

**Ground Floor – Modern Building Zones Three & Four**

<b>AREA / (STAFF NUMBERS)</b>	<b>SQM</b>	<b>SQFT</b>	<b>SQFT PP</b>
Planners – Open Plan (15)	115.54	1243.67	82.91
Planning Policy – Office (6)	37.46	403.21	67.20
Enforcement – Open Plan (4)	34.72	373.72	93.43
Administration – Open plan (10)	63.24	680.71	68.07
Conservation – Open plan (3)	30.05	323.45	107.81
Plotting / Copying Room	7.11	76.53	
Building Control – Open plan (16)	100.76	1084.58	67.78
Building Control – Office (1)	22.34	240.46	240.46
Head of DC – Office (1)	23.62	254.24	254.24
Word Processing – Office (5)	39.83	428.73	85.74
DC Land Charge/Plotting Office (3)	38.47	414.09	138.03
Empty Office Now Storage Area	79.91	860.15	
Filing Room	40.49	435.83	
Interview Room	7.4	79.65	
Post Room	8.5	91.49	
Tea Point	2.55	27.44	
Store Room	3.88	41.76	
Reception / Customer Services Room (3)	133.72	1,439.36	
Caretaker Office (1)	8.28	89.12	89.12
Display Store	10.92	117.54	
Stationary Store	7.14	76.85	
Refuse Store	10.8	116.25	
Switch Room / Pumps	8.64	93.00	
Toilet Core	36.01	387.61	
Corridor / Circulation Space	104.67	1126.66	
Staircases	25.2	271.25	
<b>GROSS TOTALS – (68) Staff</b>	<b>1001.25</b>	<b>10777.35</b>	<b>158.48</b>

Space Requirements are more relevant when considered alongside proposal 1 which enables a desk utilisation ratio 1:1.

**PROPOSED SPACE REQUIREMENTS**

**Proposed Space Allocation Modern Building - Wallfields (Excludes extension to Front of New Building)**

<b><u>DEPARTMENT / STAFF</u></b>	<b><u>SQM EA PP</u></b>	<b><u>SQFT EA PP</u></b>	<b><u>TOTAL SQM</u></b>	<b><u>TOTAL SQFT</u></b>
<b>Ground Floor</b>				
Reception (3)			133.72	1439.36
Interview Room			7.4	79.65
Head of Department Office (1)	18.36	197.62	18.36	197.62
Building Control (17)	5.1	55.00	86.7	935.00
DC Land Charge (3)	5.1	55.00	15.3	165.00
Word Processing (5)	5.1	55.00	25.5	275.00
Land Charges Team (8)	5.1	55.00	40.8	440.00
Call Centre Team (4)	5.1	55.00	20.4	220.00
Head of Department Office (2)	15.2	163.61	30.4	327.22
Planners / Planning Policy / Enforcement Departments (25)	5.1	55.00	137.5	1480.00
Conservation Team (3)	5.1	55.00	15.3	165.00
Development Team (10)	5.1	55.00	51	550.00
Administration (10)	5.1	55.00	51	550.00
Meeting Rooms X 2	20.67		41.34	444.98
Plotting / Copying Print Room			12.48	134.33
Tea Point			10.37	111.62
Store Room / Rolling Storage			35.31	380.07
Post Room			8.5	91.49
Corridor / Circulation Space			132.51	1426.33
Caretaker Office (1)	8.28	89.12	8.28	89.12
Display Store			10.92	117.54
Stationary Store			7.14	76.85
Refuse Store			10.8	116.25
Switch Room / Pumps			8.64	93.00
Staircases			25.2	271.25
Toilet Core			36.01	387.61
Risers & Ducts			20.37	219.26
<b>GROSS TOTALS – (92) Staff</b>	<b>12.78</b>	<b>137.66</b>	<b>1001.25</b>	<b>10777.35</b>

**First Floor – Modern Building Zones Five & Six**

<b>AREA / (STAFF NUMBERS)</b>	<b>SQM</b>	<b>SQFT</b>		<b>SQFT PP</b>
Head Of Customer/Comm Services (1)	20.9	224.96		224.96
Development Team Open Plan (10)	77.78	837.22		83.72
Meeting Room	9.18	98.81		
Housing Team Open Plan (3)	19.2	206.66		68.88
Community Team Open Plan (9)	50.54	544.01		60.44
Administration Team Open Plan (4)	31.8	342.29		85.57
Public Relations Open Plan (4)	28.09	302.36		75.59
Tea Point	21.2	228.19		
Large Meeting Room	27.80	299.23		
Executive Members Area	24.48	263.50		
PA's Open Plan (4)	28.5	306.77		76.69
Leader / Deputy Leader Office (2)	20.16	217.00		108.50
Workstation / Seating Area	13.68	147.25		
Tea Point	3.57	38.42		
Director Office (1)	20.00	215.28		215.28
CEO Office (1)	22.00	236.80		236.80
Council Chamber	171.60	1847.10		
Stores	10.00	107.64		
Toilet Core	31.05	334.22		
Corridor / Circulation Space	179.67	1933.96		
Staircases	44.47	478.67		
<b>GROSS TOTALS – (39) Staff</b>	<b>855.76</b>	<b>9211.40</b>		<b>236.18</b>

**Proposed Space Allocation Modern Building - Wallfields (Cont.)**

<b>DEPARTMENT / STAFF</b>	<b>SQM EA PP</b>	<b>SQFT EA PP</b>	<b>TOTAL SQM</b>	<b>TOTAL SQFT</b>
<b>First Floor</b>				
Council Chamber			171.60	1847.10
Store Room			10.00	107.64
CEO – Office (1)	19.68	211.83	19.68	211.83
Director Office (1)	19.2	206.66	19.2	206.66
Leader / Deputy Leader Office (2)	9.84	105.91	19.68	211.83
Director Offices (3)	14.58	156.93	43.74	470.79
Executive Members Area			11.74	126.36
PA to Directors (4)	5.5	59.20	22	236.8
Tea Point			16.02	
Meeting Rooms X 2			48.89	526.25
Head of Department Office (3)	14.58	156.93	43.74	470.79
Administration (4)	5.5	59.20	22	
Public Relations (3)	5.5	59.20	16.5	
Housing / Community Teams (12)	5.5	59.20	66	710.42
Democratic Services Team (4)	5.5	59.20	22	
Elections Team (4)	5.5	59.20	22	
Desk Top Publishing Team (6)	5.5	59.20	33	
New Media Team (3)	5.5	59.20	16.5	
Microfilming (4)	5.5	59.20	22	
Corridor / Circulation Space			112.40	1209.87
Staircases			44.47	478.67
Toilet Core			31.05	334.22
Walls Risers & Ducts			21.55	231.99
<b>GROSS TOTALS – (54) Staff</b>	<b>15.84</b>	<b>170.58</b>	<b>855.76</b>	<b>9211.40</b>

**Second Floor – Modern Building Zones Seven & Eight**

<b>AREA / (STAFF NUMBERS)</b>	<b>SQM</b>	<b>SQFT</b>		<b>SQFT PP</b>
Meeting Room	7.38	79.43		
Administration Open Plan (4)	39.1	420.87		105.21
Technical / Environmental Officers Open Plan (20)	125.44	1350.23		67.51
Environmental Health Mgrs (3)	39.95	430.02		143.34
Assistant Dir Office (1)	20.00	215.28		215.28
Meeting Room	9.80	105.48		
Head of Environmental Health (1)	18.48	198.91		198.91
Laboratory	12.6	135.62		
Head of Community Safety (1)	24.75	266.40		266.40
Meeting Room	12.21	131.42		
Facilities / Assets / Markets Open Plan (39)	236.4	2544.60		60.94
Head of Direct Services (1)	21.0	226.04		226.04
Meeting Room	11.4	122.70		
Toilet Core	31.05	334.22		
Corridor / Circulation Space	128.66	1384.89		
Staircases	44.47	478.67		
<b>GROSS TOTALS – (70) Staff</b>	<b>782.69</b>	<b>8429.09</b>		<b>120.41</b>

**Gross Space Summary**

<b>AREA / (STAFF NUMBERS)</b>	<b>SQM</b>	<b>SQFT</b>		<b>SQFT PP</b>
<b>OVERALL GROSS TOTALS – (177) Staff</b>	<b>2639.70</b>	<b>28417.84</b>		<b>160.55</b>

**Nett Office Space Summary – (Workstations and Filing)**

<b>AREA / (STAFF NUMBERS)</b>	<b>SQM</b>	<b>SQFT</b>	<b>% Gross Area</b>	<b>SQFT PP</b>
<b>Ground Floor – Zones 3 &amp; 4 (68)</b>	<b>514.31</b>	<b>5535.98</b>	<b>19%</b>	<b>81.41</b>
<b>First Floor – Zones 5 &amp; 6 (39)</b>	<b>318.97</b>	<b>3433.35</b>	<b>12%</b>	<b>88.03</b>
<b>Second Floor – Zones 7 &amp; 8 (70)</b>	<b>525.12</b>	<b>5652.35</b>	<b>20%</b>	<b>80.74</b>
<b>NETT TOTAL – Office (177) Staff</b>	<b>1358.40</b>	<b>14621.68</b>	<b>51%</b>	<b>82.60</b>

**Proposed Space Allocation Modern Building - Wallfields (Cont.)**

<b>DEPARTMENT / STAFF</b>	<b>SQM EA PP</b>	<b>SQFT EA PP</b>	<b>TOTAL SQM</b>	<b>TOTAL SQFT</b>
<b>Second Floor</b>				
Head of Department Office (2)	13.09	140.95	26.19	281.90
Facilities / Assets / Markets Teams (36)	4.2	45.20	151.2	1627.51
Legal / Audit Teams (24)	4.2	45.20	100.8	1085.01
Meeting Rooms X 3			47.75	513.98
Tea Point			12.69	136.59
Laboratory			12.42	133.68
Head of Department Office (3)	12.42	133.68	37.26	401.04
Tech / Environmental Officers (18)	4.2	45.20	75.6	813.75
Environmental Health Mgrs (3)	4.2	45.20	12.6	135.62
Administration (4)	4.2	45.20	16.8	180.83
Payroll (3)	4.2	45.20	12.6	135.62
Accounts (11)	4.2	45.20	46.2	497.29
Invoice Payments (4)	4.2	45.20	16.8	180.83
Purchasing (4)	4.2	45.20	16.8	180.83
Internal Audit Team (5)	4.2	45.20	21	226.04
Corridor / Circulation Space			90.68	976.07
Staircases			44.47	478.67
Toilet Core			22.86	246.06
Walls Risers & Ducts			17.97	231.99
<b>GROSS TOTALS – (117) Staff</b>	<b>7.24</b>	<b>78.04</b>	<b>782.69</b>	<b>8429.09</b>

**Note:**

Within this floor we have produced a design showing 117 open plan workstations to accommodate a total of 121 staff proposing 13 staff members team desk share.