intended for each department to have a designated file clerk. The only way we can envision this interpretation could be challenged is if an otherwise qualified handicapped person applied for the position of file clerk, was turned down and decided to litigate.

We found no Title 24 requirements that could not be easily addressed by the planning effort.

#### 5.4 Growth

A strategy for growth should be identified before the schematic planning begins. It is costly if space is left unoccupied on a floor for a long period of time, waiting for a department to grow. On the other hand, if floors are left with no room for growth, the smallest addition may cause an expensive reshuffling of departments, or the potential inefficiencies of split departments.

The original 1989 program's formula for growth was 3% per year for all departments. We asked Tobi Allen to do a quick reassessment of growth to identify any departments that may be more volatile than the original formula. The Transit Police Department will experience explosive growth in the next few years, see paragraph 3.1 Transit Police for a discussion of this issue. Other departments to watch include Schedules and Operations Planning, Planning, Inspector General, and TSD. These latter two departments may actually reduce in size over the next two years as a result of MOS I responsibility changes.

Schedules and Operations Planning reside on L7 where their 1994 requirements occupy the entire floor (with only 126 usable square feet available for growth). We arranged the stack so this department could grow up to L8 where there is over 2000 usable square feet available.

RTD - Executive Summary

May 1, 1992

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Planning currently resides on L12. Growth for Planning has already been addressed with the addition to the program of the Benefits Assessment Group (1192 usable square feet) which we located on L11 with another planning group, Corporate Transit Partnership. Additional growth in Planning will require shuffling non-Planning departments to other floors.

Growth in the Data Center will be carefully considered when the final space planning is addressed. It is important not to lock the Data Center in with departments that cannot easily be moved, like PBX.

## **6.0 Miscellaneous**

### **6.1 Records Retention**

On March 16, 1992 Judith Butler published a memo that outlined her recommendations for departmental filing requirements. These new standards and subsequent additions for Telcom Engineering, Credit Union, Employee Activities, Cashier, Print Shop, Operations and Control Services, Corporate Transit Partnerships and TSD reduced the total project filing area from about 13,600 square feet to about 9,000 square feet. The Seed Program and Program Area Summary in this Executive Summary reflect the reduced requirements of the records retention program. If the program is not implemented as planned, the project area will likely increase accordingly. See paragraph 2.5 Space Standards for further discussion.

### **6.2 Janitorial Closet Size**

Janitorial Closets on each floor were not sized to accommodate carts and large quantities of supplies. MV&P's strategy for sizing the rooms was for carts and general supplies to be stored in the Janitorial/General Stores Storage Room on level P2. This is a good solution, freeing up more tower square footage for office space. RTD currently has an in-house janitorial service which operates differently than this suggested strategy. The issue should be restudied when the janitorial service issue is resolved.

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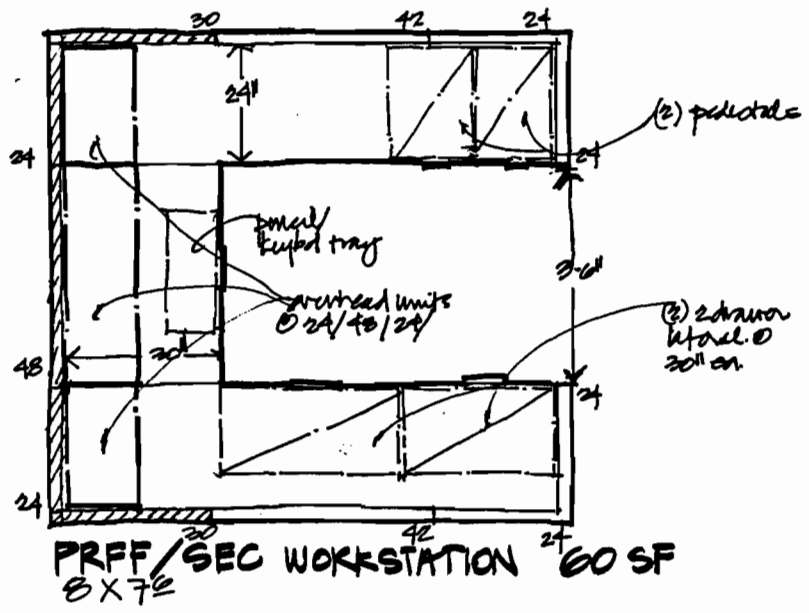
### 6.3 Emergency Preparedness Storage

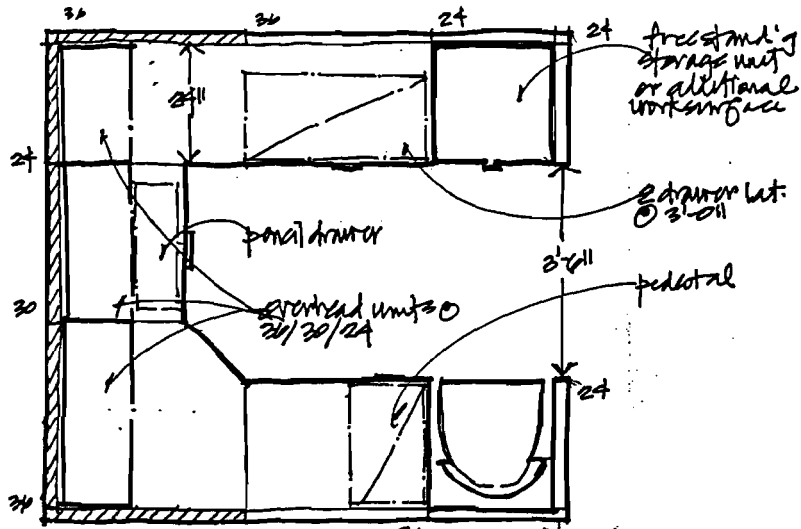
On October 7, 1992, Jon Vanderock published a memo that outlined requirements for emergency preparedness supply storage throughout the building. In NBBJ's stacking of the project (see the tab labeled Numerical Stack), the 100 nominal square foot (149 usable square foot) rooms were somewhat arbitrarily distributed about every three floors. The location of these rooms may be changed as the design is developed.

### 6.4 Recycling

In the Response to the 50% Submittal, and in discussions with the RTD Facilities Department, a concern was raised about expanding the recycling capabilities of the building. This issue is mentioned only as a reminder to the design team. It is likely though, a couple of years from now when this document is dog-eared and hopelessly out of date, recycling capacities will need expanding to accommodate the umpteen copies we distributed.

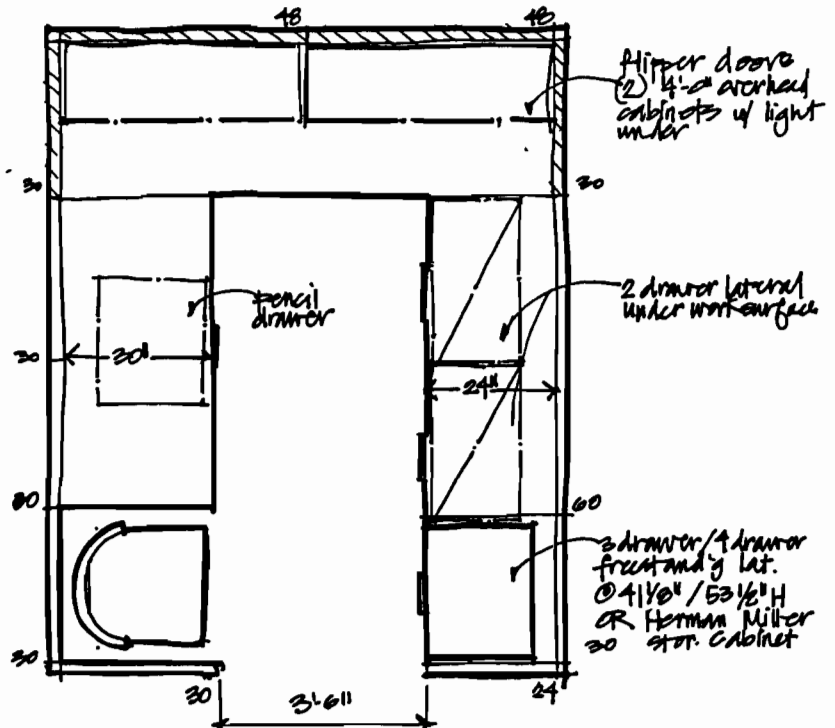




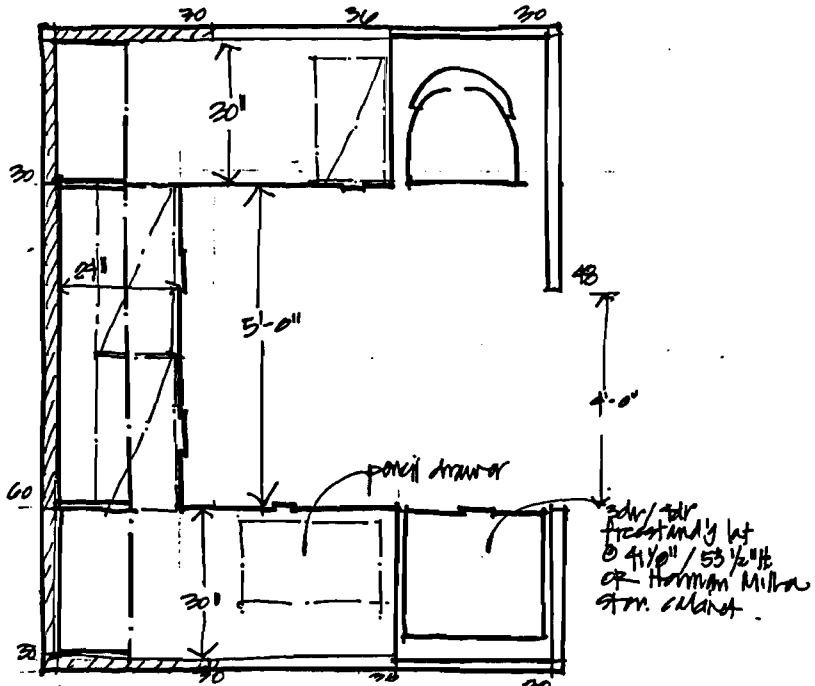


PRFF / SEC. WORKSTATION - 60 SF  
 0X76



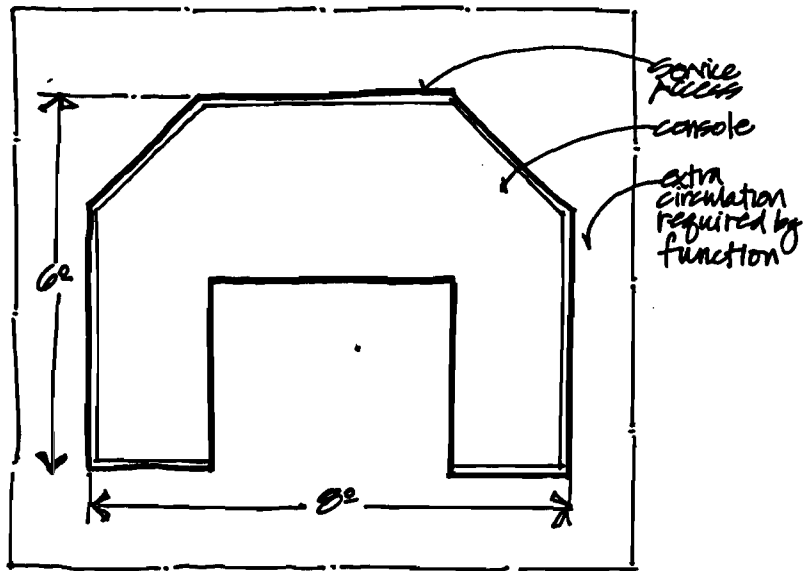


**PRF WORKSTATION - 80 SF**  
 8' x 10'

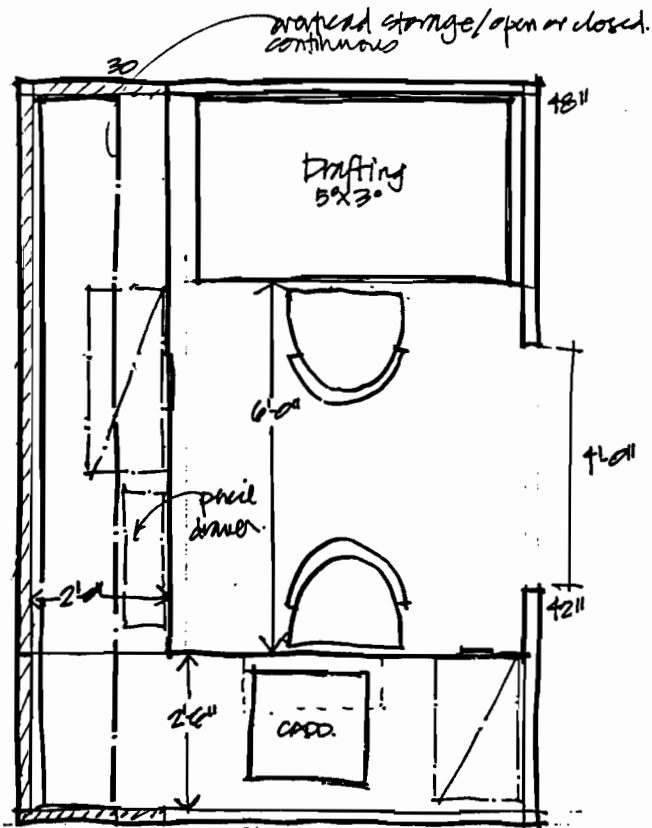


adv. for  
freestanding kit  
@ 4 1/2" / 53 1/2" H  
or Herman Miller  
str. cabinet

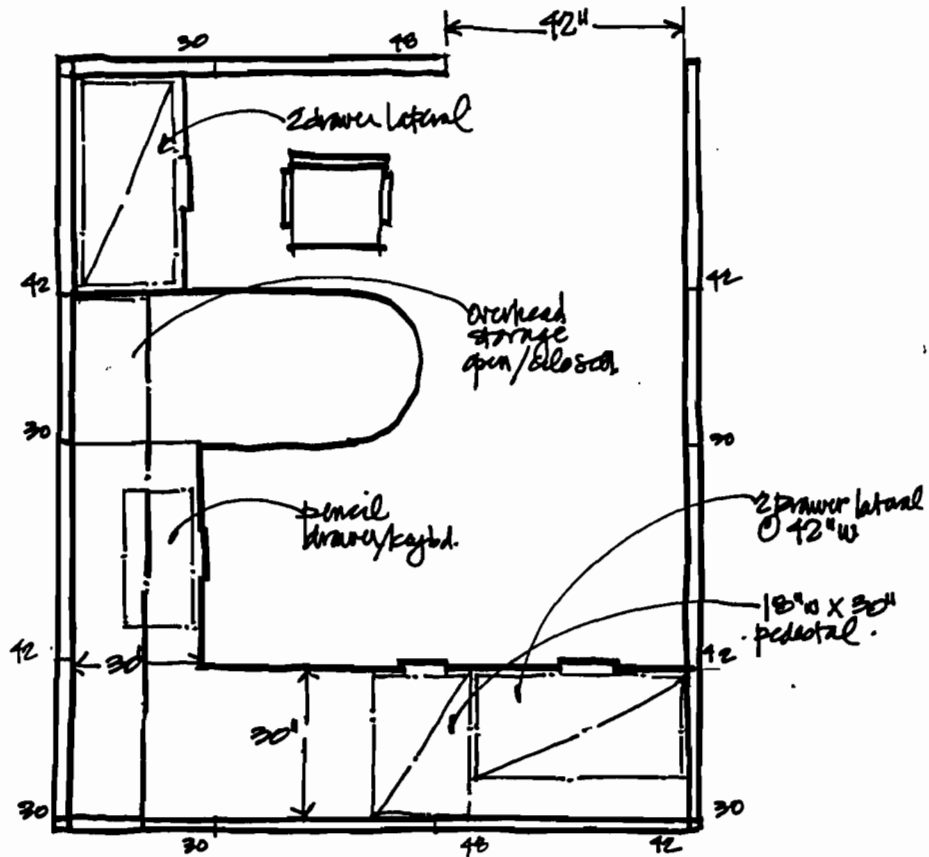
PRF WORKSTATION - 80 SF  
8x10



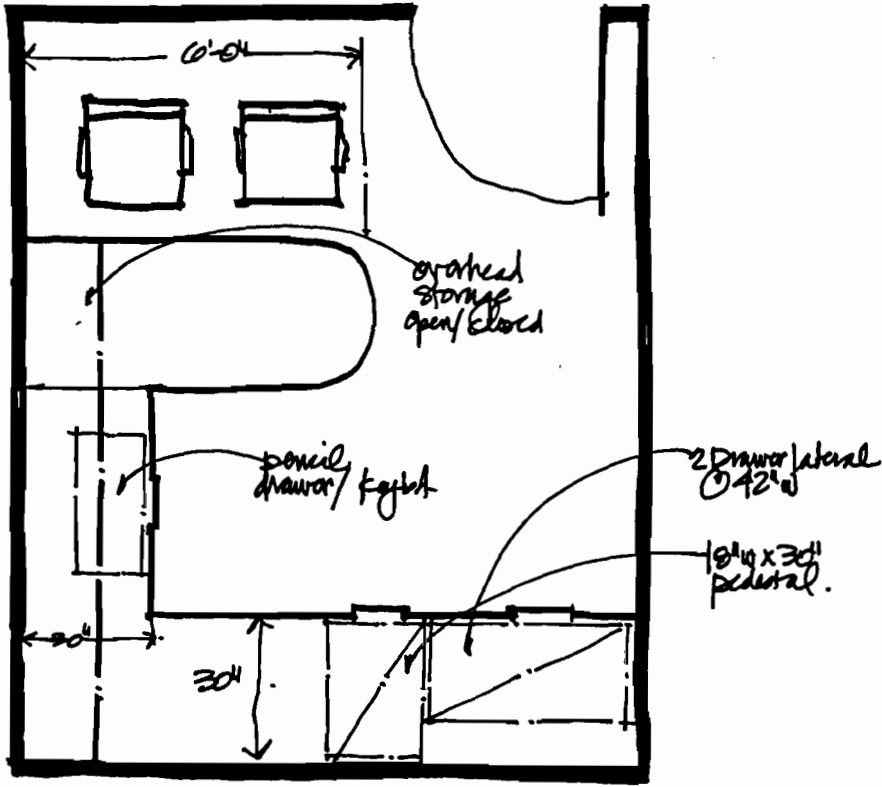
TDS - DISPATCH CONSOLE  
90 SF.



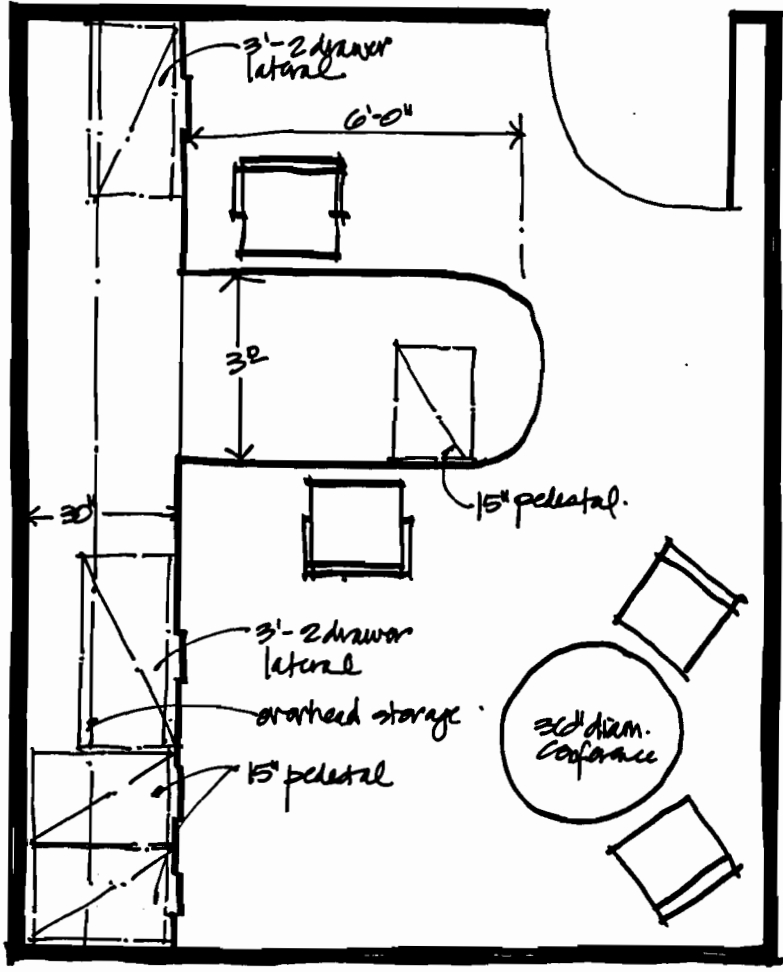
**PRFD WORKSTATION - 95 SF**  
11' x 8'2"



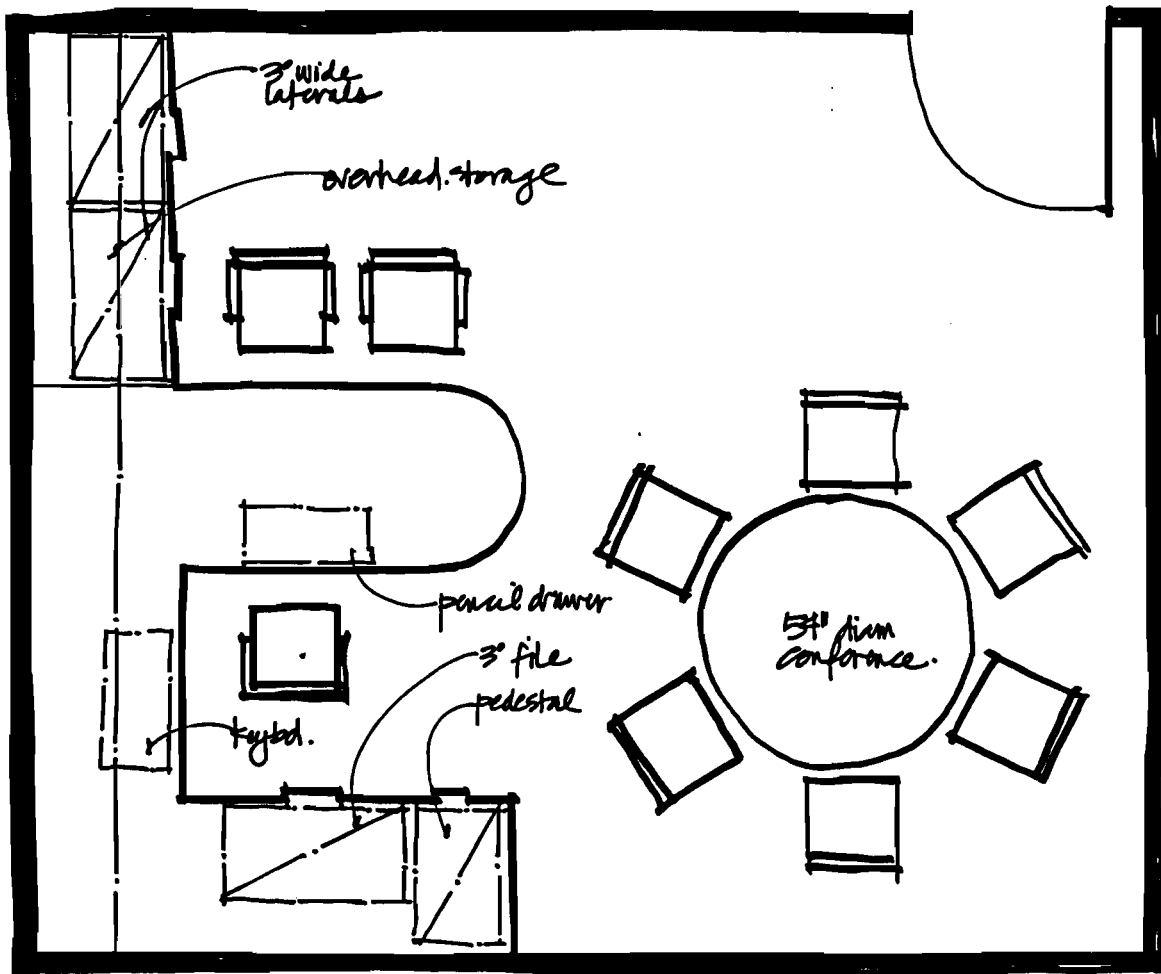
**SPRF WORKSTATION - 120 SF**  
 10 X 12



PRFC OFFICE - 120 SF  
10 X 12

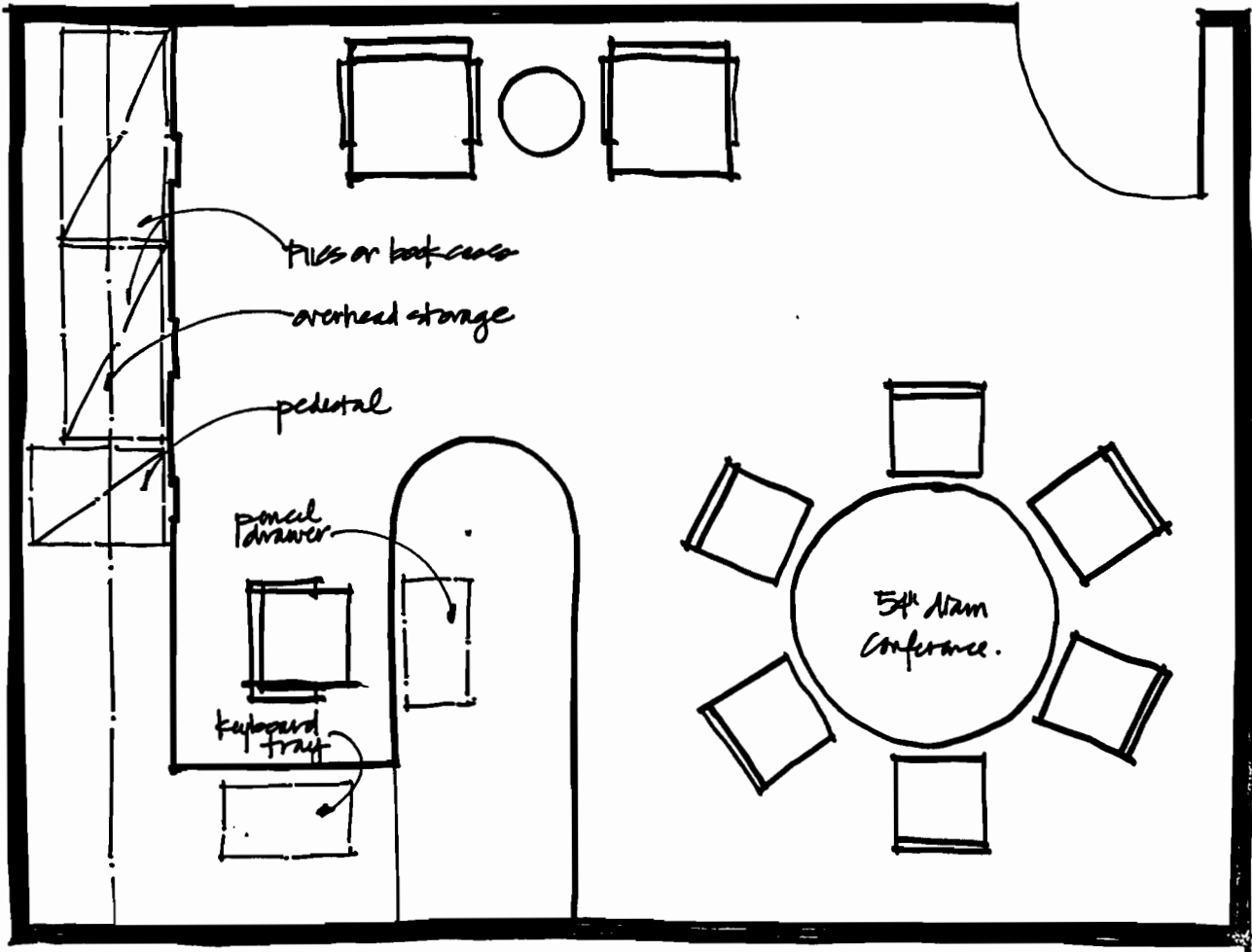


MGR OFFICE - 180 SF  
 12' X 15'

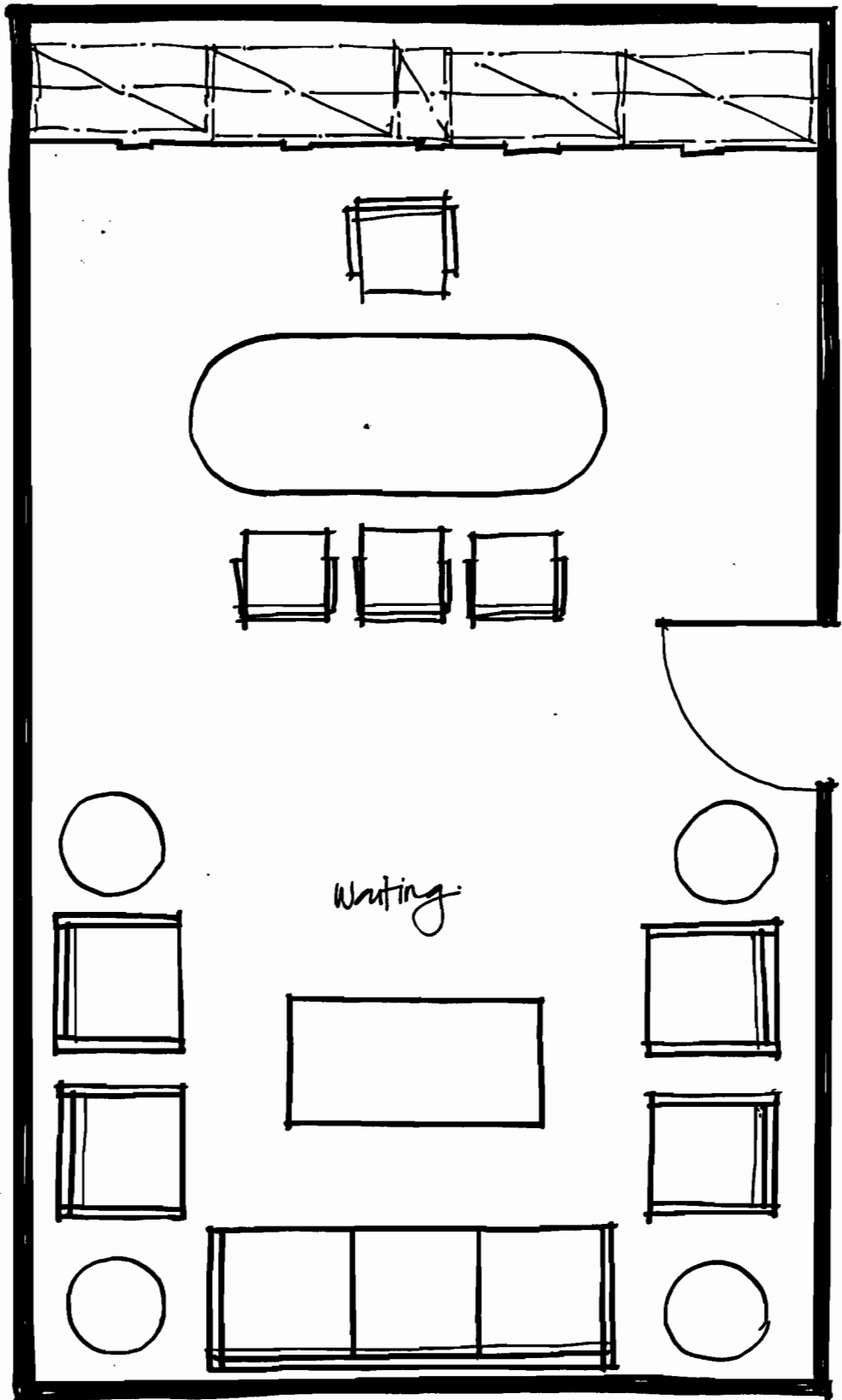


DIR. OFFICE - 250 SF  
15 X 17





ES OFFICE - 300 SF  
15 X 20



GM OFFICE - 400 SF  
15X26

**RAPID TRANSIT DISTRICT**

NBBJ

10 APRIL 92  
 REVISED 17 APRIL 92  
 REVISED 20 APRIL 92  
 REVISED 27 APRIL 92  
 REVISED 1 MAY 92

**PRELIMINARY STACKING STUDY**

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
P2	21883	20891	992	-	***9400 LOADING DOCK	8511
					9610 JAN/GN STRS STR	1056
					3900 TIMETABLE STRG	1400
					3900 PRINT SHOP	8033
					7200 COMPUTER RCVG	345
					9699 TELECOM VAULT	546
					9400 STORES/RCVG OFC	1000

\*\*\*NOTE: LOADING DOCK IS A COMMON PROJECT FUNCTION AND  
 MAY NOT BE ALLOCATED TO RTD IN ITS ENTIRETY.

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
P1	30103	29879	224	0	1800 TRANSIT POLICE	6425
					1800 HOLDING FACILTY	1495
					1800 PISTOL RANGE	2300
					9400 STORES STORAGE	12847
					9610 BLDG SPT SHARED	1700
					1600 TICKET STORAGE	1800
					9610 RTD MAIL SVCS	1512
					404 RETAIL	1800

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L1	37592	39248	-1656	786	1800 TRANSIT POLICE	13882
					1600 DIR CUST RELATN	544
					1600 CUST RELNS DEPT	5786
					1600 HQ CUST CTR	2250
					1600 REDUCED FARE OFC	1192
					1600 LOST & FOUND	1118
					3900 ADMIN/REPRO	1565
					7500 EMPL ACTIV CTR	2086
					9800 CREDIT UNION	2999
					404 RETAIL	6297
					403 TENANT MAIL	460
					9610 COPY/MAIL STA	447
					9610 COFFEE STATIONS	179
					9699 COMMN EQUIP/LAN	294
					7900 EMERG PREP STRG	149
L1	7500	7500	0		9900 CHILDCARE (IN)	2340
PAVILION					9900 CHILDCARE (OUT)	1200
					404 RETAIL	3960

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L2	37190	34146	3044	2250	7200 DATA CENTER	12926
					1600 TEL INFO CTR	5083
					1600 TELEPHONE INFO	2710
					1600 TEL INFSYS COOR	1888
					9699 TELECOM ADMIN	2265
					9699 TELECOM PBX/STG	3956
					7200 DATA CTR SECUR	673
					3296 TRS MACHINE RM	3725
					9610 COPY/MAIL STA	447
					9610 COFFEE STATIONS	179
					9699 COMMN EQUIP/LAN	294
L2	7500	7500	0		9900 CHILDCARE (IN)	2700
PAVILION					9900 CHILDCARE (OUT)	4800

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L3	26782	27206	-424	0	1200 BOARDROOM SUITE	6222
					1200 DIST SECTY	5370
					1200 PRESS ROOM	675
					9610 CENT CONF FACIL	4253
					9610 CAFETERIA	9600
					9610 BLDG SYS SECURTY	345
					9610 COPY/MAIL STA	447
					9699 COMMN EQUIP/LAN	294

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L4	20095	21221	-1126	140	7200 MIS	1997
					7500 DIR H/R	559
					7500 SPCL PRJ/PENS/B	5525
					7500 EMPLOYMENT	7602
					7500 EMPLMT TESTING	969
					9610 FITNESS	3500
					9610 COPY/MAIL STA	447
					9610 COFFEE STATIONS	179
					9699 COMMN EQUIP/LAN	294
					7900 EMERG PREP STRG	149

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L5	17309	18114	-805	0	7200 MGMT INFO SYST	17194
					9610 COPY/MAIL STA	447
					9610 COFFEE STATIONS	179
					9699 COMMN EQUIP/LAN	294

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L6	17309	17724	-415	0	3296 OPRNS CNTRL/SRV 3200 TOTS 7200 RECORDS CENTER	11026 1579 4050
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN 7900 EMERG PREP STRG	447 179 294 149

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L7	15669	15456	213	126	3900 SCHD & OPER PLN	14536
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN	447 179 294

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L8	15669	13165	2504	2011	3200 TRANSPORTATION 7900 RISK MGMT	4603 7642
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN	447 179 294

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L9	15669	14332	1337	476	7099 CONTRLR/TREASR 7100 DIR OF FINANCE 7100 GEN ACCTG 7100 PAYROLL/REVNU 7100 INVESTMT MGMT 7100 CASHIER	633 559 5674 4312 708 1377
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN 7900 EMERG PREP STRG	447 179 294 149

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L10	15669	15239	430	340	4900 TSD 5099 INSPECTOR GEN	7994 6325
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN	447 179 294

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L11	15669	14972	697	316	4100 LOC GOV/COM AFF 4400 MKTG & COMMCN 4200 CORP TRNST PTRSHP 4200 PLANNING	5437 3825 3598 1192
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN	447 179 294

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L12	15669	15198	471	0	4099 AGM PLAN/PUB AF 4200 PLANNING 4200 LIBRARY	544 10578 3007
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN 7900 EMERG PREP STRG	447 179 294 149

	AVAIL USABLE	PROG'D USABLE	PREDICT GROWTH	ACTUAL GROWTH	DEPARTMENTS	DEPT USABLE
L13	15669	15140	529	80	1400 GOV/PRESS RELNS 9200 FACIL ENGR 9610 GEN SERVS ADMIN 9660 STOPS & ZONES	2682 8846 903 1789
					9610 COPY/MAIL STA 9610 COFFEE STATIONS 9699 COMMN EQUIP/LAN	447 179 294

	AVAIL	PROG'D	PREDICT	ACTUAL	DEPARTMENTS	DEPT
	USABLE	USABLE	GROWTH	GROWTH		USABLE
L14	15669	13604	2065	1736	5500 OFC EQ EMP OP	4045
					7500 EMP ED,TRNG,DEV	3461
					2300 EMPL RELATIONS	3355
					7500 TRAINING FACILS	1823

9610 COPY/MAIL STA	447
9610 COFFEE STATIONS	179
9699 COMMN EQUIP/LAN	294

	AVAIL	PROG'D	PREDICT	ACTUAL	DEPARTMENTS	DEPT
	USABLE	USABLE	GROWTH	GROWTH		USABLE
L15	15669	14716	953	643	1100 GM/EXEC SUITE	3062
					2200 LEGAL	5169
					3099 AGM OPERATIONS	1319
					9099 AGM EQUIP FAC	931
					1700 OFC MGMT & BGT	3166

9610 COPY/MAIL STA	447
9610 COFFEE STATIONS	179
9699 COMMN EQUIP/LAN	294
7900 EMERG PREP STRG	149

	AVAIL	PLAN'D	DEPARTMENTS	DEPT		
	USABLE	USABLE		USABLE		
PH	2955	3737	-782	0	9610 BLDG SERVICES	690
					9610 BLDG ENGINEERG	2610
					9699 MICROWAVE ROOM	437

	LOCATION OF COMMON PROJ FUNCTIONS	DEPARTMENTS	DEPT
			USABLE
P4		202 FUEL OIL STORAGE	524
P4		302 WATER STRG TANK	1500
P3		301 FIRE PUMP ROOM	1564
P2		101 DWP TRANS VAULT	3226
P2		102 SWITCHGEAR ROOM	1366
P2		**9400 LOADING DOCK	8511
L1		201 EMERGENCY GEN	2113

\*\*\*NOTE: LOADING DOCK IS SHOWN ON P2 IN STACKING STUDY ABOVE. NO OTHER COMMON PROJ FUNCTIONS ARE SHOWN IN THE STACKING STUDY. COMMON PROJECT FUNCTIONS MAY NOT BE ALLOCATED TO RTD IN THEIR ENTIRETIES.





**RAPID TRANSIT DISTRICT**

10 APRIL 92

REVISED 1 MAY 92

NBBJ

**PROGRAM AREA SUMMARY**

	PER PROGRAM	ACTUAL	
Usable RTD Departments	338110	337976	— From Bldg Area Tab for P2–L15,L26 less RTD/Mkt Lease, Ten MI, Rtl, Cmn Prj Fnct, Pav L1 core. Plus Pav L2 USF.
Usable RTD Lease	103520	154500	— SF available L16–L25 per Bldg Area Tab
Usable Market Lease	51800		
Usable Tenant Mail	415	415	— Actual area from Prelim Spc Plans
Usable Retail	13470	12057	— Actual area from Prelim Spc Plans
Usable Common Project Functions	18804	18804	— Per MV&P
Rentable Core Areas	42408	42408	— From Bldg Area Tab less Emerg Gen Rm per MV&P
Estimated Pavilion Rentable Core		1400	— Not in the Bldg Area Tab nor Seed Prog. Estimate is deliberately high.
<b>TOTAL PROJECT RENTABLE</b>	<b>568527</b>	<b>567560</b>	
Shaft Areas	51730	51730	— From Bldg Area Tab
Estimated Pavilion Shaft Areas		800	— Not in the Bldg Area Tab nor Seed Prog. Estimate is deliberately high.
<b>TOTAL PROJECT GROSS</b>	<b>620257</b>	<b>620090</b>	

- Notes:
1. Emergency Generator (2113 USF) was moved from Rentable Core to RTD Usable in Bldg Area Tab per MV&P.
  2. Assumptions for Pavilion: neither L1 core nor L2 area anticipated by Bldg Area Tab; estimated total GSF/flr at 8600.
  3. Both this document and the Seed Program include the 6000 GSF outdoor Childcare play areas in totals. The Competition Program did not. USG/Catellus may want to back the area out.



**Space Programming Summary Report**

- Column 1:** The Unit Number is a simple identifier that denotes reporting hierarchy and subtotals. For instance, 1.0.0 is a subtotal of all Unit Numbers that begin with 1; and 1.1.0 is a subtotal of all Unit numbers that begin with 1.1; etc.
- Column 2:** Type of Space, Reporting Entity, Department. Type of Space includes 1.0.0 Usable Square Footage which is RTD department-related areas; 2.0.0 Other Usable Areas, which are lease space functions not occupied by RTD; 3.0.0 Rentable Core Areas which represent the areas in the core that comprise the rentable load factor as taken from MV&P's Building Area Tabulation; and 4.0.0 Shaft Areas which represent the areas in the core that comprise the gross-up factor as taken from MV&P's Building Area Tabulation.
- Column 3:** 1994 Personnel notes population projected at 1994 move-in.
- Column 4:** 1994 Square Footage notes areas projected at 1994. Areas for all listings between 1.9.9 and 2.2.7 are usable square footages.

The Report Total at the bottom line is the gross project square footage predicted by the program. This may not be the actual gross project square footage because of how departments lay out in the planning process.

Detail sheets are included for all line items on this report that are not listed at 0 square feet. Departments listed at 0 square feet were either eliminated from the Gateway Center Project or were combined with other departments. If they were combined, notes on the detail sheets will indicate so.

UNIT NUMBER	TYPE OF SPACE REPORT'G ENTITY DEPARTMENT	PSNL 1994	SQ FT 1994
1.0.0	USABLE SQ FT	1403	338110
1.1.0	GENERAL MANAGER	494	67799
1.1.1	1100 GM/EXEC SUITE	5	3062
1.1.2	1200 DIST SECTY	8	5370
1.1.3	1200 BOARDROOM SUITE	0	6222
1.1.4	1200 PRESS ROOM	0	675
1.1.5	1400 GOV/PRESS RELNS	14	2682
1.1.6	1600 DIR CUST RELATN	2	544
1.1.7	1600 HQ CUST CTR	3	2250
1.1.8	1600 REDUCD FARE OFC	3	1192
1.1.9	1600 LOST & FOUND	2	1118
1.1.10	1600 CUST RELNS DEPT	29	5786
1.1.11	1600 TICKET STORAGE	4	1800
1.1.12	1600 TELEPHONE INFO	123	2710
1.1.13	1600 TEL INFSYS COOR	9	1888
1.1.14	1600 TEL INFO CTR	77	5083
1.1.15	1700 OFC MGMT & BGT	15	3166
1.1.16	1800 TRANSIT POLICE	200	20456
1.1.17	1800 HOLDING FACILTY	0	1495
1.1.18	1800 PISTOL RANGE	0	2300
1.2.0	GENERAL COUNSEL	28	8524
1.2.1	2200 LEGAL	16	5169
1.2.2	2300 EMPL RELATIONS	12	3355
1.3.0	AGM OPERATIONS	238	47861
1.3.1	3099 AGM OPERATIONS	6	1319
1.3.2	3100 RAIL ACTIVATION	0	0
1.3.3	3200 TRANSPORTATION	20	4603
1.3.4	3200 TOTS	5	1579
1.3.5	3296 OPRNS CNTRL/SRV	91	14826
1.3.6	3900 SCHD & OPER PLN	86	14536
1.3.7	3900 ADMIN/REPRO	8	1565
1.3.8	3900 PRINT SHOP	19	8033
1.3.9	3900 TIMETABLE STRG	3	1400
1.4.0	AGM PLANNING	156	36212
1.4.1	4099 AGM PLAN/PUB AF	2	544
1.4.2	4100 LOC GOV/COM AFF	25	5437
1.4.3	4200 PLANNING	59	11770
1.4.4	4200 CORP TRNS PTR	16	3598
1.4.5	4200 LIBRARY	2	3007
1.4.6	4400 MKTG & COMM CN	18	3825
1.4.7	4900 TSD	34	8031
1.5.0	INSPECTOR GENERAL	42	10370
1.5.1	5099 INSPECTOR GENL	23	6325
1.5.2	5500 OFC EQ EMPMT OP	19	4045
1.5.3	6099 AGM EQUAL OPP	0	0
1.5.4	6100 OFC EQ EMPMT OP	0	0
1.5.5	6200 OFC CNTR COMPL	0	0
1.5.6	6400 OFC DBE/WBE	0	0
1.6.0	CONTRLR/TREASR	310	80376
1.6.1	7099 CONTRLR/TREASR	2	633
1.6.2	7100 DIR OF FINANCE	2	559
1.6.3	7100 GEN ACCTG	38	5674
1.6.4	7100 PAYROLL/REVENUE	17	4312
1.6.5	7100 INVESTMT MGMT	3	708
1.6.6	7100 CASHIER	4	1377
1.6.7	7100 CASH COUNTING	0	0
1.6.8	7200 MGMT INFO SYST	125	18558
1.6.9	7200 DATA CENTER	0	12926
1.6.10	7200 DATA CTR SCURTY	0	673

UNIT NUMBER	TYPE OF SPACE REPORT'G ENTITY DEPARTMENT	PSNL 1994	SQ FT 1994
1.6.11	7200 RECORDS CENTER	0	4050
1.6.12	7200 COMPUTER RCVG	0	345
1.6.13	7500 DIRECTOR OF H/R	2	559
1.6.14	7500 SPCL PRJ/PENS/B	28	5525
1.6.15	7500 EMPLOYMENT	38	7602
1.6.16	7500 EMPLMT TESTING	0	969
1.6.17	7500 EMP ED,TRNG,DEV	7	3461
1.6.18	7500 TRAINING FACILS	0	1823
1.6.19	7500 EMPL ACTIV CTR	4	2086
1.6.20	7900 RISK MGMT	40	7642
1.6.21	7900 EMERG PREP STRG	0	894
1.7.0	TSD	0	0
1.7.1	8099 AGM TSD	0	0
1.7.2	8110 PROG CONTROL	0	0
1.7.3	8120 RAIL FACIL ENGR	0	0
1.7.4	8130 SYS DESIGN/ANAL	0	0
1.7.5	8140 TSD CONST MGMT	0	0
1.7.6	8150 TSD REAL EST/DV	0	0
1.7.7	8160 SYS CONST/SAFET	0	0
1.7.8	8199 TECH/ADMIN SERV	0	0
1.8.0	AGM EQUIP/FAC	126	72929
1.8.1	9099 AGM EQUIP/FAC	4	931
1.8.2	9200 FACIL ENGINEERG	41	8846
1.8.3	9400 STORES STORAGE	0	12847
1.8.4	9400 STORES/RCVG OFC	0	1000
1.8.5	9410 OCPM MTRC CNTR	0	0
1.8.6	9420 OCPM NONMET CNT	0	0
1.8.7	9610 GEN SERVS ADMIN	6	903
1.8.8	9610 JAN/GN STRS STR	27	1056
1.8.9	9610 BLDG SERVICES	4	690
1.8.10	9610 BLDG ENGINEERG	3	2610
1.8.11	9610 BLDG SYS SECURT	0	345
1.8.12	9610 BLDG SPT SHARED	0	1700
1.8.13	9610 FURNITURE STRG	0	0
1.8.14	9610 VEHICULAR SERVS	0	0
1.8.15	9610 CAFETERIA	0	9600
1.8.16	9610 CENT CONF FACIL	0	4253
1.8.17	9610 FITNESS	0	4025
1.8.18	9610 RTD MAIL SVCS	12	1512
1.8.19	9610 COPY/MAIL STA	0	6705
1.8.20	9610 COFFEE STATIONS	0	2503
1.8.21	9660 STOPS & ZONES	11	1789
1.8.22	9699 FAC MAINT SUPV	0	0
1.8.23	9699 TELECOM ADMIN	18	2265
1.8.24	9699 TELECOM PBX/STG	0	3956
1.8.25	9699 MICROWAVE ROOM	0	437
1.8.26	9699 COMMN EQUIP/LAN	0	4410
1.8.27	9699 TELECOM VAULT	0	546
1.9.0	CREDIT UNION	9	2999
1.9.1	9800 CREDIT UNION	9	2999
1.10.0	CHILD CARE	0	11040
1.10.1	9900 CHILD CARE IN	0	5040
1.10.2	9900 CHILD CARE OUT	0	6000
2.0.0	OTHER USABLE AREAS	5	188009
2.1.0	LEASE SPC FUNCTIONS	0	169205
2.1.1	401 RTD LEASE OFC SP	0	103520
2.1.2	402 MKT RATE OFC SPC	0	51800
2.1.3	403 TENANT MAIL SVC	0	415
2.1.4	404 RETAIL	0	13470

UNIT NUMBER	TYPE OF SPACE REPORT'G ENTITY DEPARTMENT	PSNL 1994	SQ FT 1994
2.2.0	COMMON PROJ FUNCTNS	5	18804
2.2.1	101 DWP TRANS VAULT	0	3226
2.2.2	102 SWITCHGEAR ROOM	0	1366
2.2.3	201 EMERGENCY GEN	0	2113
2.2.4	202 FUEL OIL STORAGE	0	524
2.2.5	301 FIRE PUMP ROOM	0	1564
2.2.6	302 WATER STRG TANK	0	1500
2.2.7	9400 LOADING DOCK	5	8511
3.0.0	RENTABLE CORE AREA	0	42408
3.1.0	RENTABLE CORE AREA	0	42408
3.1.1	LEVEL P4	0	0
3.1.2	LEVEL P3	0	0
3.1.3	LEVEL P2	0	0
3.1.4	LEVEL P1	0	0
3.1.5	LEVEL 1	0	1937
3.1.6	LEVEL 2	0	2266
3.1.7	LEVEL 3	0	5164
3.1.8	LEVEL 4	0	3584
3.1.9	LEVEL 5	0	1369
3.1.10	LEVEL 6	0	1369
3.1.11	LEVEL 7	0	1369
3.1.12	LEVEL 8	0	1369
3.1.13	LEVEL 9	0	1369
3.1.14	LEVEL 10	0	1369
3.1.15	LEVEL 11	0	1369
3.1.16	LEVEL 12	0	1369
3.1.17	LEVEL 13	0	1369
3.1.18	LEVEL 14	0	1369
3.1.19	LEVEL 15	0	1369
3.1.20	LEVEL 16	0	1369
3.1.21	LEVEL 17	0	2091
3.1.22	LEVEL 18	0	1331
3.1.23	LEVEL 19	0	1331
3.1.24	LEVEL 20	0	1331
3.1.25	LEVEL 21	0	1331
3.1.26	LEVEL 22	0	1331
3.1.27	LEVEL 23	0	1331
3.1.28	LEVEL 24	0	1331
3.1.29	LEVEL 25	0	1331
3.1.30	LEVEL 26	0	290
3.1.31	COMPETITN LOAD FCTOR	0	0
4.0.0	SHAFT AREAS	0	51730
4.1.0	SHAFT AREAS	0	51730
4.1.1	LEVEL P4	0	0
4.1.2	LEVEL P3	0	0
4.1.3	LEVEL P2	0	0
4.1.4	LEVEL P1	0	0
4.1.5	LEVEL 1	0	8142
4.1.6	LEVEL 2	0	3165
4.1.7	LEVEL 3	0	8258
4.1.8	LEVEL 4	0	2452
4.1.9	LEVEL 5	0	1529
4.1.10	LEVEL 6	0	1529
4.1.11	LEVEL 7	0	1529
4.1.12	LEVEL 8	0	1529
4.1.13	LEVEL 9	0	1529
4.1.14	LEVEL 10	0	1529
4.1.15	LEVEL 11	0	1529
4.1.16	LEVEL 12	0	1529

UNIT NUMBER	TYPE OF SPACE REPORT'G ENTITY DEPARTMENT	PSNL 1994	SQ FT 1994
4.1.17	LEVEL 13	0	1529
4.1.18	LEVEL 14	0	1529
4.1.19	LEVEL 15	0	1529
4.1.20	LEVEL 16	0	1529
4.1.21	LEVEL 17	0	1109
4.1.22	LEVEL 18	0	1282
4.1.23	LEVEL 19	0	1282
4.1.24	LEVEL 20	0	1282
4.1.25	LEVEL 21	0	1282
4.1.26	LEVEL 22	0	1282
4.1.27	LEVEL 23	0	1282
4.1.28	LEVEL 24	0	1282
4.1.29	LEVEL 25	0	1282
4.1.30	LEVEL 26	0	0
4.1.31	COMPETITN GROSS FCTR	0	0
REPORT TOTAL		1408	620257

<> UNIT DATA

1.1.1	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 1 DEPARTMENT 1100 GM/EXEC SUITE	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 2820 EXISTING PERSONNEL :
-------	--	--

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1	GENERAL MANAGER		GM	400	1	400
2	SUPERVISG PROFESSNL		SPRF	120	1	120
3	MANAGER		MGR	180	1	180
4	SECRETARIAL/CLERICAL		SEC	60	2	120
WORKPLACES SUB-TOTAL						820
CIRCULATION (49%)						402
TOTAL						5 1222
<> AUXILIARY AREAS						
1	600 SQ FT CONF RM		C600	600	1	600
2	200 SQ FT CONF RM		C200	200	1	200
3	CENTRAL FILE		F180	180	1	180
4	REMAINING SUPPORT		X255	255	1	255
AUXILIARY AREAS SUB-TOTAL						1235
CIRCULATION (49%)						605
TOTAL						1840
<> SUMMARY						
WORKPLACES TOTAL						1222
AUXILIARY AREAS TOTAL						1840
GRAND TOTAL						5 3062



<> UNIT DATA

1.1.2	1. TYPE OF SPACE    USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 2 DEPARTMENT        1200 DIST SECTY	CONTACT                : PHONE                    : EXTERNAL ADJACENCY : CURRENT LOCATION    : FUTURE LOCATION    : EXISTING SQ FT        :        5170 EXISTING PERSONNEL :
-------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		ES	300	1	300
2		PRFC	120	1	120
3		PRF	80	2	160
4		SEC	60	4	240
WORKPLACES SUB-TOTAL					820
CIRCULATION (49%)					402
TOTAL					8    1222
<> AUXILIARY AREAS					
1		C800	800	1	800
2		X1624	1624	1	1624
3		F360	360	1	360
AUXILIARY AREAS SUB-TOTAL					2784
CIRCULATION (49%)					1364
TOTAL					4148
<> SUMMARY					
WORKPLACES TOTAL					1222
AUXILIARY AREAS TOTAL					4148
GRAND TOTAL					8    5370

<> UNIT DATA

1.1.3	1. TYPE OF SPACE    USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 3 DEPARTMENT        1200 BOARDROOM SUITE	CONTACT                : PHONE                    : EXTERNAL ADJACENCY : CURRENT LOCATION    : FUTURE LOCATION     : EXISTING SQ FT        :        6969 EXISTING PERSONNEL :
-------	--	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 BRD ROOM 3000 SQ FT		BR3000	3000	1	3000
2 BRD RM CNTL ROOM		BR200	200	1	200
3 REAR PROJ ROOM		RP300	300	1	300
4 SUPPORT		X1910	1910	1	1910
AUXILIARY AREAS SUB-TOTAL					5410
CIRCULATION (15%)					812
TOTAL					6222
<> SUMMARY					
AUXILIARY AREAS TOTAL					6222
GRAND TOTAL				0	6222

<> UNIT DATA

1.1.4	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 4 DEPARTMENT 1200 PRESS ROOM	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 463 EXISTING PERSONNEL :
-------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X500	500	1	500
AUXILIARY AREAS SUB-TOTAL					500
CIRCULATION (35%)					175
TOTAL					675
<> SUMMARY					
AUXILIARY AREAS TOTAL					675
GRAND TOTAL				0	675

<> UNIT DATA

1.1.5	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 5 DEPARTMENT 1400 GOV/PRESS RELNS	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1689 EXISTING PERSONNEL :
-------	--	---

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			MGR	180	2	360
2			SEC	60	3	180
3			PRF	80	9	720
WORKPLACES SUB-TOTAL						1260
CIRCULATION (49%)						617
TOTAL						14 1877

<> AUXILIARY AREAS						
1	CENTRAL FILE		F180	180	1	180
2	300 SQ FT CONF RM		C300	300	1	300
3	REMAINING SUPPORT		X60	60	1	60
AUXILIARY AREAS SUB-TOTAL						540
CIRCULATION (49%)						265
TOTAL						805

<> NOTES  
FORMERLY GOVERNMENT AFFAIRS.  
ADDED 300 SF CONF RM PER TOBI ALLEN 4/3/92.

<> SUMMARY						
WORKPLACES TOTAL						1877
AUXILIARY AREAS TOTAL						805
GRAND TOTAL						14 2682

<> UNIT DATA

1.1.6	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITYGENERAL MANAGER 6 DEPARTMENT 1600 DIR CUST RELATN	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 613 EXISTING PERSONNEL :
-------	---	---

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<b>&lt;&gt; WORKPLACES</b>						
1			ES	300	1	300
2			NOS	0	1	0
WORKPLACES SUB-TOTAL						300
CIRCULATION (49%)						147
TOTAL						447
<b>&lt;&gt; AUXILIARY AREAS</b>						
1	CENTRAL FILE		F60	60	1	60
2	REMAINING SUPPORT		X5	5	1	5
AUXILIARY AREAS SUB-TOTAL						65
CIRCULATION (49%)						32
TOTAL						97
<b>&lt;&gt; SUMMARY</b>						
WORKPLACES TOTAL						447
AUXILIARY AREAS TOTAL						97
GRAND TOTAL						544

<> UNIT DATA

1.1.7	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 7 DEPARTMENT 1600 HQ CUST CTR	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1691 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> WORKPLACES					
1		NOS	0	3	0
WORKPLACES SUB-TOTAL					0
CIRCULATION (49%)					0
TOTAL					3 0
<hr/>					
<> AUXILIARY AREAS					
1		SUPPORT	X1510	1510	1 1510
AUXILIARY AREAS SUB-TOTAL					1510
CIRCULATION (49%)					740
TOTAL					2250
<hr/>					
<> SUMMARY					
AUXILIARY AREAS TOTAL					2250
GRAND TOTAL					3 2250

<> UNIT DATA

1.1.8	1. TYPE OF SPACE    USABLE SQ FT 1. REPORT'G ENTITY   GENERAL MANAGER 8 DEPARTMENT        1600 REDUCD FARE OFC	CONTACT                : PHONE                    : EXTERNAL ADJACENCY : CURRENT LOCATION    : FUTURE LOCATION     : EXISTING SQ FT        :        1210 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	3	0
WORKPLACES SUB-TOTAL					0
CIRCULATION (49%)					0
TOTAL					3    0
<> AUXILIARY AREAS					
1 SUPPORT		X800	800	1	800
AUXILIARY AREAS SUB-TOTAL					800
CIRCULATION (49%)					392
TOTAL					1192
<> SUMMARY					
AUXILIARY AREAS TOTAL					1192
GRAND TOTAL					3    1192

<> UNIT DATA

1.1.9	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 9 DEPARTMENT 1600 LOST & FOUND	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 672 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	2	0
WORKPLACES SUB-TOTAL					0
CIRCULATION (49%)					0
TOTAL					2 0
<> AUXILIARY AREAS					
1		REMAINING SUPPORT	X750 750	1	750
AUXILIARY AREAS SUB-TOTAL					750
CIRCULATION (49%)					368
TOTAL					1118
<> NOTES					
INCREASED BY 25% PER TOBI ALLEN 4/2/92 AND THE "RESPONSE TO 50% SUBMITTAL" DOCUMENT					
<> SUMMARY					
AUXILIARY AREAS TOTAL					1118
GRAND TOTAL					2 1118



<> UNIT DATA

1.1.10	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 10 DEPARTMENT 1600 CUST RELNS DEPT	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 5197 EXISTING PERSONNEL :
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<b>&lt;&gt; WORKPLACES</b>					
1		MGR	180	3	540
2		PRF	80	9	720
3		SEC	60	13	780
4		NOS	0	3	0
5		PRFC	120	1	120
WORKPLACES SUB-TOTAL					2160
CIRCULATION (35%)					756
TOTAL					29 2916
<b>&lt;&gt; AUXILIARY AREAS</b>					
1		C300	300	1	300
2		F360	360	1	360
3		X1466	1466	1	1466
AUXILIARY AREAS SUB-TOTAL					2126
CIRCULATION (35%)					744
TOTAL					2870
<b>&lt;&gt; SUMMARY</b>					
WORKPLACES TOTAL					2916
AUXILIARY AREAS TOTAL					2870
GRAND TOTAL					29 5786

<> UNIT DATA

1.1.11	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 11 DEPARTMENT 1600 TICKET STORAGE	CONTACT : PHONE : EXTERNAL AGENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1353 EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	4	0
WORKPLACES SUB-TOTAL					0
CIRCULATION ( 0%)					0
TOTAL					4 0

<> AUXILIARY AREAS					
1		SUPPORT	X1800	1800	1 1800
AUXILIARY AREAS SUB-TOTAL					1800
CIRCULATION ( 0%)					0
TOTAL					1800

<> NOTES  
INCREASED TO 1800 SF PER TOBI ALLEN 4/2/92 AND "RESPONSE TO 50% SUBMITTAL"  
DOCUMENT

<> SUMMARY					
AUXILIARY AREAS TOTAL					1800
GRAND TOTAL					4 1800

<> UNIT DATA

1.1.12	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 12 DEPARTMENT 1600 TELEPHONE INFO	CONTACT : PHONE : EXTERNAL AGENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 2635 EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		SEC	60	3	180
3		PRFC	120	1	120
4 *108 IN SHIFTS		NOS	0	118	0
WORKPLACES SUB-TOTAL					480
CIRCULATION (49%)					235
TOTAL					123 715
<> AUXILIARY AREAS					
1 CENTRAL FILE		F180	180	1	180
2 REMAINING SUPPORT		X1159	1159	1	1159
AUXILIARY AREAS SUB-TOTAL					1339
CIRCULATION (49%)					656
TOTAL					1995
<> SUMMARY					
WORKPLACES TOTAL					715
AUXILIARY AREAS TOTAL					1995
GRAND TOTAL					123 2710

<> UNIT DATA

1.1.13	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 13 DEPARTMENT 1600 TEL INFYSYS COOR	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1673 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		PRF	80	7	560
2		SEC	60	1	60
3		PRFF	60	1	60
WORKPLACES SUB-TOTAL					680
CIRCULATION (49%)					333
TOTAL					9 1013

<> AUXILIARY AREAS					
1		V60	60	2	120
2		X467	467	1	467
AUXILIARY AREAS SUB-TOTAL					587
CIRCULATION (49%)					288
TOTAL					875

<> NOTES  
ADDED (2) 80 SF WORKSTATIONS PER TOBI ALLEN 4/2/92 AND "RESPONSE TO 50% SUBMITTAL" DOCUMENT

<> SUMMARY					
WORKPLACES TOTAL					1013
AUXILIARY AREAS TOTAL					875
GRAND TOTAL					9 1888

NBBJ

SPACE PROGRAMMING REPORT  
04/30/92

RTD  
60028.00

<> UNIT DATA

1.1.14	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 14 DEPARTMENT 1600 TEL INFO CTR	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 5693 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<b>&lt;&gt; WORKPLACES</b>					
1		NOS	0	77	0
WORKPLACES SUB-TOTAL					0
CIRCULATION (15%)					0
TOTAL					77
<b>&lt;&gt; AUXILIARY AREAS</b>					
1 SUPPORT		X4420	4420	1	4420
AUXILIARY AREAS SUB-TOTAL					4420
CIRCULATION (15%)					663
TOTAL					5083
<b>&lt;&gt; NOTES</b>					
ADDED (3) CLERKS BUT DID NOT INCREASE OVERALL SIZE PER TOBI ALLEN 4/2/92 AND "RESPONSE TO 50% SUBMITTAL" DOCUMENT					
<b>&lt;&gt; SUMMARY</b>					
AUXILIARY AREAS TOTAL					5083
GRAND TOTAL				77	5083

<> UNIT DATA

<p>1.1.15</p>	<p>1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 15 DEPARTMENT 1700 OFC MGMT &amp; BGT</p>	<p>CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 3142 EXISTING PERSONNEL :</p>
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NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			DIR	250	1	250
2			SEC	60	2	120
3			MGR	180	2	360
4			PRF	80	10	800
WORKPLACES SUB-TOTAL						1530
CIRCULATION (49%)						750
TOTAL						15 2280

<> AUXILIARY AREAS						
1	300 SQ FT CONF RM		C300	300	1	300
2	CENTRAL FILE		F180	180	1	180
3	REMAINING SUPPORT		X115	115	1	115
AUXILIARY AREAS SUB-TOTAL						595
CIRCULATION (49%)						292
TOTAL						887

<> NOTES  
INCREASED CONF RM FROM 200 SF TO 300 SF PER TOBI ALLEN 4/3/92.

<> SUMMARY						
WORKPLACES TOTAL						2280
AUXILIARY AREAS TOTAL						887
GRAND TOTAL						15 3166

<> UNIT DATA

1.1.16	1. TYPE OF SPACE USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 16 DEPARTMENT 1800 TRANSIT POLICE	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 21079 EXISTING PERSONNEL :
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NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			ES	300	1	300
2			SEC	60	12	720
3			PRF	80	15	1200
4			MGR	180	4	720
5			SPRF	120	5	600
6			NOS	0	136	0
7			PRFF	60	27	1620
WORKPLACES SUB-TOTAL						5160
CIRCULATION (49%)						2528
TOTAL						200 7688

<> AUXILIARY AREAS						
1	300 SQ FT CONF RM		C300	300	1	300
2	CENTRAL FILE		F360	360	1	360
3	CONFERENCE/BRIEFING		C1350	1350	1	1350
4	VISITOR STATIONS		V60	60	5	300
5	WATCH COMMANDER		V300	300	1	300
6	PATROL SERGEANT RM		V150	150	3	450
7	TOILETS		T50	50	2	100
8	REMAINING SUPPORT		X5409	5409	1	5409
AUXILIARY AREAS SUB-TOTAL						8569
CIRCULATION (49%)						4199
TOTAL						12768

<> NOTES  
 ADDED TWO 50 SF HANDICAP TOILETS TO THE PROGRAM FOR THE PERSONNEL LOCATED ON L1 (4/17/92 MEETING WITH THE RTD TECHNICAL COMMITTEE). INCREASED SIZES OF LOCKER ROOMS TO PROVIDE FOR FULL HEIGHT LOCKERS.  
 SEE EXECUTIVE SUMMARY FOR OTHER DISCUSSIONS.

<> SUMMARY						
WORKPLACES TOTAL						7688
AUXILIARY AREAS TOTAL						12768
GRAND TOTAL						200 20456

<> UNIT DATA

1.1.17	1. TYPE OF SPACE    USABLE SQ FT 1. REPORT'G ENTITY GENERAL MANAGER 17 DEPARTMENT        1800 HOLDING FACILTY	CONTACT                : PHONE                 : EXTERNAL AGENCY:    : CURRENT LOCATION    : FUTURE LOCATION     : EXISTING SQ FT        : EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X1300	1300	1	1300
AUXILIARY AREAS SUB-TOTAL					1300
CIRCULATION (15%)					195
TOTAL					1495
<> SUMMARY					
AUXILIARY AREAS TOTAL					1495
GRAND TOTAL				0	1495



<> UNIT DATA

1.1.18

1. TYPE OF SPACE USABLE SQ FT  
1. REPORT'G ENTITY GENERAL MANAGER  
18 DEPARTMENT 1800 PISTOL RANGE

CONTACT :  
PHONE :  
EXTERNAL AGENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT :  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X2000	2000	1	2000
AUXILIARY AREAS SUB-TOTAL					2000
CIRCULATION (15%)					300
TOTAL					2300
<> SUMMARY					
AUXILIARY AREAS TOTAL					2300
GRAND TOTAL				0	2300

<> UNIT DATA

1.2.1	1. TYPE OF SPACE USABLE SQ FT 2. REPORT'G ENTITY GENERAL COUNSEL 1 DEPARTMENT 2200 LEGAL	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 4398 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		ES	300	1	300
2		SEC	60	5	300
3		DIR	250	1	250
4		MGR	180	9	1620
WORKPLACES SUB-TOTAL					2470
CIRCULATION (49%)					1210
TOTAL					16 3680

<> AUXILIARY AREAS					
1		F360	360	1	360
2		X639	639	1	639
AUXILIARY AREAS SUB-TOTAL					999
CIRCULATION (49%)					490
TOTAL					1489

<> NOTES  
FORMERLY GENERAL COUNSEL. INCREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY					
WORKPLACES TOTAL					3680
AUXILIARY AREAS TOTAL					1489
GRAND TOTAL					16 5169

<> UNIT DATA

1.2.2	1. TYPE OF SPACE USABLE SQ FT 2. REPORT'G ENTITY GENERAL COUNSEL 2 DEPARTMENT 2300 EMPL RELATIONS	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 3417 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		DIR	250	1	250
2		SEC	60	3	180
3		MGR	180	1	180
4		PRFC	120	7	840
WORKPLACES SUB-TOTAL					1450
CIRCULATION (49%)					711
TOTAL					12 2161
<> AUXILIARY AREAS					
1		C300	300	1	300
2		F180	180	1	180
3		X322	322	1	322
AUXILIARY AREAS SUB-TOTAL					802
CIRCULATION (49%)					393
TOTAL					1195
<> SUMMARY					
WORKPLACES TOTAL					2161
AUXILIARY AREAS TOTAL					1195
GRAND TOTAL					12 3355

<> UNIT DATA

1.3.1

1. TYPE OF SPACE USABLE SQ FT  
3. REPORT'G ENTITY/AGM OPERATIONS  
1 DEPARTMENT 3099 AGM OPERATIONS

CONTACT :  
PHONE :  
EXTERNAL AGENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 1403  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		ES	300	1	300
2		SEC	60	2	120
3		MGR	180	1	180
4		PRF	80	2	160
WORKPLACES SUB-TOTAL					760
CIRCULATION (49%)					372
TOTAL					6 1132
<> AUXILIARY AREAS					
1 CENTRAL FILE		F60	60	1	60
2 REMAINING SUPPORT		X65	65	1	65
AUXILIARY AREAS SUB-TOTAL					125
CIRCULATION (49%)					61
TOTAL					186
<> SUMMARY					
WORKPLACES TOTAL					1132
AUXILIARY AREAS TOTAL					186
GRAND TOTAL					6 1319

<> UNIT DATA

1.3.3	1. TYPE OF SPACE USABLE SQ FT 3. REPORT'G ENTITY YAGM OPERATIONS 3 DEPARTMENT 3200 TRANSPORTATION	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 7595 EXISTING PERSONNEL :
-------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		DIR	250	1	250
2		SEC	60	7	420
3		MGR	180	4	720
4		PRF	80	8	640
WORKPLACES SUB-TOTAL					2030
CIRCULATION (49%)					995
TOTAL					20 3025

<> AUXILIARY AREAS					
1		375 SQ FT CONF RM	C375	375	1 375
2		CENTRAL FILE	F360	360	1 360
3		REMAINING SUPPORT	X324	324	1 324
AUXILIARY AREAS SUB-TOTAL					1059
CIRCULATION (49%)					519
TOTAL					1578

<> NOTES  
THE T.O.T.S. GROUP WAS SEPARATED FROM TRANSPORTATION. FIVE 80 SF WORKSTATIONS AND THE 500 SF CLASSROOM WERE PULLED OUT OF THE ORIGINAL TRANSPORTATION GROUP.  
ALSO DECREASED OVERALL HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY					
WORKPLACES TOTAL					3025
AUXILIARY AREAS TOTAL					1578
GRAND TOTAL					20 4603

<> UNIT DATA

1.3.4                    1. TYPE OF SPACE    USABLE SQ FT  
                          3. REPORT'G ENTITY   YAGM OPERATIONS  
                          4 DEPARTMENT       3200 TOTS

CONTACT                :  
PHONE                    :  
EXTERNAL AGENCY       :  
CURRENT LOCATION      :  
FUTURE LOCATION       :  
EXISTING SQ FT         :  
EXISTING PERSONNEL    :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1 TRANS SYS COORD		PRF	80	1	80
2 TRANS OPERN SUPV		PRF	80	3	240
3 ADMIN ANALYST		PRF	80	1	80
WORKPLACES SUB-TOTAL					400
CIRCULATION (49%)					196
TOTAL					596

<> AUXILIARY AREAS					
1 CLASS/CONF ROOM		C500	500	1	500
2 STORAGE		S100	100	1	100
3 CENTRAL FILE		F60	60	1	60
AUXILIARY AREAS SUB-TOTAL					660
CIRCULATION (49%)					323
TOTAL					983

<> NOTES  
T.O.T.S. GROUP WAS PULLED OUT OF THE ORIGINAL TRANSPORTATION GROUP.

<> SUMMARY					
WORKPLACES TOTAL					596
AUXILIARY AREAS TOTAL					983
GRAND TOTAL					5    1579

<> UNIT DATA

1.3.5	1. TYPE OF SPACE USABLE SQ FT 3. REPORT'G ENTITY AGM OPERATIONS 5 DEPARTMENT 3296 OPRNS CNTRL/SRV	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 11000 EXISTING PERSONNEL :
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NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1	OPS CONTRL/SRV SUPER		MGR	180	1	180
2	VEHICLE OPS MGR		MGR	180	1	180
3	RADIO DISPATCH MGR		MGR	180	1	180
4	ASST VEHICLE MGR		PRFC	120	2	240
5	SR TOS		PRF	80	10	800
6	TRANSPORTN SYS COORD		PRF	80	1	80
7	TOS		TOS	90	35	3150
8	TOS STAFF ON SHIFT		NOS	0	33	0
9	ADMIN ANALYST		PRF	80	1	80
10	STAFF ASSISTANT		SEC	60	1	60
11	DATA ENTRY OPERATOR		PRFF	60	1	60
12	STENO		SEC	60	1	60
13	TRS ENGINEER		PRF	80	1	80
14	COMPUTER OPERATOR		PRFF	60	2	120
WORKPLACES SUB-TOTAL						5270
CIRCULATION (49%)						2582
TOTAL						91 7852

<> AUXILIARY AREAS						
1	600 SQ FT CONF RM		C600	600	1	600
2	CENTRAL FILE		F180	180	1	180
3	TRS MACHINE ROOM		M2500	2500	1	2500
4	TAPE VAULT		TV1000	1000	1	1000
5	COFFEE/LOCKER		CL200	200	1	200
6	STORAGE		S150	150	1	150
7	COATS		CT25	25	2	50
AUXILIARY AREAS SUB-TOTAL						4680
CIRCULATION (49%)						2293
TOTAL						6973

<> NOTES  
NEW TOS CONSOLES WERE MEASURED AT ABOUT 6' X 8', ASSUMED 4' AISLE BETWEEN CONSOLES SIDE-TO-SIDE AND 5' AISLE BETWEEN CONSOLES FRONT-TO-BACK WHERE SERVICE ACCESS IS NECESSARY. TOTAL SF ATTRIBUTED TO POSITION AND ITS CIRCULATION IS 132 SQ FT. AFTER REMOVING THE 49% DEPARTMENT CIRCULATION (WHICH IS ADDED BACK ON LATER) THE NOMINAL WORKSTATION AND CIRCULATION IS ABOUT 90 SQ FT. OPERATIONS SHOULD BE OBSERVABLE BY THE PUBLIC FROM CONFERENCE RM. ACOUSTICS ARE A PROBLEM IN THIS AREA. VISUAL CONTACT BETWEEN TOS STAFF IS NECESSARY. DETAILS OF DEPT PER TOBI ALLEN 4/2/92.

<> SUMMARY		
WORKPLACES TOTAL		7852
AUXILIARY AREAS TOTAL		6973
GRAND TOTAL	91	14826

<> UNIT DATA

1.3.6                    1. TYPE OF SPACE    USABLE SQ FT  
                          3. REPORT'G ENTITY YAGM OPERATIONS  
                          6 DEPARTMENT      3900 SCHD & OPER PLN

CONTACT                :  
PHONE                    :  
EXTERNAL AGENCY:      :  
CURRENT LOCATION    :  
FUTURE LOCATION     :  
EXISTING SQ FT        :    14612  
EXISTING PERSONNEL:

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			DIR	250	1	250
2			SEC	60	15	900
3			MGR	180	3	540
4			PRFC	120	16	1920
5			PRFF	60	31	1860
6			PRF	80	17	1360
7			SPRF	120	3	360
WORKPLACES SUB-TOTAL						7190
CIRCULATION (49%)						3523
TOTAL						86    10713

<> AUXILIARY AREAS						
1	600 SF DIVISIBLE CNF		CD600	600	1	600
2	CENTRAL FILE		F360	360	1	360
3	VISITOR STATIONS		V60	60	2	120
4	REMAINING SUPPORT		X1486	1486	1	1486
AUXILIARY AREAS SUB-TOTAL						2566
CIRCULATION (49%)						1257
TOTAL						3823

<> NOTES  
INCREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.  
ADDED 600 SF CONF/CLASS RM PER TOBI ALLEN 4/3/92.

<> SUMMARY						
WORKPLACES TOTAL						10713
AUXILIARY AREAS TOTAL						3823
GRAND TOTAL						86    14536



<> UNIT DATA

1.3.7

1. TYPE OF SPACE USABLE SQ FT  
3. REPORT'G ENTITY/AGM OPERATIONS  
7 DEPARTMENT 3900 ADMIN/REPRO

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 1606  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		SEC	60	1	60
3		NOS	0	6	0
WORKPLACES SUB-TOTAL					240
CIRCULATION (49%)					118
TOTAL					8 358

<> AUXILIARY AREAS					
1		F60	60	1	60
2		X750	750	1	750
AUXILIARY AREAS SUB-TOTAL					810
CIRCULATION (49%)					397
TOTAL					1207

<> NOTES  
THE DEPT REQUESTED ADDITIONAL SPACE IN A 2/17/92 MEMO AND LAYOUT. WE USED ORIGINAL PROGRAM DATA PER TOBI ALLEN 4/2/92.

<> SUMMARY					
WORKPLACES TOTAL					358
AUXILIARY AREAS TOTAL					1207
GRAND TOTAL					8 1565

<> UNIT DATA

1.3.8                    1. TYPE OF SPACE    USABLE SQ FT  
                          3. REPORT'G ENTITY   YAGM OPERATIONS  
                          8 DEPARTMENT       3900 PRINT SHOP

CONTACT                :  
PHONE                    :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION    :  
FUTURE LOCATION     :  
EXISTING SQ FT        :        7451  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		PRFC	120	1	120
2		NOS	0	17	0
3		PRFD	95	1	95
WORKPLACES SUB-TOTAL					215
CIRCULATION (15%)					32
TOTAL					19    247

<> AUXILIARY AREAS					
1 SUPPORT		X6770	6770	1	6770
AUXILIARY AREAS SUB-TOTAL					6770
CIRCULATION (15%)					1016
TOTAL					7786

<> NOTES  
INCREASED BY 1200 SF FOR PAPER STOCK STORAGE PER TOBI ALLEN 4/2/92 AND  
"RESPONSE TO 50% SUBMITTAL"

<> SUMMARY					
WORKPLACES TOTAL					247
AUXILIARY AREAS TOTAL					7786
GRAND TOTAL					19    8033

<> UNIT DATA

1.3.9	1. TYPE OF SPACE USABLE SQ FT 3. REPORT'G ENTITYAGM OPERATIONS 9 DEPARTMENT 3900 TIMETABLE STRG	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1803 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> WORKPLACES					
1		NOS	0	3	0
WORKPLACES SUB-TOTAL					0
CIRCULATION ( 0%)					0
TOTAL					3
<hr/>					
<> AUXILIARY AREAS					
1 SUPPORT		X1400	1400	1	1400
AUXILIARY AREAS SUB-TOTAL					1400
CIRCULATION ( 0%)					0
TOTAL					1400
<hr/>					
<> SUMMARY					
AUXILIARY AREAS TOTAL					1400
GRAND TOTAL					3 1400

<> UNIT DATA

1.4.1	1. TYPE OF SPACE USABLE SQ FT 4. REPORT'G ENTITYAGM PLANNING 1 DEPARTMENT 4099 AGM PLAN/PUB AF	CONTACT : PHONE : EXTERNAL AGENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL:	613
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		ES	300	1	300
2		SEC	60	1	60
WORKPLACES SUB-TOTAL					360
CIRCULATION (49%)					176
TOTAL					2 536

<> AUXILIARY AREAS					
1		F60	60	0	0
2		X5	5	1	5
AUXILIARY AREAS SUB-TOTAL					5
CIRCULATION (49%)					2
TOTAL					7

<> NOTES  
INCREASED IN SIZE FROM 300 SF TO 500 SF PER TOBI ALLEN 4/3/92 - SEE CONF COMMENTS DOCUMENT.

<> SUMMARY					
WORKPLACES TOTAL					536
AUXILIARY AREAS TOTAL					7
GRAND TOTAL					2 544

<> UNIT DATA

1.4.2	1. TYPE OF SPACE	USABLE SQ FT	CONTACT	:	
	4. REPORT'G ENTITY	AGM PLANNING	PHONE	:	
	2 DEPARTMENT	4100 LOC GOV/COM AFF	EXTERNAL ADJACENCY:	:	
			CURRENT LOCATION	:	
			FUTURE LOCATION	:	
			EXISTING SQ FT	:	4081
			EXISTING PERSONNEL:	:	

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			DIR	250	1	250
2			SEC	60	3	180
3			PRFC	120	21	2520
WORKPLACES SUB-TOTAL						2950
CIRCULATION (49%)						1446
TOTAL						25 4396

<> AUXILIARY AREAS						
1	300 SQ FT CONF RM		C300	300	1	300
2	CENTRAL FILE		F180	180	1	180
3	REMAINING SUPPORT		X219	219	1	219
AUXILIARY AREAS SUB-TOTAL						699
CIRCULATION (49%)						343
TOTAL						1042

<> NOTES  
INCREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.  
INCREASED CONF ROOM FROM 200 SF TO 300 SF PER TOBI ALLEN 4/3/92.

<> SUMMARY						
WORKPLACES TOTAL						4396
AUXILIARY AREAS TOTAL						1042
GRAND TOTAL						25 5437

<> UNIT DATA

1.4.3	1. TYPE OF SPACE USABLE SQ FT 4. REPORT'G ENTITYAGM PLANNING 3 DEPARTMENT 4200 PLANNING	CONTACT : PHONE : EXTERNAL ADJACENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 13321 EXISTING PERSONNEL:
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NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			DIR	250	1	250
2			SEC	60	6	360
3			MGR	180	4	720
4			SPRF	120	5	600
5			PRF	80	29	2320
6			NOS	0	4	0
7	PLNNG/BENEFIT ASSMT		PRF	80	10	800
WORKPLACES SUB-TOTAL						5050
CIRCULATION (49%)						2475
TOTAL						59 7525

<> AUXILIARY AREAS						
1	375 SQ FT CONF RM		C375	375	1	375
2	CENTRAL FILE		F360	360	1	360
3	REMAINING SUPPORT		X2114	2114	1	2114
AUXILIARY AREAS SUB-TOTAL						2849
CIRCULATION (49%)						1396
TOTAL						4245

<> NOTES  
 PLANNING AND BENEFIT ASSESSMENT PERSONNEL WERE ADDED IN ANTICIPATION OF THE NEW GROUP. THIS GROUP OF TEN PROFESSIONAL WORKSTATIONS MAY BE LOCATED ONE FLOOR AWAY FROM THE REST OF THE PLANNING GROUP. THEY WILL SHARE SUPPORT FACILITIES WITH PLANNING.  
 HEADCOUNT REVISED PER THESE CHANGES AND "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY						
WORKPLACES TOTAL						7525
AUXILIARY AREAS TOTAL						4245
GRAND TOTAL						59 11770

<> UNIT DATA

1.4.4	1. TYPE OF SPACE	USABLE SQ FT	CONTACT	:
	4. REPORT'G ENTITY	AGM PLANNING	PHONE	:
	4 DEPARTMENT	4200 CORP TRNS PTR	EXTERNAL ADJACENCY:	
			CURRENT LOCATION :	
			FUTURE LOCATION :	
			EXISTING SQ FT :	
			EXISTING PERSONNEL:	

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1	CORP TRNST PTR REPS		PRF	80	7	560
2	CORP TRNST PTR MGR		MGR	180	1	180
3	STUDENT INTERNS		PRFF	60	2	120
4	SECTY		SEC	60	1	60
5	STAFF AIDE		SEC	60	1	60
6	SPECIAL ASSTS		NOS	0	4	0
WORKPLACES SUB-TOTAL						980
CIRCULATION (49%)						480
TOTAL						1460

<> AUXILIARY AREAS						
1	300 SQ FT CONF RM		C300	300	1	300
2	CENTRAL FILE		F60	60	1	60
3	COATS		CT25	25	1	25
4	RECEPTION		RC100	100	1	100
5	COMPUTER ROOM		CP300	300	1	300
6	WORKROOM		W500	500	1	500
7	PREPAID MAIL-OUT		ML150	150	1	150
AUXILIARY AREAS SUB-TOTAL						1435
CIRCULATION (49%)						703
TOTAL						2138

<> NOTES  
THIS DEPT WAS NOT DETAILED IN THE ORIGINAL 1989 PROGRAM. DETAILS ABOVE PER TOBI ALLEN 4/13/92.

<> SUMMARY						
WORKPLACES TOTAL						1460
AUXILIARY AREAS TOTAL						2138
GRAND TOTAL						3598

<> UNIT DATA

1.4.5	1. TYPE OF SPACE USABLE SQ FT 4. REPORT'G ENTITYAGM PLANNING 5 DEPARTMENT 4200 LIBRARY	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 3368 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> WORKPLACES					
1		NOS	0	2	0
WORKPLACES SUB-TOTAL					0
CIRCULATION (15%)					0
TOTAL					2 0
<hr/>					
<> AUXILIARY AREAS					
1 SUPPORT		X2615	2615	1	2615
AUXILIARY AREAS SUB-TOTAL					2615
CIRCULATION (15%)					392
TOTAL					3007
<hr/>					
<> SUMMARY					
AUXILIARY AREAS TOTAL					3007
GRAND TOTAL					2 3007



<> UNIT DATA

1.4.6	1. TYPE OF SPACE USABLE SQ FT 4. REPORT'G ENTITYAGM PLANNING 6 DEPARTMENT 4400 MKTG & COMMEN	CONTACT : PHONE : EXTERNAL ADJACENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 5349 EXISTING PERSONNEL:
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NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			DIR	250	1	250
2			SEC	60	3	180
3			PRF	80	11	880
4			PRFC	120	2	240
5			NOS	0	1	0
WORKPLACES SUB-TOTAL						1550
CIRCULATION (49%)						760
TOTAL						18 2310

<> AUXILIARY AREAS						
1	300 SQ FT CONF RM		C300	300	1	300
2	CENTRAL FILE		F180	180	1	180
3	REMAINING SUPPORT		X537	537	1	537
AUXILIARY AREAS SUB-TOTAL						1017
CIRCULATION (49%)						498
TOTAL						1515

<> NOTES  
DECREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.  
ELIMINATED 150 SF A/V SCREENING RM PER TOBI ALLEN 4/3/92.

<> SUMMARY						
WORKPLACES TOTAL						2310
AUXILIARY AREAS TOTAL						1515
GRAND TOTAL						18 3825

<> UNIT DATA

<p>1.4.7</p>	<p>1. TYPE OF SPACE USABLE SQ FT 4. REPORT'G ENTITY YAGM PLANNING 7 DEPARTMENT 4900 TSD</p>	<p>CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 7576 EXISTING PERSONNEL :</p>
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NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1	DIRECTOR OF TSD		DIR	250	1	250
2	SR SECTY		SEC	60	1	60
3	STAFF ASSISTANT		SEC	60	1	60
4	DOC CONTROL ASST		SEC	60	1	60
5	DOC CONTROL AIDE		SEC	60	1	60
6	SUPERVISING ENG		SPRF	120	1	120
7	SR ENG		PRF	80	3	240
8	ENG		PRF	80	4	320
9	PROG CONTROL MGR		MGR	180	1	180
10	PROG CONTROL ANALYST		PRF	80	2	160
11	DRAFTING TECHNICIAN		PRFD	95	1	95
12	SECTY		SEC	60	1	60
13	SUPERVISING ENG		SPRF	120	1	120
14	PROJ ENG		SPRF	120	2	240
15	SR ENG		PRF	80	3	240
16	SECTY		SEC	60	1	60
17	SUPERVISING ENG		SPRF	120	1	120
18	PROJ ENG		SPRF	120	1	120
19	SR PROJ CNTRL ANALST		PRF	80	1	80
20	PROG CNTRL ANALYST		PRF	80	1	80
21	SR CNFIG CNTRL ANLST		PRF	80	1	80
22	SUPV PROG CONTROL		PRF	80	1	80
23	ENG		PRF	80	2	160
24	SECTY		SEC	60	1	60
WORKPLACES SUB-TOTAL						3105
CIRCULATION (49%)						1521
TOTAL						34 4626

<> AUXILIARY AREAS						
1	300 SQ FT CONF RM		C300	300	1	300
2	CENTRAL FILE		F360	360	1	360
3	DOCUMENT CONTROL RM		D500	500	1	500
4	STORAGE		S500	500	1	500
5	MAP/DRAWING ROOM		M300	300	1	300
6	REPROGRAPHICS/COPY		R200	200	1	200
7	RECEPTION		RC100	100	1	100
8	COATS		CT25	25	1	25
AUXILIARY AREAS SUB-TOTAL						2285
CIRCULATION (49%)						1120
TOTAL						3405

<> NOTES  
THIS DEPARTMENT REPLACES FORMER 8100 TRANSIT SYSTEM DEVELOPMENT DEPARTMENTS  
DETAILS PER TOBI ALLEN 4/3/92.

1.4.7 4900 TSD (CONTINUED)

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> SUMMARY					
WORKPLACES TOTAL					4626
AUXILIARY AREAS TOTAL					3405
GRAND TOTAL				34	8031

<> UNIT DATA

1.5.1	1. TYPE OF SPACE USABLE SQ FT 5. REPORT'G ENTITY INSPECTOR GENERAL 1 DEPARTMENT 5099 INSPECTOR GENL	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 5069 EXISTING PERSONNEL :
-------	---	--

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			ES	300	1	300
2			SEC	60	3	180
3			MGR	180	3	540
4			PRFC	120	16	1920
WORKPLACES SUB-TOTAL						2940
CIRCULATION (49%)						1441
TOTAL						23 4381

<> AUXILIARY AREAS						
1	CENTRAL FILE		F180	180	1	180
2	375 SQ FT CONF RM		C375	375	1	375
3	VISITOR STATIONS		V60	60	3	180
4	REMAINING SUPPORT		X570	570	1	570
AUXILIARY AREAS SUB-TOTAL						1305
CIRCULATION (49%)						639
TOTAL						1944

<> NOTES  
DECREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY						
WORKPLACES TOTAL						4381
AUXILIARY AREAS TOTAL						1944
GRAND TOTAL						23 6325

<> UNIT DATA

1.5.2	1. TYPE OF SPACE USABLE SQ FT 5. REPORT'G ENTITY INSPECTOR GENERAL 2 DEPARTMENT 5500 OFC EQ EMPMT OP	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :
-------	--	--

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1	DIR OF EQ EMPLOYMENT		DIR	250	1	250
2	SR SECTY		SEC	60	1	60
3	MICCOMP APPLCN SPLST		NOS	0	2	0
4	SR EQUAL OP REP		PRF	80	1	80
5	EO REP		PRF	80	1	80
6	EO/CONTRACT COMP MGR		MGR	180	1	180
7	SECTY		SEC	60	2	120
8	CONTRACT COMPLNC REP		PRF	80	3	240
9	SR CONTR COMPLNC REP		PRF	80	2	160
10	EO/DBE MGR		MGR	180	1	180
11	SR DBE REP		PRF	80	2	160
12	DBE REP		PRF	80	2	160
WORKPLACES SUB-TOTAL						1670
CIRCULATION (49%)						818
TOTAL						19 2488

<> AUXILIARY AREAS						
1	COATS		CT25	25	1	25
2	CENTRAL FILE		F180	180	2	360
3	300 SQ FT CONF RM		C300	300	1	300
4	INTERVIEW ROOM		N120	120	1	120
5	SHARED COMPUTER SPC		CP60	60	2	120
6	RECEPTION		RC120	120	1	120
AUXILIARY AREAS SUB-TOTAL						1045
CIRCULATION (49%)						512
TOTAL						1557

<> NOTES  
THIS DEPARTMENT IS A COMBINATION OF FORMER DEPARTMENTS: 6099 AGM EQ EMP OP  
6100 OFC EQ EMPMT OP, 6200 OFC OF CONTRACT CONTROL, AND 6400 OFC DBE/WBE.  
RECEPTION AREAS PREVIOUSLY PROGRAMMED FOR THESE DEPARTMENTS AND FOR 6300  
EMP ED, TRNG, DEV WERE COMBINED.  
DETAILS PER TOBI ALLEN 4/14/92.

<> SUMMARY						
WORKPLACES TOTAL						2488
AUXILIARY AREAS TOTAL						1557
GRAND TOTAL						19 4045

<> UNIT DATA

1.6.1	1. TYPE OF SPACE USABLE SQ FT	CONTACT :
	6. REPORT'G ENTITYCONTRLR/TREASR	PHONE :
	1 DEPARTMENT 7099 CONTRLR/TREASR	EXTERNAL AGENCY:
		CURRENT LOCATION :
		FUTURE LOCATION :
		EXISTING SQ FT : 613
		EXISTING PERSONNEL:

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		ES	300	1	300
2		SEC	60	1	60
WORKPLACES SUB-TOTAL					360
CIRCULATION (49%)					176
TOTAL					2 536
<> AUXILIARY AREAS					
1 CENTRAL FILE		F60	60	1	60
2 REMAINING SUPPORT		X5	5	1	5
AUXILIARY AREAS SUB-TOTAL					65
CIRCULATION (49%)					32
TOTAL					97
<> SUMMARY					
WORKPLACES TOTAL					536
AUXILIARY AREAS TOTAL					97
GRAND TOTAL					2 633

<> UNIT DATA

1.6.2	1. TYPE OF SPACE   USABLE SQ FT 6. REPORT'G ENTITY   CONTRLR/TREASR 2 DEPARTMENT       7100 DIR OF FINANCE	CONTACT               : PHONE                 : EXTERNAL ADJACENCY: CURRENT LOCATION   : FUTURE LOCATION    : EXISTING SQ FT       :       636 EXISTING PERSONNEL:
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		DIR	250	1	250
2		SEC	60	1	60
WORKPLACES SUB-TOTAL					310
CIRCULATION (49%)					152
TOTAL					462
<> AUXILIARY AREAS					
1		F60	60	1	60
2		X5	5	1	5
AUXILIARY AREAS SUB-TOTAL					65
CIRCULATION (49%)					32
TOTAL					97
<> SUMMARY					
WORKPLACES TOTAL					462
AUXILIARY AREAS TOTAL					97
GRAND TOTAL					559

<> UNIT DATA

1.6.3	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITY CONTROLR/TREASR 3 DEPARTMENT 7100 GEN ACCTG	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 7108 EXISTING PERSONNEL :
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		SEC	60	20	1200
3		PRF	80	7	560
4		PRFC	120	1	120
5		PRFF	60	9	540
WORKPLACES SUB-TOTAL					2600
CIRCULATION (49%)					1274
TOTAL					38 3874
<> AUXILIARY AREAS					
1		C300	300	1	300
2		F360	360	1	360
3		V60	60	4	240
4		X308	308	1	308
AUXILIARY AREAS SUB-TOTAL					1208
CIRCULATION (49%)					592
TOTAL					1800
<> SUMMARY					
WORKPLACES TOTAL					3874
AUXILIARY AREAS TOTAL					1800
GRAND TOTAL					38 5674



<> UNIT DATA

1.6.4

1. TYPE OF SPACE USABLE SQ FT  
6. REPORT'G ENTITYCONTRLR/TREASR  
4 DEPARTMENT 7100 PAYROLL/REVENUE

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 4073  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		PRFC	120	1	120
2		PRF	80	1	80
3		PRFF	60	2	120
4		SEC	60	13	780
WORKPLACES SUB-TOTAL					1100
CIRCULATION (49%)					539
TOTAL					17 1639
<> AUXILIARY AREAS					
1 CENTRAL FILE		F360	360	1	360
2 VISITOR STATIONS		V60	60	6	360
3 REMAINING SUPPORT		X1074	1074	1	1074
AUXILIARY AREAS SUB-TOTAL					1794
CIRCULATION (49%)					879
TOTAL					2673
<> SUMMARY					
WORKPLACES TOTAL					1639
AUXILIARY AREAS TOTAL					2673
GRAND TOTAL					17 4312

<> UNIT DATA

1.6.5	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 5 DEPARTMENT 7100 INVESTMT MGMT	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 738 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		PRFC	120	2	240
2		SEC	60	1	60
WORKPLACES SUB-TOTAL					300
CIRCULATION (49%)					147
TOTAL					447
<> AUXILIARY AREAS					
1		F60	60	1	60
2		X115	115	1	115
AUXILIARY AREAS SUB-TOTAL					175
CIRCULATION (49%)					86
TOTAL					261
<> SUMMARY					
WORKPLACES TOTAL					447
AUXILIARY AREAS TOTAL					261
GRAND TOTAL					708

<> UNIT DATA

1.6.6	1. TYPE OF SPACE   USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 6 DEPARTMENT       7100 CASHIER	CONTACT               : PHONE                 : EXTERNAL ADJACENCY: CURRENT LOCATION   : FUTURE LOCATION    : EXISTING SQ FT       :   1361 EXISTING PERSONNEL:
-------	--	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		PRF	80	2	160
2		SEC	60	2	120
WORKPLACES SUB-TOTAL					280
CIRCULATION (49%)					137
TOTAL					417
<> AUXILIARY AREAS					
1 CENTRAL FILE		F60	60	1	60
2 SUPPORT		X584	584	1	584
AUXILIARY AREAS SUB-TOTAL					644
CIRCULATION (49%)					316
TOTAL					960
<> SUMMARY					
WORKPLACES TOTAL					417
AUXILIARY AREAS TOTAL					960
GRAND TOTAL					4   1377

<> UNIT DATA

1.6.8	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 8 DEPARTMENT 7200 MGMT INFO SYST	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 17872 EXISTING PERSONNEL :
-------	---	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		DIR	250	1	250
2		MGR	180	6	1080
3		PRF	80	61	4880
4 *INCLS 3 INTERNS		SEC	60	13	780
5		SPRF	120	13	1560
6 *INCLS 3 INTERNS		NOS	0	27	0
7		PRFF	60	3	180
8		PRFC	120	1	120
WORKPLACES SUB-TOTAL					8850
CIRCULATION (49%)					4337
TOTAL					125 13187

<> AUXILIARY AREAS					
1 600 SF DIVISIBLE CNF		CD600	600	1	600
2 CENTRAL FILE		F360	360	1	360
3 VISITOR STATION		V80	80	8	640
4 REMAINING SUPPORT		X2005	2005	1	2005
AUXILIARY AREAS SUB-TOTAL					3605
CIRCULATION (49%)					1766
TOTAL					5371

<> NOTES  
PERSONNEL IN "NOS" WORKSTATION STANDARD ASSUMED TO BE LOCATED IN THE DATA CENTER. CONF RM INCREASED FROM 300 SF TO 600 SF PER TOBI ALLEN 4/3/92. HEADCOUNT INCREASED PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY					
WORKPLACES TOTAL					13187
AUXILIARY AREAS TOTAL					5371
GRAND TOTAL					125 18558

NBBJ

SPACE PROGRAMMING REPORT  
04/30/92

RTD  
60028.00

<> UNIT DATA

1.6.9	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 9 DEPARTMENT 7200 DATA CENTER	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 14477 EXISTING PERSONNEL :
-------	--	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 VISITOR STATION		V200	200	1	200
2 SUPPORT		X11040	11040	1	11040
AUXILIARY AREAS SUB-TOTAL					11240
CIRCULATION (15%)					1686
TOTAL					12926
<> SUMMARY					
AUXILIARY AREAS TOTAL					12926
GRAND TOTAL				0	12926

<> UNIT DATA

1.6.10

1. TYPE OF SPACE USABLE SQ FT  
6. REPORT'G ENTITYCONTRLR/TREASR  
10 DEPARTMENT 7200 DATA CTR SCURTY

CONTACT :  
PHONE :  
EXTERNAL AGENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT :  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X585	585	1	585
AUXILIARY AREAS SUB-TOTAL					585
CIRCULATION (15%)					88
TOTAL					673
<> SUMMARY					
AUXILIARY AREAS TOTAL					673
GRAND TOTAL				0	673

<> UNIT DATA

1.6.11	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 11 DEPARTMENT 7200 RECORDS CENTER	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 6016 EXISTING PERSONNEL :
--------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X3000	3000	1	3000
AUXILIARY AREAS SUB-TOTAL					3000
CIRCULATION (35%)					1050
TOTAL					4050

<> NOTES  
RECORDS CENTER SHOULD BE LOCATED ON A PARKING LEVEL. IN LIGHT OF THE LIMITED SPACE AVAILABLE ON THE PARKING LEVELS THE FUNCTION MAY BE LOCATED IN THE TOWER WHERE A GREATER CIRCULATION IS NECESSARY. WE HAVE USED A 35% FACTOR.  
FORMERLY DEPT INACTIVE STORAGE.

<> SUMMARY					
AUXILIARY AREAS TOTAL					4050
GRAND TOTAL					0 4050

<> UNIT DATA

1.6.12	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 12 DEPARTMENT 7200 COMPUTER RCVG	CONTACT : PHONE : EXTERNAL ADJACENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL:
--------	---	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> AUXILIARY AREAS					
1 SUPPORT		X300	300	1	300
AUXILIARY AREAS SUB-TOTAL					300
CIRCULATION (15%)					45
TOTAL					345
<hr/>					
<> SUMMARY					
AUXILIARY AREAS TOTAL					345
GRAND TOTAL				0	345



<> UNIT DATA

1.6.13	1. TYPE OF SPACE 6. REPORT'G ENTITY 13 DEPARTMENT	USABLE SQ FT CONTRLR/TREASR 7500 DIRECTOR OF H/R	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :	: 476
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		DIR	250	1	250
2		SEC	60	1	60
WORKPLACES SUB-TOTAL					310
CIRCULATION (49%)					152
TOTAL					462
<> AUXILIARY AREAS					
1		F60	60	1	60
2		X5	5	1	5
AUXILIARY AREAS SUB-TOTAL					65
CIRCULATION (49%)					32
TOTAL					97
<> SUMMARY					
WORKPLACES TOTAL					462
AUXILIARY AREAS TOTAL					97
GRAND TOTAL					559

<> UNIT DATA

1.6.14	1. TYPE OF SPACE	USABLE SQ FT	CONTACT	:
	6. REPORT'G ENTITY	CONTRLR/TREASR	PHONE	:
	14 DEPARTMENT	7500 SPCL PRJ/PENS/B	EXTERNAL ADJACENCY:	
			CURRENT LOCATION :	
			FUTURE LOCATION :	
			EXISTING SQ FT :	5680
			EXISTING PERSONNEL:	

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	2	360
2		SEC	60	10	600
3		PRF	80	13	1040
4		PRFC	120	3	360
WORKPLACES SUB-TOTAL					2360
CIRCULATION (49%)					1156
TOTAL					28 3516
<> AUXILIARY AREAS					
1 300 SQ FT CONF RM		C300	300	1	300
2 CENTRAL FILE		F360	360	1	360
3 REMAINING SUPPORT		X688	688	1	688
AUXILIARY AREAS SUB-TOTAL					1348
CIRCULATION (49%)					661
TOTAL					2009
<> SUMMARY					
WORKPLACES TOTAL					3516
AUXILIARY AREAS TOTAL					2009
GRAND TOTAL					28 5525

<> UNIT DATA

1.6.15	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 15 DEPARTMENT 7500 EMPLOYMENT	CONTACT : PHONE : EXTERNAL ADJACENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 7262 EXISTING PERSONNEL:
--------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2 *INCLS 6 TEMP PERSNL		SEC	60	14	840
3		PRFC	120	16	1920
4		NOS	0	7	0
WORKPLACES SUB-TOTAL					2940
CIRCULATION (49%)					1441
TOTAL					38 4381

<> AUXILIARY AREAS					
1 CENTRAL FILE		F180	180	1	180
2 EMP RECORDS FILE		F760	760	1	760
3 REMAINING SUPPORT		X1222	1222	1	1222
AUXILIARY AREAS SUB-TOTAL					2162
CIRCULATION (49%)					1059
TOTAL					3221

<> NOTES  
INCREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY					
WORKPLACES TOTAL					4381
AUXILIARY AREAS TOTAL					3221
GRAND TOTAL					38 7602

<> UNIT DATA

1.6.16	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 16 DEPARTMENT 7500 EMLMT TESTING	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 838 EXISTING PERSONNEL:
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X650	650	1	650
AUXILIARY AREAS SUB-TOTAL					650
CIRCULATION (49%)					319
TOTAL					969
<> SUMMARY					
AUXILIARY AREAS TOTAL					969
GRAND TOTAL				0	969

NBBJ

SPACE PROGRAMMING REPORT  
04/30/92

RTD  
60028.00

<> UNIT DATA

1.6.17	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 17 DEPARTMENT 7500 EMP ED,TRNG,DEV	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 2765 EXISTING PERSONNEL :
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		PRFC	120	1	120
3		PRF	80	2	160
4		SEC	60	3	180
WORKPLACES SUB-TOTAL					640
CIRCULATION (49%)					314
TOTAL					7 954

<> AUXILIARY AREAS					
1		F180	180	1	180
2		L1000	1000	1	1000
3		CP250	250	1	250
4		X253	253	1	253
AUXILIARY AREAS SUB-TOTAL					1683
CIRCULATION (49%)					825
TOTAL					2508

<> NOTES

A 250 SF COMPUTER TRAINING ROOM WAS ADDED TO THE ORIGINAL PROGRAM, INTENDED FOR 10 STUDENTS AND AN INSTRUCTOR. ASSUMED A 12' X 21' ROOM WITH FIVE 30"X 36" COMPUTER TABLES AGAINST EACH OF THE 21' WALLS (STUDENTS FACING THE WALLS) WITH THE INSTRUCTOR STANDING AGAINST THE 12' WALL. THE LEARNING CENTER WAS PULLED OUT OF THE TRAINING FACILITY AND ADDED TO THIS DEPARTMENT. HEADCOUNT DECREASED PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY

WORKPLACES TOTAL	954
AUXILIARY AREAS TOTAL	2508
GRAND TOTAL	7 3461

<> UNIT DATA

1.6.18	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 18 DEPARTMENT 7500 TRAINING FACILS	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 4444 EXISTING PERSONNEL :
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X1350	1350	1	1350
AUXILIARY AREAS SUB-TOTAL					1350
CIRCULATION (35%)					473
TOTAL					1823

<> NOTES  
LEARNING CENTER WAS RELOCATED TO EMPLOY ED, TRNG, DEV.  
REAR PROJECTION ROOM REPLACED WITH SIMPLE PROJECTION ROOM AT 100 SF PER  
TOBI ALLEN 4/3/92.

<> SUMMARY					
AUXILIARY AREAS TOTAL					1823
GRAND TOTAL					0 1823

<> UNIT DATA

1.6.19	1. TYPE OF SPACE	USABLE SQ FT	CONTACT	:
	6. REPORT'G ENTITY	CONTRLR/TREASR	PHONE	:
	19 DEPARTMENT	7500 EMPL ACTIV CTR	EXTERNAL ADJACENCY:	
			CURRENT LOCATION :	
			FUTURE LOCATION :	
			EXISTING SQ FT :	2152
			EXISTING PERSONNEL:	

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		PRF	80	1	80
2		SEC	60	3	180
WORKPLACES SUB-TOTAL					260
CIRCULATION (49%)					127
TOTAL					4 387
<> AUXILIARY AREAS					
1 CENTRAL FILE		F60	60	1	60
2 REMAINING SUPPORT		X1080	1080	1	1080
AUXILIARY AREAS SUB-TOTAL					1140
CIRCULATION (49%)					559
TOTAL					1699
<> SUMMARY					
WORKPLACES TOTAL					387
AUXILIARY AREAS TOTAL					1699
GRAND TOTAL					4 2086

<> UNIT DATA

1.6.20

1. TYPE OF SPACE USABLE SQ FT  
6. REPORT'G ENTITYCONTRLR/TREASR  
20 DEPARTMENT 7900 RISK MGMT

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 9596  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		DIR	250	1	250
2		SEC	60	7	420
3		PRF	80	30	2400
4		MGR	180	2	360
WORKPLACES SUB-TOTAL					3430
CIRCULATION (49%)					1681
TOTAL					40 5111

<> AUXILIARY AREAS					
1		300 SQ FT CONF RM	C300	300	1 300
2		CENTRAL FILE	F360	360	1 360
3		REMAINING SUPPORT	X1039	1039	1 1039
AUXILIARY AREAS SUB-TOTAL					1699
CIRCULATION (49%)					833
TOTAL					2532

<> NOTES  
DECREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.

<> SUMMARY					
WORKPLACES TOTAL					5111
AUXILIARY AREAS TOTAL					2532
GRAND TOTAL					40 7642



<> UNIT DATA

1.6.21	1. TYPE OF SPACE USABLE SQ FT 6. REPORT'G ENTITYCONTRLR/TREASR 21 DEPARTMENT 7900 EMERG PREP STRG	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL:
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X100	100	6	600
AUXILIARY AREAS SUB-TOTAL					600
CIRCULATION (49%)					294
TOTAL					894

<> NOTES  
EMERGENCY PREPAREDNESS STORE ROOMS DISBURSED 1 PER 3 FLOORS  
SEE EXECUTIVE SUMMARY FOR DISCUSSION.

<> SUMMARY					
AUXILIARY AREAS TOTAL					894
GRAND TOTAL				0	894

**Note: All departments of the 8000 series numbering were eliminated from the Gateway Center Project.**

<> UNIT DATA

1.8.1	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITY AGM EQUIP/FAC 1 DEPARTMENT 9099 AGM EQUIP/FAC	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 613 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		ES	300	1	300
2		SEC	60	1	60
3		PRFC	120	1	120
4		PRF	80	1	80
WORKPLACES SUB-TOTAL					560
CIRCULATION (49%)					274
TOTAL					4 834
<> AUXILIARY AREAS					
1		X5	5	1	5
2		F60	60	1	60
AUXILIARY AREAS SUB-TOTAL					65
CIRCULATION (49%)					32
TOTAL					97
<> NOTES					
INCREASED HEADCOUNT PER "REPROGRAM PERSONNEL" DOCUMENT.					
<> SUMMARY					
WORKPLACES TOTAL					834
AUXILIARY AREAS TOTAL					97
GRAND TOTAL					4 931

<> UNIT DATA

1.8.2	1. TYPE OF SPACE   USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 2 DEPARTMENT     9200 FACIL ENGINEERG	CONTACT           : PHONE            : EXTERNAL ADJACENCY: CURRENT LOCATION : FUTURE LOCATION  : EXISTING SQ FT    :     7540 EXISTING PERSONNEL:
-------	---	---

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES						
1			DIR	250	1	250
2			SEC	60	5	300
3			SPRF	120	4	480
4			PRFD	95	26	2470
5			PRF	80	4	320
6			MGR	180	1	180
WORKPLACES SUB-TOTAL						4000
CIRCULATION (49%)						1960
TOTAL						41     5960

<> AUXILIARY AREAS						
1	375 SQ FT CONF RM		C375	375	1	375
2	CENTRAL FILE		F360	360	1	360
3	CENTRAL FILE		F180	180	1	180
4	REMAINING SUPPORT		x1022	1022	1	1022
AUXILIARY AREAS SUB-TOTAL						1937
CIRCULATION (49%)						949
TOTAL						2886

<> NOTES  
FORMERLY BUS FACILITIES ENGINEERING.  
COMBINED TSD REAL ESTATE WITH THIS DEPARTMENT: (1) MGR, (1) SEC, (2) PRF, (1) F180, 25 SF COATS, AND 100 SF COMPUTER/WORK ROOM.  
INCREASED CONF RM FROM 300 SF TO 375 SF.  
DETAILS PER TOBI ALLEN 4/3/92.

<> SUMMARY						
WORKPLACES TOTAL						5960
AUXILIARY AREAS TOTAL						2886
GRAND TOTAL						41     8846

<> UNIT DATA

1.8.3	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 3 DEPARTMENT 9400 STORES STORAGE	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 11536 EXISTING PERSONNEL :
-------	--	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X12847	12847	1	12847
AUXILIARY AREAS SUB-TOTAL					12847
CIRCULATION ( 0%)					0
TOTAL					12847

<> NOTES  
AREA REVISED TO MATCH MV&P 2/28/92 DRAWINGS PER TOBI ALLEN 4/2/92.

<> SUMMARY					
AUXILIARY AREAS TOTAL					12847
GRAND TOTAL					0 12847

<> UNIT DATA

1.8.4                    1. TYPE OF SPACE    USABLE SQ FT  
                          8. REPORT'G ENTITY    AGM EQUIP/FAC  
                          4 DEPARTMENT        9400 STORES/RCVG OFC

CONTACT                :  
PHONE                    :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION    :  
FUTURE LOCATION     :  
EXISTING SQ FT        :  
EXISTING PERSONNEL:

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X1000	1000	1	1000
AUXILIARY AREAS SUB-TOTAL					1000
CIRCULATION ( 0%)					0
TOTAL					1000
<> SUMMARY					
AUXILIARY AREAS TOTAL					1000
GRAND TOTAL				0	1000

<> UNIT DATA

1.8.7	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITY/AGM EQUIP/FAC 7 DEPARTMENT 9610 GEN SERVS ADMIN	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 893 EXISTING PERSONNEL :
-------	--	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		SEC	60	2	120
3		PRF	80	3	240
WORKPLACES SUB-TOTAL					540
CIRCULATION (49%)					265
TOTAL					6 805
<> AUXILIARY AREAS					
1		F60	60	1	60
2		X6	6	1	6
AUXILIARY AREAS SUB-TOTAL					66
CIRCULATION (49%)					32
TOTAL					98
<> SUMMARY					
WORKPLACES TOTAL					805
AUXILIARY AREAS TOTAL					98
GRAND TOTAL					6 903

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RTD  
60028.00

<> UNIT DATA

1.8.8	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITY YAGM EQUIP/FAC 8 DEPARTMENT 9610 JAN/GM STRS STR	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1200 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	27	0
WORKPLACES SUB-TOTAL					0
CIRCULATION ( 0%)					0
TOTAL					27
<> AUXILIARY AREAS					
1 SUPPORT		X1056	1056	1	1056
AUXILIARY AREAS SUB-TOTAL					1056
CIRCULATION ( 0%)					0
TOTAL					1056
<> NOTES					
JANITORIAL AND GENERAL STORES STORAGE WERE COMBINED PER TOBI ALLEN 4/3/92.					
<> SUMMARY					
AUXILIARY AREAS TOTAL					1056
GRAND TOTAL					27 1056



<> UNIT DATA

1.8.9	1. TYPE OF SPACE 8. REPORT'G ENTITY 9 DEPARTMENT	USABLE SQ FT EQUIP/FAC 9610 BLDG SERVICES	CONTACT : PHONE : EXTERNAL AGENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :	: : : : : 773 :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	4	0
WORKPLACES SUB-TOTAL					0
CIRCULATION (15%)					0
TOTAL					4 0
<> AUXILIARY AREAS					
1 SUPPORT		X600	600	1	600
AUXILIARY AREAS SUB-TOTAL					600
CIRCULATION (15%)					90
TOTAL					690
<> NOTES					
REDUCED FOR AREAS SHARED WITH BLDG ENGINEERING PER TOBI ALLEN 4/3/92.					
<> SUMMARY					
AUXILIARY AREAS TOTAL					690
GRAND TOTAL				4	690

<> UNIT DATA

1.8.10

1. TYPE OF SPACE USABLE SQ FT  
8. REPORT'G ENTITY YAGM EQUIP/FAC  
10 DEPARTMENT 9610 BLDG ENGINEERG

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 2430  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	3	0
WORKPLACES SUB-TOTAL					0
CIRCULATION ( 0%)					0
TOTAL					3 0
<> AUXILIARY AREAS					
1 SUPPORT		X2610	2610	1	2610
AUXILIARY AREAS SUB-TOTAL					2610
CIRCULATION ( 0%)					0
TOTAL					2610
<> NOTES					
ADDED 180 SF RESTROOM/LOCKERS PER TOBI ALLEN 4/3/92.					
<> SUMMARY					
AUXILIARY AREAS TOTAL					2610
GRAND TOTAL					3 2610

<> UNIT DATA

1.8.11	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 11 DEPARTMENT 9610 BLDG SYS SECUR	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 386 EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X300	300	1	300
AUXILIARY AREAS SUB-TOTAL					300
CIRCULATION (15%)					45
TOTAL					345

<> NOTES  
 FORMERLY SECURITY CENTER.  
 THERE IS A DISCREPANCY BETWEEN THE ORIGINAL 1989 PROGRAM AND THE COMPETITION PROGRAM. THE ORIGINAL PROGRAM NUMBERS WERE USED.

<> SUMMARY					
AUXILIARY AREAS TOTAL					345
GRAND TOTAL				0	345

<> UNIT DATA

1.8.12	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 12 DEPARTMENT 9610 BLDG SPT SHARED	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 2190 EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT SPACE		X1700	1700	1	1700
AUXILIARY AREAS SUB-TOTAL					1700
CIRCULATION ( 0%)					0
TOTAL					1700

<> NOTES  
REDUCED BECAUSE OF ELIMINATION OF VEHICULAR SERVICES FROM THE GATEWAY CENTER.

<> SUMMARY					
AUXILIARY AREAS TOTAL					1700
GRAND TOTAL				0	1700

<> UNIT DATA

1.8.15	1. TYPE OF SPACE 8. REPORT'G ENTITY 15 DEPARTMENT	USABLE SQ FT YAGM EQUIP/FAC 9610 CAFETERIA	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :	: : : : : : : : : : 18664
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X9600	9600	1	9600
AUXILIARY AREAS SUB-TOTAL					9600
CIRCULATION ( 0%)					0
TOTAL					9600

<> NOTES  
CAFETERIA WAS SIZED TO SEAT 300. SEE EXECUTIVE SUMMARY FOR DISCUSSION.

<> SUMMARY					
AUXILIARY AREAS TOTAL					9600
GRAND TOTAL					0 9600

<> UNIT DATA

1.8.16	1. TYPE OF SPACE 8. REPORT'G ENTITYAGM EQUIP/FAC 16 DEPARTMENT	USABLE SQ FT 9610 CENT CONF FACIL	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :	5346
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1		C1000	1000	1	1000
2		C600	600	2	1200
3		X950	950	1	950
AUXILIARY AREAS SUB-TOTAL					3150
CIRCULATION (35%)					1103
TOTAL					4253

<> NOTES

LOCATE ONE 600 SQ FT CONFERENCE ROOM ADJOINING THE 1000 SQ FT CONFERENCE ROOM WITH MOVEABLE WALL. PROVIDE TOTAL OF (2) 600 SF AND (1) 1000 SF CONF ROOMS PER "RESPONSE TO 50% SUBMITTAL" AND REVISION BY TOBI ALLEN 4/2/92.

<> SUMMARY

AUXILIARY AREAS TOTAL	4253
GRAND TOTAL	0 4253

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RTD  
60028.00

<> UNIT DATA

1.8.17	1. TYPE OF SPACE 8. REPORT'G ENTITY 17 DEPARTMENT	USABLE SQ FT YAGM EQUIP/FAC 9610 FITNESS	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :	: : : : : : 2000
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> AUXILIARY AREAS					
1 SUPPORT		X3500	3500	1	3500
AUXILIARY AREAS SUB-TOTAL					3500
CIRCULATION (15%)					525
TOTAL					4025

<> NOTES  
FITNESS CENTER WAS REDUCED TO ALLOW ROOM FOR H/R DEPARTMENTS ON L4 (4/17/92 MEETING WITH THE RTD TECHNICAL GROUP).

<> SUMMARY					
AUXILIARY AREAS TOTAL					4025
GRAND TOTAL					0 4025

<> UNIT DATA

1.8.18	1. TYPE OF SPACE   USABLE SQ FT 8. REPORT'G ENTITY   YAGM EQUIP/FAC 18 DEPARTMENT        9610 RTD MAIL SVCS	CONTACT               : PHONE                 : EXTERNAL ADJACENCY: CURRENT LOCATION   : FUTURE LOCATION    : EXISTING SQ FT       :   1948 EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> WORKPLACES					
1		NOS	0	12	0
WORKPLACES SUB-TOTAL					0
CIRCULATION ( 0%)					0
TOTAL					12    0
<hr/>					
<> AUXILIARY AREAS					
1		SUPPORT	X1512	1512	1   1512
AUXILIARY AREAS SUB-TOTAL					1512
CIRCULATION ( 0%)					0
TOTAL					1512
<hr/>					
<> SUMMARY					
AUXILIARY AREAS TOTAL					1512
GRAND TOTAL					12   1512



<> UNIT DATA

1.8.19	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 19 DEPARTMENT 9610 COPY/MAIL STA	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 4876 EXISTING PERSONNEL:
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X4500	4500	1	4500
AUXILIARY AREAS SUB-TOTAL					4500
CIRCULATION (49%)					2205
TOTAL					6705

<> NOTES  
SPACE NEEDS STUDY REQUIRES ONE 300 SF COPY/MAIL STATION PER FLOOR. ASSUME  
FLOORS ABOVE PARKING = 15 X 300 = 4500 + CIRCULATION.

<> SUMMARY					
AUXILIARY AREAS TOTAL					6705
GRAND TOTAL				0	6705

<> UNIT DATA

1.8.20	1. TYPE OF SPACE 8. REPORT'G ENTITY 20 DEPARTMENT	USABLE SQ FT YAGM EQUIP/FAC 9610 COFFEE STATIONS	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :	: : : : : : 2540
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<b>&lt;&gt; AUXILIARY AREAS</b>					
1 SUPPORT		X1680	1680	1	1680
AUXILIARY AREAS SUB-TOTAL					1680
CIRCULATION (49%)					823
TOTAL					2503

**<> NOTES**  
SPACE NEEDS STUDY REQUIRES ONE 120 SF COFFEE STATION PER FLOOR. ASSUME ALL FLOORS ABOVE PARKING LEVELS EXCEPT THE LEVEL ON WHICH THE CAFETERIA IS LOCATED = 14 X 120 = 1680 + CIRCULATION.

<b>&lt;&gt; SUMMARY</b>					
AUXILIARY AREAS TOTAL					2503
GRAND TOTAL					0 2503

<> UNIT DATA

1.8.21	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITY YAGM EQUIP/FAC 21 DEPARTMENT 9660 STOPS & ZONES	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1790 EXISTING PERSONNEL :
--------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		PRFD	95	6	570
3		PRF	80	1	80
4		SEC	60	3	180
WORKPLACES SUB-TOTAL					1010
CIRCULATION (49%)					495
TOTAL					11 1505
<> AUXILIARY AREAS					
1 CENTRAL FILE		F180	180	1	180
2 REMAINING SUPPORT		X11	11	1	11
AUXILIARY AREAS SUB-TOTAL					191
CIRCULATION (49%)					94
TOTAL					285
<> SUMMARY					
WORKPLACES TOTAL					1505
AUXILIARY AREAS TOTAL					285
GRAND TOTAL					11 1789

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60028.00

<> UNIT DATA

1.8.23	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 23 DEPARTMENT 9699 TELECOM ADMIN	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1905 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		SPRF	120	1	120
2		PRF	80	1	80
3		SEC	60	13	780
4		PRFD	95	3	285
WORKPLACES SUB-TOTAL					1265
CIRCULATION (49%)					620
TOTAL					18 1885

<> AUXILIARY AREAS					
1		F180	180	1	180
2		X75	75	1	75
AUXILIARY AREAS SUB-TOTAL					255
CIRCULATION (49%)					125
TOTAL					380

<> NOTES  
ADDED (3) 60 SF WORKSTATIONS PER "RESPONSE TO 50% SUBMITTAL" AND TOBI ALLEN  
4/3/92.

<> SUMMARY					
WORKPLACES TOTAL					1885
AUXILIARY AREAS TOTAL					380
GRAND TOTAL					18 2265

<> UNIT DATA

1.8.24	1. TYPE OF SPACE USABLE SQ FT 8. REPORT'G ENTITYAGM EQUIP/FAC 24 DEPARTMENT 9699 TELECOM PBX/STG	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 4560 EXISTING PERSONNEL :
--------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X3440	3440	1	3440
AUXILIARY AREAS SUB-TOTAL					3440
CIRCULATION (15%)					516
TOTAL					3956

<> NOTES  
MOVED MICROWAVE ROOM OUT OF THIS DEPARTMENT. LISTED SEPARATELY IN PROGRAM.

<> SUMMARY					
AUXILIARY AREAS TOTAL					3956
GRAND TOTAL				0	3956

<> UNIT DATA

1.8.25	1. TYPE OF SPACE 8. REPORT'G ENTITY 25 DEPARTMENT	USABLE SQ FT YAGM EQUIP/FAC 9699 MICROWAVE ROOM	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X380	380	1	380
AUXILIARY AREAS SUB-TOTAL					380
CIRCULATION (15%)					57
TOTAL					437

<> NOTES  
WHILE 300 SQ FT WERE REQUESTED BY RTD, MV&P CONSULTANTS FEEL 380 SQ FT MAY BE NECESSARY TO ACCOMMODATE THE EQUIPMENT.

<> SUMMARY					
AUXILIARY AREAS TOTAL					437
GRAND TOTAL				0	437

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SPACE PROGRAMMING REPORT  
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RTD  
60028.00

<> UNIT DATA

1.8.26	1. TYPE OF SPACE USABLE SQ FT	CONTACT :
	8. REPORT'G ENTITYAGM EQUIP/FAC	PHONE :
	26 DEPARTMENT 9699 COMMN EQUIP/LAN	EXTERNAL ADJACENCY:
		CURRENT LOCATION :
		FUTURE LOCATION :
		EXISTING SQ FT :
		EXISTING PERSONNEL:

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<b>&lt;&gt; AUXILIARY AREAS</b>					
1 SUPPORT		X4410	4410	1	4410
AUXILIARY AREAS SUB-TOTAL					4410
CIRCULATION ( 0%)					0
TOTAL					4410

**<> NOTES**  
 FUNCTIONAL REQUIREMENT PROGRAM OF 8/91 REQUIRES TWO 10'-6" BY 14'-0" ROOMS PER FLOOR. ASSUME FLOORS ABOVE PARKING LEVELS ONLY = 15 X 147 X 2 =4410 SF SINCE THE LAN ROOMS WILL BE LOCATED IN THE CORES, NO CIRCULATION HAS BEEN ADDED.

<b>&lt;&gt; SUMMARY</b>					
AUXILIARY AREAS TOTAL					4410
GRAND TOTAL					0 4410

<> UNIT DATA

1.8.27

1. TYPE OF SPACE USABLE SQ FT  
8. REPORT'G ENTITYAGM EQUIP/FAC  
27 DEPARTMENT 9699 TELECOM VAULT

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT :  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X475	475	1	475
AUXILIARY AREAS SUB-TOTAL					475
CIRCULATION (15%)					71
TOTAL					546
<> SUMMARY					
AUXILIARY AREAS TOTAL					546
GRAND TOTAL				0	546



**Miscellaneous Lease and Common Project Spaces**

<> UNIT DATA

2.1.1	2. TYPE OF SPACE OTHER USABLE AREAS 1. REPORT'G ENTITYLEASE SPC FUNCTIONS 1 DEPARTMENT 401 RTD LEASE OFC SP	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 105419 EXISTING PERSONNEL :
-------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 LEASE SPACE		L60000	60000	1	60000
2 LEASE SPACE		L43520	43520	1	43520
AUXILIARY AREAS SUB-TOTAL					103520
CIRCULATION ( 0%)					0
TOTAL					103520

<> NOTES  
COMPETITION RENTABLE FIGURE OF 114907 WAS REDUCED BY AVERAGE BUILDING RENT-  
ABLE LOAD FACTOR OF 1.11 (PER MV&P BUILDING AREA TABULATION) TO ARRIVE AT  
USABLE SQUARE FOOTAGE.

<> SUMMARY					
AUXILIARY AREAS TOTAL					103520
GRAND TOTAL					0 103520

<> UNIT DATA

2.1.2

2. TYPE OF SPACE OTHER USABLE AREAS  
1. REPORT'G ENTITLELEASE SPC FUNCTIONS  
2 DEPARTMENT 402 MKT RATE OFC SPC

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 52752  
EXISTING PERSONNEL :

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 LEASE SPACE		L51800	51800	1	51800
AUXILIARY AREAS SUB-TOTAL					51800
CIRCULATION ( 0%)					0
TOTAL					51800

<> NOTES

COMPETITION RENTABLE FIGURE OF 57500 WAS REDUCED BY AVERAGE BUILDING RENT-  
ABLE LOAD FACTOR OF 1.11 TO ARRIVE AT USABLE SQUARE FOOTAGE.

<> SUMMARY

AUXILIARY AREAS TOTAL					51800
GRAND TOTAL				0	51800

<> UNIT DATA

2.1.3	2. TYPE OF SPACE OTHER USABLE AREAS 1. REPORT'G ENTITYLEASE SPC FUNCTIONS 3 DEPARTMENT 403 TENANT MAIL SVC	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 380 EXISTING PERSONNEL :
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POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 LEASE SPACE		L415	415	1	415
AUXILIARY AREAS SUB-TOTAL					415
CIRCULATION ( 0%)					0
TOTAL					415

<> NOTES  
MV&P SPACE NEEDS SUMMARY FIGURE OF 460 WAS REDUCED BY AVERAGE BUILDING RENTABLE LOAD FACTOR OF 1.11 TO ARRIVE AT USABLE SQUARE FOOTAGE.

<> SUMMARY					
AUXILIARY AREAS TOTAL					415
GRAND TOTAL				0	415

<> UNIT DATA

2.1.4	2. TYPE OF SPACE OTHER USABLE AREAS 1. REPORT'G ENTITLELEASE SPC FUNCTIONS 4 DEPARTMENT 404 RETAIL	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 12355 EXISTING PERSONNEL:
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 LEASE SPACE		L13470	13470	1	13470
AUXILIARY AREAS SUB-TOTAL					13470
CIRCULATION ( 0%)					0
TOTAL					13470

<> NOTES  
COMPETITION PROGRAM FIGURE OF 14950 WAS REDUCED BY AVERAGE BUILDING RENT-  
ABLE LOAD FACTOR OF 1.11 TO ARRIVE AT USABLE SQUARE FOOTAGE.

<> SUMMARY					
AUXILIARY AREAS TOTAL					13470
GRAND TOTAL					0 13470

<> UNIT DATA

2.2.1	2. TYPE OF SPACE OTHER USABLE AREAS 2. REPORT'G ENTITYCOMMON PROJ FUNCTNS 1 DEPARTMENT 101 DWP TRANS VAULT	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 3226 EXISTING PERSONNEL :
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X3226	3226	1	3226
AUXILIARY AREAS SUB-TOTAL					3226
CIRCULATION ( 0%)					0
TOTAL					3226
<> SUMMARY					
AUXILIARY AREAS TOTAL					3226
GRAND TOTAL				0	3226

<> UNIT DATA

2.2.2	2. TYPE OF SPACE OTHER USABLE AREAS 2. REPORT'G ENTITYCOMMON PROJ FUNCTNS 2 DEPARTMENT 102 SWITCHGEAR ROOM	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1366 EXISTING PERSONNEL :
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X1366	1366	1	1366
AUXILIARY AREAS SUB-TOTAL					1366
CIRCULATION ( 0%)					0
TOTAL					1366
<> SUMMARY					
AUXILIARY AREAS TOTAL					1366
GRAND TOTAL				0	1366

<> UNIT DATA

2.2.3	2. TYPE OF SPACE OTHER USABLE AREAS 2. REPORT'G ENTITYCOMMON PROJ FUNCTNS 3 DEPARTMENT 201 EMERGENCY GEN	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 2113 EXISTING PERSONNEL :
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<hr/>					
<> AUXILIARY AREAS					
1 support		x2113	2113	1	2113
AUXILIARY AREAS SUB-TOTAL					2113
CIRCULATION ( 0%)					0
TOTAL					2113
<hr/>					
<> SUMMARY					
AUXILIARY AREAS TOTAL					2113
GRAND TOTAL				0	2113



<> UNIT DATA

2.2.4	2. TYPE OF SPACE OTHER USABLE AREAS 2. REPORT'G ENTITYCOMMON PROJ FUNCTNS 4 DEPARTMENT 202 FUEL OIL STORAGE	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 524 EXISTING PERSONNEL :
-------	---	---

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X524	524	1	524
AUXILIARY AREAS SUB-TOTAL					524
CIRCULATION ( 0%)					0
TOTAL					524
<> SUMMARY					
AUXILIARY AREAS TOTAL					524
GRAND TOTAL				0	524

<> UNIT DATA

2.2.5	2. TYPE OF SPACE OTHER USABLE AREAS 2. REPORT'G ENTITYCOMMON PROJ FUNCTNS 5 DEPARTMENT 301 FIRE PUMP ROOM	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 1564 EXISTING PERSONNEL :
-------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 SUPPORT		X1564	1564	1	1564
AUXILIARY AREAS SUB-TOTAL					1564
CIRCULATION ( 0%)					0
TOTAL					1564
<> SUMMARY					
AUXILIARY AREAS TOTAL					1564
GRAND TOTAL				0	1564

<> UNIT DATA

2.2.6

2. TYPE OF SPACE OTHER USABLE AREAS  
2. REPORT'G ENTITYCOMMON PROJ FUNCTNS  
6 DEPARTMENT 302 WATER STRG TANK

CONTACT :  
PHONE :  
EXTERNAL ADJACENCY :  
CURRENT LOCATION :  
FUTURE LOCATION :  
EXISTING SQ FT : 1500  
EXISTING PERSONNEL :

NO.	POSITION/ DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS						
1	SUPPORT		X1500	1500	1	1500
AUXILIARY AREAS SUB-TOTAL						1500
CIRCULATION ( 0%)						0
TOTAL						1500
<> SUMMARY						
AUXILIARY AREAS TOTAL						1500
GRAND TOTAL					0	1500

<> UNIT DATA

2.2.7	2. TYPE OF SPACE OTHER USABLE AREAS 2. REPORT'G ENTITYCOMMON PROJ FUNCTNS 7 DEPARTMENT 9400 LOADING DOCK	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 8361 EXISTING PERSONNEL :
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		NOS	0	5	0
WORKPLACES SUB-TOTAL					0
CIRCULATION ( 0%)					0
TOTAL					5 0

<> AUXILIARY AREAS					
1		SUPPORT	X8511	8511	1 8511
AUXILIARY AREAS SUB-TOTAL					8511
CIRCULATION ( 0%)					0
TOTAL					8511

<> NOTES  
AREA REVISED TO MATCH MV&P 2/28/92 DRAWINGS PLUS 150 SQ FT FOR RESTROOMS.

<> SUMMARY					
AUXILIARY AREAS TOTAL					8511
GRAND TOTAL					5 8511

<> UNIT DATA

1.9.1	1. TYPE OF SPACE USABLE SQ FT 9. REPORT'G ENTITY CREDIT UNION 1 DEPARTMENT 9800 CREDIT UNION	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 4486 EXISTING PERSONNEL :
-------	--	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> WORKPLACES					
1		MGR	180	1	180
2		SEC	60	4	240
3		PRF	80	1	80
4		NOS	0	3	0
WORKPLACES SUB-TOTAL					500
CIRCULATION (49%)					245
TOTAL					9 745

<> AUXILIARY AREAS					
1		CENTRAL FILE	F180	180	1 180
2		SUPPORT	X1780	1780	1 1780
AUXILIARY AREAS SUB-TOTAL					1960
CIRCULATION (15%)					294
TOTAL					2254

<> NOTES  
WHILE THE "RESPONSE TO 50% SUBMITTAL" REQUESTS 3000 SF FOR THE CREDIT UNION  
SUBSEQUENT DISCUSSIONS WITH THE DEPARTMENT SUGGEST IT COULD BE SMALLER.

<> SUMMARY					
WORKPLACES TOTAL					745
AUXILIARY AREAS TOTAL					2254
GRAND TOTAL					9 2999

<> UNIT DATA

1.10.1	1. TYPE OF SPACE USABLE SQ FT 10. REPORT'G ENTITYCHILD CARE 1 DEPARTMENT 9900 CHILD CARE IN	CONTACT : PHONE : EXTERNAL ADJACENCY: CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 5040 EXISTING PERSONNEL:
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 INTERIOR CHILDCARE		IC5040	5040	1	5040
AUXILIARY AREAS SUB-TOTAL					5040
CIRCULATION ( 0%)					0
TOTAL					5040

<> NOTES  
 SQUARE FOOTAGE DERIVED BY FORMULA: 80 CHILDREN, 20% OF WHICH ARE INFANTS =  
 16 INFANTS, 64 OLDER CHILDREN, INDOOR FACILITY REQUIRES A MINIMUM OF 60 SF  
 PER OLDER CHILD AND 75 SF PER INFANT, OUTDOOR FACILITY REQUIRES 75 SF PER  
 CHILD (ANY AGE). SEE EXECUTIVE SUMMARY FOR DISCUSSION.

<> SUMMARY					
AUXILIARY AREAS TOTAL					5040
GRAND TOTAL					0 5040

<> UNIT DATA

1.10.2	1. TYPE OF SPACE USABLE SQ FT 10. REPORT'G ENTITY CHILD CARE 2 DEPARTMENT 9900 CHILD CARE OUT	CONTACT : PHONE : EXTERNAL ADJACENCY : CURRENT LOCATION : FUTURE LOCATION : EXISTING SQ FT : 6000 EXISTING PERSONNEL :
--------	---	--

POSITION/ NO. DESCRIPTION	INT ADJ	STD CODE	STD SQFT	QTY 1994	SQ FT 1994
<> AUXILIARY AREAS					
1 OUTDOOR CHILDCARE		OC6000	6000	1	6000
AUXILIARY AREAS SUB-TOTAL					6000
CIRCULATION ( 0%)					0
TOTAL					6000
<> SUMMARY					
AUXILIARY AREAS TOTAL					6000
GRAND TOTAL				0	6000





**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
RISK MANAGEMENT DEPARTMENT  
INTERDEPARTMENTAL MEMORANDUM**

\*\*\*\*\*

**DATE:** October 7, 1991

**TO:** Tebi Allen, Facilities Engineering

**FROM:** Jon R. Vanderoock, <sup>JRV</sup> Senior Safety Specialist

**SUBJECT:** Emergency Preparedness Supplies Storage Area in New Headquarters Building

\*\*\*\*\*

This memorandum is the follow-up to the 9/24/91 meeting we had with Art Santiago on the designation of floor space/rooms in the proposed new Headquarters Building which will be designated as storage areas for Emergency Preparedness supplies.

As discussed and agreed, a 10' X 10' room designated on every third floor should provide adequate storage for the vast majority of supplies already on hand and those to be acquired in the future. This will permit and facilitate in proper security of supplies as well as distribution in an emergency.

Thank you for your assistance. If you have further questions or need further assistance please call me at extension 2-4906.

**cc:** B. Anderson  
R. Torres

**NBEPSTOR.MEM**

TOBI 4/4/92 P.1

INTEROFFICE MEMORANDUM  
SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
RISK MANAGEMENT DEPARTMENT

RECEIVED  
OCT 18 1991  
SECRET  
OFFICE OF DIRECTOR  
SPECIAL ENGINEERING  
*B. Anderson*

\*\*\*\*\*

DATE: October 16, 1991  
TO: Art Santiago, Architect  
FROM: Barbara Y. Anderson, Director of Risk Management  
SUBJECT: INDUSTRIAL HYGIENE LABORATORY -  
RE: NEW HEADQUARTERS BUILDING

\*\*\*\*\*

It has come to my attention that the provisions made for the Industrial Hygiene Laboratory space in the new Headquarters building is 100 square feet.

This memo is to advise that the 100 square feet is not enough for the need of the Industrial Hygiene Laboratory. Approximately 400 square feet is required. Please find attached specifications that are required by CAL/OSHA regulations.

If you need assistance or have further questions, please contact Ugbu Kalu on Extension 4970.

LABSPACE.BM

cc: P. Meyers            L. Schlegel  
     T. Allen             R. Torres  
     U. Kalu               T. Rubin

Industrial Hygiene Laboratory Specification

1. Room Size: 20' x 20'

2. Laboratory Hood:

Please see Fig 5-22 and 5154.1 for design details.

3. Sink - for washing glassware.

4. Electrical outlets.

5. Counter for work.

6. Cabinets

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT**

**MANAGEMENT INFORMATION SYSTEMS**

**DEPARTMENTAL MEMORANDUM**

2-7200-03-088

DATE: March 16, 1992

TO: Tobi Allen  
FROM: Judith Butler *JN FM*  
SUBJECT: Recommendations for File Space

I have attached a copy of a memo dated January 7, 1991 regarding file space requirements. The Board of Directors has approved the Records Management Program, so that function will be centralized. The following updates the attached memo.

- 1) An optical disk storage work station should be included as part of each department's secretarial work area. Each work station is about 30" deep and about 126" wide along a curved surface. The work station includes a monitor, keyboard, CPU (these can also serve as the secretary's PC for word processing, etc.), optical disk drive, scanner, printer and fax machine.
- 2) Rather than trying to customize the central file area for each department based on what they had in 1989, we might want to adopt three standards, based on department size, function, and the records inventory that I conducted. Assuming we use five drawer lateral filing cabinets in all of the central filing areas, the small departments would get 4 cabinets, medium departments 12 cabinets and the large departments 24. The Space Needs Report lists the nominal usable space for a lateral cabinet as 9 sq. ft. The following lists the recommended number of cabinets times 9 sq. ft. (the nominal usable space) for each department's central filing area. The circulation factor is not calculated.

<u>Dept. No.</u>	<u>Name</u>	<u>Nominal USF</u>
1100 ✓	GM/Exec. Areas (12 files)	108
1200 ✓	District Sec. (24 files)	216
1400 (PREV 4100) ✓	Gov./Press Rel.	108
1600 (PREV 4300) ✓	Dir. Cust. Rel. (4 files)	36
1601 (PREV 4300) ✓	Tele. Info.	108
1602 (PREV 4300) ✓	Cust. Rel.	216
* 1700 (PREV 1700) ✓	OMB	108
* 1800 ✓	Transit Police	216
✓ 2200 ✓	General Counsel	216
* 2300 ✓	Employee Rel.	108
* 3099 ✓	AGM - Op	36
✓ 3200 ✓	Transportation	216
* 3900 ✓	Sched. & Op. Plng	216
✓ 4099 ✓	AGM - Plng & PA	36
✓ 4100 (PREV 4300) ✓	Local Govt. CA	108
* 4200 ✓	Planning	216
* 4400 ✓	Mktg & Comm.	108
* 4901 (PREV 2099-3199) ✓	TSD	216
✓ 5099 (PREV 2700) ✓	OIG	108
✓ 5500 (PREV 0099, 6100) ✓	Dir. EEO/EEO	108
* 5501 (PREV 6400, 6100) ✓	DBE/Contr. Comp.	108
✓ 7099 ✓	Controller Treas.	36
* 7101 ✓	Dir. Finance	36
* 7102 ✓	Gen. Acct.	216
✓ 7103 ✓	Payroll/Cashier	216
✓ 7104 (PREV 7300) ✓	Investment	36
* 7200 ✓	MIS	216
* 7500 (PREV 9501) ✓	Dir. HR	36
* 7501 (PREV 9505) ✓	Sp. Proj/Pens./Ben.	216
* 7502 (PREV 1510) ✓	Employment	108
* 7503 (PREV 6200) ✓	Tr. & Em. Dev.	108
* 7900 ✓	Risk Mgmt.	216
✓ 9099 ✓	AGM - E & Fac.	36
✓ 9200 ✓	Fac. Eng.	216
✓ 9600 (PREV 7600) ✓	Gen. Svcs.	36
✓ 9660 ✓	Stops & Zones	108

92

INSERT: \* 9781 TELECOM ENGINEER'S PLAN AREA 180 sq ft

Please note that Dept. 7200 (MIS) requires an additional 500 sq. ft. for its technical library, and Dept. 7502 (Employment) requires 760 sq. ft. for the employee records room, both of which will be separated from the departmental central file area.

Please call me at Ext. 4507 if you have any questions.

Attachment

INSERT: 9800 CREDIT UNION 648 108 SF ✓ TOBI 9/3/92  
 INSERT: 9801 EMPLOYMENT ACTIVITIES 1584 36 SF FILES + 75 SF STRG \*4.3.92  
 INSERT: 9802 CASHIER 100 36 SF \*4.3.92 FB  
 INSERT: 9811 PRINT SHOP SEC'Y/ADMIN FILE 36 SF \*4.3.92  
 Add to support.

8460 SF OF FILES

PER TELECOM JUDITH BURLOR # TOBI 9.3.92

**ASSUMPTIONS REGARDING FILE SPACE NEEDS**

- o Records Mgmt. program will be operating date.
- o Program will include the following components:
  - o Each department (or major work group within the department) will have a central filing area
  - o Only active records (those referenced at least once a month or more) will be maintained in central files
  - o Semi-active records will be stored in Records Center (6,000+ sq. ft. allocated in plan)
  - o Inactive records will be stored off-site, coordinated by the Records Management Office
  - o Records will be discarded according to approved retention schedules
  - o Automated recordkeeping will increase (including micrographics, optical disk storage & retrieval, etc.); paper filing will decrease

o 3000 #

**STATUS OF PROGRAM TO DATE (4/92)**

RECOMMEND ALL FILE SPACE PROGRAMMING BE IN ACCORDANCE W- 1992 REC. RET. PROGRAM

- o 1986 and 1991 inventories reveal that over 50% of District filing space is wasted (obsolete records, duplicate records, inappropriate use of cabinets, inefficient use of drawer space, etc.)
- o Records retention schedules for most departments approved by Board of Directors in March, 1992. Remaining schedules (6) to be presented to the Board early in FY '93.
- o Records Management Policy and Procedures ready for implementation now (will be released by Controller Treasurer with General Manager's concurrence).
- o Records disposition in Scheduling, Accounting and Risk Management departments has already begun.
- o Training for department Records Coordinators is pending distribution of RM Policy and Procedures.
- o Upgraded microfilming equipment and a pilot optical disk storage system are funded. Purchase requisitions are being prepared.

# RETROGRAM PERSONNEL

REV 3.16.92  
4.2.92

PLAN TO '94 #'S

SUMMARY OF NEEDS		QUANTITY						PERCENTAGE					
ORGANIZATION	NAME	01/89	01/92	01/94	01/99	01/04	01/14	01/31/89	01/31/91	01/31/94	01/31/99	01/31/04	01/31/14
000	BOARD OF DIRECTORS	5.0	5.0	5.0	5.0	5.0	5.0	2820	2820	2820	2820	2820	2820
100	GEN MGR/EXECUTIVE AREAS	8.0	8.0	8.0	8.0	8.0	8.0	5170	5170	5170	5170	5170	5170
200	DISTRICT SECRETARY	12.0	15.0	14.0	6.0	17.0	19.0	3732	4346	4398	4960	5105	5484
200	GENERAL COUNSEL	8.0	10.0	12.0	2.0	12.0	12.0	2809	3098	3417	3417	3417	3417
300	EMPLOYEE RELATIONS	20.0	21.25	30.0	0.0	30.0	30.0	5514	6471	7504	7504	7504	7504
700	INSPECTOR GENERAL	6.0	6.0	6.0	6.0	6.0	6.0	1403	1403	1403	1403	1403	1403
099	ASST. GEN. MGR. - OPERATIONS	8.0	10.0	10.0	0.0	10.0	10.0	2162	2608	2608	2608	2608	2608
100	RAIL ACTIVATION	33.0	23.24	36.0	6.0	36.0	36.0	7318	7380	7595	7595	7595	7595
200	TRANSPORTATION	74.0	87.0	79.0	9.0	79.0	79.0	13660	14307	14612	14612	14612	14612
900	SCHED & OPER PLANNING	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
099	ASST GEN MGR PLAN/PUB AFF	6.0	6.0	6.0	1.0	12.0	14.0	1232	1689	1689	1824	1961	2233
100	GOVERNMENT AFFAIRS	68.0	55.75	89.0	3.0	103.0	103.0	13067	13484	15226	16940	16940	16940
200	PLANNING * SEE ATTACHED	9.0	23.1	19.0	9.0	19.0	19.0	2437	2817	4081	4081	4081	4081
300	LOCAL GOV'T & COMM AFFAIR	19.0	17.27	32.0	7.0	27.0	27.0	4502	5461	5349	5349	5349	5349
400	MARKETING & COMMUNICATION	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
800	DIR OF CUSTOMER RELATIONS	103.0	116.0	120.0	5.0	131.0	141.0	2557	2632	2635	2678	2697	2761
801	TELEPHONE INFORMATION	6.0	6.0	7.0	7.0	7.0	7.0	1551	1551	1673	1673	1673	1673
802	TELEPHONE INFO SYS COORD	27.0	28.0	29.0	9.0	29.0	31.0	5012	5105	5197	5197	5197	5412
803	CUSTOMER RELATIONS DEPT	3.0	4.0	4.0	4.0	4.0	4.0	794	953	953	953	953	953
099	ASST GEN MGR EQUAL OPP	5.0	6.0	8.0	8.0	9.0	10.0	1522	1662	1923	1957	2079	2202
100	OFFICE OF EQUAL EMP OFF	5.0	5.0	8.0	8.0	11.0	11.0	911	923	1257	1257	1624	1624
200	OFF OF CONTR. COMPLIANCE	5.0	7.0	8.0	3.0	14.0	16.0	1646	2484	2765	2765	2912	3157
300	EMP EDUC., TRAIN & DEVEL	6.0	7.0	8.0	8.0	10.0	10.0	1184	1331	1477	1387	1632	1632
400	OFFICE OF DBE/WBE	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
7099	CONTROLLER - TREASURER	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
100	ACCOUNTING & FISCAL	2.0	2.0	2.0	2.0	2.0	2.0	636	636	636	636	636	636
101	DIRECTOR OF FINANCE	36.0	38.0	38.0	8.0	38.0	38.0	6873	7108	7108	7108	7108	7108
102	GENERAL ACCOUNTING	15.0	15.0	17.0	7.0	17.0	17.0	3772	3824	4073	4073	4073	4073
103	PAYROLL & REVENUE	103.0	108.0	115.0	5.0	115.0	115.0	15422	16788	17872	17872	17872	17872
200	MGMT INFORMATION SYSTEMS	3.0	3.0	3.0	3.0	3.0	3.0	713	726	738	738	738	738
200	INVESTMENT MANAGEMENT	32.0	36.0	50.0	5.0	59.0	59.0	6294	7878	9596	9596	9596	9596
300	RISK MANAGEMENT	2.0	2.0	2.0	2.0	2.0	2.0	476	476	476	476	476	476
500	PERSONNEL	23.0	26.0	28.0	5.0	38.0	44.0	5067	5434	5680	6536	6904	7638
501	DIRECTOR OF PERSONNEL	28.0	31.0	32.0	5.0	37.0	41.0	6289	7080	7262	7811	8177	8908
505	SPEC PROJ/PENSION & BENE	14.0	15.0	15.0	5.0	15.0	15.0	3176	3312	3142	3142	3142	3142
510	EMPLOYMENT	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
700	OFF. MANAGEMENT & BUDGET	14.0	15.0	15.0	5.0	15.0	15.0	3176	3312	3142	3142	3142	3142
7099	AGM TRANS SYS DEVELOPMENT	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
800	TRANSIT SYS DEVELOPMENT	14.0	15.0	15.0	5.0	15.0	15.0	3176	3312	3142	3142	3142	3142
810	PROGRAM CONTROL	27.0	35.0	50.0	0.0	50.0	50.0	5832	7361	9436	9456	9456	9456
8120	RAIL FACILITIES ENGINEER	20.0	27.0	30.0	5.0	37.0	37.0	4921	5750	6139	6908	7090	7090
8130	SYSTEMS DESIGN & ANALYSIS	18.0	23.0	30.0	5.0	35.0	35.0	4164	5177	6427	7152	7152	7152
8140	TSD CONSTRUCTION MGMT	19.0	20.0	30.0	5.0	25.0	25.0	4143	4933	4478	5081	5081	5081
8150	TSD REAL ESTATE & DEV	10.0	16.0	17.0	5.0	17.0	18.0	2540	3653	3789	3789	3789	3904
8160	SYS CONSTRUCTION & SAFETY	8.0	15.0	15.0	5.0	15.0	15.0	1906	3590	4435	4435	4435	4435
8199	TECH & ADMIN SERVICES	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613
9099	ASST GEN MGR - EQUIP FAC	2.0	2.0	2.0	2.0	2.0	2.0	613	613	613	613	613	613

See master in book

9.0 4.1

DEPTS - MIS + TELEPHONE INFO GROUPS PERSONNEL NUMBERS WORK ADDRESS IN TAG. 9/00 NAGPENSE TO SUBMITTERS BY FAX - ENG. (BOOKLET)

# CONFERENCE COMMENTS

3/92

## A.2.1. REQUESTED/RECOMMENDED CONFERENCE ALLOCATIONS

UNIT # / NAME	UNIT'S REQUEST	EXISTING?	SF RECOMMEND	REPORT RECOMMENDATIONS / COMMENTS
1100 EXEC AREAS	SEAT 20-30 CONF/VISITOR OFFICE	Y Y	600 200	20 AT TABLE PLUS PERIMETER SEATING. <i>NOTES PER TOBI 4/3/92</i>
1200 DIST SECTY	SEAT 25+ BUFFET COUNTER	Y	800	USE AS CENTRAL CONF 4 DAYS/WEEK.
2300 EMP REL	CONF/HEARING SEAT 10+	Y	300	
2700 INSP GEN	SEAT 20	Y	375	14 AT TABLE PLUS PERIMETER SEATING.
<del>3100 RATE ACT</del>	<del>SEAT 25 DIVISIBL</del>	<del>Y</del>	<del>300</del>	<del>USE CENTRAL CONF FOR 25. NOW SEATS 10.</del>
3200 TRANSPORT	CONF/HEARING	Y	375	
4100 GOVT AFF	CONF/WORKROOM	N	300	SHARE LOCAL GOV'T CONF/WORKROOM.
4200 PLANNING	SEAT 15 HEARING SEAT 6	N N	375 0	14 AT TABLE PLUS PERIMETER SEATING. HEAVY SEASONAL NEED - USE CENTRAL CONF.
4300 LOCAL GOVT	CONF/WORKROOM	Y	300	PERIODIC PUBLIC BRIEFINGS IN CENT CONF.
4400 MARKETING	360 SF CONF SEAT 4-6 A/V SCREENING ROOM	Y Y N	300 0 150	MOST MEETINGS 10 OR LESS. USE SCREENING ROOM FOR SMALL CONFERENCES.
4803 CUST REL	SEAT 10	Y	300	
6100 EQ EMP OPP	SEAT 10-12	N	300	SHARED BY ALL UNDER AGM-EQUAL OPP.
6300 EMP EDUC	SHARE W/ PERSONEL	Y	0	SHARE EQUAL EMP-OP'S OR PERSONNEL'S. SEE TRAINING FAC UNIT.
7102 GEN ACCTG	SEAT 12-14 DIVISIBLE	Y	300	SEAT 10. USE CENTRAL CONF FOR LARGER MEETINGS.
7200 HIS	SEAT 10-12 DIVISIBLE	Y	300	300 SF MAY BE TOO SMALL TO BE DIVISIBLE.
7900 RISK MGMT	CONF/WORKROOM SEAT 15	N	300	MOST MEETINGS 6-10. <i>MUST</i>
9505 PERSONNEL	SEAT 10	N	300	NOW SHARES EMP EDUC CONF.
9700 OMB	SEAT 12-20 CONF 1 CLASS	Y	300 200 600	USE CENTRAL CONF FOR LARGER SEASONAL MEETINGS. <i>MUST BE DIVISIBLE</i>
<b>TSD SHARED</b> <b>QUESTION QUANTITY</b>				THE FOLLOWING 4 PART OF CENT CONF, NOT TSD-RUN: MIC SEAT 40 600 REAR PROJECTION 200 CONF A SEAT 20 375 CONF B SEAT 20 375
<del>8130 SYST DES</del>	<del>SEAT 10-12</del>	<del>Y</del>	<del>300</del>	<del>SHARE WITH ALL TSD.</del>
<del>8140 CONST MNT</del>	<del>SEAT 10</del>	<del>Y</del>	<del>300</del>	<del>SHARE WITH ALL TSD.</del>
<del>8150 RE &amp; DEVEL</del>	<del>SEAT 20</del>	<del>Y</del>	<del>375</del>	<del>14 PERIM. NOW SEATS 8. SHARE W/TSD.</del>
<del>8160 CONS CFTY</del>	<del>SEAT 10-12</del>	<del>Y</del>	<del>300</del>	<del>NOW SEATS 8. SHARE WITH ALL TSD.</del>
9200 BUS FAC ENG	SEAT 10	Y	300	TABLE SIZED TO SPREAD DRAWINGS.
<del>9410 SOPH</del>	<del>SEAT 10 DIVISIBLE</del>	<del>N</del>	<del>300</del>	<del>SEAT 10. USE CENTRAL CONF FOR LARGER MEETINGS.</del>
9759 BOARD ROOM	SEAT 200 CONTROL ROOM REAR PROJECTION	Y Y N	3000 200 300	SEAT 200 REAR PROJ NOW BOARD CONFERENCE ROOM.
9762 PRESS ROOM	INCREASE SIZE 300%	Y	1500	TO SEAT 8 + 3 TEL BOOTHS. NOW 200 SF.
9765 CENTRAL CONF	CONF I EQUIV. 'A' CONF (NOW IN PLANNING) (BEN. ASSESSMENT) EQUIV.	Y Y N	1000 800 600 450	(ALSO DIST SECTY CONF AVAIL 4 DAYS/WEEK). NOW SEATS 16. REC SEAT 10/DIVISIBLE. <i>ADJOINING 1000 SF CONF. IN DIVISOR</i> <i>WHERE IS Training Class room @ 600 SF</i>
9812 PRINT SHOP	LAYOUT MEETING ROOM	N	0	

	REC. QTY	SF	INCLUDING CIRC	RENTABLE SF
TOTAL RECOMMENDED	32 *	15,050	20,318	22,756
* Plus 3 control/rear projection rooms				

1800 TRANSIT POLICE - CONF - 300  
- BRIEF'S 1350



A.2.2. REQUESTED/RECOMMENDED INTERVIEW FACILITY ALLOCATIONS

UNIT # / NAME	UNIT'S REQUEST	EXISTING?	SF RECOMMEND	REPORT RECOMMENDATIONS / COMMENTS
2700 INSP GEN ✓	SEAT 6-8 ✓ SEAT 6-8	N N	200 ✓ 0	CONTINUAL CONFID MTGS - ESP IF FEW PRIVATE OFFICES
6100 EQ EMP OPP ✓	SEAT 2-3 ✓ SEAT 2-3	N N	120 ✓ 0	PRIVATE DISCUSSIONS WITH DISGRUNTLED EMPLOYEES USE CONFERENCE IF 2 SIMULTANEOUS INTERVIEWS SCHEDULED.
7900 RISK MGMT ✓	CLAIMS SEAT 2-3	N	120 ✓	2 EXITS TO ELUDE ABUSIVE PARTICIPANTS.
9505 PERSONNEL ✓	EMPLOYMT INTERVIEW	Y	120 ✓	NEED BETTER SOUNDPROOFING TO RECORD INTERVIEWS.
	EMPLOYMT INTERVIEW	Y	120 ✓	NEED BETTER SOUNDPROOFING TO RECORD INTERVIEWS.
	EMPLOYMT INTERVIEW	Y	120 ✓	NEED BETTER SOUNDPROOFING TO RECORD INTERVIEWS.
9762 PRESS ROOM ✓	POST BD MTG INTERVIEWS	N	0	CONDUCT IN BD ROOM OR CENTRAL CONF FACILITIES.
9800 CREDIT UNION ✓	SEAT 2-3	Y	120 ✓	NOW ANKWARDLY PARTITIONED SPACE WITHIN MANAGER OFFICE. CONFID PAPERS ON DESK PREVENT INTERVIEW IN MGR OFFICE.
RTD POLICE ✓	SEAT 6-8	Y	200 ✓	
		REC. QTY	SF	INCLUDING CIRC RENTABLE SF
TOTAL RECOMMENDED		8	1,120	1,512 1,693

REQUESTED/RECOMMENDED TRAINING FACILITY ALLOCATIONS

UNIT # / NAME	UNIT'S REQUEST	EXISTING?	SF RECOMMEND	REPORT RECOMMENDATIONS / COMMENTS
3200 TRANSPORT ✓	CLASSROOM SEATING 15 AT COMPUTER STATIONS	Y	✓ 500	NOW 400 SF. VIDEOT/COMPUTER TRAINING RE: AUTOMATED SYSTEMS. PLAN ALSO ADDTL MANAGER TRAINING.
<del>3800 SCHEDULING</del>	<del>CLASSROOM/CONFERENCE SEATING 15</del>	<del>Y</del>	<del>375</del>	<del>NOW USE CONFERENCE SEATING O. USE CENTRAL TRAINING FACILITIES WHEN NEEDS EXCEED O.F.</del>
4802 TEL INF COORD ✓	TRAINING ROOM ✓ SEATING 12	Y	✓ 400	IN FUTURE MAY WISH TO ELIMINATE AND REALLOCATE SPACE TO PRIVATE OFFICES FOR ONE OR ONE TRAINING.
<del>3760 CENTRAL</del>	<del>AUDITORIUM SEATING 20</del>	<del>N</del>	<del>1000</del>	<del>FOR NEW TRAINING PROGRAMS.</del>
<del>TRAINING</del>	<del>REAR PROJECTION</del>	<del>N</del>	<del>200</del>	<del>FOR ABOVE.</del>
<del>(EMP EDUC)</del>	<del>CLASSROOM</del>	<del>Y</del>	<del>✓ 500</del>	<del>FOR INCREASED IN-HOUSE TRAINING.</del>
	CLASSROOM OK	N	✓ 500	FOR INCREASED IN-HOUSE TRAINING.
Within Dept.	LEARNING CENTER	Y	✓ 1000	NOW 1000SF FOR INCREASED COMPUTER/VIDEO TECHNICAL & SELF-INSTRUCTIONAL TRAINING.
9769 ENPLYMT TESTING	TEST ROOM 100 LAPBOARD SEATS & 4 TYPING TEST STATIONS	Y	✓ 650	NOW CRAMPED SEATING 20 & 4 TYPING TEST STATIONS. ANTICIPATE INCREASED TESTING FOR RAIL EMPLOYEE APPLICANTS. RECOMMEND SEATING FOR 20 & 4 TYPING AND USE CENTRAL TRAINING FACILITIES FOR OVERFLOW.
		REC. QTY	SF	INCLUDING CIRC RENTABLE SF
TOTAL RECOMMENDED		9	5,125	6,919 7,749

too much  
TOSI 4.2.92





SHAKER M. SAWIRES, P.E.  
Construction Claims & Special  
Projects Officer

May 18, 1992

Mr. John Bollinger  
President  
Union Station Gateway  
c/o Southern California Rapid Transit District  
Planning Department - 5th Floor  
425 South Main Street  
Los Angeles, CA 90013

Subject: Union Station Gateway Technical Committee

Dear Mr. <sup>Tahn</sup> Bollinger:

Attached is the final report from NBBJ for the RTD Program Verification Study for the RTD new headquarters building. The stacking and blocking drawings are available for review in the Facilities Engineering Department. Please review the executive report and submit any written comments to Tobi Allen by May 22, 1992.

At its meeting of May 29, the RTD Technical Committee will consider any comments and make a decision on whether to accept and approve the RTD Verification Study by NBBJ. In addition, it will be decided whether to use this reviewed RTD program document as the definitive program document during the schematic and design development phases of interior design. At that time, the Technical Committee will consider accepting the floor plate size as it relates to the interior program.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaker M. Sawires", written over a horizontal line.

Shaker M. Sawires  
For the RTD Technical Committee

Attachment: Executive Summary-Program Verification Study RTD Headquarters Union Station Gateway by NBBJ.

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