



PHASE II

ANALYSIS OF INVENTORY AND NEEDS ASSESSMENT STUDY FOR LACKAWANNA COUNTY FACILITIES

APRIL 2009

The Palumbo Group
Architects/Engineers/Interior Designers
318 Penn Avenue
Scranton, Pennsylvania

Burkavage Design Associates, LLC
Architects/Engineers
200 Abington Executive Park
Clarks Summit, Pennsylvania

INDEX

- I. Purpose of Report**
- II. Summary of Findings**
- III. Affinity Groupings**
- IV. Summary of Spatial Standards**
- V. Affinity Group/Department Spreadsheet**
- VI. Affinity Summary Sheet**
- VII. Department Analysis of Inventory and Needs Data Sheets**

AFFINITY GROUPS

DPW Facility/Jessup

Storage
Public Works
Roads & Bridges
Seatbelt Safety Coordinator
Penn State Cooperative Extension
Voter Machines
Voter Registration
Lackawanna County Conservation
USDA
Recycling
District Court 45-3-04 (Judge Turlip Murphy)
District Court 45-1-08 (Judge John Pesota)
Coroner

Human Services

Child Care Information Services
Commission on Drug and Alcohol
Area Agency on Aging
Domestic Relations

Human Services (continued)

SLHDA
Mental Health/Mental Retardation
Human Services/Office of the Physically Disabled
Veterans Affairs

Administration I

Board of Commissioners
Communications
Information Technology
Office Service/Mail Service
Human Resources
Insurance & Risk Management
Purchasing
Revenue & Finance
Controller
Treasurer

Administration II

Single Tax Office
Hotel Property Tax
Tax Claims
Registrar of Wills/Orphans Court/Marriage License
Planning & Economic Development/Regional Planning Commission/Redevelopment
Authority/Governmental & Community Affairs/Community Development
Tax Assessment Office
Recorder of Deeds

Administration III

Buildings & Grounds
Health & Welfare Authority/ Lackawanna Performing Arts/Lackawanna Industrial
Development
Lackawanna Heritage Valley Authority

Administration IV

Credit Union

Courts/Judiciary/Public Safety I

Children & Youth Services
Clerk of Judicial Records/Court Collections
Family Court/Attorney Offices/Court Reporter/Family Court Therapist/Court Administrator
Juvenile Probation
Adult Probation
District Attorney

Courts/Judiciary/Public Safety II

Work Release Center

Courts/Judiciary/Public Safety III

District Court 45-1-02 (Judge Hailstone Farrell)
Magistrates

VIII. Magistrate Programming Forms

IX. Commission on Drug and Alcohol Abuse Programming Form

I. Purpose of Report

Phase I : The purpose of the Facilities Inventory and Needs assessment report was to identify and account for all Lackawanna County departments, offices, personnel, and space that is currently used for County operations. Existing conditions were surveyed, full time employees were counted. This report was used as a beginning step for County Commissioners and Administrators to identify square foot deficiencies and/or opportunities to consolidate County resources.

Phase II: The goal of this phase was to set up a standardization of space which was determined by using data collected from Phase I. According to those County Department findings we were able to identify and create Affinity Groups. The Affinity Groups and standardization process allowed County functions to be placed within their most conducive groupings where adjacency requirements and space consolidation could be maximized.

II. Summary of Findings

Current Space-Phase II

- Phase I and Phase II evaluated space based on the Departmental Gross Square Feet, noted as DGSF, which differs from Building Gross Square Feet (BGSF). DGSF includes offices, internal walls, circulation and corridors within each department. BGSF includes circulation and corridors outside of each department, outside walls and spaces for Mechanical, Electrical, and Plumbing (MEP).
- In Phase I approximately 281,300* DGSF of properties were evaluated. Of the 281,300* DGSF, 194,800* DGSF were evaluated and standardized in Phase II. The following facilities were excluded from this study because their operation is independent from County departmental operations, they have been evaluated in an independent study, they were recently constructed, or the space has unique programming requirements that are not conducive to the standardization of space recommended in this study:
 1. Juvenile Detention Center-415 North Washington Avenue, Scranton
 2. Work Release Center-614 Spruce Street, Scranton. Note: Work Release Center offices located in the Jefferson Annex Building, Jefferson Avenue, Scranton were included.
 3. Coordinated Transportation-800 North South Road, Scranton
 4. Children and Youth Services Visitation House-1346 Wyoming Avenue, Scranton
 5. Bridge 60 Tower -PA Northeast Regional Railroad Authority- Cliff Street, Scranton
 6. Center for Public Safety, Emergency Management Agency-, Jessup
 7. Lackawanna County Convention and Visitors Bureau-Glenmaura National Blvd., Moosic
 8. Lackawanna County Parks-McDade Park, Merli-Sarnoski Park, Aylesworth Park, Covington Township Park
 9. Office of Arts and Culture-Trolley Museum, Cliff Street, Scranton
- The Lackawanna County Prison was excluded in Phases I and II.
- The Phase II total of 194,800* DGSF includes three magistrate offices and the USDA offices. USDA offices were excluded in Phase I but were included in this study.

Owned vs. Leased-Phase II

- Of the 194,800* DGSF evaluated in Phase II, approximately thirty percent (30%) are owned, and seventy percent (70%) are leased.
- Annual rent for the leased costs evaluated in Phase II is *approximately* \$1,368,100.00, which does not necessarily include utility costs.

Affinity Groupings-Phase II

- Functional relationships between County departments were evaluated and analyzed and departments were organized into four Affinity Groupings:
 1. DPW
 2. Human Services
 3. Administration
 4. Courts/Judiciary/Public Safety
- Affinity Groupings promote efficiency in departmental operations.

Employee Breakdown-Phase II

- Five hundred forty two (542*) employees are identified in Phase II as current employees.
- Of the five hundred forty two (542*) employees, four hundred thirty six (436*) are County employees and were identified by Department Directors and or Deputy Directors in Phase I.
- The remaining one hundred and six (106*) employees are non-County employees and consist of the following:
 - 13-USDA
 - 75-SLHDA
 - 15-Health and Welfare Authority/Lackawanna Performing Arts Authority/ Lackawanna Industrial Development Authority/ Lackawanna Heritage Valley Authority
 - 03-District Justice

Space Utilization Assessment-Phase II

- By using the Standardization of Space chart, the departmental gross square feet is reduced from the current 194,800* DGSF to 171,700* DGSF.
- 171,700* DGSF includes an additional 9,200* DGSF for 67 additional employees that is required for growth by the year 2013, according to interviews with Department Directors and or Deputy Directors in Phase I. Projected employee figures provided by the Directors are merely projections and not necessarily approved by the Board of Commissioners.
- The following chart explains the total required 87,000* BGSF for the County that must be purchased, leased or built:

Space Requirements for Lackawanna County	
County DGSF Required with Standardization of Space from Phase II	171,700*
Required Court Related DGSF-Located in Administration Building	15,800*
Three Additional Magistrate Offices Required DGSF-Excluded in Phase II	5,800*
Subtotal:	193,300*
County Owned Administration Building DGSF	67,200*
County Owned Jefferson Annex DGSF	19,600*
County Owned DPW Building DGSF-Jessup, PA	40,500*
Total Required DGSF:	66,000*
Total Required Building Gross Square Feet (BGSF)-With Grossing Factor:	87,000*

Note: *All figures are approximate.

DPW Facility/Jessup

Storage
Public Works
Roads & Bridges
Seatbelt Safety Coordinator
Penn State Cooperative Extension
Voter Machines
Voter Registration
Lackawanna County Conservation
District
USDA
Recycling
District Court 45-3-04 Turlip Murphy
District Court 45-1-08 Pesota
Coroner

Human Services

Child Care Information Services
Commission on Drug and Alcohol
Area Agency On Aging
Domestic Relations
SLHDA
Mental Health/Mental Retardation
Human Services/
Office of the Physically Disabled
Veterans Affairs

Administration I

Board of Commissioners
Communications
Information Technology
Office Service/Mail Service
Human Resources
Insurance & Risk Management
Purchasing
Revenue & Finance/Payroll
Controller
Treasurer

**Courts/Judiciary/
Public Safety I**

Children & Youth Services
Clerk of Judicial Records/
Court Collections
Family Court/Attorney Offices/Court
Reporter/Family Court Therapist/Court
Administrator
Juvenile Probation
Adult Probation
District Attorney

Lackawanna County Departmental
AFFINITY GROUPINGS

Administration II

Single Tax Office
Hotel Property Tax
Tax Claims
Registrar of Wills/Orphans Court/
Marriage License
Planning & Economic Development/
Regional Planning Commission/
Redevelopment
Authority/Governmental &
Community
Affairs/Community Development
Tax Assessment
Recorder of Deeds

**Courts/Judiciary/
Public Safety II**

Work Release Center

Administration III

Buildings & Grounds
Health & Welfare Authority/
Lackawanna Performing Arts/
Lackawanna Industrial
Development
Lackawanna Heritage Valley
Authority

Administration IV

Credit Union

**Courts/Judiciary/
Public Safety III**

District Court 45-1-02
Scranton Magistrates





Space	Square Footage	Summary of Spatial Standards
AA	50	Clerks-Typically on the road.
A	65	Clerks/Administrative Assistant/Senior Specialist
B	80	Master Gardener/Executive Assistant
C	108	Manager/Administrative Assistant II/Visitor-Waiting Area/Clerk II
D	120	Solicitor/Accountant/Officer/Conference Room 4-6 Seats
E	150	Supervisor/Director/Deputy Director/Caseworker Mgr.
F	180	Executive Director
G	200	Conference Room 8-10 Seats/File Storage/Waiting Room/Break Room
H	250	Elected Officials
I	300	Conference Room 12-14 Seats
J	350	Conference Room 16-18 Seats/Break Room
K	400	Waiting Room/Mail Room/Staging Room
L	500	Conference Room/Training Room 20-24 Seats
M	650	Conference Room/Training Room 24-26 Seats
N	750	Conference Room/Training Room 30 Seats
O	1,000	Conference Room/Training Room 40 Seats
P	1,500	Conference Room/Training Room 50 Seats
Q	2,000	Conference Room/Training Room 80 Seats
R	5,000	Equipment Storage
S	7,000	Machine Storage/Storage
T	12,000	File Storage/Archives



Acker Associates, Inc.

Lackawanna County Departmental

Affinity Group/Department Spreadsheet

DPW Facility/Jessup

Affinity Group	Department	Current F.T.E.	2013 Growth*	2013 FTE Total	2013 + S.F.	Current D.G.S.F.	S.F. + or -	Proposed D.G.S.F.	Current Cost Per S.F.	Current Lease Cost	Comments
I	Storage: Clerk of Judicial Records/Recorder of Deeds/Registrar of Wills/Tax Assessment/Controller/Treasurer	1	0	1	0	14,369	-961	13,408	\$3.20	\$38,511.96	\$3,209.33/Month for Basement and Sub-Basement.
I	Public Works	2	0	2	0	287	245	532	Owned	\$0.00	Offices only.
I	Roads and Bridges	12	2	14	0	83	175	258	\$1.28	\$9,600.00	\$800.00/Month for Roads and Bridges.
I	Seatbelt	1	1	2	50	100	168	268	Owned	\$0.00	
I	Penn State Cooperative Extension	18	2	20	173	3,142	25	3,167	Owned	\$0.00	
I	Voter Machines	2	0	2	0	10,137	1,821	11,958	\$6.49	\$64,694.00	\$129,388.00/Two (2) years.
I	Voter Registration	7	4	11	200	2,515	-997	1,518	Owned	\$0.00	
I	Lackawanna County Conservation District	10	1	11	108	1,950	-192	1,758	\$11.92	\$23,250.00	\$5,812.50/Quarter.
I	USDA	13	1	14	80	2,429	11	2,440		\$0.00	Not a County Function. Generates revenue.
I	Recycling	3	6	9	130	657	-165	492	\$10.00	\$6,570.00	Based on \$10.00/S.F.
I	District Court 45-3-04 (Judge Laura Turlip Murphy)	3	1	4	0	1,900	0	1,900	\$5.68	\$10,800.00	\$900.00/Month. Rent includes utilities.
I	District Court 45-1-08 (Judge John P. Pesota)	3	1	4	0	1,400	500	1,900	\$11.57	\$16,200.00	\$1,350.00/Month for Magistrate.
I	Coroner	5	0	5	0	662	227	889	\$11.00	\$7,282.00	Includes HVAC.
	Totals	80	19	99	741	39,631	857	40,488		\$176,907.96	
	Total Building Gross Square Foot - Including MEP							44,537			

Human Services

Affinity Group	Department	Current F.T.E.	5 Year Growth*	5 Year Total	2013 + S.F.	Current D.G.S.F.	S.F. + or -	Proposed D.G.S.F.	Current Cost Per S.F.	Current Lease Cost	Comments
I	Child Care Information Services	13	2	15	130	2,250	58	2,308	\$13.50	\$30,375.00	
I	Commission on Drug and Alcohol	25	1	26	108	8,396	-4,825	3,571	\$3.42	\$11,280.00	3,300+216 (Adult Probation) + 4,880 (Jefferson Anx)
I	Area Agency on Aging	54	6	60	400	5,341	2,715	8,056	Owned	\$0.00	
I	Domestic Relations	48	5	53	435	11,820	-4,908	6,912	\$14.21	\$168,000.00	
I	SLHDA	75	7	82	560	12,540	-240	12,300	\$8.34	\$164,016.00	Non County Employees
I	Mental Health/Mental Retardation	15	3	18	185	2,679	-178	2,501	Owned	\$0.00	2,463 (Jefferson) + 216 (Adult Probation)
I	Human Services/Office of the Physically Disabled	4	0	4	0	2,555	-1,318	1,237	Owned	\$0.00	
I	Veterans Affairs	4	0	4	0	929	-112	817	\$10.00	\$23,700.00	\$30,270-\$6,570 (Recycling) = \$23,700
	Totals	238	24	262	1818	46,510	-8,808	37,702		\$397,371.00	
	Total Building Gross Square Foot - Including MEP							41,472			

Administration

Affinity Group	Department	Current F.T.E.	5 Year Growth*	5 Year Total	2013 + S.F.	Current D.G.S.F.	S.F. + or -	Proposed D.G.S.F.	Current Cost Per S.F.	Current Lease Cost	Comments
I	Board of Commissioners	12	2	14	215	6,467	-1,133	5,334	Owned	\$0.00	
I	Communications	1	1	2	65	160	98	258	Owned	\$0.00	
I	Information Technology	22	5	27	325	4,817	-342	4,475	Owned	\$0.00	
I	Office Service/Mail Service	6	-1	5	0	512	88	600	Owned	\$0.00	
I	Conference Space	0	0	0	0	1,520	-1,520	0	Owned	\$0.00	
I	Human Resources	3	0	3	0	1,050	-293	757	Owned	\$0.00	
I	Insurance & Risk Management	1	0	1	0	185	623	808	Owned	\$0.00	
I	Purchasing	4	1	5	65	425	241	666	Owned	\$0.00	2013-shared with risk management
I	Revenue and Finance/Payroll	8	0	8	0	1,331	143	1,474	Owned	\$0.00	
I	Controller	13	2	15	130	2,525	-139	2,386	\$11.00	\$336,600.00	
I	Treasurer	9	2	11	130	2,525	-119	2,406			See Controller-Shared Lease
	AFFINITY GROUP I SUBTOTAL:				930	21,517		19,164			
II	Single Tax Office	36	0	36	0	4,337	-581	3,756	\$15.93	\$69,075.00	Non County Employees
II	Hotel Property Tax	1	0	1	0	100	80	180	Owned	\$0.00	
II	Tax Claims	5	0	5	0	1,204	-438	766		\$0.00	See Controller-Shared Lease
II	Registrar of Wills/ Clerk of Orphans Court/Marriage License	7	0	7	0	5,494	-2,718	2,776		\$0.00	See Controller-Shared Lease
II	Planning and Economic Development/Regional Planning Commission/Redevelopment Authority/ Governmental and Community Affairs/Community Development	18	4	22	346	5,590	192	5,782		\$0.00	See Controller-Shared Lease
II	Tax Assessment Office	18	4	22	260	1,915	1,055	2,970		\$0.00	See Controller-Shared Lease
II	Recorder of Deeds	11	0	11	0	5,516	-2,696	2,820		\$0.00	See Controller-Shared Lease
	AFFINITY GROUP II SUBTOTAL:				606	24,156		19,050			
III	Building and Grounds	23	4	27	0	117	237	354	Owned	\$0.00	Admin. Positions counted only
III	Health and Welfare Authority/Lackawanna Performing Arts/Lackawanna Industrial Dev.	1	0	1	0	694	96	790	Owned	\$0.00	
III	Lackawanna Heritage Valley Authority	14	0	14	0	2,630	-12	2,618	\$10.50	\$31,500.00	Non County Employees
	AFFINITY GROUP III SUBTOTAL:				0	3,441		3,762			
IV	Credit Union	1	0	1	0	290	10	300	Owned	\$0.00	
	AFFINITY GROUP IV SUBTOTAL:				0	290		300			
	Totals	214	24	238	3072	49,404	-7,128	42,276		\$437,175.00	
	Total Building Gross Square Foot - Including MEP							46,504			

Lackawanna County Departmental											
Affinity Group/Department Spreadsheet											
Courts/Judiciary / Public Safety											
Affinity Group	Department	Current F.T.E.	5 Year Growth*	5 Year Total	2013 + S.F.	Current D.G.S.F.	S.F. + or -	Proposed D.G.S.F.	Current Cost Per S.F.	Current Lease Cost	Comments
I	Children & Youth Services	120	0	120	0	12,935	941	13,876	Owned	\$0.00	12,675 + 260 (Adult Probation)
I	Clerk of Judicial Records/Court Collections	38	2	40	216	10,150	-1,032	9,118	\$11.00	\$107,250.00	
I	Family Court/Attorney Offices/Court Reporter/Family Court Therapist/Court Administrator	0	0	0	0	15,800	15,800	0	\$0.00	\$0.00	
I	Juvenile Probation	25	8	33	960	4,690	1,491	6,181	Owned	\$0.00	
I	Adult Probation	43	0	43	0	15,830	-5,749	10,081	\$11.00	\$152,218.00	Lease: 14,500 - 662 (Coroner)=13,838 x \$11=Cost
I	District Attorney	45	5	50	600	11,822	-2,564	9,258	\$10.50	\$97,209.00	
(Excludes 15,800) AFFINITY GROUP I SUBTOTAL:					1776	71,227		48,514			
II	Work Release Center	3	0	3	0	870	-107	763	Owned	\$0.00	Offices Only
AFFINITY GROUP II SUBTOTAL:					0	870		763			
III	District Court 45-1-02 (Judge Hailstone Farrell)	7	0	7	0	2,910	-992	1,918	Owned	\$0.00	Non County Employees
III	Magistrates	0	0	0	0	0	0	0		\$0.00	Non County Employees
AFFINITY GROUP III SUBTOTAL:					0	2,910		1,918			
Totals		10	0	10	3552	59,207	-8,012	51,195		\$356,677.00	
Total Building Gross Square Foot - Including MEP								56,315			
Infinity Group Totals										Current Square Footage Lease Costs Excluding Utilities	
DPW Building Totals/Jessup		80	19	99	741	39,631	857	40,488		\$176,907.96	
Human Services Totals		238	24	262	1818	46,510	-8,808	37,702		\$397,371.00	
Administration Totals		214	24	238	3072	49404.00	-7,128	42,276		\$437,175.00	
Judiciary / Public Safety Totals (Courts-Excluded in Overall Total)		0	0	0	0	15,800	0	15,800		\$0.00	
Judiciary / Public Safety Totals		10	0	10	3552	59,207	-8,012	51,195		\$356,677.00	
Overall Affinity Group Totals		542	67	609	9183	194,752	-23,091	171,661	TOTAL**:	\$1,368,130.96	
Total Gross Square Foot - Including MEP								188,827			
*Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.											

DPW Facility/Jessup

Storage
 Public Works
 Roads & Bridges
 Seatbelt Safety Coordinator
 Penn State Cooperative Extension
 Voter Machines
 Voter Registration
 Lackawanna County Conservation
 USDA
 Recycling
 District Court 45-3-04
 District Court 45-1-08
 Coroner

CURRENT SQUARE FOOTAGE:

39,631

PROPOSED SQUARE FOOTAGE:

40,488

**AFFINITY
 SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BREAKROOM	200	SHARED
WAITING/RECEPTION	300	SHARED
CONFERENCE	350	SHARED/VOTER MACHINES MEDIA ROOM
TRAINING ROOM	2000	SHARED/MOVEABLE PARTITIONS



Human Services

Child Care Information Services
Commission on Drug and Alcohol
Area Agency On Aging
Domestic Relations
SLHDA
Mental Health/Mental Retardation
Human Services/
Office of the Physically Disabled
Veterans Affairs

CURRENT SQUARE FOOTAGE:

46,510

PROPOSED SQUARE FOOTAGE:

37,702

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
TRAINING ROOM	1000	SHARED - MOVEABLE PARTITIONS
CONFERENCE	300	SHARED

the
Palumbo
group
Architects &
Interior Designers

BURKAVAGE DESIGN ASSOCIATES
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Administration I

Board of Commissioners
Communications
Information Technology
Office Service/Mail Service
Human Resources
Insurance & Risk Management
Purchasing
Revenue & Finance
Controller
Treasurer

CURRENT SQUARE FOOTAGE:

21,517

PROPOSED SQUARE FOOTAGE:

19,164

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BOARDROOM	1500	BOARD OF COMMISSIONERS
TRAINING ROOM	600	INFORMATION TECHNOLOGY
CONFERENCE	200	SHARED
CONFERENCE	120	REVENUE & FINANCE AUDITORS
CONFERENCE	300	SHARED
BREAK ROOM	350	SHARED
TOTAL	3070	



Administration II

Single Tax Office
Hotel Property Tax
Tax Claims
Registrar of Wills/Orphans Court/
Marriage License
Planning & Economic Development/
Regional Planning Commission/
Redevelopment
Authority/Governmental &
Community
Affairs/Community Development
Tax Assessment Office
Recorder of Deeds

CURRENT SQUARE FOOTAGE:

24,156

PROPOSED SQUARE FOOTAGE:

19,050

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BREAK ROOM	350	SHARED
CONFERENCE ROOM	300	SHARED
CONFERENCE ROOM	200	SHARED

the
Palumbo
group
Architects &
Interior Designers

BURKAVAGE DESIGN ASSOCIATES
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Administration III

**Buildings & Grounds
Health & Welfare Authority/
Lackawanna Performing Arts/
Lackawanna Industrial
Development
Lackawanna Heritage Valley
Authority**

CURRENT SQUARE FOOTAGE:

3,441

PROPOSED SQUARE FOOTAGE:

3,762

**AFFINITY
SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS





CURRENT SQUARE FOOTAGE:
290

PROPOSED SQUARE FOOTAGE:
300

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS



Courts/Judiciary/
Public Safety I

Children & Youth Services
Clerk of Judicial Records/
Court Collections
Family Court/Attorney Offices/Court
Reporter/Family Court Therapist/Court
Administrator
Juvenile Probation
Adult Probation
District Attorney

CURRENT SQUARE FOOTAGE:

55,427

PROPOSED SQUARE FOOTAGE:

48,514

**AFFINITY
SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BREAKROOM	350	SHARED
CONFERENCE	650	SHARED





Courts/Judiciary/
Public Safety II

**Work Release Center
(Offices Only)**

CURRENT SQUARE FOOTAGE:
870

PROPOSED SQUARE FOOTAGE:
763

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS



**the
Palumbo
group**
Architects &
Interior Designers

BURKAVAGE DESIGN ASSOCIATES
LLC
ARCHITECTURE ENGINEERING INTERIOR DESIGN



CURRENT SQUARE FOOTAGE:
2,910

PROPOSED SQUARE FOOTAGE:
1,918

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS



DPW Facility/Jessup

Storage
 Public Works
 Roads & Bridges
 Seatbelt Safety Coordinator
 Penn State Cooperative Extension
 Voter Machines
 Voter Registration
 Lackawanna County Conservation
 USDA
 Recycling
 District Court 45-3-04
 District Court 45-1-08
 Coroner

CURRENT SQUARE FOOTAGE:

39,631

PROPOSED SQUARE FOOTAGE:

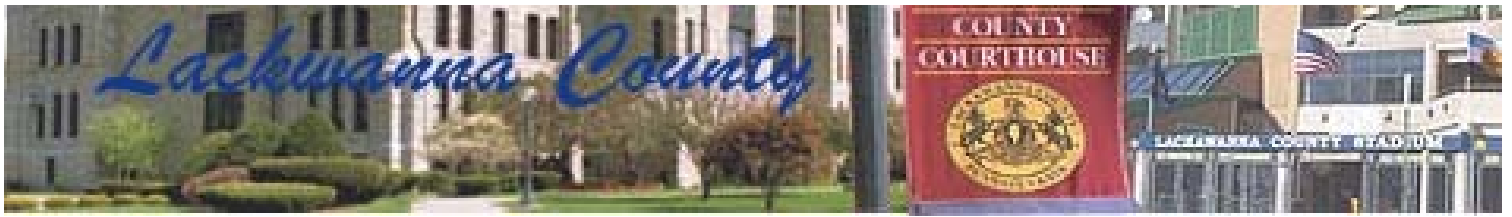
40,488

**AFFINITY
 SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BREAKROOM	200	SHARED
WAITING/RECEPTION	300	SHARED
CONFERENCE	350	SHARED/VOTER MACHINES MEDIA ROOM
TRAINING ROOM	2000	SHARED/MOVEABLE PARTITIONS





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Storage	E

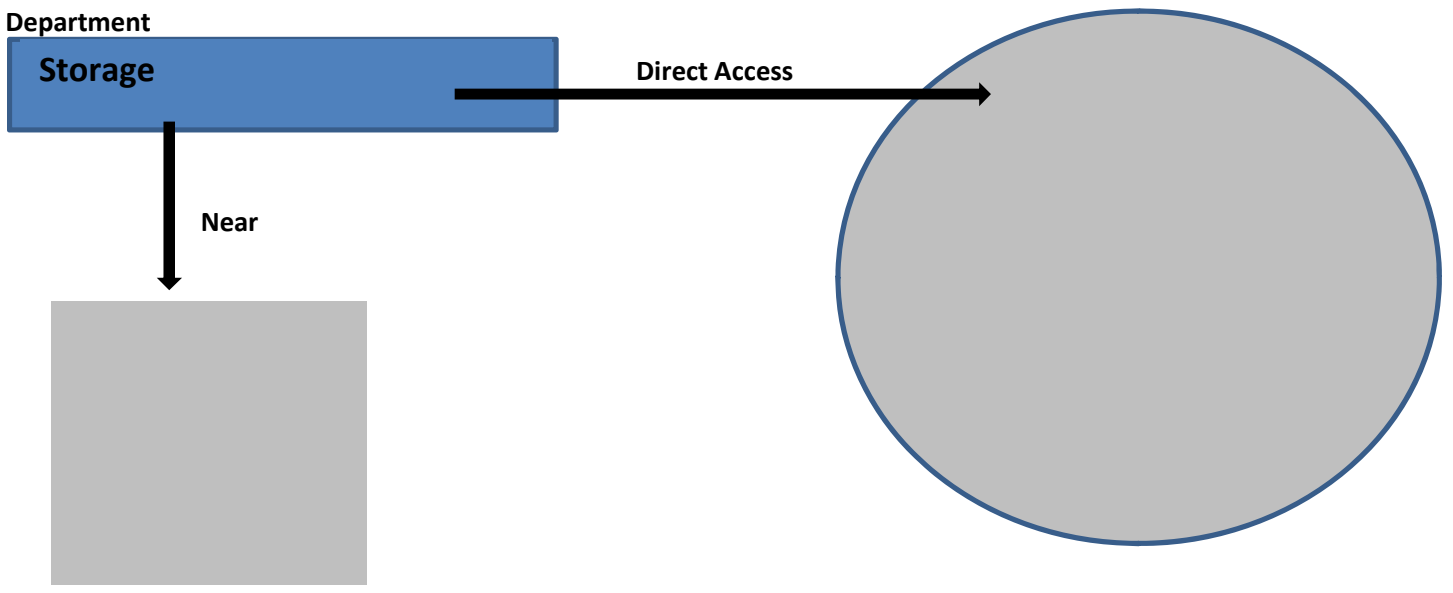
STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Archivist	1	A	65	x	
Staff/Exec Totals	1		65		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room	11	O	11000	Clerk of Judicial Records/Recorder of Deeds/ Registrar of Wills/Tax Assessment/Public Works- Recycling/ Treasurer
Break Room				Shared with DPW I
Copy Area	1	C	108	
Ancillary Support Totals	12		11108	
TOTAL DNSF			11173	
Proposed DGSF (20% CIRCULATION)			13407.6	

* Need to Research Stacking Options





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

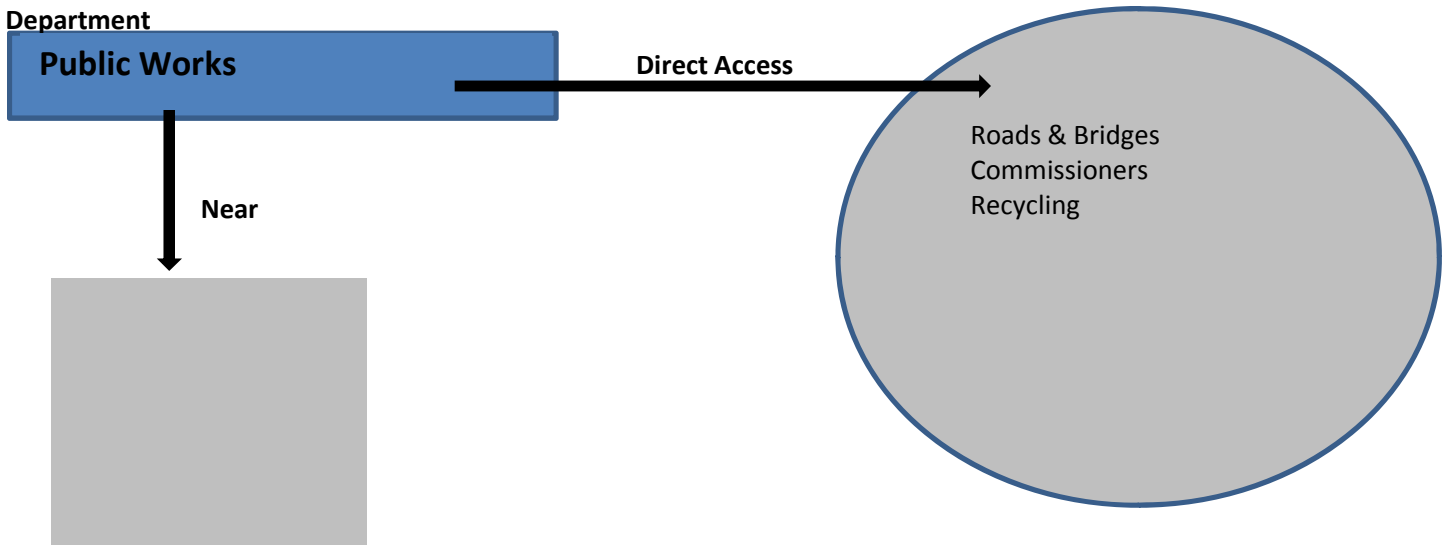
AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Public Works	K-LL

STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1	E	150		x
Administrative Assistant	1	A	65	x	
Staff/Exec Totals	2		215		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room	1	D	120	Drawing Storage
Break Room				Shared with DPW I
Conference Room				Shared with DPW I
Waiting Room	1	C	108	
Ancillary Support Totals	2		228	
TOTAL DNSF			443	
Proposed DGSF (20% CIRCULATION)			531.6	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Roads and Bridges	I

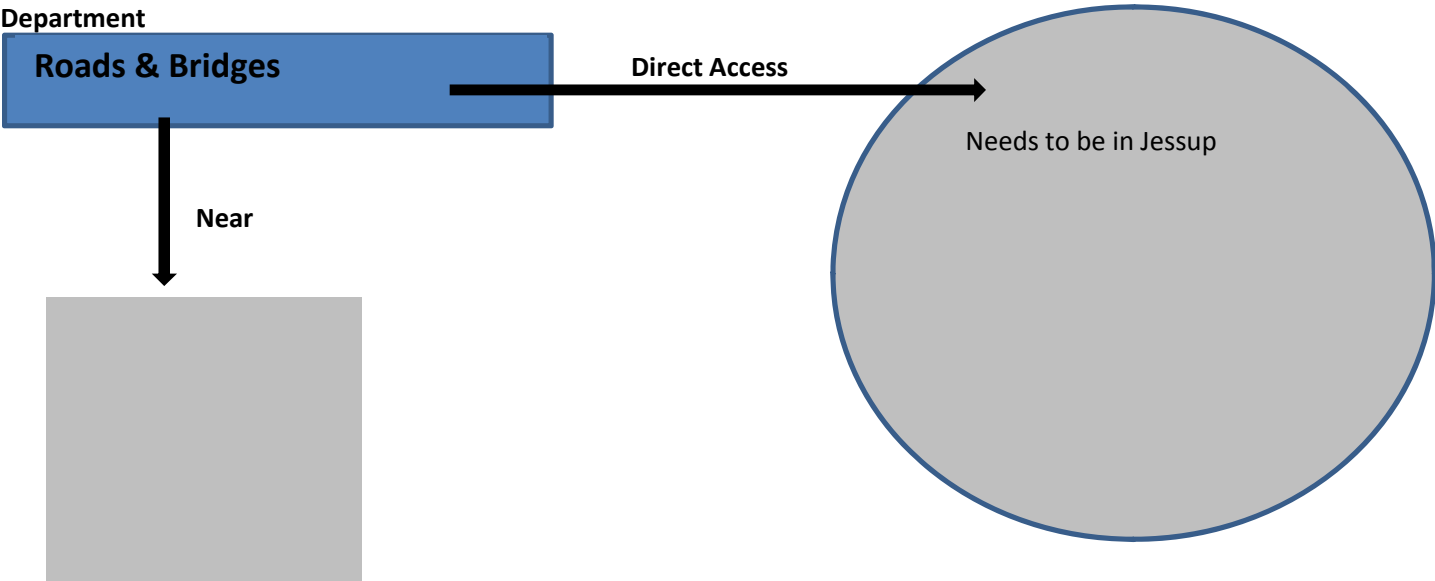
STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1	E	150		x
Mechanics	2				
Driver/Laborer	8				
Administrative Assistant	1	A	65	x	
By 2013:					
Mechanic	1		N/A		
Driver/Laborer	1		N/A		
Staff/Exec Totals	14		215		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room				Shared with DPW I
Breakroom				Shared with DPW I
Waiting/Reception				Shared with DPW I
Conference Room				Shared with DPW I
Ancillary Support Totals	0		0	
TOTAL DNSF			215	
Proposed DGSF(20% CIRCULATION)			258	

* For storage needs refer to Phase I Study





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Seatbelt	K-6

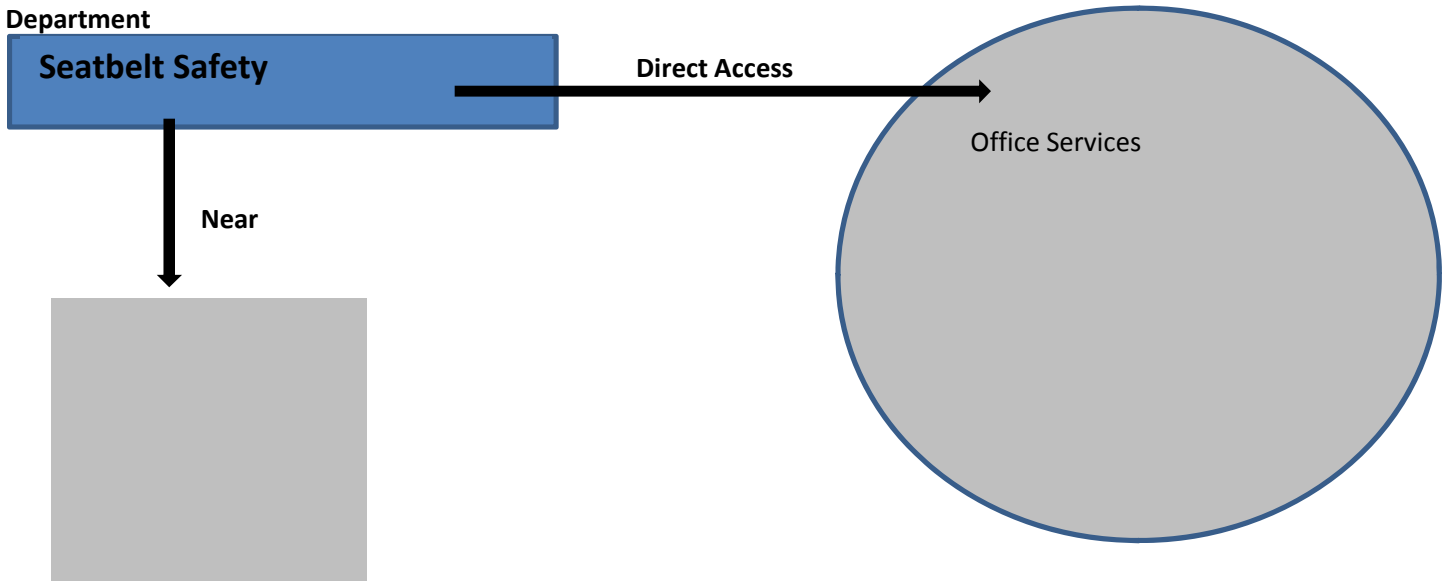
STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Director	1	C	108		x
Parttime Assistant (2013)	1	AA	50	x	
Staff/Exec Totals	2		158		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room	1	A	65	
Break Room				Shared with DPW
Ancillary Support Totals	1		65	
TOTAL DNSF			223	
Proposed DGSF(20% CIRCULATION)			267.6	

* Need to Research Stacking Options





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Penn State Cooperative Extension	K-LL

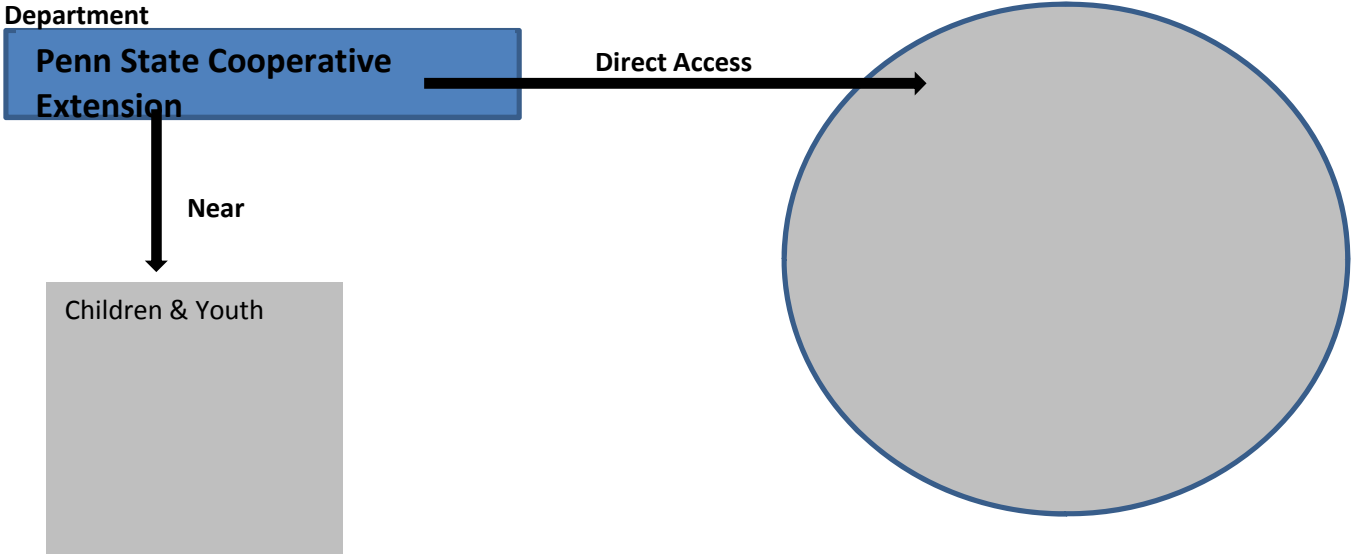
STAFF/EXECU POSITION TITLE	QTY	SPACE	S.F.	Total S.F.	Check One:		COMMENTS
					OPEN OFFICE	CLOSED OFFICE	
County Extension Director	1	E	150	150		x	
Educators (Includes 1 more by 2013)	5	C	108	540		x	
Nutrition Education Advisors	3	C	108	324		x	
Intern/Seasonal Staff	2	A	65	130	x		
Prosper Coordinator	1	C	108	108		x	
Master Gardner Coordinator	1	C	108	108		x	
Master Gardner	2	B	80	160	x		
Plant/Pest Diagnostics	1	C	108	108		x	
Office Manager	1	C	108	108		x	
Secretary/Receptionist	2	A	65	130	x		
Book Keeper (2013)	1	A	65	65	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	20			1931			



DPW I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	2	I	300	600	
Break Room				0	
Waiting/Reception				0	Shared with DPW I
Conference Room				0	Shared with DPW I
Training Room				0	This includes a training kitchen/Shared
Plant/Pest Diagnostics	1	C	108	108	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			708	
TOTAL DNSF				2639	
Proposed DGSF(20% CIRCULATION)				3166.8	

*For storage needs, refer to Phase I Study



the Palumbo group
Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES
ARCHITECTURE ENGINEERING INTERIOR DESIGN

DPW I

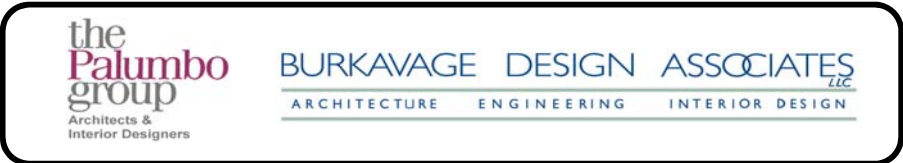


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

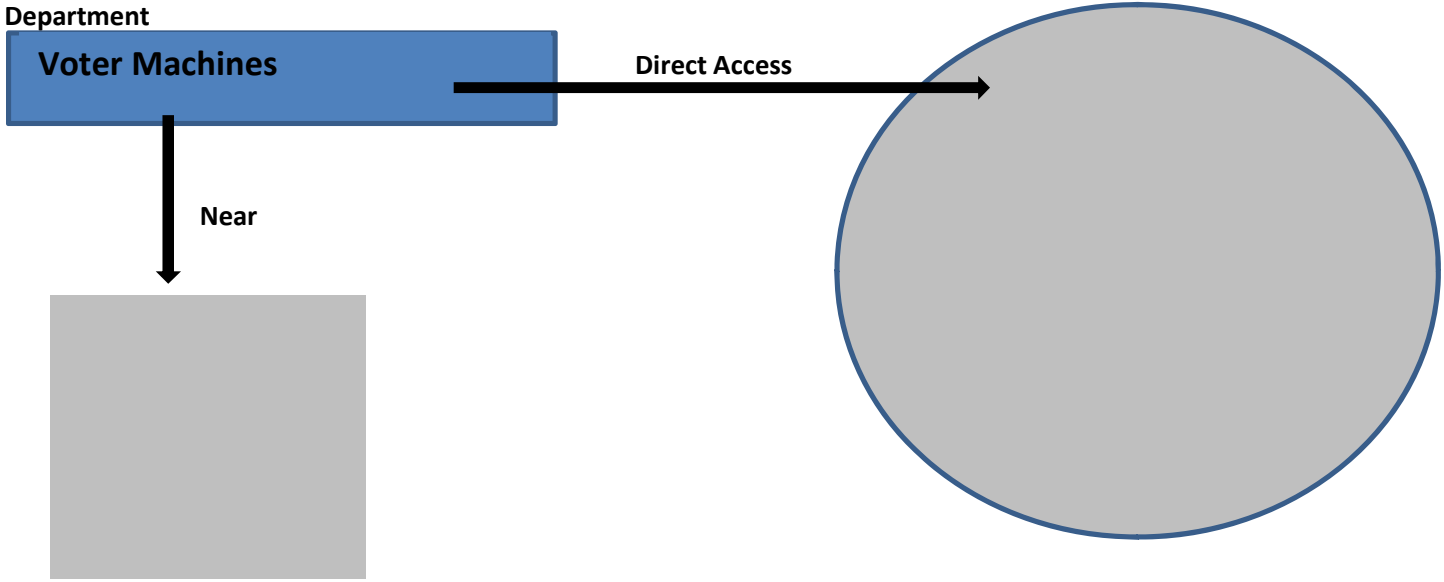
AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Voter Machines	Q

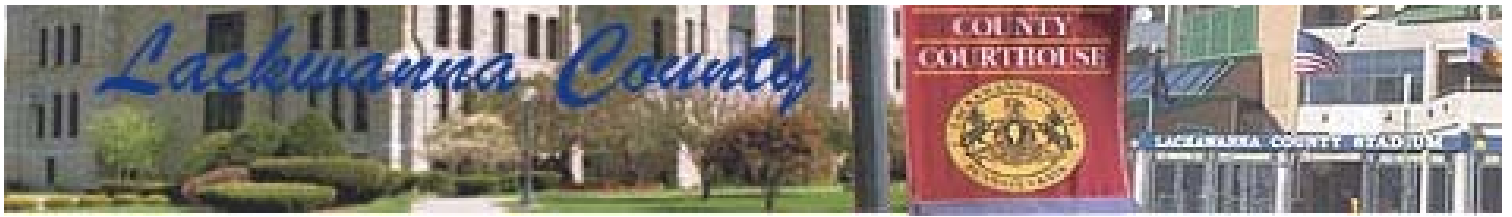
STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Supervisor	1	E	150		x
Custodian	1	A	65	X	
Staff/Exec Totals	2		215		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room	1	S	7000	Machine Storage, includes ballot bags
Breakroom				Shared with DPW 1
Waiting/Reception				Shared with DPW 1
Conference Room	1	J	350	SHARED/Media Room
Training Room	1	Q	2000	Shared with DPW 1
Data Programming Area	1	K	400	
Ancillary Support Totals	4		9750	
TOTAL DNSF			9965	
Proposed DGSF(20% CIRCULATION)			11958	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

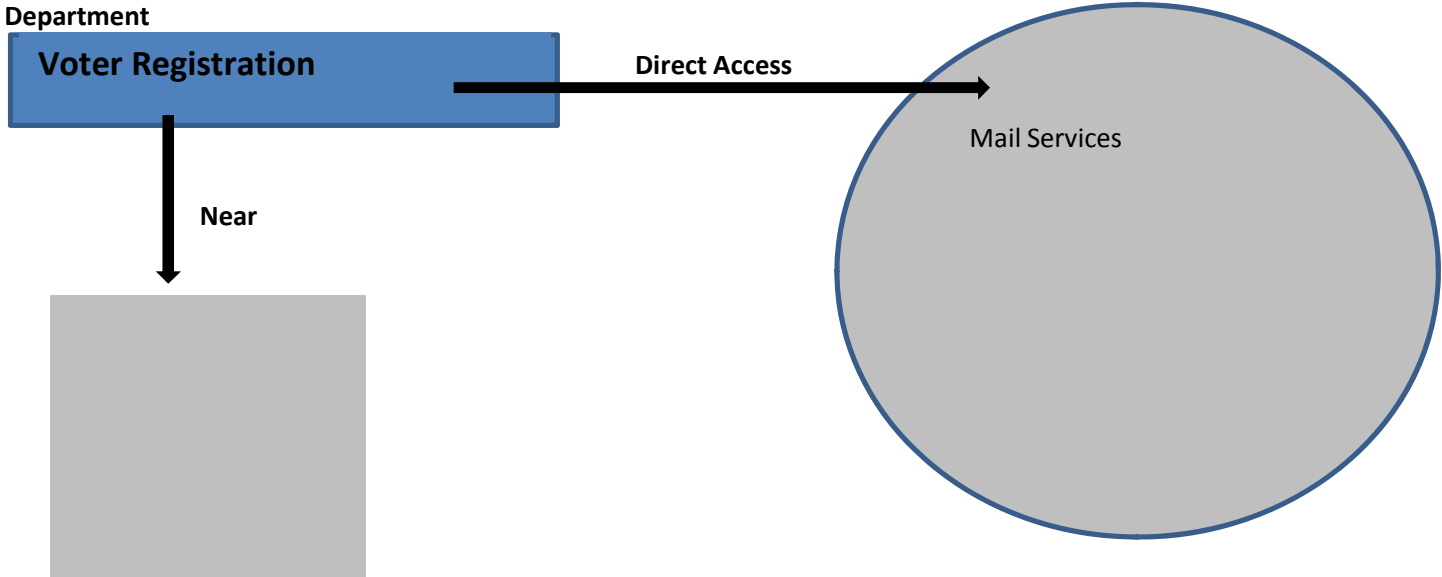
AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Voter Registration	R-1

STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Deputy Director	1	E	150		x
Director	1	E	150		x
Clerk	2	A	65	x	
Part-time	3	AA	50	x	
Part-time/2013	4	AA	50	x	
Staff/Exec Totals	11		465		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room	1	E	150	
Breakroom	1	G	200	Shared with DPW I
Waiting/Reception	1	I	300	Shared with DPW I
Conference Room	1			Shared with DPW I
Absentee Ballot Room	1	E	150	
Ancillary Support Totals	5		800	
TOTAL DNSF			1265	
Proposed DGSF(20% CIRCULATION)			1518	





ANALYSIS OF INVENTORY AND NEEDS DATA

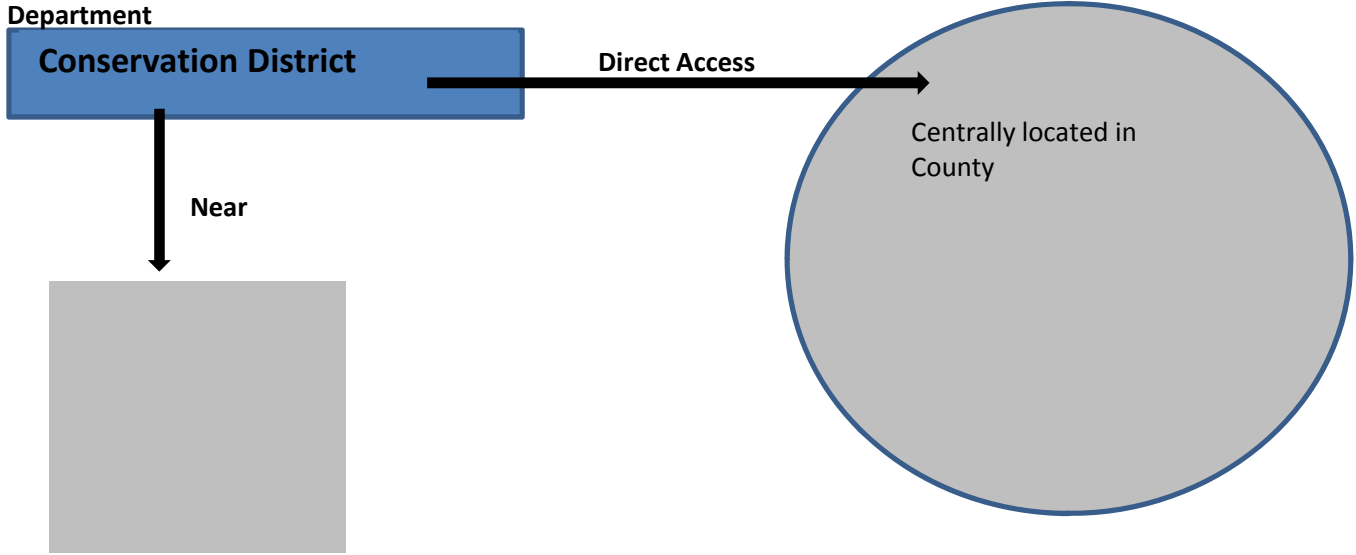
The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Conservation District	W

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Receptionist	1	A	65	65	x		
Manager	1	C	108	108		x	
Technician I	1	C	108	108	x		
Chesapeake Bay Technician	1	C	108	108	x		
Chesapeake Bay Engineer	1	C	108	108		x	
Watershed Specialist	1	C	108	108		x	
District Education Specialist	1	C	108	108	x		
Farmland Preservation Specialist	1	C	108	108	x		
VISTA	1	C	108	108	x		
Technician II	1	C	108	108		x	
Specialist (2013)	1	C	108	108			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	11			1145			

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	G	200	200	
Break Room				0	
Conference Room	1	D	120	120	Shared with USDA
Waiting Room				0	Shared with DPW I
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	2			320	
TOTAL DNSF				1465	
Proposed DGSF(20% CIRCULATION)				1758	Note: Garage needed to house farm equipment.

**** They need space in Roads and Bridges garage for tractor/Equipment Storage**



BURKAVAGE DESIGN ASSOCIATES
LLC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

DPW I



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	USDA	--

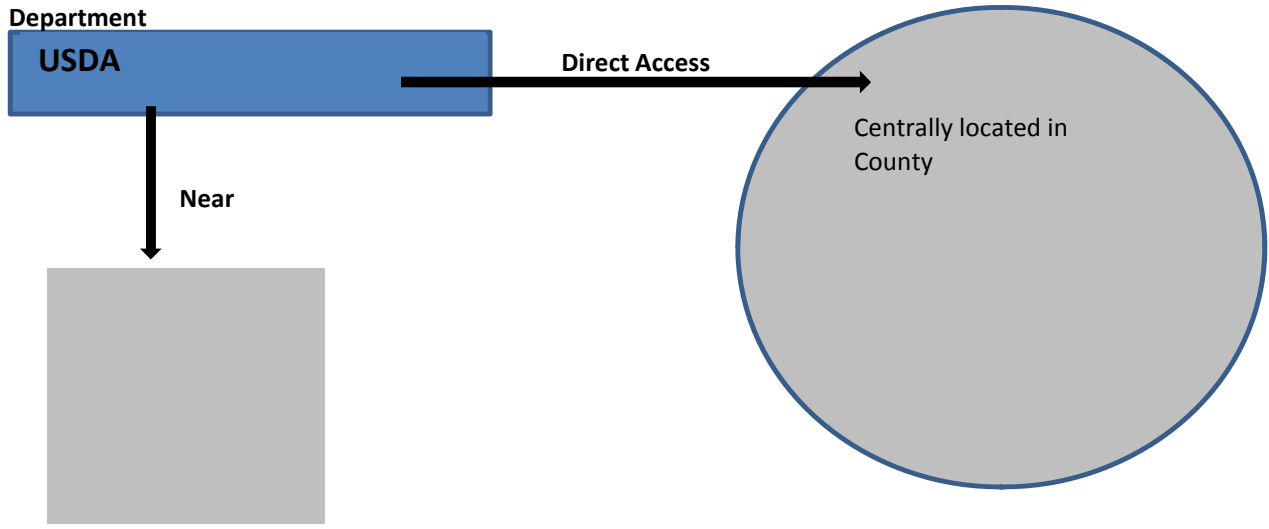
STAFF/EXECU POSITION TITLE	QTY	SPACE	S.F.	Total S.F.	Check One:		COMMENTS
					OPEN OFFICE	CLOSED OFFICE	
Farm Service Agency (FSA)-Exe.Dirtr	1	E	150	150		x	
FSA-Program Techician	2	B	80	160	x		
FSA-Field Office	1	A	65	65	x		
FSA-Program Techician (2013)	1	B	80	80	x		
District Conservationist(DC)-Supervisor	1	E	150	150		x	
DC-Soil Conservationist	2	C	108	216	x		
DC-Engr. Technician	1	B	80	80	x		
DC-Program Asst.	1	A	65	65	x		
DC-For Floater County Co-Worker	1	C	108	108	x		
Resource Conservation and Development (RCD)-Coordinator	1	E	150	150		x	
RCD-Program Assistant (Non Profit)	1	C	108	108	x		
RCD- Intern/Reception	1	A	65	65	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	14			1397			




DPW I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	I	300	300	Shared between USDA departments.
Break Room				0	
Conference Room	1			0	Shared with DPW I
Waiting Room	1			0	Shared with DPW I
Server Room	1	D	120	120	Shared with DPW I
Public Work Area	1	C	108	108	
Copy Room	1	C	108	108	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	6			636	
TOTAL DNSF				2033	
Proposed DGSF(20% CIRCULATION)				2439.6	

**** They need space in Roads and Bridges garage for tractor/Equipment Storage**





DPW I



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

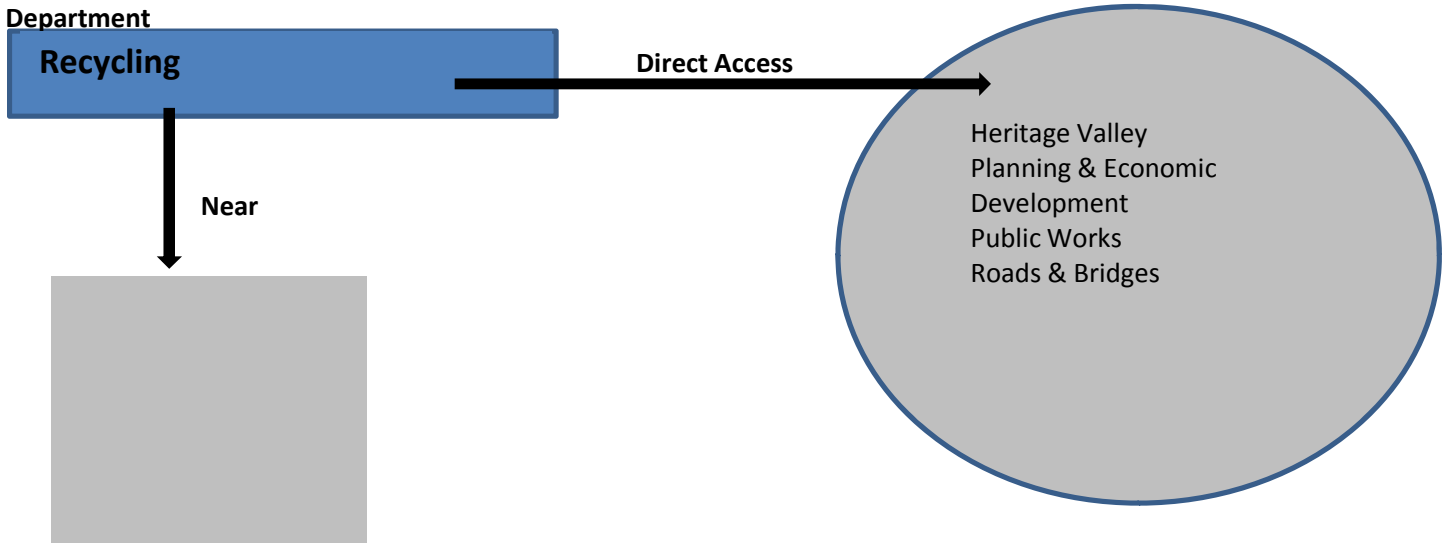
AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Recycling	Z-1

STAFF/EXECU POSITION				Check One:	
TITLE	QTY	SPACE	S.F.	OPEN OFFICE (cubicle)	CLOSED OFFICE
Deputy	1	E	150		x
Educational Specialist	1	A	65	x	
DPW Recycling Laborers (+4 by 2013)	5		0		
Clerical workers (+2 by 2013)	2	A	65	x	
Staff/Exec Totals	9		280		



DPW I

ANCILLARY SUPPORT SPACES				
ROOM TYPE	QTY	SPACE	S.F.	COMMENTS
File/Storage Room	1	A	65	
Break Room				Shared with DPW
Conference Room				Shared with DPW
Waiting Room/Reception	1	A	65	
Ancillary Support Totals	2		130	
TOTAL DNSF			410	
Proposed DGSF(20% CIRCULATION)			492	



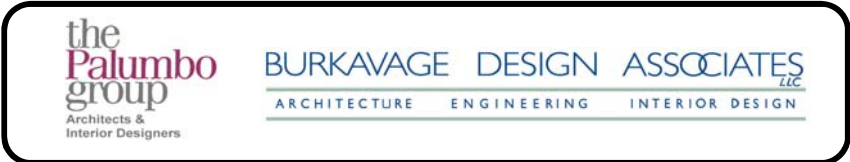


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary/Public Safety	District Court/Magistrate	Master Form

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Clerk	3	A	65	195	X		
District Judge	1	F	180	180		X	Judge's Chambers.
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	4			375			



**COURTS/
JUDICIARY/
PUBLIC SAFETY III**

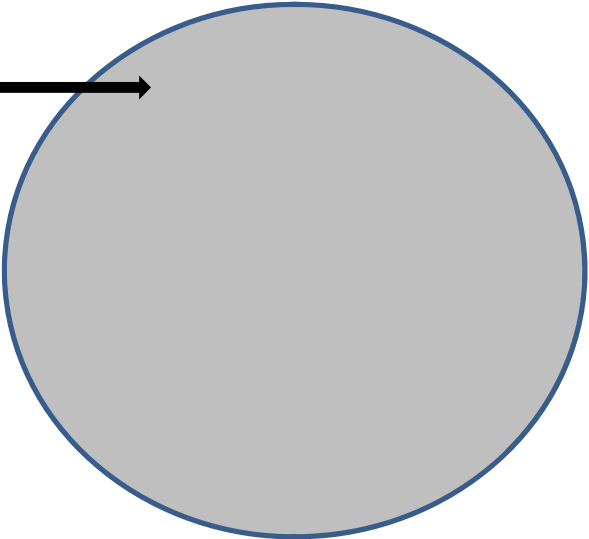
ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	3	AA	50	150	Note: 1-50 SF/Clerk
Breakroom	1	C	108	108	
Waiting/Reception	1	I	300	300	
Conference Room	1	E	150	150	
Court Room	1	L	500	500	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	7			1208	
TOTAL DNSF				1583	
Proposed DGSF(20% CIRCULATION)				1899.6	

Department

District Court Magistrate

Direct Access

Near



the Palumbo group
Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES LLC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

**COURTS/
JUDICIARY/
PUBLIC SAFETY III**



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

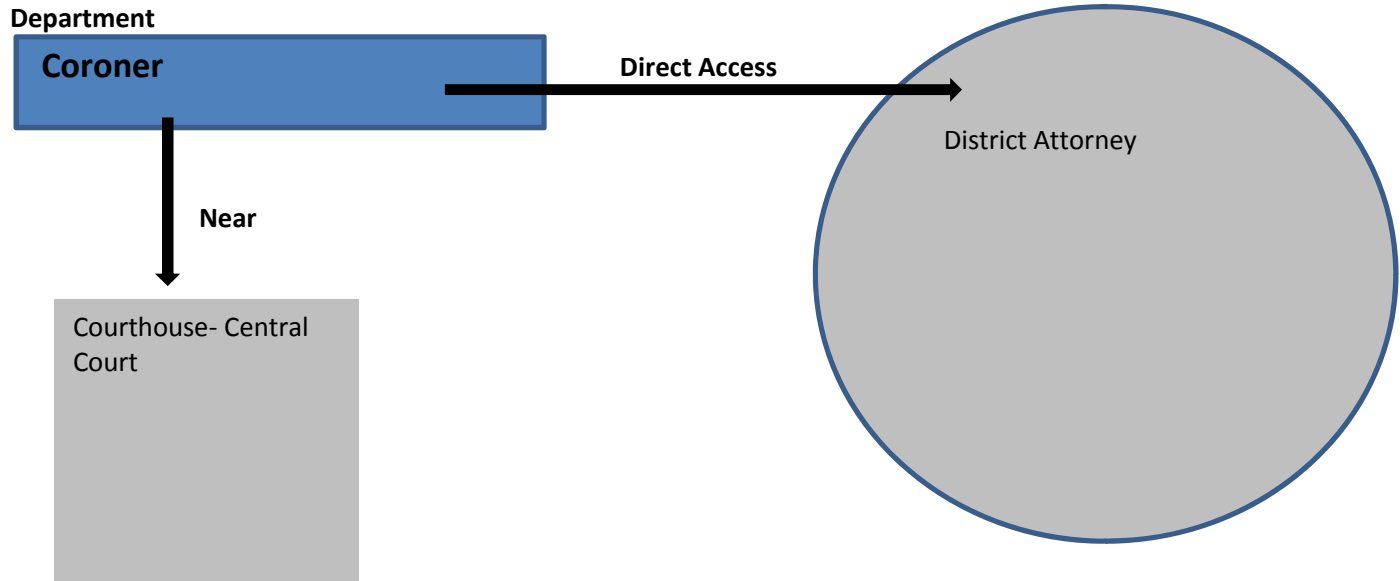
AFFINITY GROUP	DEPARTMENT	BUILDING
DPW	Coroner	N

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	H	250	250		x	
Office Manager	1	C	108	108	x		
Deputies	3	A	65	195	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	5			553			



DPW

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	B	80	80	
Breakroom				0	Shared
Waiting/Reception	1	C	108	108	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	2			188	
TOTAL DNSF				741	
Proposed DGSF(20% CIRCULATION)				889.2	



Human Services

Child Care Information Services
Commission on Drug and Alcohol
Area Agency On Aging
Domestic Relations
SLHDA
Mental Health/Mental Retardation
Human Services/
Office of the Physically Disabled
Veterans Affairs

CURRENT SQUARE FOOTAGE:

46,510

PROPOSED SQUARE FOOTAGE:

37,702

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
TRAINING ROOM	1000	SHARED - MOVEABLE PARTITIONS
CONFERENCE	300	SHARED





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

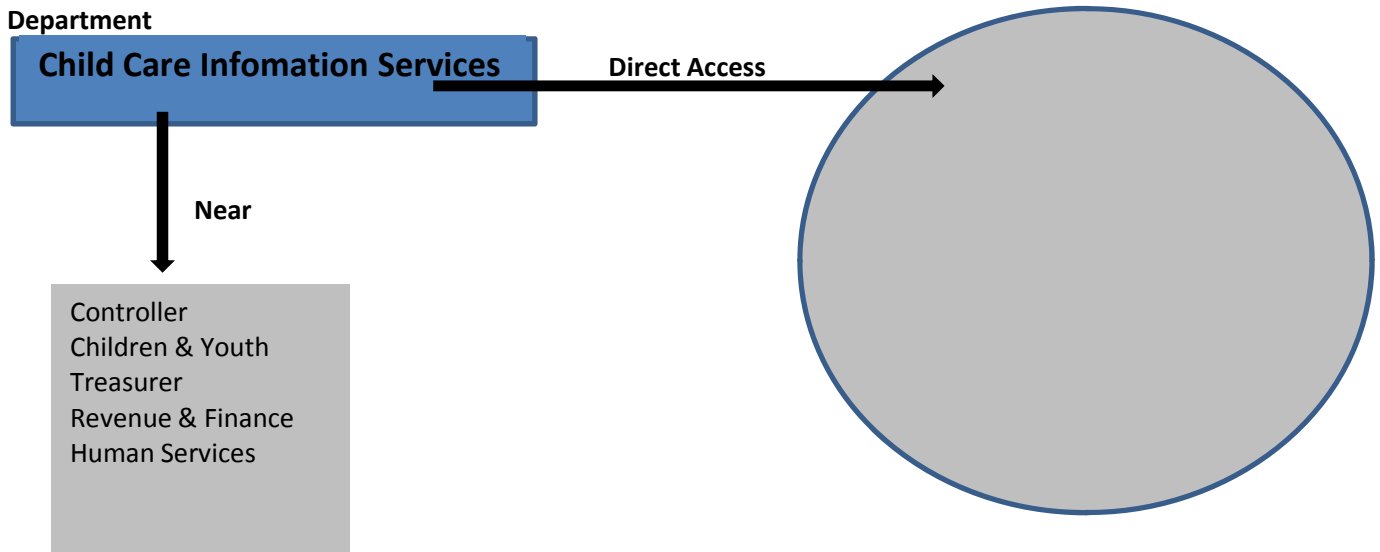
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Child Care Information Services	A

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150		X	
Caseworker II	4	A	65	260	X		
Administration Assistant	1	A	65	65	X		
Fiscal Operation Manager	1	C	100	100		X	
Fiscal Technician	1	A	65	65	X		
Supervisors	2	E	150	300		X	
Social Services Aid	1	A	65	65	X		
Clerk Typist	1	A	65	65	X		
Relative-Neighbor Caseworker	1	A	65	65	X		
Clerk Typist (2013)	1	A	65	65			
Caseworker II (2013)	1	A	65	65			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	15			1265			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File Room	1	G	200	200	
Break Room				0	
Storage Room	1	C	108	108	
Waiting Room/Children's Play Area	1	I	350	350	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			658	
TOTAL DNSF				1923	
Proposed DGSF(20% CIRCULATION)				2307.6	



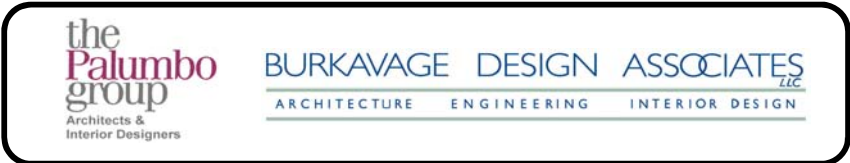


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

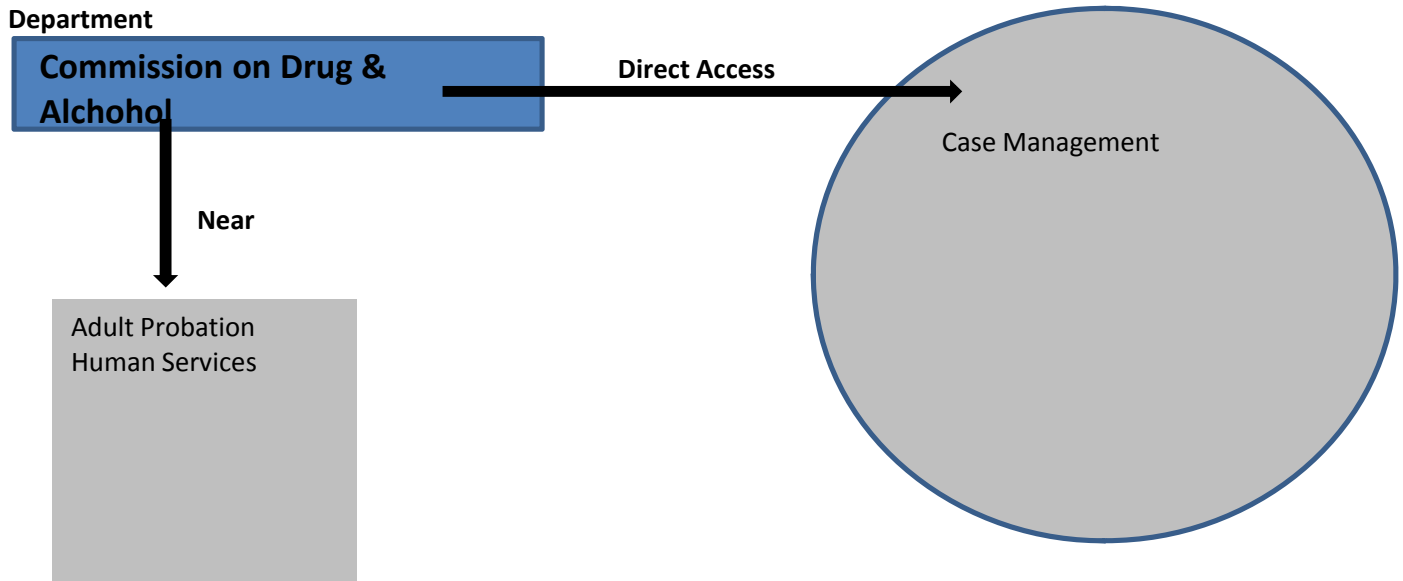
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Commission on Drug and Alcohol	D/R

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Administrative Assistant	1	A	65	65	x		
Chief Fiscal Officer	1	C	108	108	x		
Clerk Typist II	1	A	65	65	x		
Deputy Director	1	E	150	150		x	
Executive Director	1	F	180	180	x		
Fiscal Technician	1	A	65	65	x		
Prevention Director	1	E	150	150		x	
Prevention Specialist (PS)	6	A	65	390	x		
Prevention Specialist	1	A	65	65	x		Not Closed
Special Projects Manager	1	C	108	108	x		
Case Management Supervisor	1	E	150	150		x	Building R
Clerk Typist II	1	A	65	65	x		Building R
Case Management Specialist	5	A	65	325	x		Building R
PS + State Trainer	1	C	108	108		x	Must be closed.
Two @ Adult Probation Office	2	C	108	216		x	
Case Manager (2013)	1	C	108	108		x	
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	26			2318			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	2	G	200	400	
Breakroom				0	
Waiting/Reception	1	C		108	
Conference Room				0	
Training Room				0	Shared with Human Services I
Intake Meeting/Interview Room	1	E		150	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	4			658	
TOTAL DNSF				2976	
Proposed DGSF(20% CIRCULATION)				3571.2	



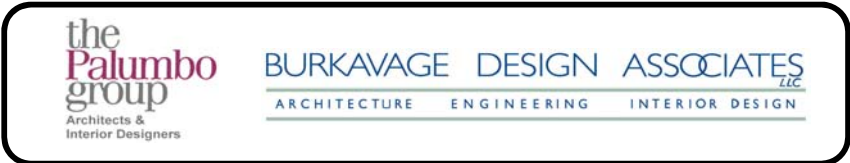


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

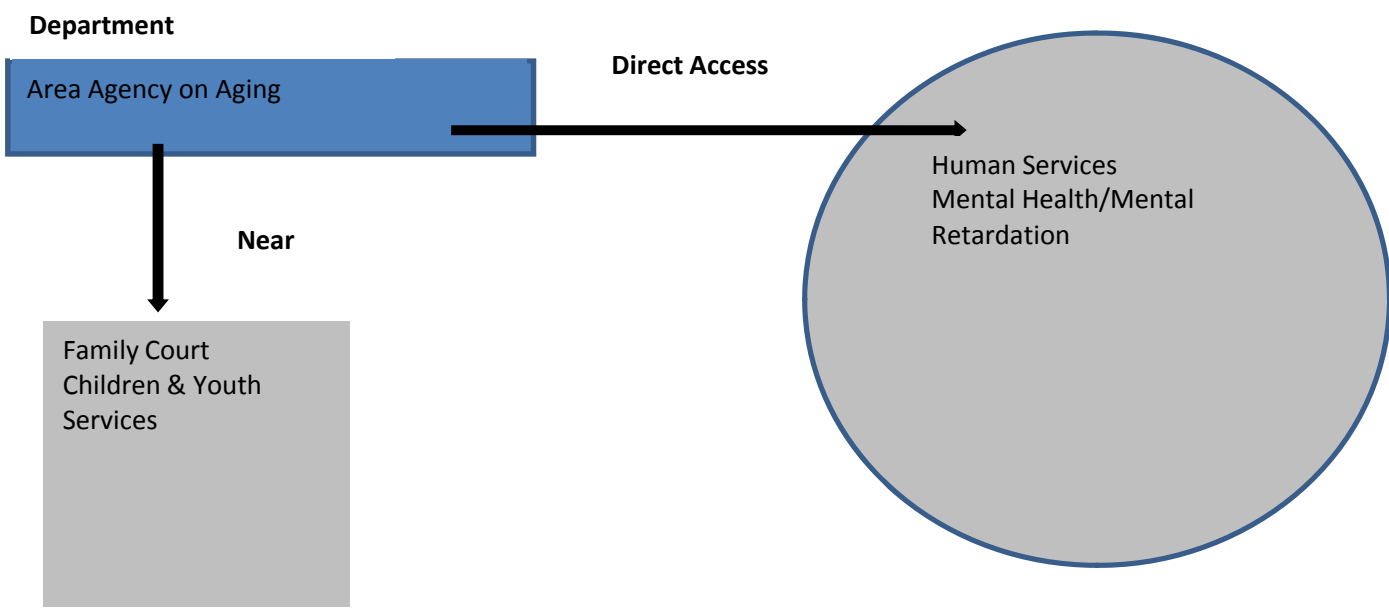
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Area Agency on Aging	K-3

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Receptionist	1	A	65	65	x		
Supervisor	8	E	150	1200		x	
Intake Agent Manager	7	D	120	840	(5)x	(2)x	
Agency Care Manager	20	AA	50	1000	x		
Community R.N.	2	A	65	130	x		
It Consultant	1	B	80	80	x		
Clerical	3	A	65	195	x		
Fiscal Assistant	1	D	120	120		x	
Director of Clinical Services	1	E	150	150		x	
Director of Seniors	1	E	150	150		x	
Financial Officer	1	D	120	120		x	
Administration Officer	1	A	65	65	x		
Executive Officer	1	F	180	180		x	
Protective Service Investigator	3	D	120	360		x	
Accountant	1	D	120	120		x	
Administrative Assistant	2	A	65	130		x	
Agent Care Manager (2013)	5	AA	50	250	x		
Supervisor (2013)	1	E	150	150		x	
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	60			5305			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	I	300	300	
Breakroom				0	
Waiting/Reception	1	C		108	
Conference Room				0	Shared with Human Services I
Board Room				0	
Training Room	1	O	1000	1000	Shared with Human Services I
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			1408	
TOTAL DNSF				6713	
Proposed DGSF(20% CIRCULATION)				8055.6	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

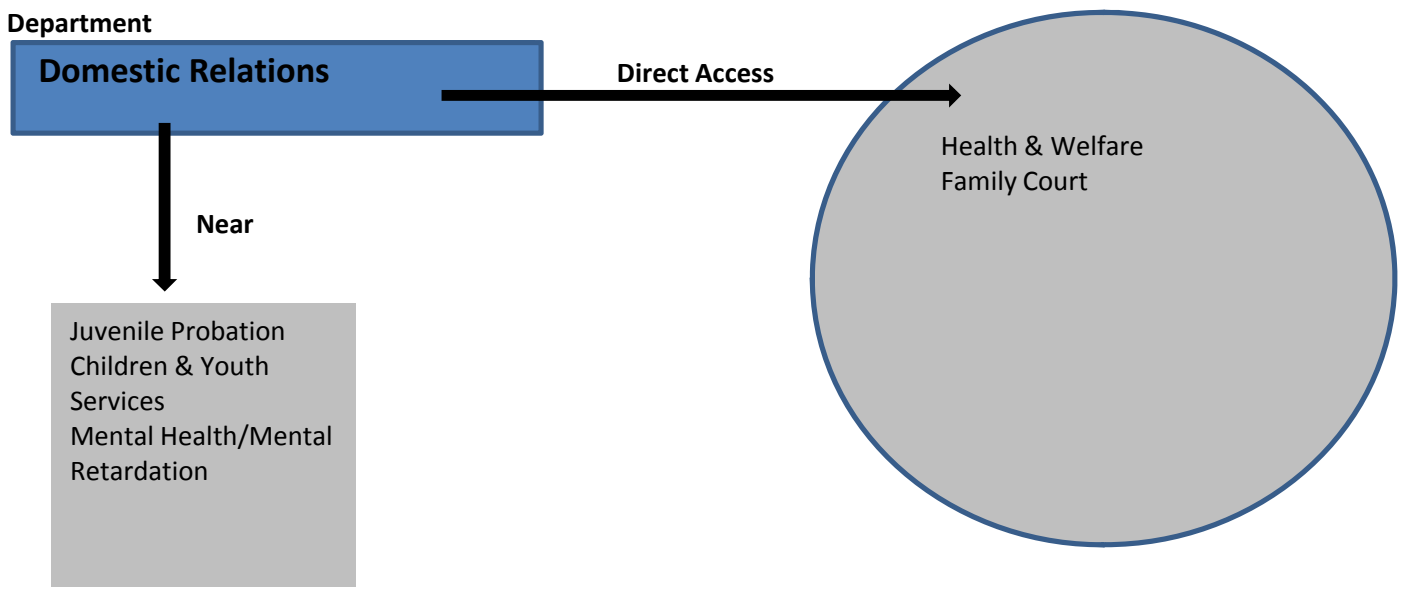
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Domestic Relations	W

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150		x	
Assistant Director	1	D	120	120		x	
Officer	15	D	120	1800		x	
Secretary	2	A	65	130	x		
Clerk Typist	11	A	65	715	x		
Receptionist	1	A	65	65	x		
Location Specialist	2	A	65	130	x		
Intake	3	D	120	360		x	
Warrant Clerk	1	A	65	65	x		
Fiscal Clerk	1	A	65	65	x		
File Clerk	1	A	65	65	x		
Court Stenographer	1	A	65	65	x		
Bookkeeping Clerks	2	A	65	130	x		
Warrant Officer	1	A	65	65	x		
2013 Position	3	A	65	195	x		
2013 Position	2	D	120	240		x	
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	48			4360			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	O	1000	1000	
Breakroom				0	
Waiting/Reception	1	K	400	400	
Conference Room				0	Shared with Human Services I
Board Room				0	
Training				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	2			1400	
TOTAL DNSF				5760	
Proposed DGSF(20% CIRCULATION)				6912	



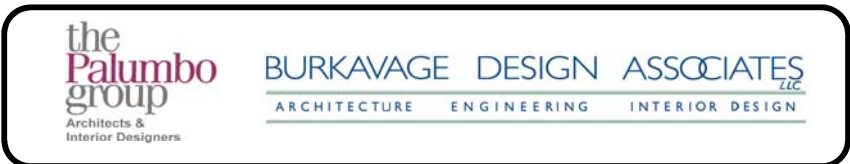


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

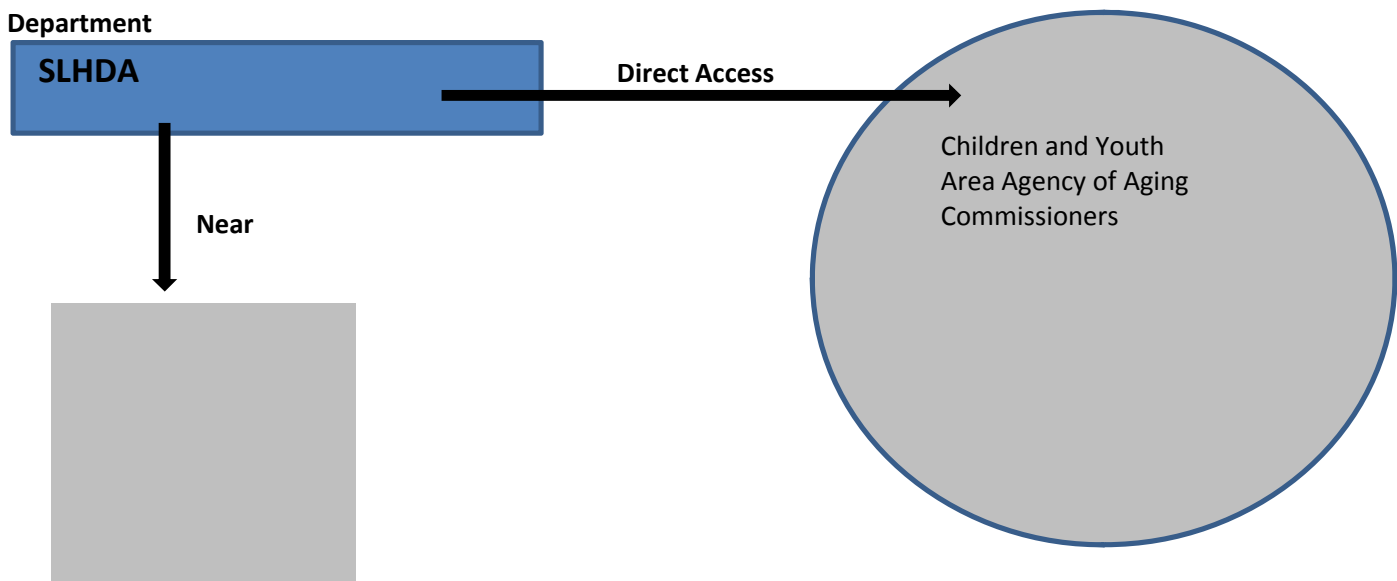
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Scranton Lackawanna Human Development Agency	L

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150			
Admin Assistant	2	A	65	130			
(Titles not identified)	62	B	80	4960			
Part-Time	10	B	80	800			
Energy Program	7	B	80	560			
Staff/Exec Totals	82			6600			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	Q	2000	2000	
Breakroom	1	K	400	400	
Waiting/Reception	1	H	250	250	
Conference Room	3	G	200	600	
Copy Work Area	1	G	200	200	
Work Area/Public Computer Area	1	G	200	200	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	8			3650	
TOTAL DNSF				10250	
Proposed DGSF(20% CIRCULATION)				12300	



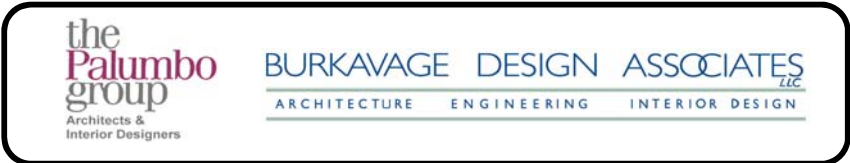


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

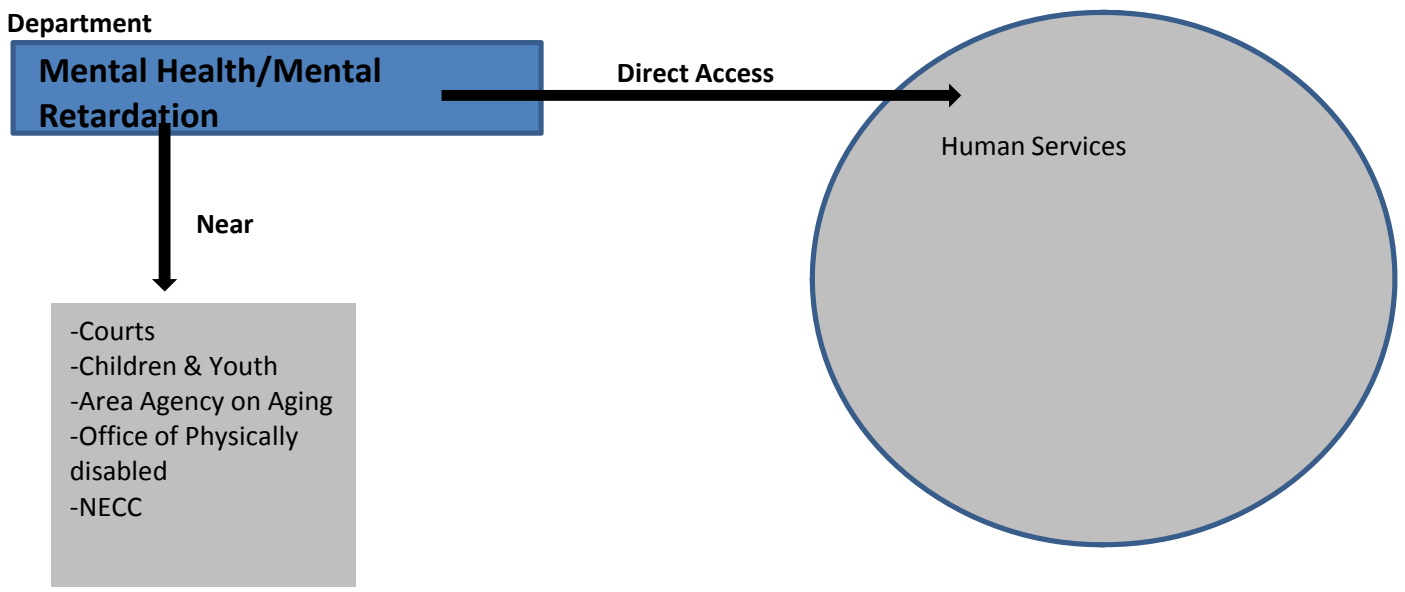
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Mental Health/Mental Retardation	R-3

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Executive Director	1	F	180	180		X	
Programq	2	A	65	130	X		
Caseworker	5	A	65	325	X		
Fiscal Technitian	2	A	65	130	X		
Chief Financial	1	D	120	120		X	
Administrative Assistant	2	A	65	130	X		
Mental Health Officers(@ Brixx)	2	C	108	216	X		
Caseworkers (2013)	2	A	65	130	X		
Fiscal Technician (2013)	1	A	65	65	X		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	18			1426			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	K	400	400	
Breakroom				0	
Waiting/Reception	1	C		108	
Conference Room				0	Shared with Human Services I
Board Room				0	
Training				0	
Intake Meeting/Interview Room	1	E		150	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			658	
TOTAL DNSF				2084	
Proposed DGSF(20% CIRCULATION)				2500.8	



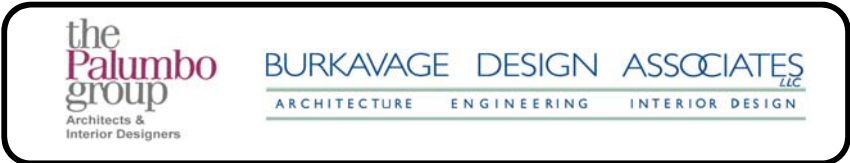


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

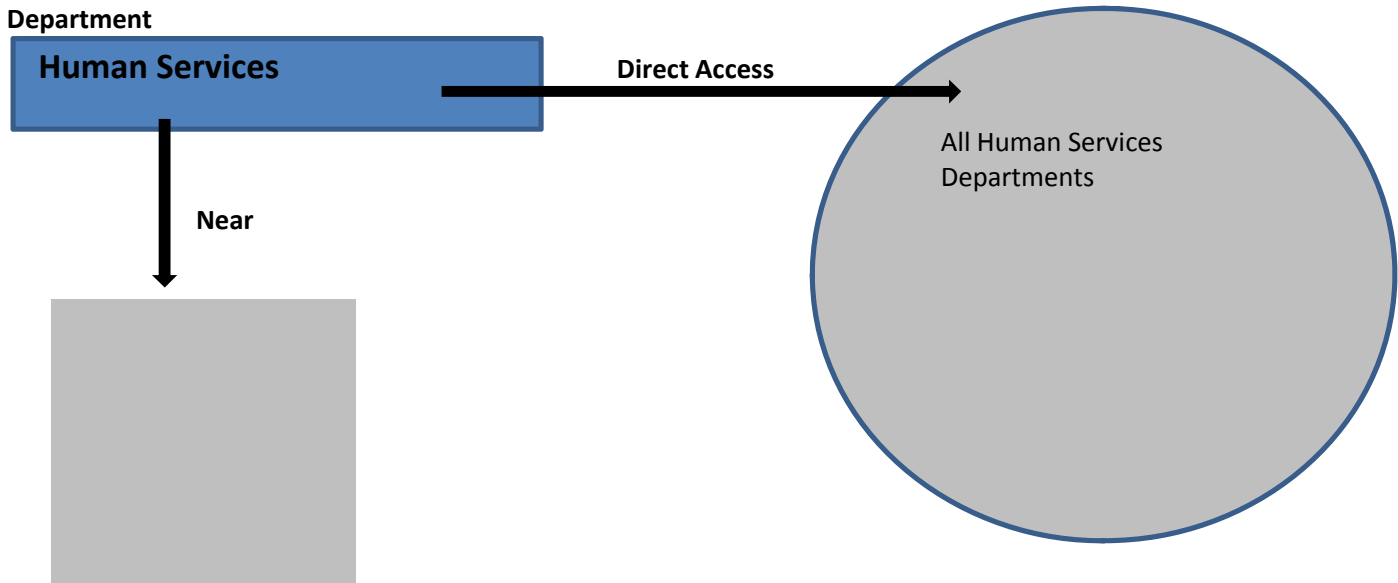
AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Human Services	R-3

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Administrative Assistant	1	A	65	65	X		
Assistant Director	1	D	120	120		X	
Director	1	E	150	150		X	
Office for the Physically Disabled	1	F	180	180		X	
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	4			515			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	C	108	108	
Breakroom				0	
Waiting/Reception	1	C		108	
Conference Room	1	I	300	300	Shared with Human Services I
Board Room				0	
Training				0	Shared with Human Services I
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			516	
TOTAL DNSF				1031	
Proposed DGSF(20% CIRCULATION)				1237.2	



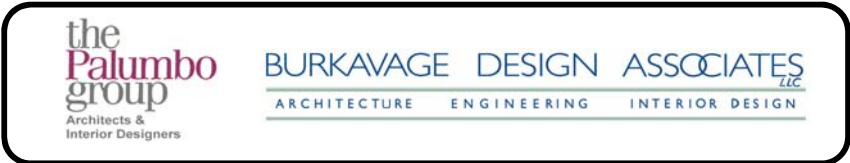


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Human Services	Veterans Affairs	Z

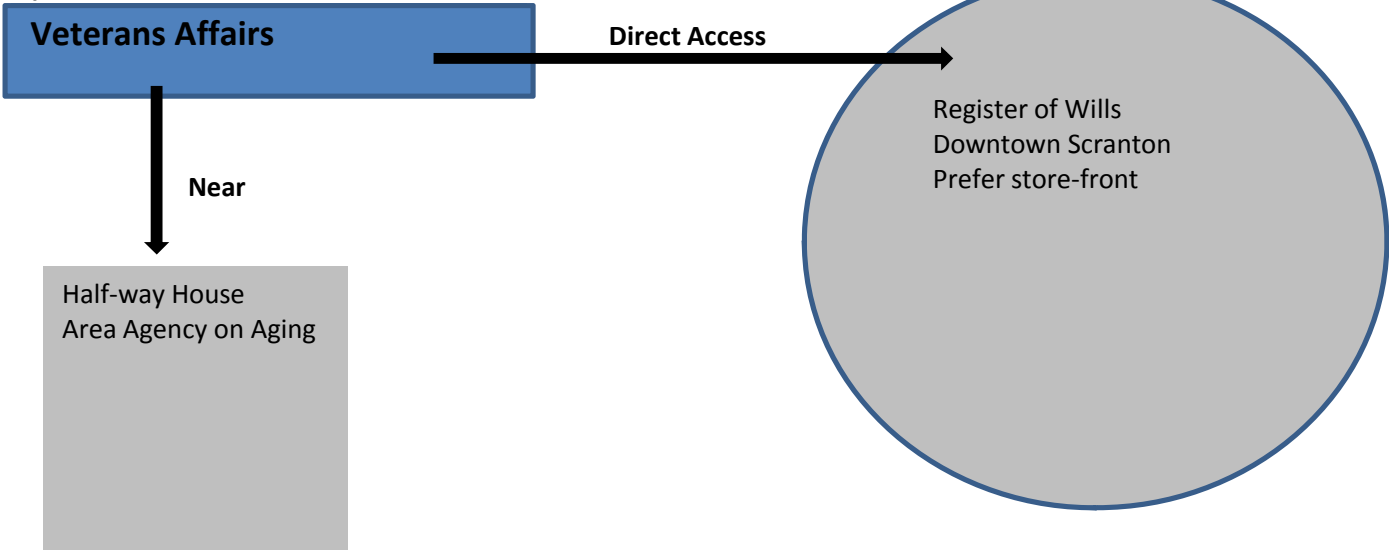
STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150			
Service Officer	2	A	65	130			
Veterans Administrative Assistant	1	A	65	65			
Staff/Exec Totals	4			345			



HUMAN SERVICES I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	C	108	108	
Breakroom					Shared with Human Services I
Waiting/Reception	1	C	108	108	
Conference Room	1	D	120	120	
Training Room					
Work Area/Public Computer Area					
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			336	
TOTAL DNSF				681	
Proposed DGSF(20% CIRCULATION)				817.2	

Department



Administration I

Board of Commissioners
 Communications
 Information Technology
 Office Service/Mail Service
 Human Resources
 Insurance & Risk Management
 Purchasing
 Revenue & Finance
 Controller
 Treasurer

CURRENT SQUARE FOOTAGE:

21,517

PROPOSED SQUARE FOOTAGE:

19,164

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BOARDROOM	1500	BOARD OF COMMISSIONERS
TRAINING ROOM	600	INFORMATION TECHNOLOGY
CONFERENCE	200	SHARED
CONFERENCE	120	REVENUE & FINANCE AUDITORS
CONFERENCE	300	SHARED
BREAK ROOM	350	SHARED
TOTAL	3070	

the
Palumbo
 group
 Architects &
 Interior Designers

BURKAVAGE DESIGN ASSOCIATES
LIC
 ARCHITECTURE ENGINEERING INTERIOR DESIGN

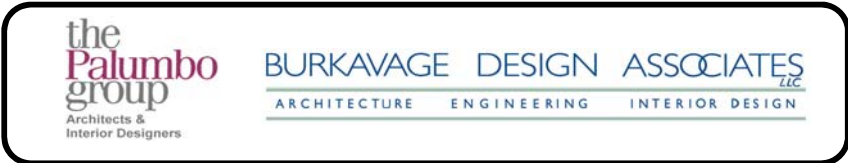


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

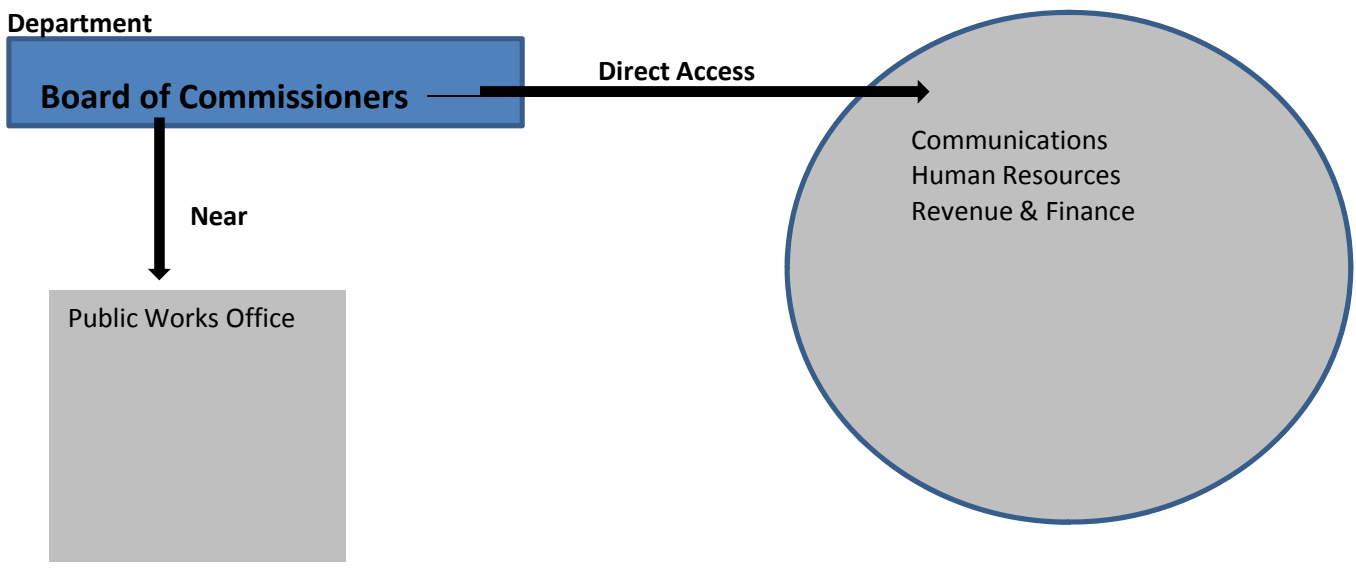
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Board of Commissioners	K

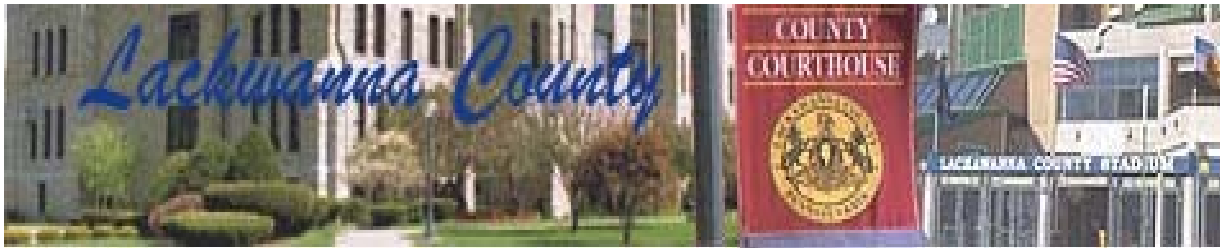
STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Administrative Assistant	4	A	65	260	<input checked="" type="checkbox"/>		
Secretary to Board of Comm.	1	A	65	65	<input checked="" type="checkbox"/>		
Receptionist	1	A	65	65	<input checked="" type="checkbox"/>		
General Council	1	D	120	120		<input checked="" type="checkbox"/>	
County Solicitor	1	D	120	120		<input checked="" type="checkbox"/>	
Chief of Staff	1	H	250	250		<input checked="" type="checkbox"/>	
Commissioners	3	H	250	750		<input checked="" type="checkbox"/>	
Deputy Chief of Staff (2013)	1	E	150	150		<input checked="" type="checkbox"/>	
Floater (2013)	1	A	65	65	<input checked="" type="checkbox"/>		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	14			1845			



ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	I	300	300	
Breakroom	1	G	200	200	
Waiting/Reception	1	G	200	200	
Conference Room	2	G	200	400	Shared
Board Room	1	P	1500	1500	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	6			2600	
TOTAL DNSF				4445	
PROPOSED DGSF(20% CIRCULATION)				5334	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

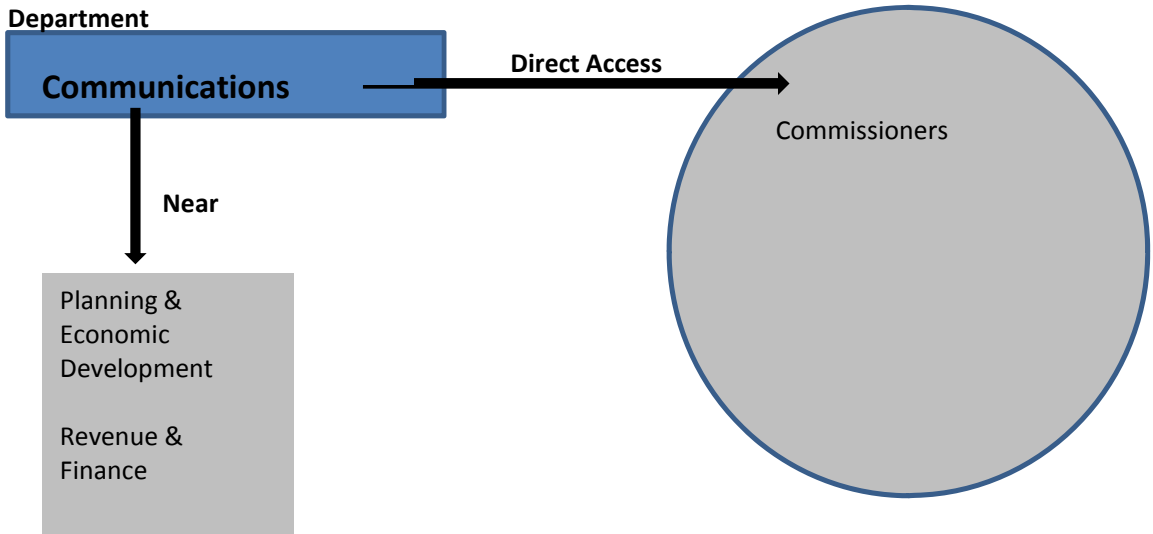
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Communications	K-6

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150		x	
Admin Assistant (2013)	1	A	65	65	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	2			215			



ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room				0	
Breakroom				0	
Waiting/Reception				0	Shared with Board Of Commissioners
Conference Room				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals				0	
TOTAL DNSF				215	
PROPOSED DGSF(20% CIRCULATION)				258	



ADMIN I



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Information Technology	K-3

STAFF/EXECU POSITION TITLE	QTY	SPACE	S.F.	Total S.F.	Check One:		COMMENTS
					OPEN OFFICE	CLOSED OFFICE	
Senior Specialist	6	A	65	390	x		
Program Manager	1	C	108	108	x		
Deputy	1	E	150	150	x		
Director	1	E	150	150		X	
Systems Administrator	1	A	65	65	X		
Programmer	3	A	65	195	X		
Network Wiring Specialist	2	A	65	130	X		
Jr. IT Specialist	1	A	65	65	X		
Secretary	1	A	65	65	X		
CRT Operator	1	A	65	65	X		
Computer Clerk	1	A	65	65	X		
Operations Manager	1	C	108	108	X		
Hardware Specialist	1	D	120	120		X	
Senior Systems Analyst	1	D	120	120		X	
Programmer (2013)	5	A	65	325	X		
Staff/Exec Totals	27			2121			

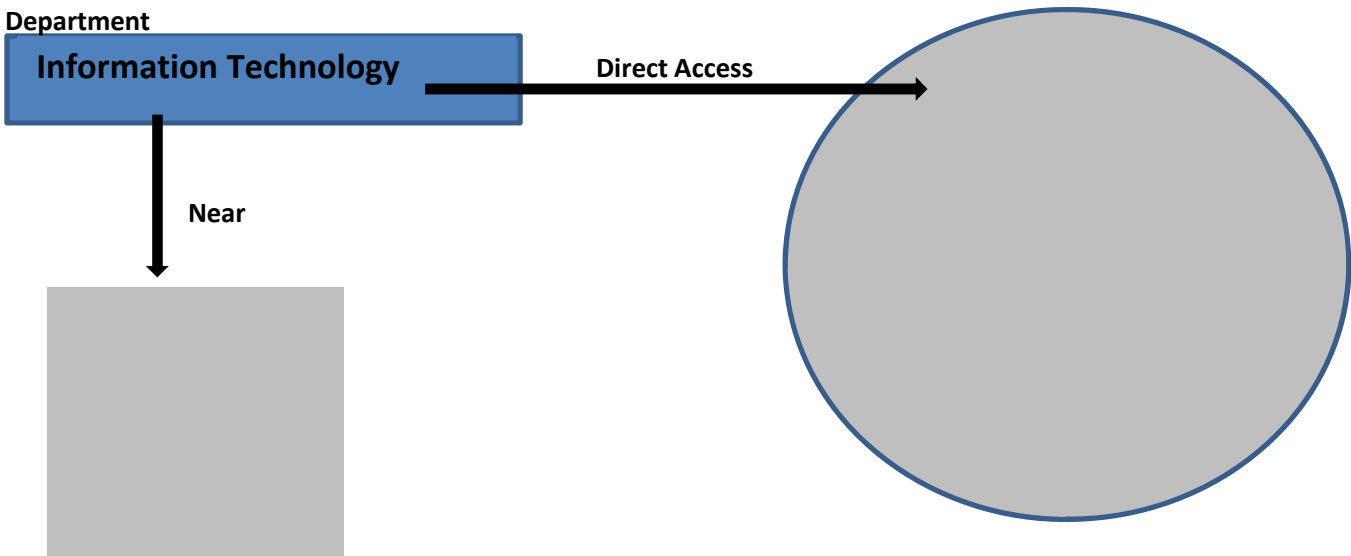
the Palumbo group
Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES
ARCHITECTURE ENGINEERING INTERIOR DESIGN

ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	L	500	500	Server Room
Breakroom				0	
Waiting/Reception	1	C	108	108	
Conference Room				0	
Board Room				0	
Training	1	M	600	600	
Staging	1	K	400	400	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	4			1608	
TOTAL DNSF				3729	
PROPOSED DGSF(20% CIRCULATION)				4474.8	

** Should remain in same location for cost reasons



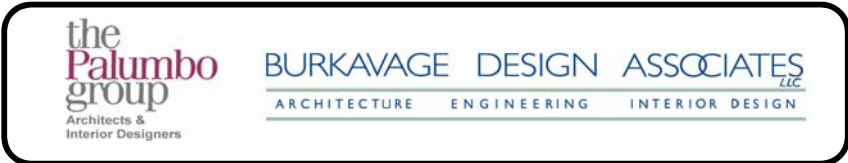


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

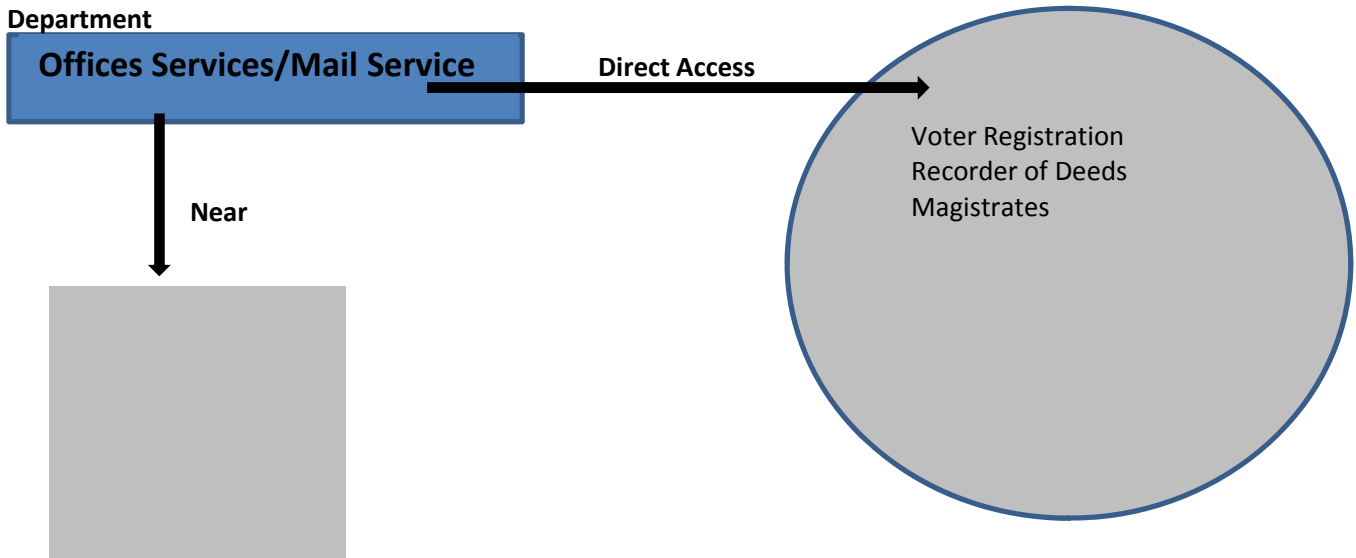
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Office Services/Mail Service	K-3

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director							Office in IT.
Supervisor							See below.
O.S. Clerk							
O.F. Service Clerk							
Intern							
Staff/Exec Totals	5			0			



ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room				0	
Breakroom				0	
Waiting/Reception				0	
Conference Room				0	
Board Room				0	
Mail Service	1	L	500	500	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	1			500	
TOTAL DNSF				500	
PROPOSED DGSF (20% CIRCULATION)				600	



ADMIN I



ANALYSIS OF INVENTORY AND NEEDS DATA

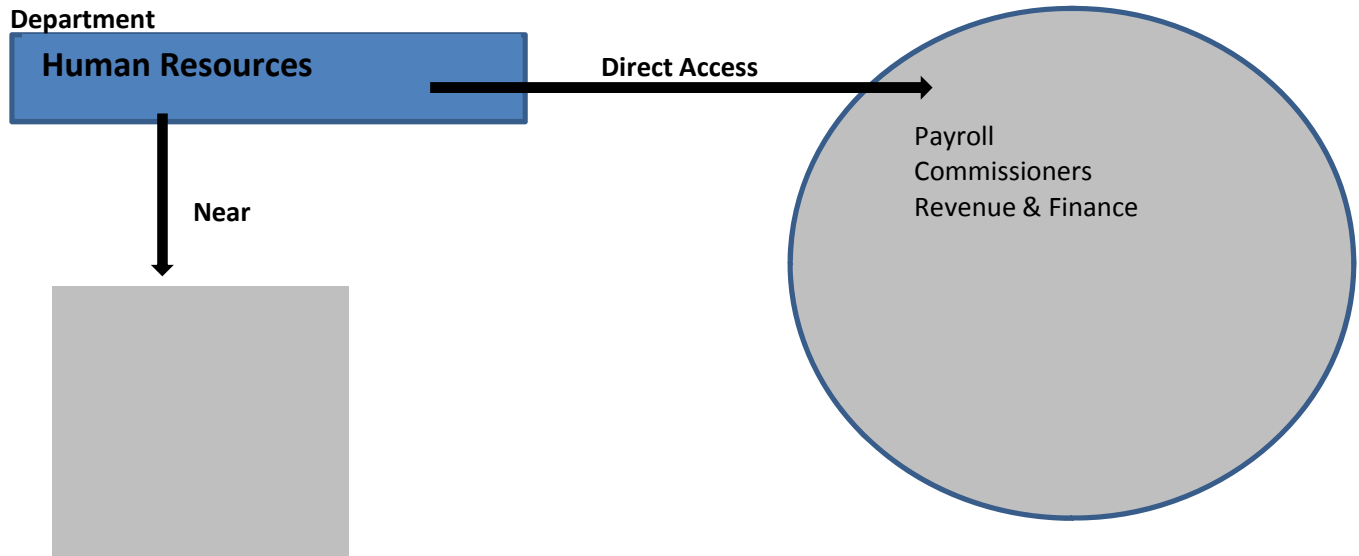
The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Human Resources	K

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Development Manager	1	C	108	108		x	
				0			
Human Resources Clerk	1	A	65	65	x		
Deputy Director	1	E	150	150		x	
				0			
				0			
Note: Reflects downsizing.				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	3			323			

ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	G	200	200	
Break Room	1				Shared in Admin I
Waiting/Reception	1	C	108	108	
Conference Room					Shared in Admin I
Ancillary Support Totals	3			308	
TOTAL DNSF				631	
PROPOSED DGsf(20% CIRCULATION)				757.2	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

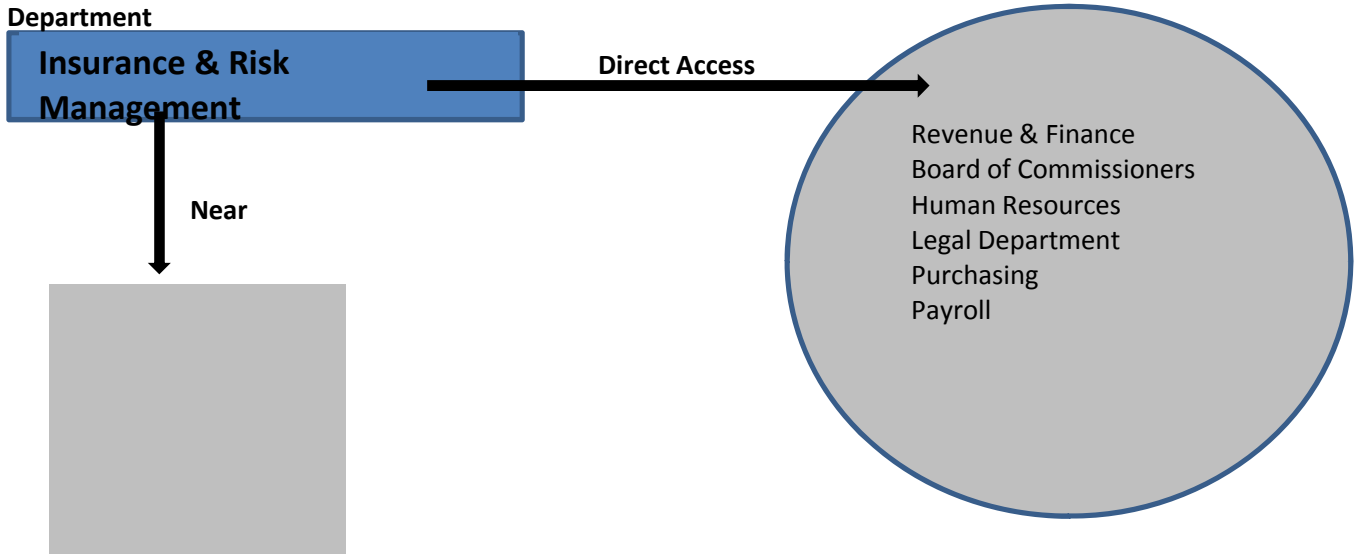
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Insurance and Risk Management	K

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150		x	
				0			
				0			
Shared receptionist with Purchasing. See Purchasing.				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	1			150			




ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	C	108	108	
Break Room	1	J	350	350	Can Share with Admin 1
Waiting/Reception	1	A	65	65	
Conference Room				0	Can Share with Admin 1
Board Room				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			523	
TOTAL DNSF				673	
PROPOSED DGSF(20% CIRCULATION)				807.6	



ADMIN I



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Purchasing	K

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Deputy Director	1	E	150	150		x	
Buyer	3	A	65	195	x		
Admin. Asst. (Shared with Insurance and Risk Mangmt.) (2013)	1	A	65	65	x		
Staff/Exec Totals	5			410			



ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	B	80	80	
Break Room	1			0	Shared in Admin 1
Waiting/Reception	1	A	65	65	
Conference Room				0	Shared in Admin 1
Board Room				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			145	
TOTAL DNSF				555	
PROPOSED DGSF (20% CIRCULATION)				666	

Department

Purchasing

Direct Access



Near

-Public Works
-Roads & Bridges
-Planning & Economic
Development

BURKAVAGE DESIGN ASSOCIATES LLC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

ADMIN I



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Revenue and Finance/Payroll	K

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Accountant	2	D	120	240	x		
Deputy Director	1	E	150	150		x	
Chief Financial Officer	1	E	150	150		x	
Business Analyst	1	A	65	65	x		
Business Analyst - Financial	1	A	65	65	x		
Business Analyst	1	C	108	108	x		
Payroll Clerk	1	A	65	65	x		
Staff/Exec Totals	8			843			

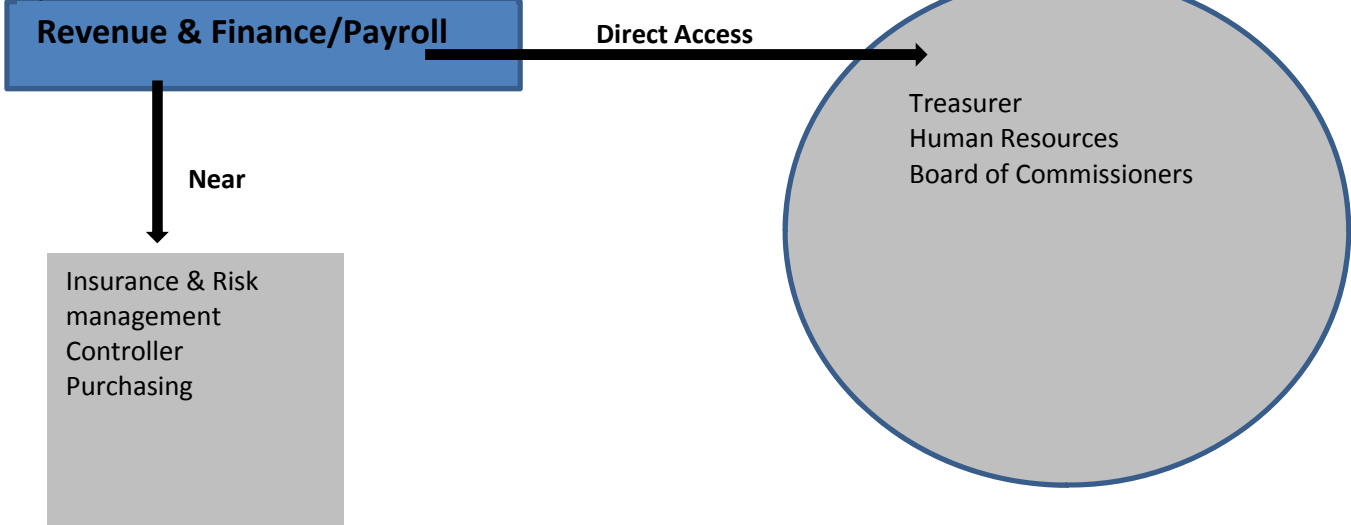


ADMIN I

ANCILLARY SUPPORT SPACES

ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	G	200	200	
Break Room	1				Can share with Admin 1
Waiting/Reception	1	A	65	65	
Conference Room	1	D	120	120	Not to share need for auditors
Ancillary Support Totals	4			385	
TOTAL DNSF				1228	
PROPOSED DGSF(20% CIRCULATION)				1473.6	

Department



ADMIN I



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

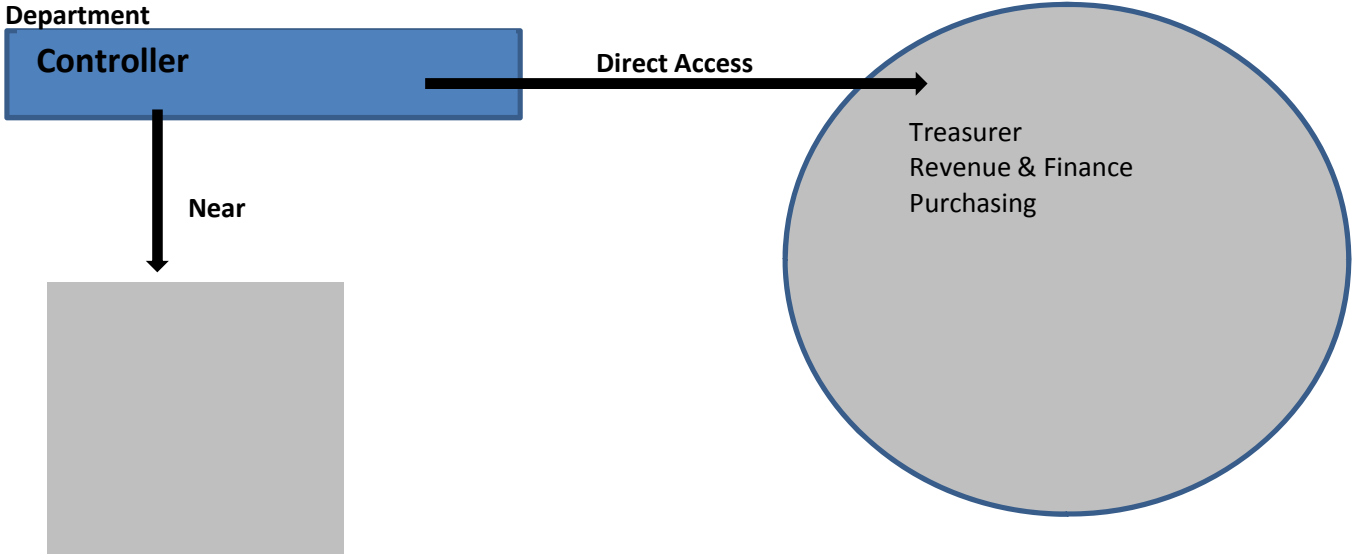
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Controller	X-1

STAFF/EXECU POSITION					Check One:		
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	COMMENTS
Receptionist	1	A	65	65	x		
Accounts Payable	4	A	65	260	x		Reflects downsizing.
Field Auditor	1	A	65	65	x		
Deputy Controller	1	E	150	150		x	
Audit Supervisor	1	E	150	150		x	
Controller	1	E	150	150		x	
Guardianship Auditor	2	A	65	130	x		
Clerks	1	A	65	65	x		
Office Manager	1	C	108	108		x	
Auditor (2013)	2	A	65	130	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	15			1273			



ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	J	350	350	
Break Room	1			0	Shared in Admin 1
Waiting/Reception	1	A	65	65	
Conference Room	1	I	300	300	Shared in Admin 1
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	4			715	
TOTAL DNSF				1988	
PROPOSED DGSF(20% CIRCULATION)				2385.6	



ADMIN I



ANALYSIS OF INVENTORY AND NEEDS DATA

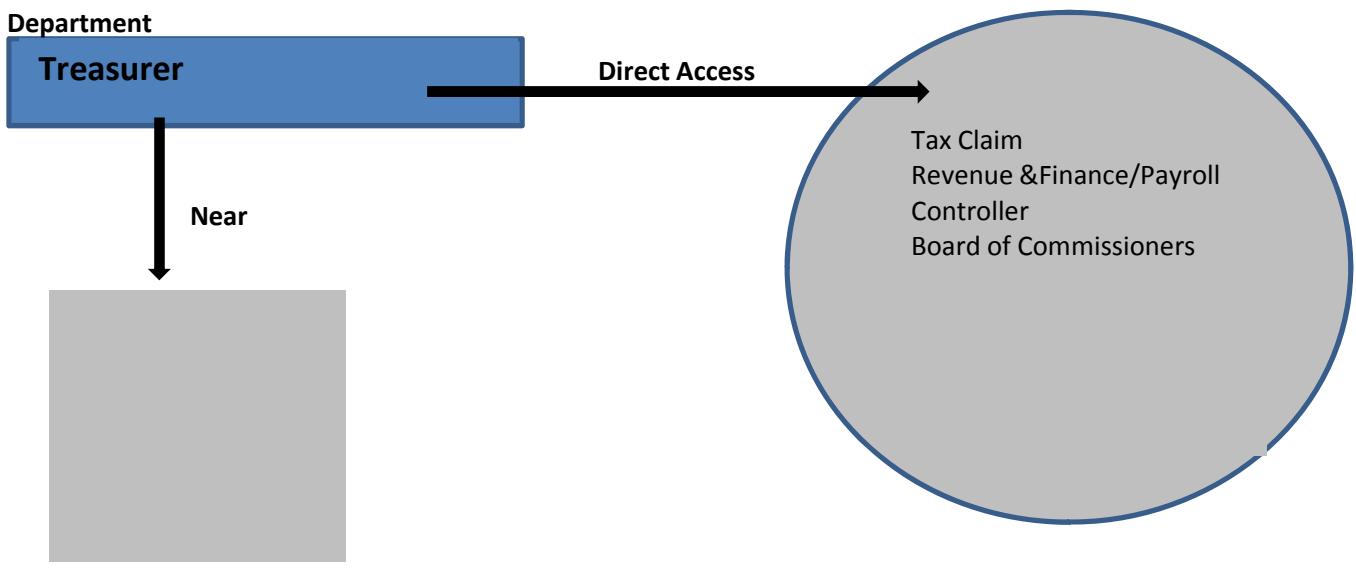
The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Treasurer	X

STAFF/EXECU POSITION TITLE	QTY	SPACE	S.F.	Total S.F.	Check One:		COMMENTS
					OPEN OFFICE	CLOSED OFFICE	
Treasurer	1	H	250	250		X	
Accountant	3	D	120	360		X	
License Book Keeper	1	A	65	65	X		
Collection of Taxes/Sales of License	2	A	65	130	X		
Deputy Treasurer	2	F	150	300		X	
Collection of Taxes, etc. (2013)	2	A	65	130		X	
Staff/Exec Totals	11			1235			

ADMIN I

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
Conference Room	1	D	120	120	
Waiting Room	1	G	200	200	
Public Work Area	1	G	200	200	
File Storage	1	H	250	250	
Ancillary Support Totals	4			770	
TOTAL DNSF				2005	
PROPOSED DGSF(20% CIRCULATION)				2406	



Administration II

Single Tax Office
Hotel Property Tax
Tax Claims
Registrar of Wills/Orphans Court/
Marriage License
Planning & Economic Development/
Regional Planning Commission/
Redevelopment
Authority/Governmental &
Community
Affairs/Community Development
Tax Assessment Office
Recorder of Deeds

CURRENT SQUARE FOOTAGE:

24,156

PROPOSED SQUARE FOOTAGE:

19,050

**AFFINITY
SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BREAK ROOM	350	SHARED
CONFERENCE ROOM	300	SHARED
CONFERENCE ROOM	200	SHARED





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

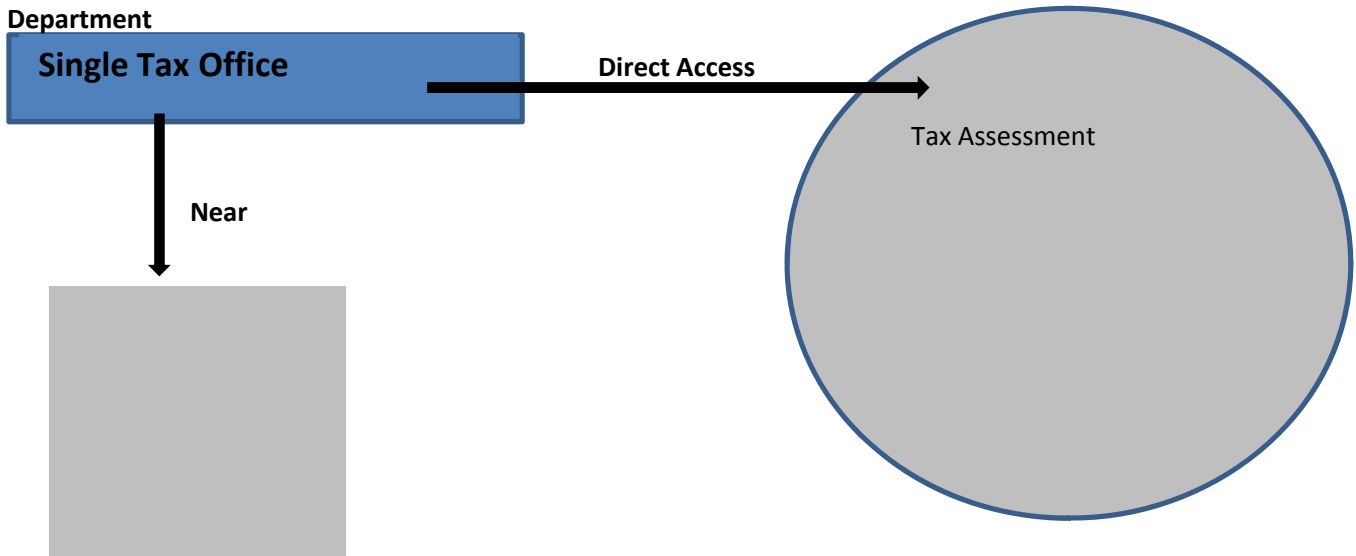
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Single Tax Office	C

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Confidential	1	D	120	120		x	
Cashiers	4	AA	50	200	x		
Chief Clerk	1	D	120	120		x	
Director	1	E	150	150		x	
Auditor	1	D	120	120		x	
(No Title Listed)	28	A	65	1820	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	36			2530			



ADMIN II

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	G	200	200	
Break Room	1	G	200	200	
Waiting/Reception	1	G	200	200	
Conference Room					SHARED WITH ADMIN II
Ancillary Support Totals	3			600	
TOTAL DNSF				3130	
PROPOSED DGSF(20% CIRCULATION)				3756	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Hotel Property Tax	K-6

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150		x	
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	1			150			



ADMIN II

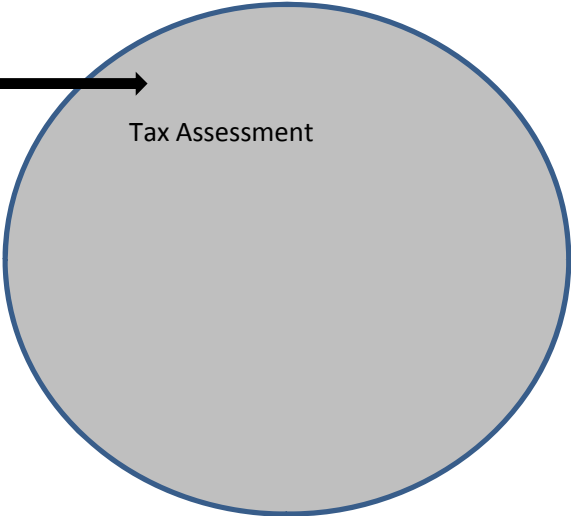
ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room				0	Shared ADMIN II
Break Room				0	Shared ADMIN II
Waiting/Reception				0	Shared ADMIN II
Conference Room				0	Shared ADMIN II
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals				0	
TOTAL DNSF				150	
PROPOSED DGSF(20% CIRCULATION)				180	

Department

Hotel Property Tax

Direct Access

Near





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

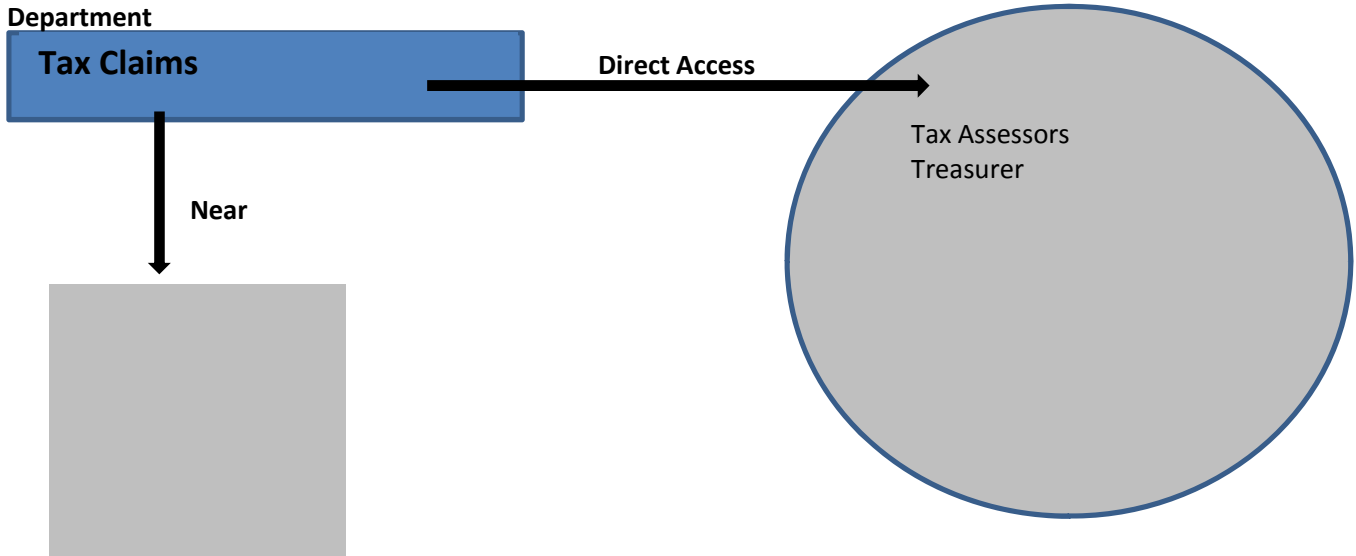
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Tax Claims	X

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Administrative Assistant	1	A	65	65	x		
Clerk*	3	A	65	195	x		
Deputy Director	1	E	150	150		x	
*Reflects downsizing.				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	5			410			



ADMIN II

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	D	120	120	
Break Room	1			0	
Waiting/Reception	1	C	108	108	
Conference Room				0	Shared with ADMIN II
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			228	
TOTAL DNSF				638	
PROPOSED DGSF(20% CIRCULATION)				765.6	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Registrar of Wills	X

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Registrar of Wills	1	H	250	250	x		
Marriage License	2	C	108	216		x	
Clerk I-Orphans Court	1	A	65	65	x		
Clerk II	3	C	108	324	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	7			855			



ADMIN II

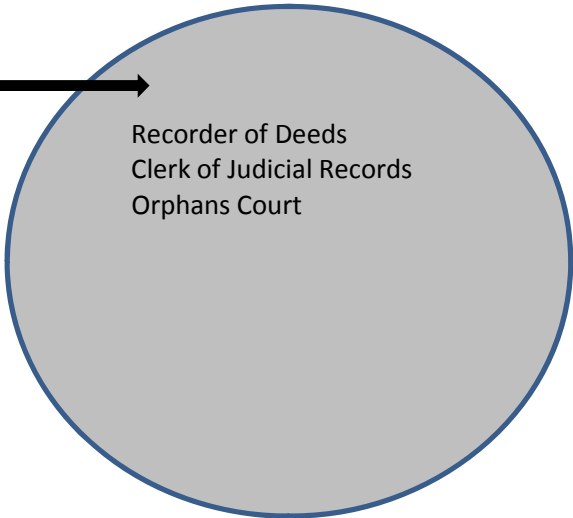
ANCILLARY SUPPORT SPACES

ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	O	1000	1000	
Break Room					
Waiting/Reception	1				
Conference Room	1	G	200	200	SHARED WITH ADMIN II
Public Work Area	3	AA	50	150	Public workstations
Public Copy Area	1	C	108	108	
Ancillary Support Totals	7			1458	
TOTAL DNSF				2313	
PROPOSED DGSF(20% CIRCULATION)				2775.6	

Department

Registrar of Wills

Direct Access



Recorder of Deeds
Clerk of Judicial Records
Orphans Court

Near





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

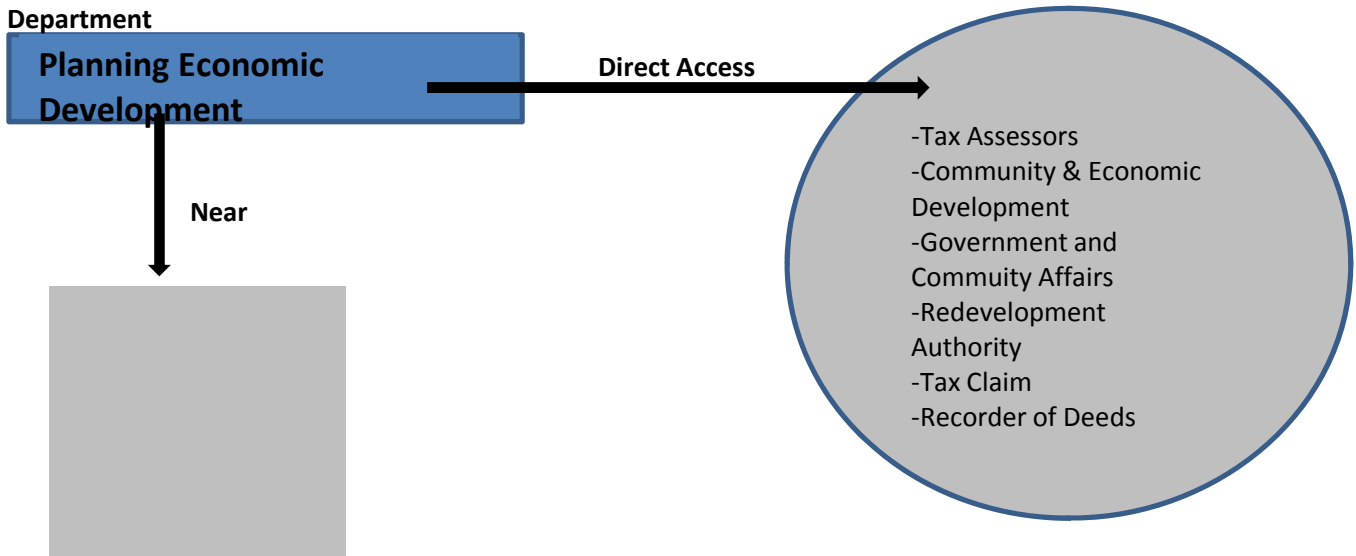
AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Planning and Economic Development/ Community Development	X

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Executive Director	1	F	180	180		X	
Regional Planning Manager	1	C	108	108		X	
Assistant Planner	2	C	108	216	X		
Planning Manager	1	C	108	108	X		
Transportation Planning Manager	1	C	108	108	X		
Clerk	1	A	65	65	X		
Transportation Planner (2013)	1	C	108	108	X		
Compliance Manager	1	C	108	108	X		
Fiscal Manager	1	C	108	108		X	
Deputy Director	2	E	150	300		X	
Housing Coordinator	1	C	108	108		X	
Housing Financial Analyst	1	C	108	108	X		
Contract Manager	1	C	108	108	X		
Housing Rehab Specialist	1	C	108	108	X		
Business Consultant	1	C	108	108	X		
Senior Business Consultant	1	C	108	108	X		
Administrative Assistant	1	A	65	65	X		
GIS Manager (2013)	1	C	108	108	X		
Assistants (2013)	2	A	65	130	X		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	22			2360			



ADMIN II

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	L	500	500	
Break Room	1	J	350	350	Shared with ADMIN II
Waiting/Reception	1	C	108	108	
Conference Room	1	I	300	300	Shared with ADMIN II
Public Work Area	1	O	1000	1000	
GIS Center	1	G	200	200	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	6			2458	
TOTAL DNSF				4818	
PROPOSED DGSF 20% CIRCULATION				5781.6	



ADMIN II



ANALYSIS OF INVENTORY AND NEEDS DATA

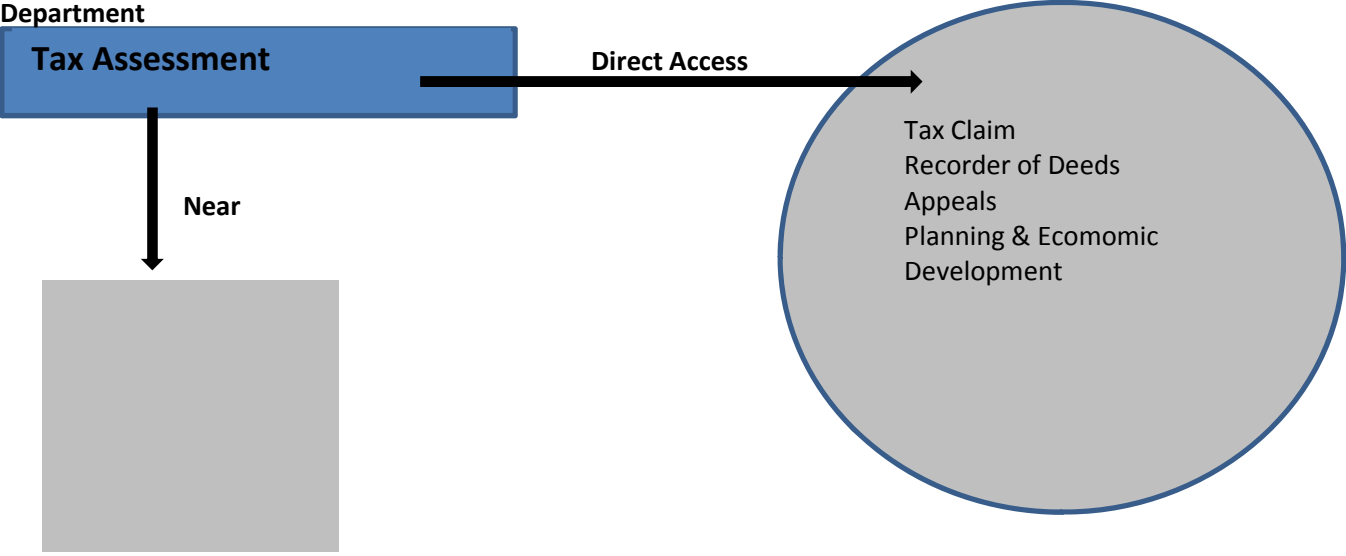
The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Tax Assessment & Tax Appeals	X

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Clerk I	3	A	65	195	x		
Mapper	1	A	65	65	x		
Sub-Assessor	5	AA	50	250	x		
Deputy Director	2	E	150	300		x	
CRT Operator	1	A	65	65	x		
Map Specialist	5	B	65	325	x		
GIS Map Specialist	1	A	65	65	x		
Map Specialist (2013)	2	A	65	130	x		
Title Searchers (2013)	2	A	65	130	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	22			1525			

ADMIN II

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	K	400	400	Mapping Room
Break Room				0	Shared with ADMIN II
Waiting/Reception	1	J	350	350	*Holds 30 People
Conference Room	1	G	200	200	Appeals Conference
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			950	
TOTAL DNSF				2475	
PROPOSED DGSF 20% CIRCULATION				2970	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Recorder of Deeds	X

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Recorder of Deeds	1	H	250	250		X	
Index/File/Scan	10	A	65	650	X		
Staff/Exec Totals	11			900			



ADMIN II

ANCILLARY SUPPORT SPACES

ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	H	250	250	
Break Room					Shared with ADMIN II
Waiting/Reception	1	G	200	200	
Conference Room					Shared with ADMIN II
Microfilm Room	2	AA	50	100	
Title Search Room	1	E	150	150	
Public Work Stations	15	AA	50	750	
Ancillary Support Totals	20			1450	
TOTAL DNSF				2350	
PROPOSED DGSF 20% CIRCULATION				2820	

Department

Recorder of Deeds

Direct Access

Near

Tax Assessment
Planning & Economic
Development



the Palumbo group
Architects &
Interior Designers

BURKAVAGE DESIGN ASSOCIATES
LLC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

ADMIN II

Administration III

**Buildings & Grounds
Health & Welfare Authority/
Lackawanna Performing Arts/
Lackawanna Industrial
Development
Lackawanna Heritage Valley
Authority**

CURRENT SQUARE FOOTAGE:

3,441

PROPOSED SQUARE FOOTAGE:

3,762

**AFFINITY
SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS



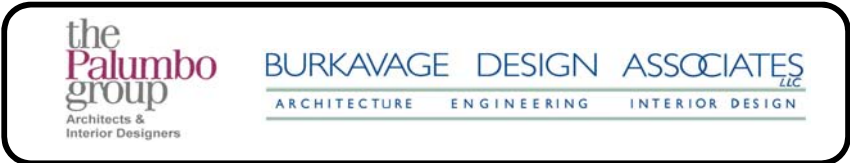


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Buildings and Grounds	K-LL

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Director	1	E	150	150	x		
Administration Assistant	1	A	65	65	x		
Maintenance	21			0			Offices not reqd.
Maintenance (2013)	4			0			Offices not reqd.
Staff/Exec Totals	27			215			



ADMIN III



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Health & Welfare Authority/Lackawanna Performing Arts/Lackawanna Industrial Development	K-5

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Administrator	1	C	108	108		x	
Staff/Exec Totals	1			108			

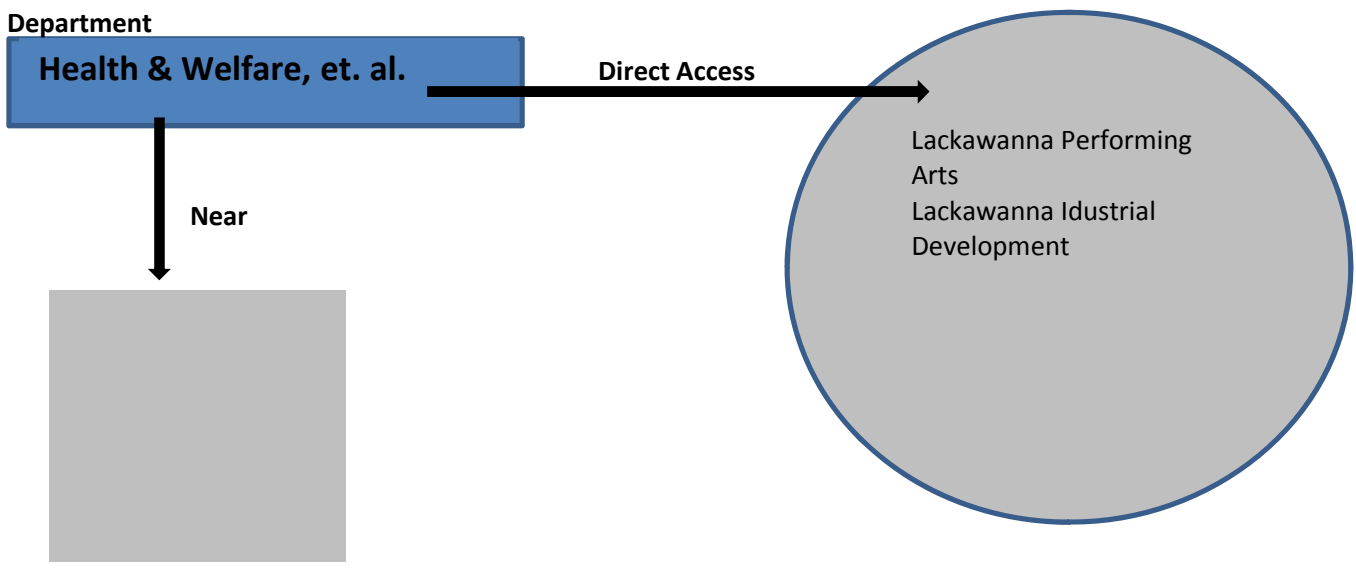
the Palumbo group
 Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES LLC
 ARCHITECTURE ENGINEERING INTERIOR DESIGN

ADMIN III

ANCILLARY SUPPORT SPACES

ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	G	200	200	
Break Room					
Waiting/Reception					
Conference Room	1	J	350	350	Shared with Lackawanna Performing Arts & Lackawanna Industrial Development
Ancillary Support Totals	2			550	
TOTAL DNSF				658	
20% CIRCULATION				789.6	



the Palumbo group
Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES LLC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

ADMIN III



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Lackawanna Heritage Valley Authority	Y

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Executive Assistant	1	B	80	80	X		
Executive Director	1	F	180	180		X	
Finance	1	C	108	108		X	
Program Director	1	C	108	108		X	
Trail Manager	1	C	108	108		X	
Chief Operating Officer	1	E	150	150		X	
New Hires as of December 08	5	A	65	325	X		
Part-time Positions	3	A	65	195	X		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	14			1254			



ADMIN III

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	G	200	200	
Break Room	1	D	120	120	
Waiting/Reception	1	C	108	108	
Conference Room	1	L	500	500	SHARED WITH ADMIN III
Ancillary Support Totals	4			928	
TOTAL DNSF				2182	
PROPOSED DGSF (20% CIRCULATION)				2618.4	

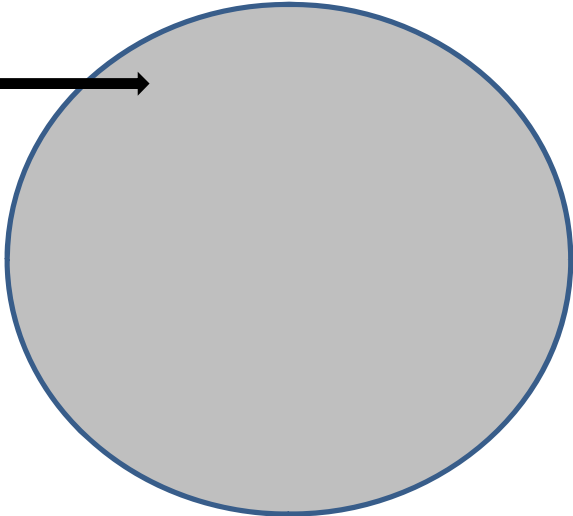
Department

Lackawanna Heritage Valley Authority

Direct Access

Near

Visitors Bureau



ADMIN III



CURRENT SQUARE FOOTAGE:
290

PROPOSED SQUARE FOOTAGE:
300

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Administration	Credit Union	K

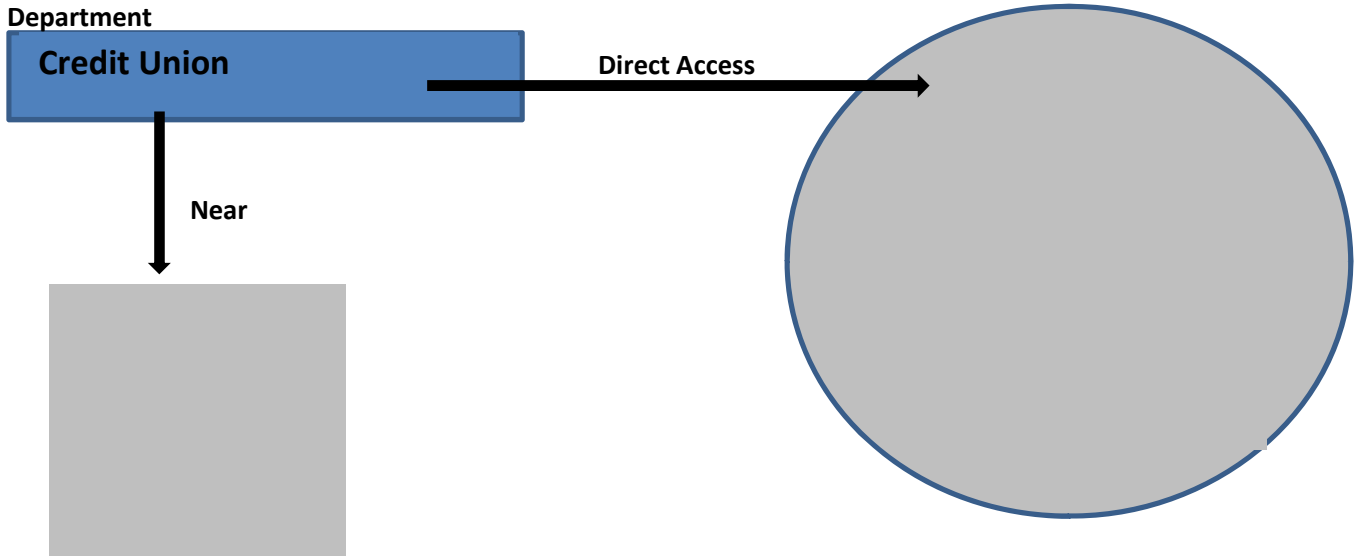
STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Staff/Exec Totals	0			0			



ADMIN I

ANCILLARY SUPPORT SPACES

ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
Counter/Storage	1	H	250	250	
Ancillary Support Totals	1			250	
TOTAL DNSF				250	
PROPOSED DGSF(20% CIRCULATION)				300	



Courts/Judiciary/
Public Safety I

Children & Youth Services
 Clerk of Judicial Records/
 Court Collections
 Family Court/Attorney Offices/Court
 Reporter/Family Court Therapist/Court
 Administrator
 Juvenile Probation
 Adult Probation
 District Attorney

CURRENT SQUARE FOOTAGE:

55,427

PROPOSED SQUARE FOOTAGE:

48,514

**AFFINITY
 SUMMARY**

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS
BREAKROOM	350	SHARED
CONFERENCE	650	SHARED



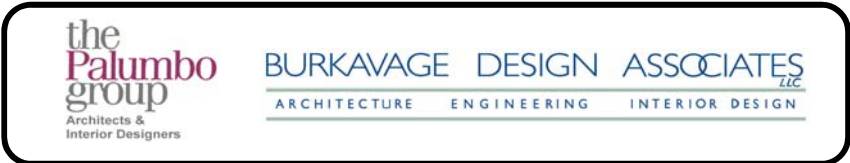


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

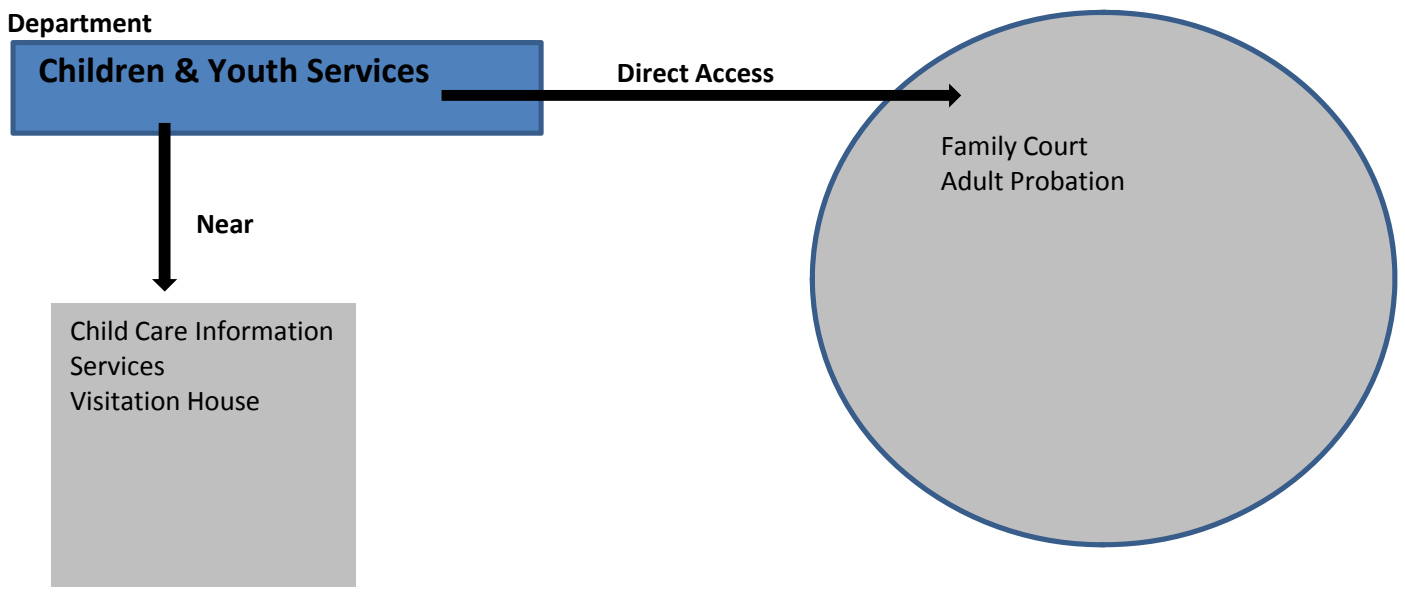
AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary/Public Safety I	Children and Youth Services	J/K

STAFF/EXECU POSITION TITLE	QTY	SPACE	S.F.	Total S.F.	Check One:		COMMENTS
					OPEN OFFICE	CLOSED OFFICE	
Accountant 1	1	D	120	120		x	
Administrative Assistant II	1	C	108	108		x	
Assistant Administrator	1	A	65	65	x		
Administrator Officer (Fiscal QA)	1	D	120	120		x	
Caseworker II	65	A	65	4225	x		
Caseworker II	2	A	65	130	x		Building AA
Caseworker II	2	A	65	130	x		Building N
Caseworker Manager	2	E	150	300		x	
Caseworker Supervisor	11	E	150	1650		x	
Clerk Stenographer III	1	A	65	65	x		
Clerk Typist II	7	A	65	455	x		
Clerk Typist III	3	A	65	195	x		
CYS Administrator II	1	D	120	120		x	
Director of Courts	1	E	150	150		x	
Fiscal Tech	3	A	65	195	x		
Fiscal Assistant	1	A	65	65	x		
Fiscal Officer II	1	D	120	120		x	
Homemaker	3	AA	50	150	x		
Program Specialist (civil Asst.)	1	A	65	65	x		
Social Service Aide	11	A	65	715	x		
Solicitor	1	D	120	120		x	
				0	x		
				0			
				0			
				0			
Staff/Exec Totals	120			9263			



**COURTS/
JUDICIARY/
PUBLIC SAFETY I**

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	0	1000	1000	
Breakroom				0	Shared with Judiciary/Public Safety I
Waiting/Reception	1	1	300	300	Intake
Conference Room				0	
Board Room				0	
Training	1	0	1000	1000	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	3			2300	
TOTAL DNSF				11563	
Proposed DGSF(20% CIRCULATION)				13876	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

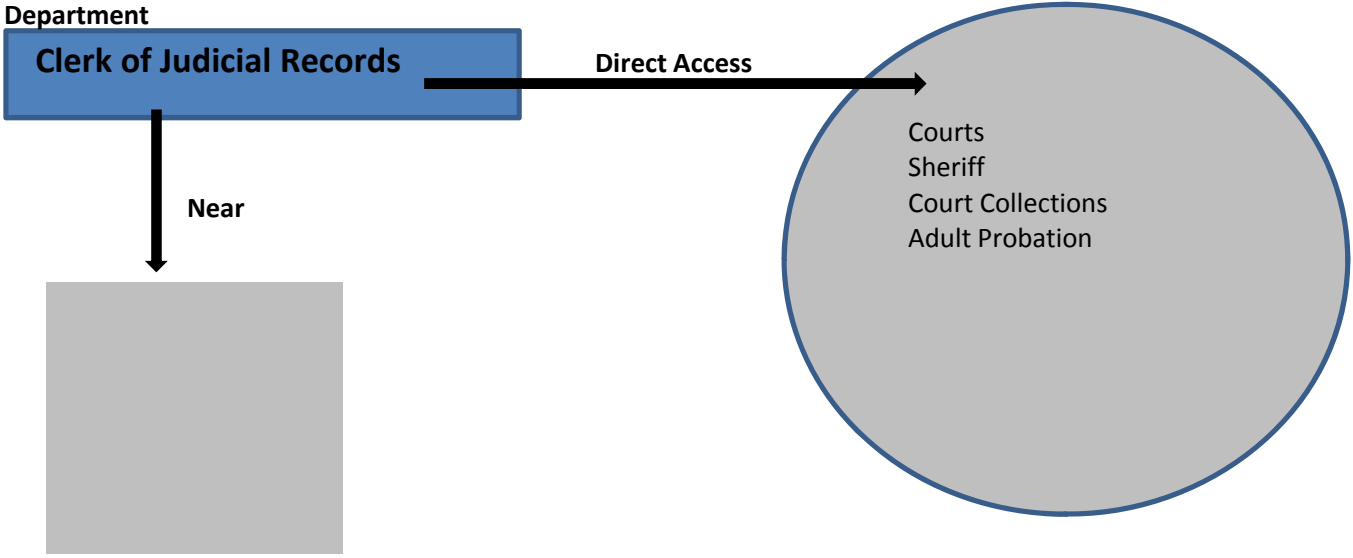
AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary	Clerk of Judicial Records	K/O

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Clerk of Judicial Records	1	H	250	250		x	
Chief Clerk Criminal	1	E	150	150		x	
Administrative Assistant Family	1	C	108	108		x	Building K
Clerks-Criminal Court	5	AA	50	250	x		
Clerks-Family Court	5	AA	50	250	x		Building K
Clerks-Civil Court	5	AA	50	250	x		
Court Collections	3	C	108	324		x	
Court Collections 2013	2	C	108	216		x	
Clerks	17			0			Counter space only.
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	40			1798			



**COURTS/
JUDICIARY/
PUBLIC SAFETY I**

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	R	5000	5000	Family, Civil, & Criminal
Breakroom					Shared with Judiciary/Public Safety I
Waiting/Reception	1	G	200	200	Secure waiting
Conference Room				0	
Public Work Area	12	AA	50	600	Computer/Microfilm
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	14			5800	
TOTAL DNSF				7598	
Proposed DGSF(20% CIRCULATION)				9117.6	





ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary/Public Safety	Juvenile Probation	K-5

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Probation Officer	16	D	120	1920	x		
House Arrest	1	C	108	108	x		
Director	1	E	150	150		x	
Supervisor	2	E	150	300		x	
Admin Assistant	1	D*	120	120		x	*Files must be secure
Probation Officer/Intake	1	D	120	120	x		
CYS	1	C	108	108	x		
Receptionist	1	A	65	65	x		
Records Clerk	1	D*	120	120		x	*Files must be secure
Probation Officer 2013	8	D	120	960	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	33			3971			



**COURTS/
JUDICIARY/
PUBLIC SAFETY I**



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

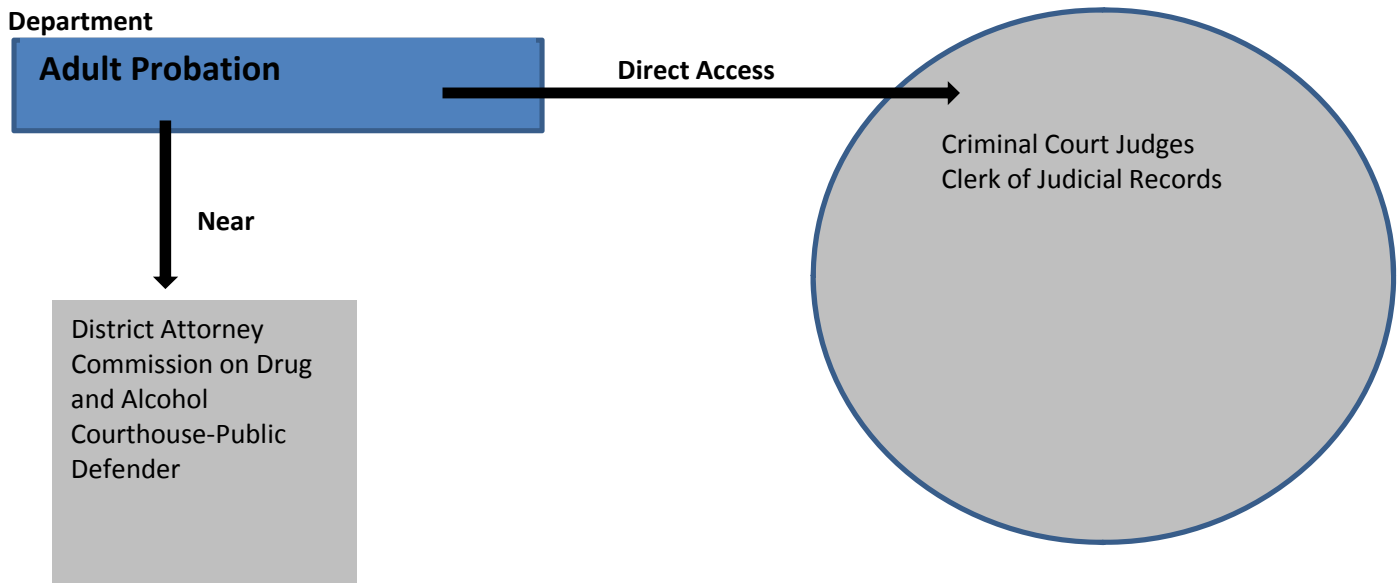
AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary/Public Safety	Adult Probation/Parole	N

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Accelerated Rehabilitation Program	1	C	108	108		x	
Pre-Sentenced Investigation	1	C	108	108		x	
PSI Writers	7	C	108	756		x	
Director	1	E	150	150		x	
Assistant Director	1	D	120	120		x	
Adult Probation & SCRAM Coordinator	1	C	108	108		x	
Probation Officers	6	D	120	720		x	
Supervision Officer	12	D	120	1440		x	
Day Reporter	1	C	108	108		x	
Probation Vacancies	2	D	120	240		x	
Secretaries	5	A	65	325	x	x	(1) closed
Receptionist	1	A	65	65	x		
Community Service Liason	1	C	108	108		x	
Restrictive Intermediate Punishment Officer	2	D	120	240	x		
Intern	1	A	65	65	x		
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	43			4661			



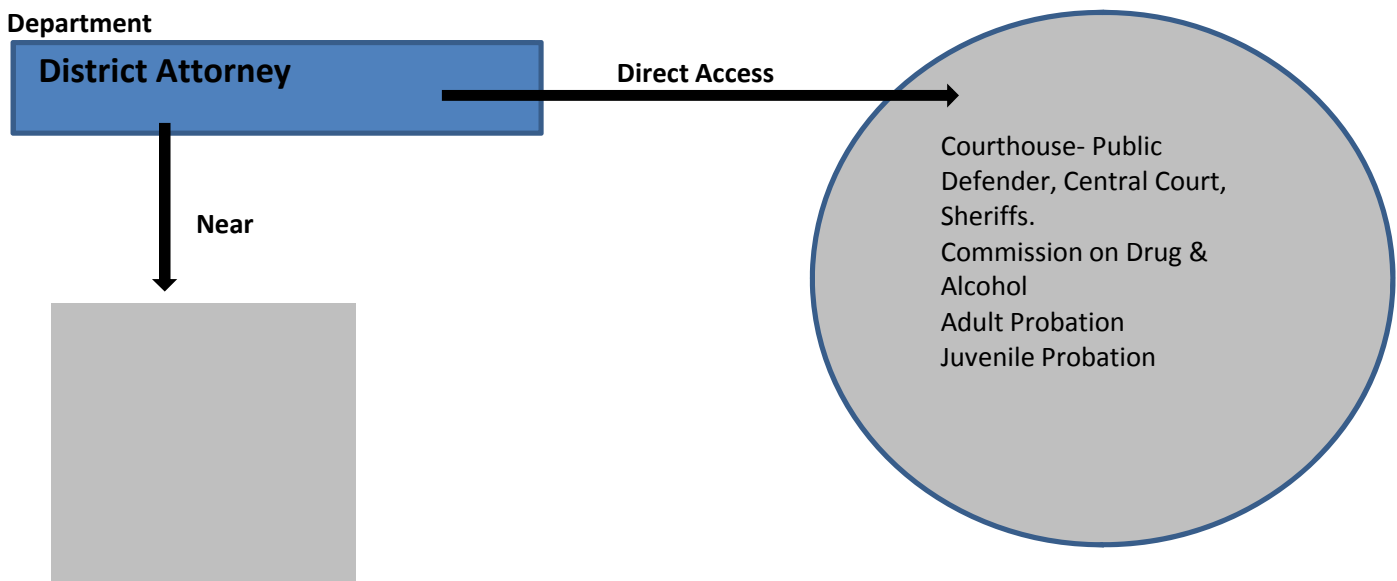
**COURTS/
JUDICIARY/
PUBLIC SAFETY I**

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	N	750	750	
Breakroom	1	G	200	200	
Waiting/Reception	1	L	500	500	
Conference Room	2	G	200	400	
Drug Treatment Court	1	P	1500	1500	
Toilet Room	2	B	80	160	Toilet room for testing.
Gun Storage Area	1	AA	50	50	
Judge's Chambers	1	F	180	180	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	10			3740	
TOTAL DNSF				8401	
Proposed DGSF(20% CIRCULATION)				10081	



**COURTS/
JUDICIARY/
PUBLIC SAFETY I**

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	L	500	500	
Breakroom	1	J	350	350	Shared with Judiciary/Public Safety
Waiting/Reception	1	G	200	200	
Conference Room	3	G	200	600	
Evidence Room/Insurance Fraud	1	J	350	350	
Interview Room	3	D	120	360	
Observation Room	2	D	120	240	
IT Room	1	D	120	120	Formerly called the Wire Room.
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	13			2720	
TOTAL DNSF				7715	
Proposed DGSF(20% CIRCULATION)				9258	





Courts/Judiciary/
Public Safety II

Work Release Center
(Offices Only)

CURRENT SQUARE FOOTAGE:
870

PROPOSED SQUARE FOOTAGE:
763

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS



the
Palumbo
group
Architects &
Interior Designers

BURKAVAGE DESIGN ASSOCIATES
LLC
ARCHITECTURE ENGINEERING INTERIOR DESIGN



ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

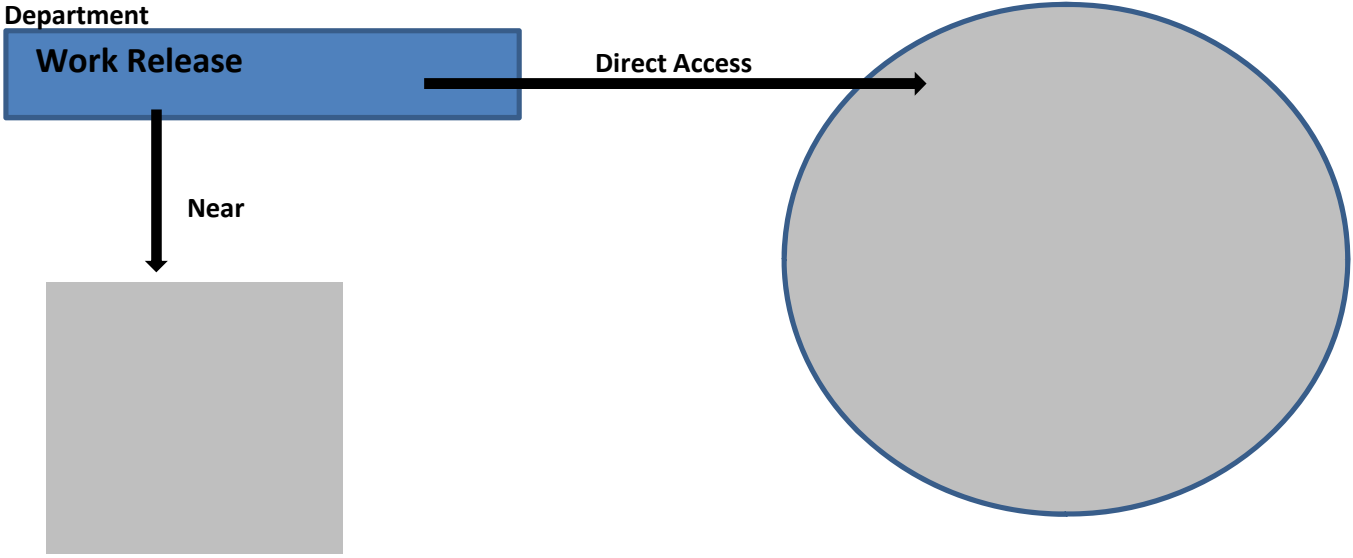
AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary/Public Safety	Work Release - Office Only	G/R

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Resident Manager	10	C	108	0	X		Office at R. Center
Assistant Director	1	D	120	0	X		Office at R. Center
Bookkeeper/Secretary	1	A	65	0	X		Office at R. Center
Resident Manager Recycling	2			0			Office at R. Center
Work Release Director	1	E	150	150		X	R-LL
House Arrest Director	1	E	150	150		X	R-LL
Programs Administrator	1	D	120	120		X	R-LL
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	17			420			



**COURTS/
JUDICIARY/
PUBLIC SAFETY II**

ANCILLARY SUPPORT SPACES					
ROOM TYPE	QTY	SPACE	S.F.	Total S.F.	COMMENTS
File/Storage Room	1	C	108	108	
Breakroom				0	
Waiting/Reception	1	C	108	108	
Conference Room				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Ancillary Support Totals	2			216	
TOTAL DNSF				636	
Proposed DGSF(20% CIRCULATION)				763.2	



**COURTS/
JUDICIARY/
PUBLIC SAFETY II**



CURRENT SQUARE FOOTAGE:
2,910

PROPOSED SQUARE FOOTAGE:
1,918

AFFINITY SUMMARY

ALL SPACES LISTED BELOW ARE SHARED WITHIN ADMINISTRATION I, AFFINITY GROUPING

SPACE	S.F.	COMMENTS



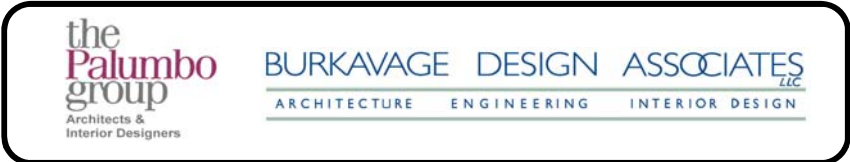


ANALYSIS OF INVENTORY AND NEEDS DATA

The purpose of this form is to identify and standardize office space and working environments.

AFFINITY GROUP	DEPARTMENT	BUILDING
Judiciary/Public Safety	District Court/Magistrate	Master Form

STAFF/EXECU POSITION					Check One:		COMMENTS
TITLE	QTY	SPACE	S.F.	Total S.F.	OPEN OFFICE	CLOSED OFFICE	
Clerk	3	A	65	195	X		
District Judge	1	F	180	180		X	Judge's Chambers.
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
Staff/Exec Totals	4			375			



**COURTS/
JUDICIARY/
PUBLIC SAFETY III**



FACILITIES INVENTORY AND NEEDS ASSESSMENT

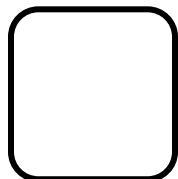
The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-05				1600 Farr Street Scranton Pa		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge Terrence Gallagher						570.963.6504			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Scranton						1-14-09 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		3	1			X			
District Judge		1	1					X	
4	= TOTAL # OF EMPLOYEES					3 = TOTAL # OPEN		1 = TOTAL # CLOSED	

BURKAVAGE DESIGN ASSOCIATES LIC


ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x				FILE ROOM
x	7'x8'			BREAK ROOM
x	2'x8'			STORAGE ROOM- In Open Reception
				COPY ROOM
				CONFERENCE ROOM no
x	8' x 18'			WAITING AREA (6) chairs
x	22'x18'			RECEPTION COUNTER
				PUBLIC WORK AREA
x	(3)			TOILET ROOMS (1) Private (2) public
				SERVER ROOM (IT CLOSET) NO

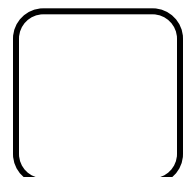
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	30' x 8'		Judges Chambers (10- 5H Files)
x	1	24'x18'		Courtroom (16 Chairs & 2 Tables) (13- 5H Files in Public Area!)



BURKAVAGE DESIGN ASSOCIATES LIC

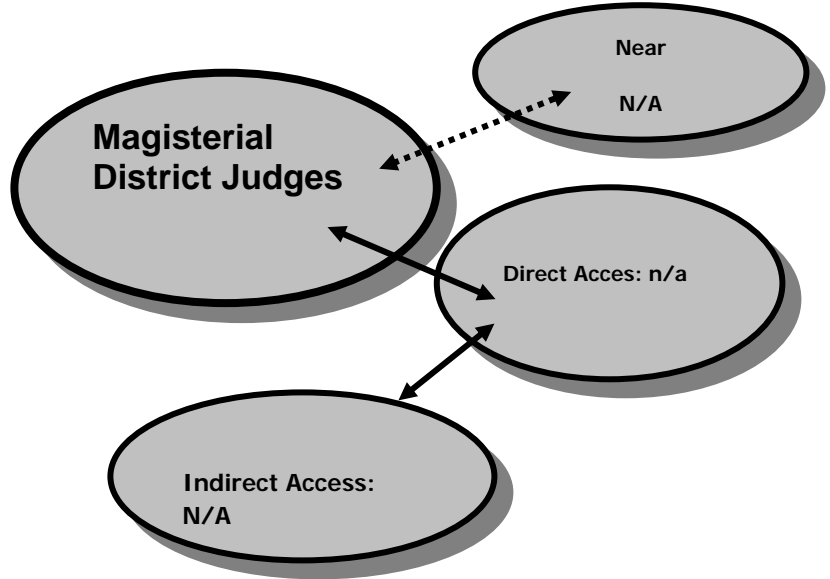
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



GENERAL NOTES AND OBSERVATIONS:

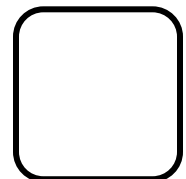
- No Security separation at Reception Area.
- Great location/Parking is good.

FIVE YEAR PROJECTIONS:

No Growth*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

<p><u>Acker Associates, Inc.</u></p>	





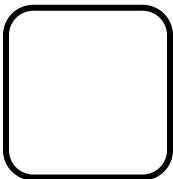
FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT		AGENCY		BUILDING	ADDRESS		FLOOR
Courts & Judiciary		District Court 45-3-01			104 Shady Lane Chinchilla PA		2
ADMINISTRATIVE CONTACT:					PHONE:		
Judge James Gibbons					570.587.1909		
DEPARTMENT FUNCTION SUMMARY:					INTERVIEW DATE AND TIME:		
Magisterial District Judge; Chinchilla					12-10-08 NH KW		
STAFF/EXEC POSITION					Check One:		
TITLE	QTY	FLR	Work Station Size	OPEN OFFICE (cubicle)	CLOSED OFFICE		
Clerk	3	1		X			
District Judge	1	1			X		
4	= TOTAL # OF EMPLOYEES			2 =	1 = TOTAL #		
				TOTAL #	CLOSED		
				OPEN			


BURKAVAGE DESIGN ASSOCIATES
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x	8' X 10'			FILE ROOM YES
				BREAK ROOM
x	7' x10'			STORAGE ROOM-YES
				COPY ROOM
				CONFERENCE ROOM -no
x				WAITING AREA –no
x				RECEPTION COUNTER- One window
				PUBLIC WORK AREA
x	(3)			TOILET ROOMS (2) Private (1) public
				SERVER ROOM (IT CLOSET) NO

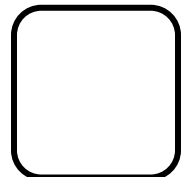
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	10' x 12'		Judges Chambers
x	1	19' x 23'6"		Courtroom



BURKAVAGE DESIGN ASSOCIATES LIC

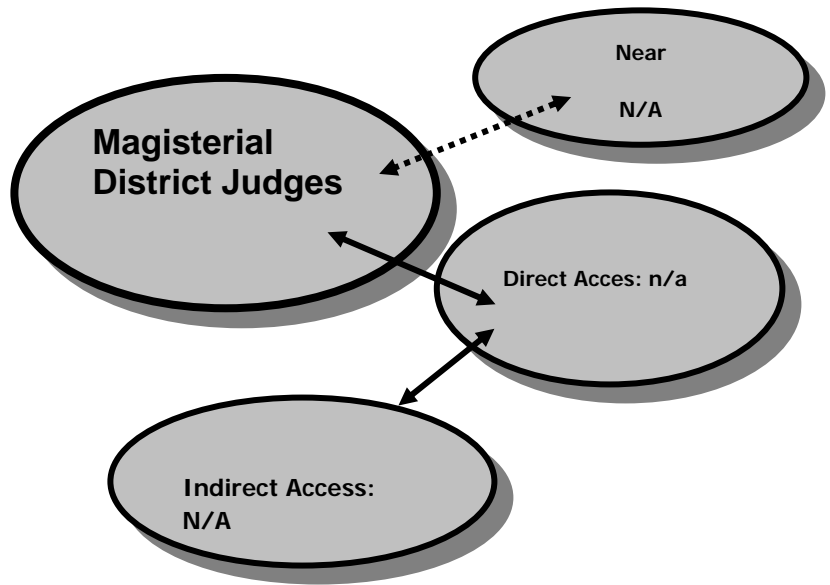
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



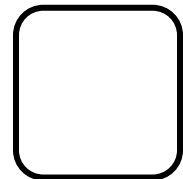
GENERAL NOTES AND OBSERVATIONS:

- Good location for since it is located right off of Interstate 81.
- Current Reception windows are glass but not bullet proof for security purposes. The camera that is installed has a large blind spot.
- There is an abundance of cash collected. They would like to use credit cards as an electronic way of paying for summons. Process is being established in Mechanicsburg. Would then need to have a kiosk with a laptop.
- Judge prefers no waiting room
- A small conference would be helpful for court disputes

FIVE YEAR PROJECTIONS:

n/a****Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

<p>Acker Associates, Inc.</p>	



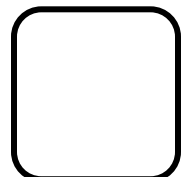


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.


DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-01				107 S. Main Street Old Forge PA		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge Theodore Giglio						5700.457.3320			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Old Forge						01-08-09 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		3	1			X			
District Judge		1	1					X	
4	= TOTAL # OF EMPLOYEES					2 = TOTAL # OPEN		1 = TOTAL # CLOSED	

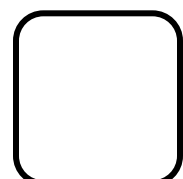
	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x	8' x 28'			FILE ROOM
				BREAK ROOM
x	80 sf in warehouse / 40" x 20'			STORAGE ROOM- 7 year storage
				COPY ROOM
x	12' x 12'			CONFERENCE ROOM yes
x	12' x 14'			WAITING AREA (12 seats)
x	21' x 24'			RECEPTION COUNTER
				PUBLIC WORK AREA
x	(3)			TOILET ROOMS (2) Private (1) public
x	2' x 2'			SERVER ROOM (IT CLOSET) Wall mounted server

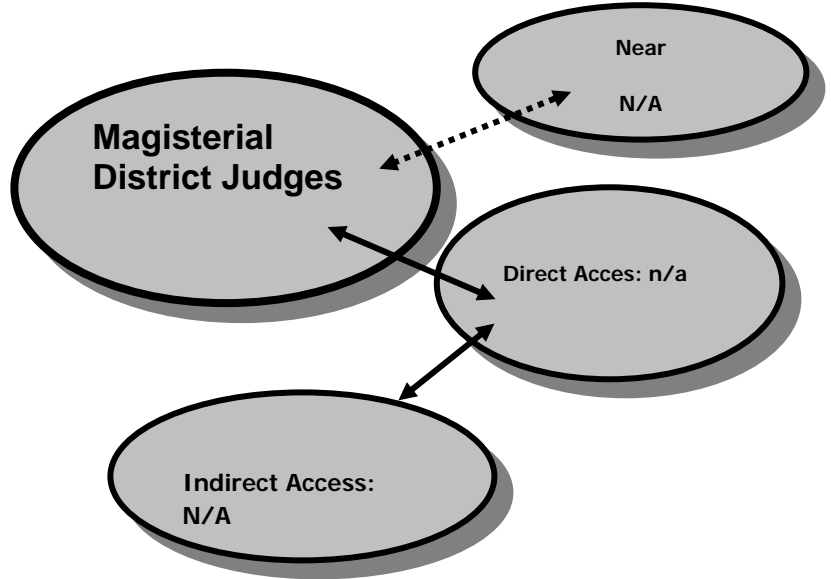
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	12' x 22'		Judges Chambers
x	1	22' x 30'		Courtroom
x	1	12' x 15'		Community Service/Constable Work Area

	
Acker Associates, Inc.	



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



GENERAL NOTES AND OBSERVATIONS:

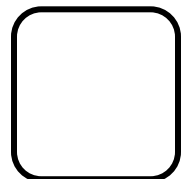
- Good location for since it is located right off of Interstate 81.
- Current Reception windows are glass but not bullet proof for security purposes.
 There is an abundance of cash collected.
- Lease is 1500 month/all utilities included. Currently have (3) years left.

FIVE YEAR PROJECTIONS:

2013 (1) Clerk – If work load would to increase*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

<p>Acker Associates, Inc.</p>	





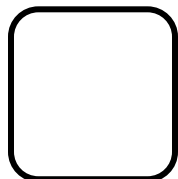


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-01				2012 Pine Street Dunmore Pa		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge Thomas Golden						570.963.6521			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Dunmore						12-16-08 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		2	1			X			
District Judge		1	1					X	
3	= TOTAL # OF EMPLOYEES					2 = TOTAL # OPEN		1 = TOTAL # CLOSED	

	
<p><u>Acker Associates, Inc.</u></p>	



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x				FILE ROOM (6- 5H Files)
x	14' x 8'			BREAK ROOM shared with Building
				STORAGE ROOM- adequate
x	5'x6'6"			COPY ROOM
				CONFERENCE ROOM no
x	12' x 20'6"			WAITING AREA (6) chairs shared
x	17' x 20'6"			RECEPTION COUNTER
				PUBLIC WORK AREA
x	(2)			TOILET ROOMS (1) Private (1) public
				SERVER ROOM (IT CLOSET) NO

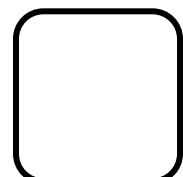
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	12'x16'		Judges Chambers
x	1	22' x 22'		Courtroom (6 seats)



BURKAVAGE DESIGN ASSOCIATES LIC

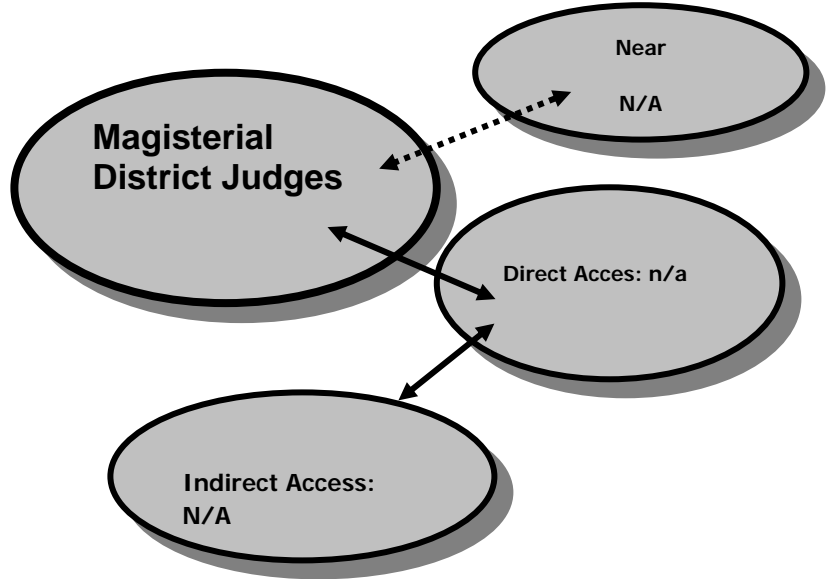
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



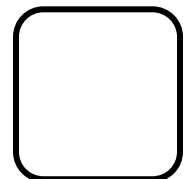
GENERAL NOTES AND OBSERVATIONS:

- Close to County jail.
- Police station is near.
- Would like a conference room for side bar conversations. (4-6 people)
- They have panic buttons, Rolling security door @ judges bench. Security is not an issue.

FIVE YEAR PROJECTIONS:

No Growth* *Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.

<p><u>Acker Associates, Inc.</u></p>	



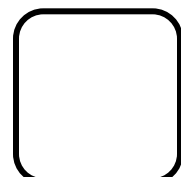


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.


DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-06				Capouse Avenue Scranton PA		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge James Kennedy						5700.963.6501			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Scranton						01-15-09 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		2	1			X			
District Judge		1	1					X	
3	= TOTAL # OF EMPLOYEES					2 = TOTAL # OPEN		1 = TOTAL # CLOSED	

	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x	8' x 28'			FILE ROOM
				BREAK ROOM
				STORAGE ROOM- adequate
				COPY ROOM
x				CONFERENCE ROOM yes
x	7' x 10'			WAITING AREA
x	21' x 24'			RECEPTION COUNTER
				PUBLIC WORK AREA
x	(3)			TOILET ROOMS (2) Private (1) public
				SERVER ROOM (IT CLOSET) NO

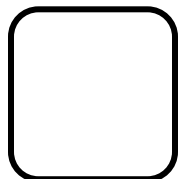
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	13'6" 14'		Judges Chambers
x	1	22' x 16'		Courtroom (14 Chairs- 2 Tables)



BURKAVAGE DESIGN ASSOCIATES LIC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.

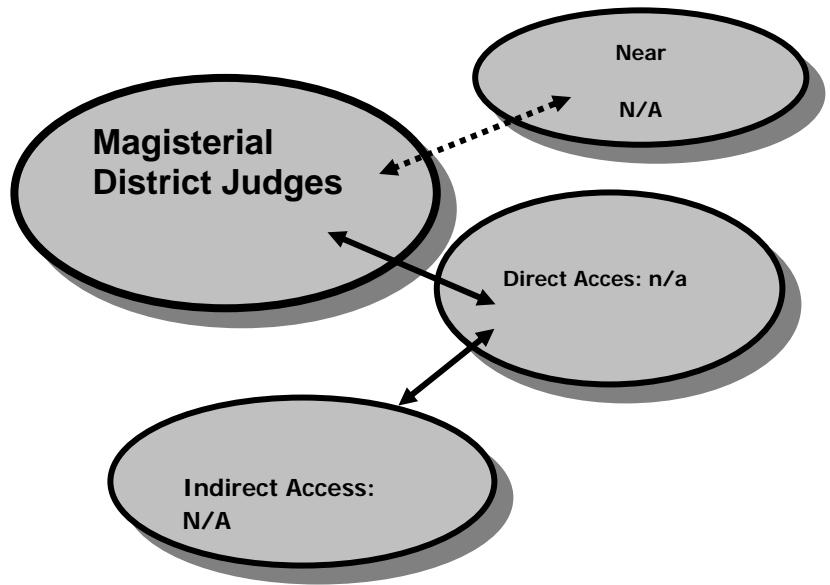


ACCESS / ADJACENCY REQUIREMENTS

(Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS

1. n/a



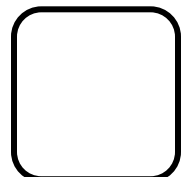
GENERAL NOTES AND OBSERVATIONS:

- Security is an issue. A barrier should be installed to keep public separated from reception area.
- Good location. Near County Jail.

FIVE YEAR PROJECTIONS:

N/A*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**



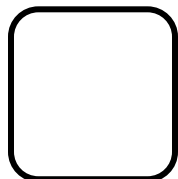


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-3-03				387 Main Street Carbondale PA		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge Sean McGraw						570.282.3181			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Carbondale						12-16-08 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)	CLOSED OFFICE		
Clerk		2	1			X			
District Judge		1	1				X		
3	= TOTAL # OF EMPLOYEES					2 = TOTAL # OPEN		1 = TOTAL # CLOSED	

	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x				FILE ROOM
x	16' x 18'			BREAK ROOM
				STORAGE ROOM- adequate
				COPY ROOM
				CONFERENCE ROOM no
x	16' x 8'			WAITING AREA (6) chairs
x	21' x 24'			RECEPTION COUNTER
				PUBLIC WORK AREA
x	(2)			TOILET ROOMS (1) Private NO public
				SERVER ROOM (IT CLOSET) NO

SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	12'6" x 16'		Judges Chambers
x	1	16' x28'		Courtroom

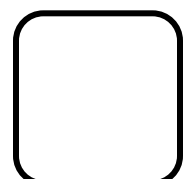


Architects & Interior Designers

BURKAVAGE DESIGN ASSOCIATES L.L.C.

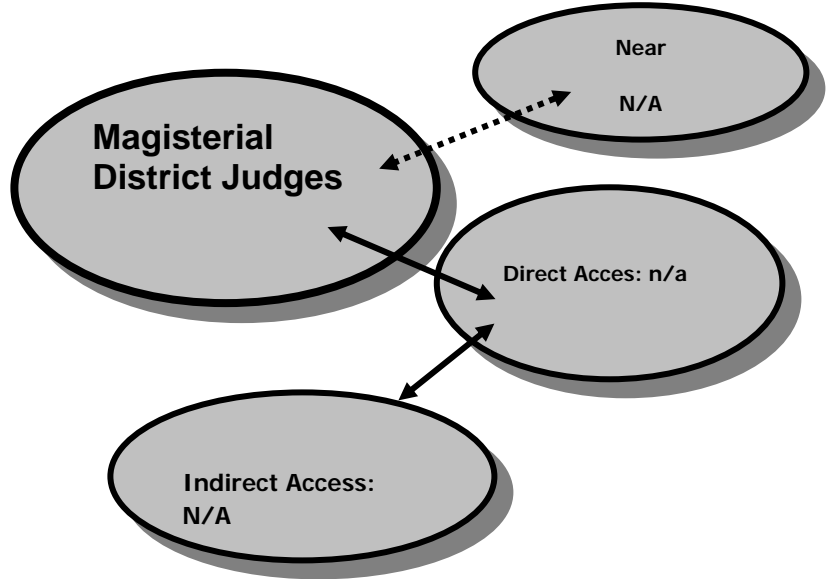
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a





GENERAL NOTES AND OBSERVATIONS:

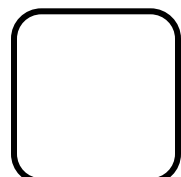
- They are currently on a bus route which makes office accessible to almost everyone.
- Current Waiting Room is not large enough. Hearings are scheduled staggered although there is an abundance of traffic.
- Police station is near.

FIVE YEAR PROJECTIONS:

2013 Clerk*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

	
<p><u>Acker Associates, Inc.</u></p>	



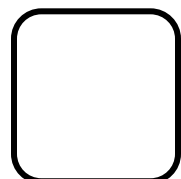


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.


DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-06				115-117 Main Street Moscow PA		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge John J. Mercuri						570.842.2111			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Carbondale						1-14-09 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)	CLOSED OFFICE		
Clerk		3	1			X			
District Judge		1	1				X		
4	= TOTAL # OF EMPLOYEES					3 = TOTAL # OPEN		1 = TOTAL # CLOSED	

	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
				FILE ROOM
				BREAK ROOM
X	8' X 5'6" 8' X 7'			STORAGE ROOM- adequate
				COPY ROOM
				CONFERENCE ROOM no
x	8' X 18'			WAITING AREA (4) chairs
x	20' x 19'			RECEPTION COUNTER
				PUBLIC WORK AREA
x	(1)			TOILET ROOMS (1) Private NO public NOT ADA
				SERVER ROOM (IT CLOSET) NO

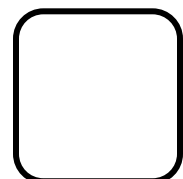
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	9' x 20'6"		Judges Chambers
x	1	20'6 x 22		Courtroom (20 chairs)(Mailing workspace is located in courtroom)



BURKAVAGE DESIGN ASSOCIATES L.L.C.

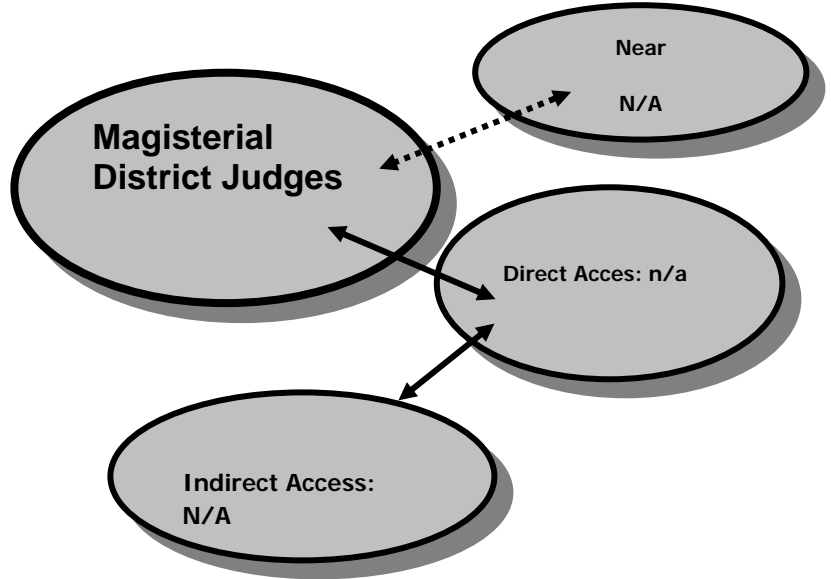
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



GENERAL NOTES AND OBSERVATIONS:

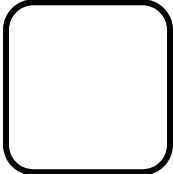
- Waiting room is not sufficient.
- Courtroom has mailing workspace within it. There is not enough work area for clerks.
- Fax/Copier area is located in Judges Chambers.
- Location is good.

FIVE YEAR PROJECTIONS:

No Growth*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

<p><u>Acker Associates, Inc.</u></p>	



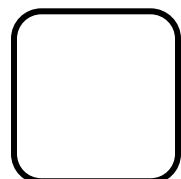


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.

DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-08				901 Enterprise Drive Dickson City		2	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge John Pesota						570.383.0421			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Dickson City						12-18-08 KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)	CLOSED OFFICE		
Clerk		2	1			X			
District Judge		1	1				X		
3	= TOTAL # OF EMPLOYEES					2 = TOTAL # OPEN		1 = TOTAL # CLOSED	

	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
x	12 x 12			FILE ROOM YES (5 laterals)
				BREAK ROOM
x	8 x 12/ 12' x 12			STORAGE ROOM-(2)
				COPY ROOM
				CONFERENCE ROOM -no
x	Corridor			WAITING AREA -(10) people
x	12' x 27'			RECEPTION COUNTER-
				PUBLIC WORK AREA- YES – 5' Counter
x	(2)			TOILET ROOMS (1) Private (1) public
				SERVER ROOM (IT CLOSET) NO

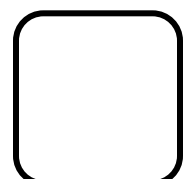
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	13' x 13'		Judges Chambers
x	1	18' x 26'		Courtroom



BURKAVAGE DESIGN ASSOCIATES LIC

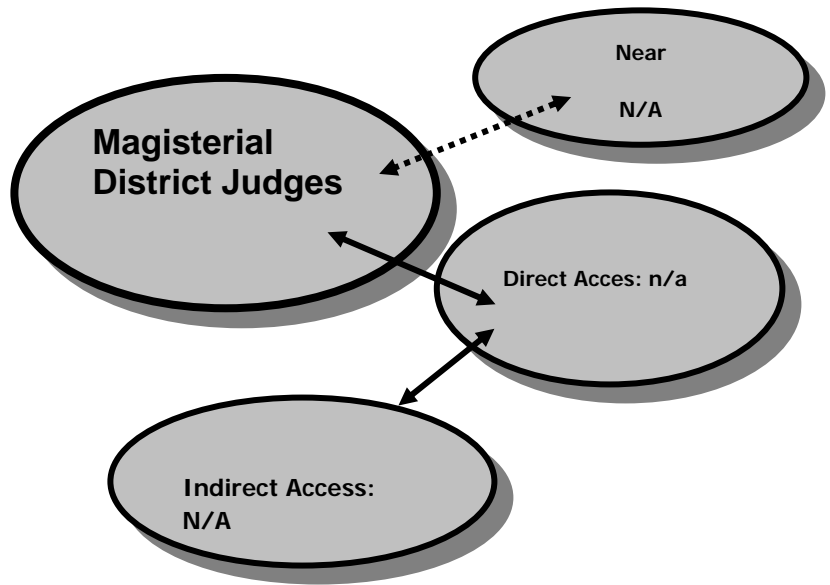
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



GENERAL NOTES AND OBSERVATIONS:

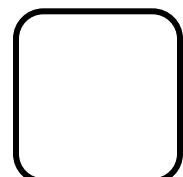
- Good location for since its equal distant from Throop Olyphant & Dickson City
- Current Reception windows are glass but not bullet proof for security purposes. The camera that is installed has a large blind spot.
- A small conference would be helpful for court disputes

FIVE YEAR PROJECTIONS:

2013 (1) clerk*

***Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**

<p><u>Acker Associates, Inc.</u></p>	





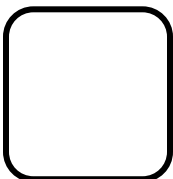
FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-03				509 Cedar Avenue Scranton		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge Robert Russell						570.963.6516			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Scranton						1-21-09 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		3	1			X			
District Judge		1	1					X	
4	= TOTAL # OF EMPLOYEES					3 = TOTAL # OPEN		1 = TOTAL # CLOSED	

BURKAVAGE DESIGN ASSOCIATES LIC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
				FILE ROOM no
				BREAK ROOM
x	28'x15'			STORAGE ROOM- In Corridor
				COPY ROOM
				CONFERENCE ROOM no
x				WAITING AREA (6) chairs
x	13' x18' 17' x 36'			RECEPTION COUNTER yes
				PUBLIC WORK AREA
x	(2)			TOILET ROOMS (1) Private (1) public
				SERVER ROOM (IT CLOSET) NO

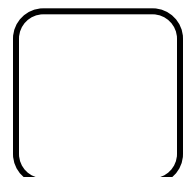
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1	12'6" x 12'		Judges Chambers
x	1	20'x20'		Courtroom



BURKAVAGE DESIGN ASSOCIATES LIC

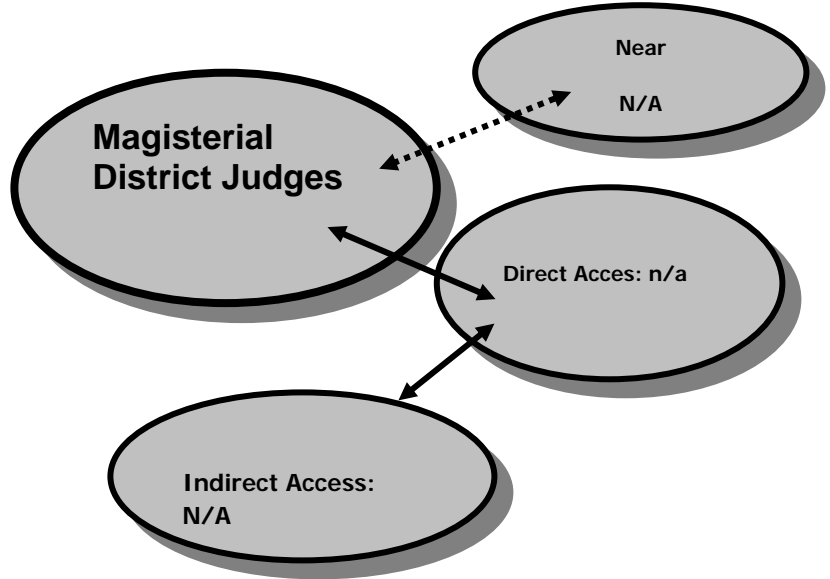
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



GENERAL NOTES AND OBSERVATIONS:

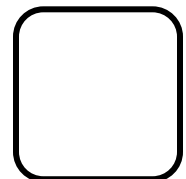
- Air quality in space is terrible.
- Emergency exit is part of a storage closet. Poor Condition.
- Month to Month lease currently. Expired. Paying 1,300 a month.

FIVE YEAR PROJECTIONS:

No Growth*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

<p><u>Acker Associates, Inc.</u></p>	



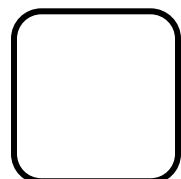


FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department's anticipated growth over a period of five years.


DEPARTMENT		AGENCY		BUILDING		ADDRESS		FLOOR	
Courts & Judiciary		District Court 45-1-03				400 Church Street Archbald, PA		1	
ADMINISTRATIVE CONTACT:						PHONE:			
Judge Laura M. Turlip Murphy						570.282.3181			
DEPARTMENT FUNCTION SUMMARY:						INTERVIEW DATE AND TIME:			
Magisterial District Judge; Archbald						1-12-09 NH KW			
STAFF/EXEC POSITION						Check One:			
TITLE		QTY	FLR	Work Station Size		OPEN OFFICE (cubicle)		CLOSED OFFICE	
Clerk		2				X			
District Judge		1						X	
3	= TOTAL # OF EMPLOYEES					3 = TOTAL # OPEN		1 = TOTAL # CLOSED	

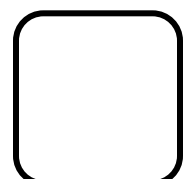
	<p><u>Acker Associates, Inc.</u></p>



ANCILLARY SUPPORT SPACES				
(Please check if spaces are currently in your Department/Agency)				
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
x				ACCESS TO PUBLIC: yes Constant/Daily
				FILE ROOM no
				BREAK ROOM -No
				STORAGE ROOM- In Court room.
				COPY ROOM
				CONFERENCE ROOM no
x	7'x20'			WAITING AREA (8) chairs
x	34'x20'			RECEPTION COUNTER yes
x	7'x20'			PUBLIC WORK AREA- 2chairs and tables
x	(1)			TOILET ROOMS (1) Private/public
				SERVER ROOM (IT CLOSET) NO

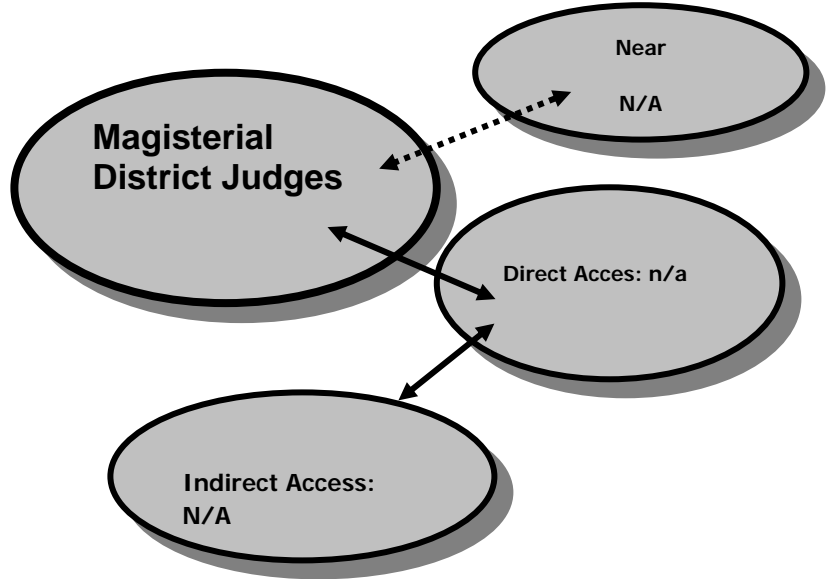
SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
x	1			Judges Chambers
x	1	20'x24'		Courtroom

	
Acker Associates, Inc.	



ACCESS / ADJACENCY REQUIREMENTS
 (Following is a list of departments or agencies that should be in proximity Magisterial District Judges.)

DIRECT ACCESS
1. n/a



GENERAL NOTES AND OBSERVATIONS:

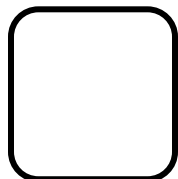
- Waiting room is not large enough. Hearings are scheduled so that there is no overlap, although there is an abundance of traffic. Fifteen seats would be ideal.
- There are 12-five drawer filing cabinets in the courtroom.
- Would like to see additional security cameras.

FIVE YEAR PROJECTIONS:

2013 (1) Clerk*

***Projected employee figures provided are merely projections and not necessarily approved by the Board of Commissioners.**

<p><u>Acker Associates, Inc.</u></p>	





FACILITIES INVENTORY AND NEEDS ASSESSMENT

The purpose of this form is to identify future needs in the context of the department’s anticipated growth over a period of five years.

DEPARTMENT	AGENCY	BUILDING	ADDRESS	FLOOR
Human Services	Commission on Drug and Alcohol Abuse	Wyoming Ave.	531 Wyoming Avenue Scranton, PA	2
ADMINISTRATIVE CONTACT:			PHONE:	
Jeff Zerechek-Case Management (Interviewed)			570.558.7100	
DEPARTMENT FUNCTION SUMMARY:			INTERVIEW DATE/ATTENDEES:	
Single County Authority (SCA) for substance abuse within the County. Prevention, intervention and treatment.			12.05.08 KW/NH	
STAFF/EXEC POSITION		Workstation	Check One:	
TITLE	QTY		OPEN OFFICE (cubicle)	CLOSED OFFICE
Case Management Supervisor	1	E-150		X
Clerk	1	A-65	X	
Case Managers	3	C-108		X
Case Manager-Vacancy	1	C-108		X
1 P-T/Non-County Position	1	A-65	X	
Totals	7		2	5

BURKAVAGE DESIGN ASSOCIATES LLC
ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



ANCILLARY SUPPORT SPACES – Jefferson Ave Location				
	(Please check if spaces are currently in your Department/Agency)			
√	QUANTITY EXISTING	APPROX EXISTING S.F.	2013 PROJECTED S.F.	AREA
				ACCESS TO PUBLIC:
√				FILE ROOM: Open Area. 18 4-Door Lateral. Clinical & Fiscal Records for 10yrs total. All records on site- Need to refer to them. Good projection- 20 Lateral. Need a locked Record Room.
√		16' x 12'		BREAK ROOM: Kitchen. Adequate
√				STORAGE ROOM: Records are in an office stored in Tupperware.
√				SUPPLY ROOM: Cabinets. Shelving in Kitchen
√				COPY ROOM: Open Area
√				CONFERENCE ROOM: Need for Staff Meetings. Currently not enough space.
√				WAITING AREA: Small. Needs to fit 10 people.
√		20' x 36'		RECEPTION COUNTER:
				PUBLIC WORK AREA: Need one, but clip boards work. Have brochures- State Mandate.
√				TOILET ROOMS (MEN/WOMEN): Client Restroom and Shared.
				JANITOR'S CLOSET:
√				SERVER ROOM (IT CLOSET): Currently located in hallway.
√	1	24' x 32'		LOUNGE AREA: Excessive.
√	2	(1)14' x 12' (2) 8' x 16'		CASE MGMT OFFICE: (1): Needs a table. (2): Has a full table.

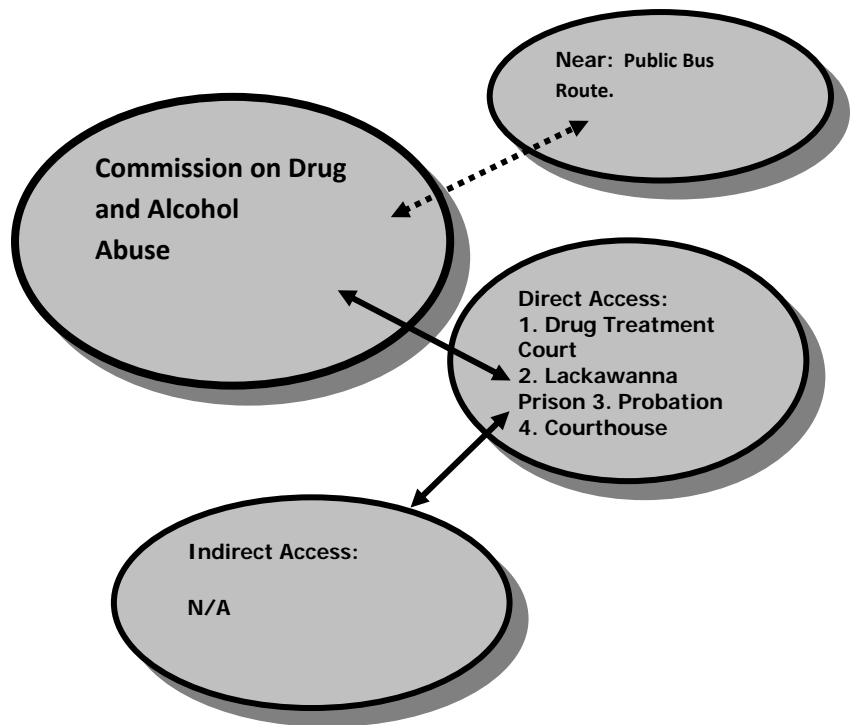


SPECIAL REQUIREMENTS				
(Please specify spaces)				
√	QUANTITY	APPROX. EXISTING S.F.	2013 PROJECTED S.F.	AREA
	1			CONFERENCE ROOM: Monitored annually (1) Bureau Drug & Alcohol - Q4 Assessment - Two people for two days (2) Health Choices
	1			COMMUNITY INTERVENTION CENTER: Not a county agency. One part-time worker (w/ Drug & Alcohol) from here. - Drop-in center for homeless. - Phone systems interconnected. - Not necessary to be near each other.

ACCESS / ADJACENCY REQUIREMENTS
(Please list below other departments or adjacencies that should be in proximity of your Department/Agency)

DIRECT ACCESS
1. Drug Treatment Court
2. Lackawanna Prison
3. Probation.
4. Courthouse: Zerechek there once a week.

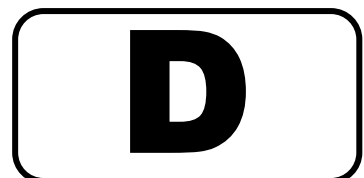
NEAR
1. Public Bus Route.



BURKAVAGE DESIGN ASSOCIATES LLC

ARCHITECTURE ENGINEERING INTERIOR DESIGN

Acker Associates, Inc.



GENERAL NOTES AND OBSERVATIONS:

- Notes from interview with the executive director on August 1, 2008: Feels Case Management at 531 Wyoming Avenue must be relocated in the same area as the Commission on Drug and Alcohol Abuse (CDAA). Case Management is currently located at 531 Wyoming Avenue. Jeff Zerechak (570.558.7100) is the on site Case Management supervisor, and reports to the executive director of the Commission on Drug and Alcohol Abuse. Case Management moved five years ago to the Wyoming Avenue location when they outgrew the space in the Jefferson Annex. Ideally, CDAA and Case Management would be in the same location with a central, shared area. Departments would be separate with one main reception desk.
- The executive director feels if clients were expected to go through a metal detector it may intimidate them and discourage them from entering. She feels a separate, private entrance is needed. Jeff Zerechek feels that it should be up to Commissioner's on how to deal with security.

FIVE YEAR PROJECTIONS:*

No growth.

***Projected employee figures provided by department directors and or deputy directors are merely projections and not necessarily approved by the Board of Commissioners.**



Acker Associates, Inc.

