

City of Lakewood  
Department of Human Services  
Programming Study

May 5, 2017  
Revised 1/22/2018  
Revised 08/19/2019

Summary					
	Administration	1,400	Departmental Grossing Factor	Total DGSF	Building Grossing Factor (1.3)  Total BGSF
	Support/Storage	950			
	Youth	900			
	Early Childhood	100			
	Aging	500			
	Community	6,150			
	<b>Total</b>	<b>10,000</b>			

1. Privacy key: Low = desk in open work area, Medium= Cubicle with low (48" wall), Medium-high= Cubicle with high (60" wall), High=Private office
2. "Departmental Grossing Factor" refers to increase in required floor area to account for internal circulation, walls, building chases, and other misc. elements which require floor space; but are not accounted for elsewhere.

Administration	Number of Occupants	Size	Privacy Level	Adjacencies	Comments
(FT) Director	1	200	High.	Admin. & other division managers. Away from public areas.	Office Space for meeting 2 visitors.
(FT) Asst. Director	1	200	High.	Admin. & other division managers. Away from public areas.	Office Space for meeting 2 visitors.
(FT) Admin. Assistant	1	100	Medium	Director, file and work area.	Office space
Shared Work/File/Supply Area	1	200	Low	Admin. & other division managers. Away from public areas.	Space needs including linear feet of shelving, files, etc. TBD.
Employee kitchen	1	100	Low	Admin. & other division managers. Away from public areas. Close to breakout spaces.	Space for coffee maker, fridge, microwave and cabinet storage +/- 8 LF.
Informal meeting / Breakout space	3-5	100	Medium-high	Admin. & other division managers. Away from public areas. Close to Employee Kitchen	Lunchroom / break out area
Formal Conference	10-15	400	High.	Administrative area	Full walls and door / 10-12 persons avg
Staff Restrooms	2	100	High	Away from public	Not a necessity, but likely a valuable feature.

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Div. of Aging		Number of Occupants	Size	Privacy Level	Adjacencies	Comments
(FT)	Senior Center Manager	1	100	Medium-high	Administrative areas	Office space
(FT)	Admin. Assistant	1	100	Low	Senior Center Manager – Important to be in close proximity	Reception area
(FT)	Cleaning	1	0	n/a		Storage closet
(FT)	Volunteer Supervisor	1	50	Medium	Administrative areas	phone calls / desk etc.
(FT)	Nutrition Supervisor	1	50	Medium	kitchen area, administrative areas	Desk etc.
(PT)	Kitchen Aide #1	1	0	n/a		Kitchen is workspace, no need to dedicate other full-time space.
(PT)	Kitchen Aide #2	1	0	n/a		Kitchen is workspace, no need to dedicate other full-time space.
(FT)	Outreach Driver Supervisor	1	25	Low		desk for manifest creation etc.
(FT)	Outreach Driver #2	1	25	Low		Hoteling desk for touchdown.
(FT)	Case Manager #1	1	50	High		private phone calls, confidentiality concerns / desk and space to meet clients
	Secure Work/File/Supply Area	0	100	High		

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Division of Youth		Number of Occupants	Size	Privacy Level	Adjacencies	Comments
(FT)	Clinical Manager	1	100	Medium-high	Case Managers / H.S. Director	Private space needed / Office
(FT)	Human Services Case Manager #1	1	50	Medium-high	Clinical Manager	in-person meetings with clients. OK to share open office with other case managers and clinical manager / desk
(FT)	Human Services Case Manager #2	1	50	Medium-high	Clinical Manager	same as #1
(FT)	Human Services Case Manager #3	1	50	Medium-high	Clinical Manager	same as #1
(PT)	Community Resource Specialist	1	50	Medium		on phone a lot, can share space / desk
(PT)	Community Resource Specialist	1	50	Medium		May work up to 29 hours a week, potentially overlap so hoteling desk not an option
(FT)	Juvenile Diversion Coordinator	1	50	High		desk
	Secure Work/File/Supply Area	0	100	High		Needed due to grants requirement to maintain HIPPA/CI?
(FT)	Program Coordinator H20	1	50	Medium	Activities coordinator, admin functions.	separate from case managers/desk
(PT)	Activities Coordinator	1	50	Medium	Program coordinator, admin functions.	Activities coordinator spends majority of time @ office in LHS. Could share space with Program coordinator
(PT)	Bus Driver	1	0	Low		Does not need desk
	Conference Room	5-10	200	High		Shared with administrative functions?
	Visitation Room	3-5	100	High	Family room easily accessible from public with visibility by case worker	comfortable seating, activities for children.

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Div. of Early Childhood		Number of Occupants	Size	Privacy Level	Adjacencies	Comments
(FT)	Program Manager	1	100	Medium	"Family Room" other youth related and Director  Separate space from family room but adjacency to H2O staff and programming	Desk etc.

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Community Spaces	Number of Occupants	Size	Frequency	Adjacencies	Comments
Family Room	20-40	1000	Daily with expansion to evenings and weekends	H2O, multi-purpose room, kitchenette	Dedicated space for parents/caregivers and children – capacity building/ wellness/community/peer support  Ability to expand as needed or use adjacent space for up to 70 children with caregiver
Community Dining, (f.k.a. "Senior Dining")	100 daily, up to 200 quarterly	1600	Daily	Kitchen, food service director, Multipurpose Room	Café model with expansion capable to Multipurpose Room
Multipurpose Room	50	1000	Weekly	Community dining	Moveable partition between dining and this room for ability to reach 100 person capacity.
Activity room #1	20	600	Daily		Table tennis, billiards etc.
Activity room #2	20	400	Daily		Class/computer
Activity room #3 (Craft Room)	20	450	Daily		Arts and crafts, music, large storage needed
Activity room #4	20	400	Daily		TV / gaming?
Storage	0	200	Weekly		Tables and chairs for multipurpose room and dining
Kitchen/ Servery	2	200-400?	Daily	Service entrance, community dining, nutritional supervisor	Foods prepared off-site and reheated: Any opportunity for fresh offerings?  Anticipating growth  Meals served on site and delivered
Dry Stores	0	50	Daily	Kitchen/ Servery	Small wares, cups, plates, cutlery, paper products.
Cold Storage	0	50	Daily	Kitchen/ Servery	Cabinet fridge / freezer units. Does not include a walk-in.

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Support	Number of Occupants	Size	Frequency	Adjacencies	Comments
Trash & Recycling	0	25	Daily	Central or Distributed	needs confirmed with building operations.
General Storage	0	100	Weekly		Shared departmental storage
Janitorial / Cleaning Supplies	0	25	Daily	Community Room	Housekeeping
Electrical	0	25	Monthly	NOT accessible through public spaces	
IT Room	0	25	Weekly	NOT accessible through public spaces	
Storage	Number of Occupants	Size	Frequency	Adjacencies	Comments
H2O & Early Childhood Storage	0	500	Daily to Weekly	Outside of building	Can be contained in outbuilding, does not need to be internal to main facility
Aging Storage	0	500	Daily	Activity rooms, dining room, multi-purpose rooms	Ideal storage would be built in to room walls so each space can be used for multiple purposes without clutter
Aging kitchen storage	0	250	Daily	Kitchen	Kitchen equipment, HDM bags etc.