

**G. SPACE PROGRAM FOR HUMAN RESOURCES (Continued)**

**NOTES:**

- 1) Revised per conference with L. McCormick and Y. Moore - MAP 8 Apr 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Need use of shared kitchenette sized to accommodate entire staff.
- 4) Need use of shared 30-person conference room.
- 5) Four-drawer filing cabinet assumed to hold 104 files and occupy 4.43 SF each. Allocation is based on actual system in place per AOC.
- 6) 15% circulation factor as per DGS form 680.

H. SPACE PROGRAM FOR JUDICIARY FINANCE DEPARTMENT

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Finance Director	200	1	200	1	200	1	200
Deputy Finance Director	175	1	175	1	175	1	175
Budget Director	175	1	175	1	175	1	175
Budget Manager	150	1	150	1	150	1	150
Finance Manager	150	1	150	1	150	1	150
Accounts Payable Supervisor	120	1	120	1	120	1	120
Revenue Accounting Supervisor	120	1	120	1	120	1	120
Reports / Quality Assurance Supervisor	120	1	120	1	120	1	120
Accounting Specialist	90	3	270	3	270	3	270
Accounts Payable Lead Associate	90	1	90	1	90	1	90
Budget Analyst	90	3	270	4	360	4	360
Revenue Accounting Lead Associate	90	1	90	1	90	1	90
Accounts Payable Associate	90	12	1,080	14	1,260	15	1,350
Revenue Accounting Associate	90	3	270	4	360	4	360
Receptionist/Secretary	81	0	0	1	81	1	81
<b>Sub Total - Office Space</b>		31	3,280	36	3,721	37	3,811
<b>Other Required Areas:</b>							
Reception Area - 4 Persons	60	1	60	1	60	1	60
Conference Room - 15 Persons	330	1	330	1	330	1	330
Office Equipment Room	150	1	150	1	150	1	150
Supplies Room	125	1	125	1	125	1	125
Storage Room	450	1	450	1	450	1	450
<b>Sub Total - Other Required Areas</b>		5	1,115	5	1,115	5	1,115
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		492		558		572
Circulation Factor - Other Required Area (%)	15%		167		167		167
<b>Sub Total - Circulation</b>			659		725		739
<b>Totals:</b>			5,054		5,561		5,665

NOTES:

- 1) Revised per telephone conference with V. Marsiglia - MAP 11 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared copier room.
- 4) 15% circulation factor as per DGS form 680.

I. SPACE PROGRAM FOR LEGAL AFFAIRS

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b> Legal Officer	200	1	200	2	400	2	400
<b>Sub Total - Office Space</b>		1	200	2	400	2	400
<b>Other Required Areas:</b>							
<b>Sub Total - Other Required Areas</b>			0		0		0
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		30		60		60
Circulation Factor - Other Required Area (%)	15%		0		0		0
<b>Sub Total - Circulation</b>			30		60		60
<b>Totals:</b>			230		460		460

**NOTES:**

- 1) Revised per telephone conference with D. Durfee - MAP 12 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared kitchenette.
- 4) Needs access to shared conference room.
- 5) Needs access to shared copier room.
- 6) This unit must be adjacent to the State Court Administrator's office, and near State Law Library.
- 7) 15% circulation factor as per DGS form 680.

J. SPACE PROGRAM FOR PROCUREMENT AND CONTRACT – MAIN OFFICE

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>MAIN OFFICE:</b>							
<b>LEADERSHIP:</b>							
Director, Procurement & Contract Administration	200	1	200	1	200	1	200
Deputy Director, Procurement & Contract Administration	175	1	175	1	175	1	175
Administrative Aide	90	0	0	1	90	1	90
<b>PROCUREMENT:</b>							
Manager, Procurement	150	1	150	1	150	1	150
Specialists - Procurement	108	1	108	2	216	2	216
Associates - Procurement	108	3	324	5	540	5	540
Assistants - Procurement	90	2	180	2	180	2	180
Assistants - Administrative/Purchasing	90	2	180	2	180	2	180
<b>MINORITY BUSINESS AFFAIRS:</b>							
Manager	150	1	150	1	150	1	150
Administrative Specialist	108	1	108	2	216	2	216
<b>Sub Total - Office Space</b>		13	1,575	18	2,097	18	2,097
<b>Other Required Areas:</b>							
Reception Area - 4 people	60	1	60	1	60	1	60
Conference / Library Room - 14 Persons (3)	400	1	400	1	400	1	400
Copier / Supply Room	100	1	100	1	100	1	100
General File Storage	200	1	200	1	200	1	200
Secure File Storage	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		5	960	5	960	5	960
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		236		315		315
Circulation Factor - Other Required Area (%)	15%		144		144		144
<b>Sub Total - Circulation</b>			380		459		459
<b>Totals:</b>			2,915		3,516		3,516

**NOTES:**

- 1) Revised per telephone conference with D. Coleman - MAP 10 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Includes 22 SF per person plus an allowance for vendor catalogs, product samples, etc.
- 4) Needs access to shared kitchenette.
- 5) 15% circulation factor as per DGS form 680.

K. SPACE PROGRAM FOR PROCUREMENT AND CONTRACT – WAREHOUSE FLEET AND INVENTORY

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Manager, Fixed Assets	150	1	150	1	150	1	150
Manager, Warehouse	150	0	0	1	150	1	150
Manager, Fleet	150	0	0	1	150	1	150
Specialists - Warehouse	108	1	108	1	108	3	324
Warehouse Support Assistant	90	2	180	4	360	4	360
Contract Staff - Inventory	90	6	540	7	630	8	720
Fleet Technicians	90	0	0	2	180	2	180
<b>Sub Total - Office Space</b>		10	978	17	1,728	20	2,034
<b>Other Required Areas:</b>							
Reception Area (Four Persons)	60	1	60	1	60	1	60
Warehouse (3)	10,500	1	10,500	1	10,500	1	10,500
<b>Sub Total - Other Required Areas</b>		2	10,560	2	10,560	2	10,560
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		147		259		305
Circulation Factor - Other Required Area (%)	0%		0		0		0
<b>Sub Total - Circulation</b>			147		259		305
<b>Totals:</b>			11,685		12,547		12,899

NOTES:

- 1) Revised per telephone conference with D. Coleman - MAP 10 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Includes allowance for break area/kitchenette.
- 4) Fleet requires secure parking for 2 @15 person vans and 10 cars.
- 5) 15% circulation factor in office area only as per DGS form 680. Circulation in warehouse space included in net space.

L. SPACE PROGRAM FOR FAMILY ADMINISTRATION

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Executive Director	200	1	200	1	200	1	200
Deputy Director	175	1	175	1	175	1	175
Director, FCCIP	150	1	150	1	150	1	150
Assistant Director, FCCIP (3)	150	1	150	1	150	1	150
Specialist XIII - Juvenile (3)	150	1	150	1	150	1	150
Specialist XIII - Domestic Violence (3)	150	1	150	1	150	1	150
Attorney Writer / Researcher (3)	150	0	0	1	150	1	150
Specialist XIV - TPR Court Coordinator (3)	150	1	150	1	150	1	150
Specialist XIV - FCCIP Specialist (3)	150	1	150	1	150	1	150
Training Coordinator	108	0	0	1	108	1	108
Data Analyst	90	1	90	1	90	1	90
Projected: Grant Monitors	90	0	0	2	180	3	270
Secretary VI	81	1	81	1	81	1	81
Assistant VI	81	1	81	1	81	1	81
<b>Sub Total - Office Space</b>		11	1,527	15	1,965	16	2,055
<b>Other Required Areas:</b>							
Reception / Waiting Area - 5 people	75	1	75	1	75	1	75
Conference Room - 20 people	440	1	440	1	440	1	440
Storage	150	1	150	1	150	1	150
Extra Files	100	1	100	1	100	1	100
<b>Sub Total - Other Required Areas</b>		4	765	4	765	4	765
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		229		295		308
Circulation Factor - Other Required Area (%)	15%		115		115		115
<b>Sub Total - Circulation</b>			344		410		423
<b>Totals:</b>			2,636		3,140		3,243

NOTES:

- 1) Revised per telephone conference with P. Cardullo-Ortiz - MAP 11 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Attorney.
- 4) Needs access to shared kitchenette.
- 5) Needs access to shared equipment room.
- 6) 15% circulation factor as per DGS form 680.

M. SPACE PROGRAM FOR JIS – STAFFING

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>LEADERSHIP:</b>							
Executive Director	200	1	200	1	200	1	200
Deputy Directors	175	2	350	2	350	2	350
Senior Management Advisor	150	1	150	1	150	1	150
Project Management Office Manager	150	1	150	1	150	1	150
Administrative Assistants	90	2	180	3	270	3	270
Associate IV (Receptionist)	81	1	81	1	81	1	81
Associate V (Receptionist)	81	1	81	1	81	1	81
<b>PLANNING AND APPLICATIONS:</b>							
<b>Applications Development:</b>							
Application Services Senior Manager	150	1	150	1	150	1	150
8th Circuit Court Project Manager	126	1	126	1	126	1	126
Application Programming Manager	126	1	126	1	126	1	126
District Court Project Manager	126	1	126	1	126	1	126
Circuit Court (UCS) Project Manager	126	1	126	1	126	1	126
8th Circuit Court Analysts	108	3	324	3	324	3	324
Programming QA Clerk	108	1	108	2	216	2	216
Programming QA Coordinator	108	1	108	1	108	1	108
Circuit Court Data Analysts	108	6	648	6	648	6	648
Application Programmers	108	7	756	7	756	7	756
Programmer Analyst IV	108	5	540	5	540	5	540
Programmer Analyst II	108	5	540	5	540	5	540
Application Trainers	108	4	432	6	648	8	864
COTS Trainers	108	2	216	4	432	5	540
District Court Analysts	108	3	324	4	432	4	432
Lead Application Programmer	108	1	108	2	216	2	216
Micro Programming Manager	126	1	126	1	126	1	126
Oracle Database Administrator	126	1	126	1	126	2	252
Micro Programming Analysts	108	8	864	10	1080	12	1,296
Oracle Programmers	108	0	0	6	648	6	648
<b>WAN Technology:</b>							
WAN Senior Technology Manager	150	1	150	1	150	1	150
Tech Support Manager	126	1	126	1	126	1	126
Tech Support Analysts	108	5	540	5	540	5	540
Complex Systems Analysts	108	8	864	11	1188	14	1,512
INTERNET Analysts	108	0	0	2	216	4	432
<b>LAN Technology:</b>							
LAN Administrator Senior Manager	150	1	150	1	150	1	150
LAN Micro Manager (Micro Tech)	126	1	126	1	126	1	126
LAN Systems Administrators (Micro Tech)	90	3	270	4	360	4	360
LAN Micro Techs	90	9	810	12	1080	15	1,350
<b>Site Evaluation:</b>							
Site Evaluation Manager	150	1	150	1	150	1	150
Site Evaluation Administrator	108	2	216	3	324	4	432

M. SPACE PROGRAM FOR JIS - STAFFING (Continued)

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>OPERATIONS:</b>							
Data Center Senior Manager	150	1	150	1	150	1	150
Computer Operations Manager	126	1	126	1	126	1	126
Computer Operations Shift Supervisor	108	3	324	3	324	3	324
Help Desk Coordinator	108	1	108	1	108	1	108
Computer Operations Operators	108	10	1,080	11	1,188	12	1,296
Help Desk Agents	90	4	360	6	540	8	720
Special Projects Senior Manager	150	1	150	1	150	1	150
Special Project Manager	126	1	126	1	126	1	126
Special Projects Analysts	108	0	0	2	216	2	216
Data Security Administrator	126	1	126	1	126	1	126
Data Security Assistants	108	2	216	3	324	4	432
CJIS QA Supervisor	108	1	108	1	108	1	108
CJIS QA Clerks	108	5	540	5	540	5	540
ELROI Specialists	90	0	0	2	180	2	180
Distribution Center Clerks	90	1	90	2	180	2	180
<b>Sub Total - Office Space</b>		126	13,972	161	17,572	180	19,552

N. SPACE PROGRAM FOR JIS – OTHER REQUIRED AREAS

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Other Required Areas:</b>							
<b>LEADERSHIP:</b>							
Reception / Waiting Area - 5 people	75	1	75	1	75	1	75
Secure Storage	100	1	100	1	100	1	100
Conference Room (Shared Use)	440	1	440	1	440	1	440
<b>PLANNING AND APPLICATIONS:</b>							
Conference Room (25 Person)	550	1	550	1	550	1	550
Operations Room (20 Person)	440	1	440	1	440	1	440
Tech Library	100	1	100	1	100	1	100
<b>OPERATIONS:</b>							
Computer Room	2,000	1	2,000	1	2200	1	2,400
UPS Room	800	1	800	1	800	1	800
Security Room	300	1	300	1	300	1	300
Sick Room w/eye wash	150	1	150	1	150	1	150
Computer Lab (Research & Development)	4,500	1	4,500	1	4500	1	4,500
Storage	1,500	1	1,500	1	1500	1	1,500
Break Area	1,000	1	1,000	1	1000	1	1,000
Mailing Equipment	1,500	1	1,500	1	1500	1	1,500
Micro Equipment Storage	5,000	1	5,000	1	5000	1	5,000
<b>Sub Total - Other Required Areas</b>		15	18,455	15	18,855	15	18,855
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		2,096		2,636		2,933
Circulation Factor - Other Required Area (%)	15%		2,768		2,798		2,828
<b>Sub Total - Circulation</b>			4,864		5,434		5,761
<b>Totals:</b>			37,291		41,661		44,168

NOTES:

- 1) Revised per meeting with P. Braxton, R. Bruchalski, and J. McHugh - MAP 17 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared kitchenette.
- 4) Needs access to shared copier / fax / equipment room.
- 5) 15% circulation factor as per DGS form 680.
- 6) Operations and Micro Tech area require loading dock.
- 7) Computer room requires external generator for back up.

## APPENDIX D - SPACE PROGRAMS FOR COURT RELATED AGENCIES

### A. SPACE PROGRAM FOR COURT INFORMATION OFFICE

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>MAIN COURT INFORMATION OFFICE:</b>							
Court Information Officer (Director)	200	1	200	1	200	1	200
<b>ADMINISTRATIVE:</b>							
Administrative Coordinator (open office)	120	1	120	1	120	1	120
Public Affairs Assistant	81	1	81	3	243	3	243
<b>GOVERNMENT RELATIONS:</b>							
Director, Intergovernmental Relations	200	1	200	1	200	1	200
Legislative Specialist	150	1	150	1	150	1	150
<b>COMMUNICATIONS:</b>							
Communications Specialist	150	1	150	1	150	1	150
Writer/Editor	126	1	126	1	126	1	126
Desktop Publisher / Graphic Designer (4)	120	1	120	1	120	1	120
Publications Manager	81	0	0	1	81	1	81
<b>WEB SERVICES:</b>							
Web Services Manager (4)	150	1	150	1	150	1	150
Forms Manager	81	0	0	1	81	1	81
<b>JUDICIAL INSTITUTE:</b>							
Executive Director, Judicial Institute	175	1	175	1	175	1	175
Administrative Assistant	81	1	81	1	81	1	81
Office Clerk	56	1	56	1	56	1	56
<b>MEDIA SERVICES:</b>							
Senior Media Developer (4)	150	1	150	1	150	1	150
Media Developer (4) (open office)	120	2	240	3	360	3	360
<b>Sub Total - Office Space</b>		15	1,999	20	2,443	20	2,443
<b>Other Required Areas:</b>							
<b>MAIN COURT INFORMATION OFFICE:</b>							
Reception - part of shared space with courts	0	1	0	1	0	1	0
Copier/Staging area	200	1	200	1	200	1	200
Supply Room	150	1	150	1	150	1	150
Publications Library (sized for 100 LF of shelving)	110	1	110	1	110	1	110
Central Files (sized for 6 five drawer lateral files)	50	1	50	1	50	1	50
Kitchenette	150	1	150	1	150	1	150
<b>MEDIA SERVICES:</b>							
Editing Workstations	120	3	360	4	480	4	480
Media Equipment Storage	200	1	200	1	200	1	200
Media Services Library	50	1	50	1	50	1	50
Conference Room (10 Person) -share with main office of Judicial Institute	0	1	0	1	0	1	0
<b>Sub Total - Other Required Areas</b>		12	1,270	13	1,390	13	1,390
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		300		366		366
Circulation Factor - Other Required Area (%)	15%		191		209		209
<b>Sub Total - Circulation</b>			491		575		575
<b>Totals:</b>			3,760		4,408		4,408

**A. SPACE PROGRAM FOR COURT INFORMATION OFFICE (Continued)**

**NOTES:**

- 1) Data source: DGS Form 680 as provided during December, 2003 and org chart provided in November 13, 2003 interview. Information revised and confirmed at February 23, 2004 teleconference. Judiciary Training Center space in Administrative Services Program.
- 2) Data entered and reviewed - KQP 25 Feb 04.
- 3) Standards adjusted per DGS guidelines.
- 4) Includes allocation for equipment.
- 5) Need shared use 25-person conference room with other offices.
- 6) Director of Government Relations and the Judicial Institute functionally report to the Chief of the Court of Appeals and an Associate Judge of the Court of Appeals, respectively.
- 7) Judiciary Training Center requires restrooms if located in stand alone facility.

B. SPACE PROGRAM FOR INTERNAL AUDIT

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Director	200	1	200	1	200	1	200
Audit Manager	126	2	252	2	252	2	252
Lead Auditor	108	4	432	5	540	5	540
Internal Auditor I / II	90	10	900	11	990	11	990
Administrative Assistant	81	1	81	1	81	1	81
<b>Sub Total - Office Space</b>		18	1,865	20	2,063	20	2,063
<b>Other Required Areas:</b>							
Reception Area (4 persons)	60	1	60	1	60	1	60
Storage and Copy Workroom	100	1	100	1	100	1	100
File Storage Room	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		3	360	3	360	3	360
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		280		309		309
Circulation Factor - Other Required Area (%)	15%		54		54		54
<b>Sub Total - Circulation</b>			334		363		363
<b>Totals:</b>			2,559		2,786		2,786

NOTES:

- 1) Revised per telephone conference with R. Reed - MAP 12 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared 20-person conference room.
- 4) Needs access to shared copier room.
- 5) Needs access to shared kitchenette.
- 6) In the event this unit is located away from a central campus, conference room, and kitchenette are required.
- 7) 15% circulation factor as per DGS form 680.

C. SPACE PROGRAM FOR ATTORNEY GRIEVANCE COMMISSION

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Bar Counsel	200	1	200	1	200	1	200
Deputy Bar Counsel	175	1	175	1	175	1	175
Assistant Bar Counsel	150	10	1,500	13	1,950	16	2,400
Office Manager	150	1	150	1	150	1	150
Administrative Asst. to Office Manager	126	1	126	1	126	1	126
Paralegal	108	2	216	4	432	5	540
Investigator (3 per space - shared Office)	56	7	392	10	560	12	672
Legal Secretary (Professional)	90	8	720	16	1,440	16	1,440
Receptionist	90	1	90	1	90	2	180
Secretary	90	1	90	2	180	2	180
<b>Sub Total - Office Space</b>		<b>33</b>	<b>3,659</b>	<b>50</b>	<b>5,303</b>	<b>57</b>	<b>6,063</b>
<b>Other Required Areas:</b>							
witnesses)	90	1	90	1	90	1	90
30-person Conference Room with moveable dividing wall.	660	1	660	1	660	1	660
Secured File Room + 10 Lateral cabinets in open area	1,300	1	1,300	1	1,300	1	1,300
Research Library with computer	300	1	300	1	300	1	300
Secured Supply Room	200	1	200	1	200	1	200
Dedicated Computer/Mail Room	150	1	150	1	150	1	150
<b>Sub Total - Other Required Areas</b>		<b>6</b>	<b>2,700</b>	<b>6</b>	<b>2,700</b>	<b>6</b>	<b>2,700</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		549		795		909
Circulation Factor - Other Required Area (%)	15%		405		405		405
<b>Sub Total - Circulation</b>			<b>954</b>		<b>1,200</b>		<b>1,314</b>
<b>Totals:</b>			<b>7,313</b>		<b>9,203</b>		<b>10,077</b>

NOTES:

- 1) Revised per telephone conference with D. Zachry - MAP 1 Apr 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) 15% circulation factor as per DGS form 680.
- 4) Provide use of shared kitchenette.

D. SPACE PROGRAM FOR BOARD OF LAW EXAMINERS

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Director, Board of Law Examiners	200	1	200	1	200	1	200
Director, Character & Fitness	175	1	175	1	175	1	175
Clerk to the Board	150	1	150	1	150	1	150
Clerk IV	81	4	324	5	405	5	405
Admin Assistant	81	1	81	1	81	1	81
<b>Sub Total - Office Space</b>		<b>8</b>	<b>930</b>	<b>9</b>	<b>1,011</b>	<b>9</b>	<b>1,011</b>
<b>Other Required Areas:</b>							
Reception Area - 15 people	225	1	225	1	225	1	225
Conference Room - 20 people	440	1	440	1	440	1	440
Exam Materials & Applications: 16 Filing Cabinets, 18 Shelving Units	800	1	800	1	800	1	800
Vault - locked storage for examination materials	550	1	550	1	550	1	550
Filing Cabinets - 12	100	1	100	1	100	1	100
Copier Room	200	1	200	1	200	1	200
Printers/Microfilm Reader Area	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		<b>7</b>	<b>2,515</b>	<b>7</b>	<b>2,515</b>	<b>7</b>	<b>2,515</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		140		152		152
Circulation Factor - Other Required Area (%)	15%		377		377		377
<b>Sub Total - Circulation</b>			<b>517</b>		<b>529</b>		<b>529</b>
<b>Totals:</b>			<b>3,962</b>		<b>4,055</b>		<b>4,055</b>

NOTES:

- 1) Revised per conference with B. Bentley - MAP 2 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Provide use of shared kitchenette.
- 4) Need use of training facility twice annually for proctor training for up to 80 persons.
- 5) In campus or centralized setting, mail room space not required. If not provided, must allow for additional 100 SF mailroom area.
- 6) 15% circulation factor as per DGS form 680.

E. SPACE PROGRAM FOR CLIENT PROTECTION FUND

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Administrator	200	1	200	1	200	1	200
Membership Manager	90	1	90	1	90	1	90
Administrative Assistant	81	1	81	2	162	2	162
<b>Sub Total - Office Space</b>		<b>3</b>	<b>371</b>	<b>4</b>	<b>452</b>	<b>4</b>	<b>452</b>
<b>Other Required Areas:</b>							
Reception Area (4 Person)	60	1	60	1	60	1	60
Computer Room/Storage	250	1	250	1	250	1	250
Secure File Storage Room	400	1	400	1	400	1	400
Work Area	1,000	1	1,000	1	1,000	1	1,000
<b>Sub Total - Other Required Areas</b>		<b>4</b>	<b>1,710</b>	<b>4</b>	<b>1,710</b>	<b>4</b>	<b>1,710</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		56		68		68
Circulation Factor - Other Required Area (%)	15%		257		257		257
<b>Sub Total - Circulation</b>			<b>313</b>		<b>325</b>		<b>325</b>
<b>Totals:</b>			<b>2,394</b>		<b>2,487</b>		<b>2,487</b>

NOTES:

- 1) Revised per conference with J. Moss - MAP 2 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Provide use of shared kitchenette.
- 4) 15% circulation factor as per DGS form 680.

F. SPACE PROGRAM FOR COMMISSION ON JUDICIAL DISABILITIES

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Investigative Counsel	200	1	200	1	200	1	200
Executive Secretary (Contract)	150	1	150	1	150	1	150
Assistant Investigative Counsel (Contract)	150	1	150	1	150	1	150
Administrative Assistant	90	1	90	1	90	1	90
Paralegal (Contract)	90	1	90	1	90	1	90
<b>Sub Total - Office Space</b>		<b>5</b>	<b>680</b>	<b>5</b>	<b>680</b>	<b>5</b>	<b>680</b>
<b>Other Required Areas:</b>							
Reception Area - 5 people	75	1	75	1	75	1	75
Conference Room - 20 people	440	1	440	1	440	1	440
Xerox/Work/Storage Room	200	1	200	1	200	1	200
Secure File Storage	350	1	350	1	350	1	350
Dedicated Kitchenette	100	1	100	1	100	1	100
<b>Sub Total - Other Required Areas</b>		<b>5</b>	<b>1,165</b>	<b>5</b>	<b>1,165</b>	<b>5</b>	<b>1,165</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		102		102		102
Circulation Factor - Other Required Area (%)	15%		175		175		175
<b>Sub Total - Circulation</b>			<b>277</b>		<b>277</b>		<b>277</b>
<b>Totals:</b>			<b>2,122</b>		<b>2,122</b>		<b>2,122</b>

**NOTES:**

- 1) Revised per conference with S. Lemmey - MAP 30 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Unit must be stand alone and fully featured with own workroom, conference room, and kitchenette.
- 4) Secure files cannot be archived and must be stored onsite.
- 5) 15% circulation factor as per DGS form 680.

G. SPACE PROGRAM FOR LAW LIBRARY

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>ADMINISTRATIVE SERVICES:</b>							
Director	200	1	200	1	200	1	200
Administrative Assistant/Web Master	90	1	90	1	90	1	90
<b>TECHNICAL SERVICES:</b>							
Head, Technical Services	150	1	150	1	150	1	150
Systems/Research Librarian	150	1	150	1	150	1	150
Tech. Services/Government Pub. Assoc.	120	1	120	1	120	1	120
Acquisitions/Serials Librarian	150	1	150	1	150	1	150
<b>PUBLIC SERVICES:</b>							
Research Librarian	90	2	180	3	270	4	360
Cataloger/Reference Librarian	90	1	90	1	90	1	90
Outreach Librarian	150	1	150	1	150	1	150
Library Assistants	81	2	162	2	162	3	243
Contract Librarians	56	2	na	2	na	2	na
<b>Sub Total - Office Space</b>		<b>14</b>	<b>1,442</b>	<b>15</b>	<b>1,532</b>	<b>17</b>	<b>1,703</b>
<b>Other Required Areas:</b>							
<b>PUBLIC SERVICES AREA:</b>							
Main Reception and Information Desk	150	1	150	1	150	1	150
Main Reading Room and Public Services Area (3)	1,080	1	1,080	1	1,080	1	1,080
Computer stations/workspaces (for 10)	450	1	450	1	450	1	450
Circulation/Reserve Desk/Book Return	450	1	450	1	450	1	450
Private Research Room	85	1	85	1	85	1	85
Public Copiers/Fax	85	1	85	1	85	1	85
Restrooms/Public Telephones	450	1	450	1	450	1	450
Conference Room with Media Capability (20 Person)	440	1	440	1	440	1	440
Conference Room (10 Person)	220	1	220	1	220	1	220
Computer Training Laboratory/Classroom (15 person)	225	1	225	1	225	1	225
Children's Play Alcove	100	1	100	1	100	1	100
Audubon Display Room	300	1	300	1	300	1	300
Public Display Cabinets for changing exhibits (3 ca	150	1	150	1	150	1	150
<b>THE COLLECTION:</b>							
Micrographics hardware and storage (4)	745	1	745	1	745	1	745
Stacks - open bookshelves (5)	23,162	1	23,162	1	23,162	1	23,162
Stacks - compact/high density (6)	12,075	1	12,075	1	12,075	1	12,075
AV Collection (storage cabinets)	150	1	150	1	150	1	150
Rare Book Room (7)	450	1	450	1	450	1	450
Audubon Conservation Room	300	1	300	1	300	1	300
<b>STAFF SUPPORT SPACE:</b>							
Equipment and supplies	150	2	300	2	300	2	300
Central Processing/Cataloging area (4 staff)	600	1	600	1	600	1	600
Computer room	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		<b>23</b>	<b>42,167</b>	<b>23</b>	<b>42,167</b>	<b>23</b>	<b>42,167</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		216		230		256
Circulation Factor - Other Required Area (%)	15%		6,325		6,325		6,325
<b>Sub Total - Circulation</b>			<b>6,541</b>		<b>6,555</b>		<b>6,581</b>
<b>Totals:</b>			<b>50,150</b>		<b>50,254</b>		<b>50,451</b>

## G. SPACE PROGRAM FOR LAW LIBRARY (Continued)

### NOTES:

- 1) Data source: Interviews in March and April 2004.
- 2) Standards adjusted per DGS guidelines and include allocation for equipment.
- 3) Sized to accommodate 20 persons in study carrels, 10 persons at tables with room to spread out, 6 in reading lounge area.
- 4) Sized for five readers/printers and 37 existing cabinets and 20 cabinets for future growth.
- 5) Provides for 40,403 LF of 3' wide and 7 shelves high standard library shelving.
- 6) Provides for 40,403 LF of 3' wide and 6 shelves compact/high high-density shelving.
- 7) Provides for 1,000 LF of 3' wide and 7 shelves high standard library shelving.

## H. SPACE PROGRAM FOR MACRO

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Executive Director	200	1	200	1	200	1	200
Deputy Executive Director	175	1	175	1	175	1	175
Executive Administrator	150	0	0	1	150	1	150
Public Policy ADR Director	150	1	150	1	150	1	150
Quality Assurance Director	150	1	150	1	150	1	150
Court ADR Resources Director	150	1	150	1	150	1	150
ADR Evaluation Director	150	1	150	1	150	1	150
Grant Manager	150	1	150	1	150	1	150
Community Project ADR Director	150	0	0	1	150	1	150
Criminal & Juvenile Justice ADR Director	150	0	0	1	150	1	150
Educational Resources ADR Director	150	0	0	1	150	1	150
Evaluation Project Manager	108	0	0	1	108	2	216
Quality Assurance Coordinator	108	0	0	2	216	4	432
Administrative Assistant	90	1	90	2	180	2	180
<b>Sub Total - Office Space</b>		<b>8</b>	<b>1,215</b>	<b>16</b>	<b>2,229</b>	<b>19</b>	<b>2,553</b>
<b>Other Required Areas:</b>							
Reception Area (Seating for five)	110	1	110	1	110	1	110
Conference Room (20 Persons)	440	1	440	1	440	1	440
Mediation Room (8 Persons) (3)	200	1	200	1	200	1	200
Workspace (fax, copier, office supplies)	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		<b>4</b>	<b>950</b>	<b>4</b>	<b>950</b>	<b>4</b>	<b>950</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		182		334		383
Circulation Factor - Other Required Area (%)	15%		143		143		143
<b>Sub Total - Circulation</b>			<b>325</b>		<b>477</b>		<b>526</b>
<b>Totals:</b>			<b>2,490</b>		<b>3,656</b>		<b>4,029</b>

### NOTES:

- 1) Revised per telephone conference with R. Wohl and L. Gieszl - MAP 12 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Includes an allowance for video taping equipment.
- 4) Needs access to shared kitchenette. Facility should be able to support catered lunches in conference room.
- 5) 15% circulation factor as per DGS form 680.

I. SPACE PROGRAM FOR STANDING COMMITTEE ON RULES OF PROCEDURE

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Reporter	200	1	200	1	200	1	200
Assistant Reporter (Assumes Attorney)	150	1	150	1	150	1	150
Committee Administrator	108	1	108	1	108	1	108
Special Projects Attorney	150	1	150	1	150	1	150
Law School Intern	56	1	56	1	56	1	56
<b>Sub Total - Office Space</b>		<b>5</b>	<b>664</b>	<b>5</b>	<b>664</b>	<b>5</b>	<b>664</b>
<b>Other Required Areas:</b>							
Archival Storage and Review Space (4)	250	1	250	1	250	1	250
Conference Room for 40 Attendees (5)	880	1	880	1	880	1	880
Equipment and Supplies	150	1	150	1	150	1	150
<b>Sub Total - Other Required Areas</b>			<b>1,280</b>		<b>1,280</b>		<b>1,280</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		100		100		100
Circulation Factor - Other Required Area (%)	15%		192		192		192
<b>Sub Total - Circulation</b>			<b>292</b>		<b>292</b>		<b>292</b>
<b>Totals:</b>			<b>2,236</b>		<b>2,236</b>		<b>2,236</b>

**NOTES:**

- 1) Data excerpted from Form DGS 680 - 1A, completed April, 2000 and AOC HQ Headquarters Personnel Roster dated October, 2003.
- 2) Data entered and reviewed - MAP 11 Jan 04.
- 3) Standards adjusted per DGS guidelines.
- 4) Sized for 150 file drawers equivalents and 250 LF of shelving space and a review table sized to seat six.
- 5) Shared use with other offices to be explored based on consolidation options.



## APPENDIX E – SPACE PROGRAMS FOR THE DISTRICT COURT OF MARYLAND

### A. SPACE PROGRAM FOR OFFICE OF THE CHIEF JUDGE

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Chief Judge (S)	350	1	350	1	350	1	350
Executive Assistant (S)	126	1	126	2	252	2	252
Judicial Assistant (S)	126	1	126	1	126	1	126
Aide to the Chief Judge (NS)	108	1	108	1	108	1	108
Administrative Assistant (NS)	108	1	108	2	216	2	216
Receptionist (NS)	81	0	0	0	0	1	81
<b>Sub Total - Office Space</b>		<b>5</b>	<b>818</b>	<b>7</b>	<b>1,052</b>	<b>8</b>	<b>1,133</b>
<b>Other Required Areas:</b>							
Reception Area (Seating for 10)	150	1	150	1	150	1	150
Conference Room (15 Person)	330	1	330	1	330	1	330
Files, Copier, Workstation, Table & Storage	300	1	300	1	300	1	300
Dedicated Galley Kitchenette	50	1	50	1	50	1	50
<b>Sub Total - Other Required Areas</b>		<b>4</b>	<b>830</b>	<b>4</b>	<b>830</b>	<b>4</b>	<b>830</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		123		158		170
Circulation Factor - Other Required Area (%)	15%		125		125		125
<b>Sub Total - Circulation</b>			<b>248</b>		<b>283</b>		<b>295</b>
<b>Totals:</b>			<b>1,896</b>		<b>2,165</b>		<b>2,258</b>

**NOTES:**

- 1) Revised per telephone conference with Judge Vaughn - MAP 22 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Judge's chamber includes bathroom.
- 4) 15% circulation factor as per DGS form 680.

B. SPACE PROGRAM FOR OFFICE OF CHIEF CLERK

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Chief Clerk of the District Court	250	1	250	1	250	1	250
Aide to the Chief Clerk	90	1	90	1	90	2	180
<b>Sub Total - Office Space</b>		<b>2</b>	<b>340</b>	<b>2</b>	<b>340</b>	<b>3</b>	<b>430</b>
<b>Other Required Areas:</b>							
Reception (Seating for 6)	90	1	90	1	90	1	90
Conference Room (12 Person)	264	1	264	1	264	1	264
Restroom	50	1	50	1	50	1	50
Book Cases	10	1	10	1	10	1	10
Filing System (Rotary Files)	150	1	150	1	150	1	150
<b>Sub Total - Other Required Areas</b>		<b>5</b>	<b>564</b>	<b>5</b>	<b>564</b>	<b>5</b>	<b>564</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		51		51		65
Circulation Factor - Other Required Area (%)	15%		85		85		85
<b>Sub Total - Circulation</b>			<b>136</b>		<b>136</b>		<b>150</b>
<b>Totals:</b>			<b>1,040</b>		<b>1,040</b>		<b>1,144</b>

NOTES:

- 1) Revised per telephone conference with J. Rosenthal - MAP 22 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared copier room.
- 4) Needs access to shared kitchenette.
- 5) 15% circulation factor as per DGS form 680.

C. SPACE PROGRAM FOR OFFICE OF COORDINATOR FOR COMMISSIONER ACTIVITIES

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Coordinator of Commissioner Activity	200	1	200	1	200	1	200
Deputy Coordinator	175	0	0	1	175	1	175
Specialist - Charging Language	150	1	150	1	150	1	150
Specialist - Commissioner Resource	150	1	150	1	150	2	300
Administrative Assistant II-IV	90	2	180	3	270	3	270
<b>Sub Total - Office Space</b>		5	680	7	945	8	1,095
<b>Other Required Areas:</b>							
Reception Area (Seating for four persons)	60	1	60	1	60	1	60
Conference Room (12 Person)	264	1	264	1	264	1	264
Secure Filing Area	250	1	250	1	250	1	250
Library	150	1	150	1	150	1	150
Copy/Mail/Assembly Room/Publishing Area	400	1	400	1	400	1	400
<b>COMMISSIONER'S STATION:</b>							
Reception Area (Seating for four persons)	60	1	60	1	60	1	60
Commissioner Station	400	1	400	1	400	1	400
Restroom	50	1	50	1	50	1	50
<b>Sub Total - Other Required Areas</b>		8	1,634	8	1,634	8	1,634
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		102		142		164
Circulation Factor - Other Required Area (%)	15%		245		245		245
<b>Sub Total - Circulation</b>			347		387		409
<b>Totals:</b>			2,661		2,966		3,138

**NOTES:**

- 1) Revised per conference with D. Weissert - MAP 17 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared kitchenette.
- 4) Needs access to a large (880 SF) public meeting room for after hours use.
- 5) Commissioner's Station should be located so as to allow access by general public on a 24 hour day, seven days per week basis.
- 6) 15% circulation factor as per DGS form 680.

D. SPACE PROGRAM FOR ADR

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Executive Director-ADR Programs-District Court	200	1	200	1	200	1	200
Deputy Director-ADR Programs-District Court	175	0	0	1	175	1	175
Quality Assurance Manager	150	1	150	1	150	1	150
ADR Trainer	108	0	0	1	108	1	108
Supervisor of ADR Liaisons	126	0	0	2	252	4	504
ADR Coordinator Program Development	150	1	150	1	150	1	150
Mediator	126	0	0	3	378	3	378
ADR Coordinator Volunteers	126	1	126	1	126	2	252
ADR Liaisons - One per District	56	4	224	4	224	4	224
Aide to Executive Director	90	0	0	1	90	1	90
Administrative Assistant III	90	1	90	2	180	2	180
ADR Interns	56	6	336	6	336	6	336
<b>Sub Total - Office Space</b>		15	1,276	24	2,369	27	2,747
<b>Other Required Areas:</b>							
Reception Area (Seating for ten persons)	150	1	150	1	150	1	150
Mediation Rooms/Small Conference Rooms	250	3	750	3	750	3	750
Resource Room	300	1	300	1	300	1	300
Supply/Mail/Fax	120	1	120	1	120	1	120
Storage/Filing (Secure)	120	1	120	1	120	1	120
<b>Sub Total - Other Required Areas</b>		7	1,440	7	1,440	7	1,440
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		191		355		412
Circulation Factor - Other Required Area (%)	15%		216		216		216
<b>Sub Total - Circulation</b>			407		571		628
<b>Totals:</b>			3,123		4,380		4,815

NOTES:

- 1) Revised per conference with A. Rentschler - MAP 17 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared kitchenette.
- 4) Needs access to shared computer training, small training area, and large training area.
- 5) 15% circulation factor as per DGS form 680.

E. SPACE PROGRAM FOR OFFICE OF ADMINISTRATIVE SERVICES

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Assistant Chief Clerk	200	1	200	1	200	1	200
Administrative Services Manager	126	2	252	3	378	4	504
Administrative Services Specialist	90	2	180	3	270	6	540
Administrative Assistant	90	1	90	1	90	2	180
<b>Sub Total - Office Space</b>		<b>6</b>	<b>722</b>	<b>8</b>	<b>938</b>	<b>13</b>	<b>1,424</b>
<b>Other Required Areas:</b>							
Supply/Equipment Project Room	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		<b>1</b>	<b>200</b>	<b>1</b>	<b>200</b>	<b>1</b>	<b>200</b>
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		109		141		214
Circulation Factor - Other Required Area (%)	15%		30		30		30
<b>Sub Total - Circulation</b>			<b>139</b>		<b>171</b>		<b>244</b>
<b>Totals:</b>			<b>1,061</b>		<b>1,309</b>		<b>1,868</b>

NOTES:

- 1) Revised per telephone conference with D. Pawlowicz - MAP 22 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared copier room.
- 4) Needs access to shared kitchenette.
- 5) Needs access to shared 20-person conference room (440 SF).
- 6) Needs access to shared reception area.
- 7) Supply / equipment project room includes a graphic works area, video editors, form storage, and legislative information.
- 8) 15% circulation factor as per DGS form 680.

F. SPACE PROGRAM FOR OFFICE OF OPERATIONS

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
Assistant Chief Clerk (S)	200	1	200	1	200	1	200
Operations Administrator (S)	175	1	175	1	175	1	175
Operations Manager (S)	126	1	126	1	126	1	126
Sr. Technical Business Analyst (S)	126	1	126	1	126	1	126
Supervisor II - DCTPC (S)	126	1	126	1	126	1	126
Data Entry Manager (S)	126	1	126	1	126	1	126
Supervisor - Transcriber (S)	126	1	126	1	126	1	126
Data Entry Supervisor I (S)	126	2	252	2	252	2	252
Research Analyst (NS)	108	1	108	2	216	2	216
Web-Based Trainer (NS)	108	1	108	2	216	3	324
Administrative Assistant II (NS)	90	1	90	2	180	3	270
Adm Asst I / Receptionist (NS)	90	1	90	1	90	1	90
Sr. Technical Specialist (NS)	90	1	90	3	270	5	450
Operation Resource Specialist (NS)	90	2	180	2	180	2	180
Manual Writer (NS)	90	2	180	2	180	2	180
Administrative Assistant IV (S)	90	1	90	1	90	1	90
Office Clerk I (NS)	81	1	81	1	81	2	162
Proofreader (NS)	81	2	162	2	162	2	162
Transcriber (NS)	81	3	243	3	243	3	243
Office Clerk II (NS)	81	13	1053	13	1053	13	1,053
Assistant VI (NS)	81	2	162	2	162	2	162
Assistant V (NS)	81	9	729	9	729	9	729
Assistant IV (NS)	81	12	972	12	972	12	972
<b>Sub Total - Office Space</b>		61	5,595	66	6,081	71	6,540
<b>Other Required Areas:</b>							
Conference Room (25 Persons)	550	1	550	1	550	1	550
Training Room w/Com/VideoConf/Internet	375	1	375	1	375	1	375
Training Room w/Com/VideoConf/Internet	1,125	1	1,125	1	1,125	1	1,125
Lounge / Break Out Space	450	1	450	1	450	1	450
Storage	300	1	300	1	300	1	300
Library	400	1	400	1	400	1	400
Supply Room	250	1	250	1	250	1	250
Reception Area (Seating for 15)	225	1	225	1	225	1	225
Copy/Fax Room	200	1	200	1	200	1	200
Data Center - Technology Equipment	200	1	200	1	200	1	200
Files (Statistics)	200	1	200	1	200	1	200
<b>Sub Total - Other Required Areas</b>		11	4,275	11	4,275	11	4,275
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		840		912		981
Circulation Factor - Other Required Area (%)	15%		641		641		641
<b>Sub Total - Circulation</b>			1,481		1,553		1,622
<b>Totals:</b>			11,351		11,909		12,437



G. SPACE PROGRAM FOR OFFICE OF ENGINEERING & CENTRAL SERVICES

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>MAIN OFFICE:</b>							
Assistant Chief Clerk	200	1	200	1	200	1	200
Facilities Administrator	175	1	175	1	175	1	175
Telecommunications Coordinator	126	1	126	1	126	1	126
Security Coordinator	126	1	126	1	126	1	126
Construction Manager	126	1	126	1	126	1	126
Design/Project Manager	126	0	0	1	126	1	126
Administrative Assistant III	90	1	90	1	90	1	90
Facilities Services Assistant	81	1	81	1	81	1	81
Administrative Assistant II	81	1	81	1	81	1	81
<b>WAREHOUSE OPERATIONS:</b>							
Administrative Officer	126	1	126	1	126	1	126
Warehouse Supervisor	126	1	126	1	126	1	126
Records Supervisor	126	1	126	1	126	1	126
Administrative Assistant II	81	1	81	1	81	1	81
Inventory Specialist	81	1	81	2	162	2	162
Office Clerk	81	1	81	1	81	1	81
Supply Officer	81	1	81	1	81	1	81
Office Clerk	81	3	243	4	324	5	405
Records Storage Clerk	81	5	405	6	486	7	567
Stock Clerk	81	3	243	4	324	5	405
Inventory Taker (Contractual)	81	5	405	5	405	5	405
Records Storage Clerk	81	3	243	3	243	3	243
Cabinet Maker	N/A	1	0	1	0	2	0
<b>Sub Total - Office Space</b>		35	3,246	40	3,696	44	3,939
<b>Other Required Areas:</b>							
<b>MAIN OFFICE:</b>							
Reception Area (Seating for six persons)	90	1	90	1	90	1	90
File Room	200	1	200	1	200	1	200
Facilities Plan/Copy/File Room	300	1	300	1	300	1	300
Security Storage	3,000	1	3000	1	3000	1	3,000
<b>WAREHOUSE OPERATIONS:</b>							
Warehouse	30,000	1	30000	1	30000	1	30,000
Records Storage (7)	See Projection	1	23900	1	24530	1	25100
Cabinet Shop	7,500	1	7500	1	7500	1	7,500
Print Shop Supply Room	500	1	500	1	500	1	500
IT/Security Warehouse	3,000	1	3000	1	3000	1	3,000
Print Shop	7,500	1	7500	1	7500	1	7,500
<b>Sub Total - Other Required Areas</b>		10	75,990	10	76,620		77,190
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		487		555		591
Circulation Factor - Other Required Area (%)	15%		539		539		539
<b>Sub Total - Circulation</b>			1,026		1,094		1,130
<b>Totals:</b>			80,262		81,410		82,259

**G. SPACE PROGRAM FOR OFFICE OF ENGINEERING & CENTRAL SERVICES (Continued)**

**NOTES:**

- 1) Revised per telephone conference with L. Ritter - MAP 31 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared copier room for main office.
- 4) Needs access to shared kitchenette for main office.
- 5) Needs access to shared conference room for main office.
- 6) 15% circulation factor as per DGS form 680.
- 7) Assumes record storage area of 14,700 SF in 2004 growing to 15,900 SF in 2014 to account for increasing caseload.
- 8) 7,500 SF Microforming area, 1,500 SF file stripping area, and 200 SF Shredder area.
- 9) 15% circulation factor for other required areas refers only to main office space. Circulation for warehouse space built into numbers.

H. SPACE PROGRAM FOR OFFICE OF FINANCE

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>FINANCE OFFICE:</b>							
Assistant Chief Clerk	200	1	200	1	200	1	200
Finance Manager	175	1	175	1	175	1	175
Accounting Specialist	120	1	120	1	120	1	120
Administrative Assistant III	81	1	81	1	81	1	81
Accounting Clerk III	81	6	486	6	486	6	486
<b>TRAFFIC PROCESSING-PAYMENTS:</b>							
District Court Supervisor II	120	1	120	1	120	1	120
Payment Clerk (5)	81	6	486	9	729	12	972
<b>Sub Total - Office Space</b>		17	1,668	20	1,911	23	2,154
<b>Other Required Areas:</b>							
<b>FINANCE OFFICE:</b>							
Reception Area (Seating for four persons)	60	1	60	1	60	1	60
High Density Files for Coresp & Supplies	160	1	160	1	160	1	160
Dedicated Use Copier and Printers	120	1	120	1	120	1	120
Archive Storage Area for accounting files	100	1	100	1	100	1	100
File Storage Area for current accounting files	50	1	50	1	50	1	50
<b>TRAFFIC PROCESSING-PAYMENTS</b>							
IVR Terminals, Central Cash Reg Syst, Printers	1,700	1	1700	1	1700	1	1,700
File Storage Area - 20 large rolling file system	1,450	1	1450	1	1850	1	2,360
Mail Assembly, distribution, large letter opener	200	1	200	1	200	1	200
Common Use Copier and Printers	120	1	120	1	120	1	120
<b>Sub Total - Other Required Areas</b>		9	3,960	9	4,360	9	4,870
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		250		287		323
Circulation Factor - Other Required Area (%)	15%		594		654		731
<b>Sub Total - Circulation</b>			844		941		1,054
<b>Totals:</b>			6,472		7,212		8,078

NOTES:

- 1) Revised per telephone conference with R. Clemens - MAP 22 Mar 04.
- 2) Standards reflect DGS / DBM guidelines as of Fall, 2003.
- 3) Needs access to shared kitchenette.
- 4) Needs access to shared conference room.
- 5) Growth in positions potentially due to automated radar camera tickets.
- 6) Growth rate at 5% annually.
- 7) 15% circulation factor as per DGS form 680.

## APPENDIX F – SPACE PROGRAM FOR COMMON USE FUNCTIONS

Space Assignment by Element or Category	Space Allocation (NASF)	Required Space By Planning Period					
		2004		2009		2014	
		Number Required	Total Required NASF	Number Required	Total Required NASF	Number Required	Total Required NASF
<b>Office Space:</b>							
<b>Sub Total - Office Space</b>		0	0	0	0	0	0
<b>Other Required Areas:</b>							
Conference Room (Seating for 20 Persons)	440	1	440	2	880	2	880
Conference Room (Seating for 40 Persons)	880	1	880	2	1,760	2	1,760
Copier / Fax / Workroom	200	6	1,200	7	1,400	8	1,600
Kitchenette	250	7	1,750	9	2,250	10	2,500
<b>Sub Total - Other Required Areas</b>		15	4,270	20	6,290	22	6,740
<b>Circulation:</b>							
Circulation Factor - Office (%)	15%		0		0		0
Circulation Factor - Other Required Area (%)	15%		641		944		1,011
<b>Sub Total - Circulation</b>			641		944		1,011
<b>Totals:</b>			4,911		7,234		7,751

**NOTES:**

- 1) One 20-person conference room and one 40 person conference room per 150 staff. Total number of conference rooms will be calculated, and dedicated conference rooms will be deducted from total to get to total SF.
- 2) One common use 250 SF kitchenette for every 75 staff less dedicated uses.
- 3) One common use copier/equipment area for every 38 Persons less dedicated uses.
- 4) Total planning population includes 622 persons in 2004, 762 in 2009, and 834 in 2014.
- 5) Shared conference rooms required by CIO, IAU, AOC units including Administrative Services, Management Analysis, Program Services, HR, and Legal Affairs, Client Protection Fund, and District Court units including Commissioners, Administrative Services, EC&S, and F/A.
- 6) Shared Copier / Fax / Workroom required by AOC units including Drug Court, Administrative Services, Management Analysis, Program Services, Legal Affairs, Family Administration, and JIS, Law Library, and District Court units including Clerk and EC&S.
- 7) Kitchenette adjustments include deducts for Court of Appeals, Court of Special Appeals, Chief Judge - District Court, and Judicial Disabilities. All other units, departments, and offices shall utilize shared kitchenettes.



## APPENDIX G – MASTER PLAN SPACE ALLOCATIONS FOR VARIOUS OPTIONS

### A. OPTION 2

UNIT / DEPARTMENT / OFFICE	2014	COAB	TAWES PODS	NEW ADMIN. AND/OR LAW LIBRARY
<b>JUDICIAL PLANNING BLOCK</b>				
<b>Court of Appeals</b>				
Chief Judge - COA	10,231	10,231		
Clerk's Office for the Court of Appeals	8,100	8,100		
<b>Court of Special Appeals</b>				
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184	16,184		
Clerk's Office for the Court of Special Appeals	11,513	11,513		
<b>Maryland Law Library</b>	50,451			50,451
<b>Total Judicial Planning Block</b>	96,479	46,028	0	50,451
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>				
<b>Internal Audit</b>				
	2,786	2,786		
<b>Court Information Office</b>				
Court Information Office (incl. JI/Media Services)	4,408	4,408		
<b>Administrative Office of the Courts</b>				
State Court Administrator's Office	1,864	1,864		
Drug Court Commission Staff	1,200		1,200	
Admin. Services (incl. JTC)	32,841		32,841	
Management Analysis and Research	666		666	
Program Services	1,204		1,204	
Human Resources	5,831		5,831	
Judiciary Finance Department	5,665		5,665	
Legal Affairs	460		460	
Procurement and Contract Admin. - Main Office	3,516		3,516	
Family Administration	3,243		3,243	
Judicial Infor. Systems Unit/Microtec	44,168		44,168	
<b>Attorney Grievance Commission</b>	10,077		10,077	
<b>Client Protection Fund/Client's Security Trust Fund</b>	2,487		2,487	
<b>Board of Law Examiners</b>	4,055		4,055	
<b>Maryland Alternative Dispute Resolution Commission</b>	4,029		4,029	
<b>Standing Committee on Rules of Practice and Procedure</b>	2,236		2,236	
<b>District Court Headquarters Operations</b>				
Chief Judge - District Court of Maryland	2,258	2,258		
Office of the Chief Clerk	1,143		1,143	
Coordinator of Commissioner Activity	3,138	3,138		
ADR	4,815		4,815	
Administrative Services	1,868		1,868	
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437			12,437
Engineering and Central Services (Main Office Only)	5,429		5,429	
Finance (Includes Processing, Ticket Room and Data Entry)	8,078			8,078
<b>Common Use Space</b>	7,751			7,751
<b>Total - Other Core Functions Block</b>	177,653	14,454	134,933	28,266
<b>Sub Total</b>	274,132	60,482	134,933	78,717
<b>Building Grossing Factor</b>		N/A	N/A	1.35
<b>Total Building Gross Square Feet</b>		75,411	176,720	106,268

B. OPTION 3

UNIT / DEPARTMENT / OFFICE	2014	COAB	TAWES PODS	NEW ADMIN. AND/OR LAW LIBRARY
<b>JUDICIAL PLANNING BLOCK</b>				
<b>Court of Appeals</b>				
Chief Judge - COA (includes Legal Officer)	10,231	10,231		
Clerk's Office for the Court of Appeals	8,100	8,100		
<b>Court of Special Appeals</b>				
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184	16,184		
Clerk's Office for the Court of Special Appeals	11,513	11,513		
<b>Maryland Law Library</b>	50,451			50,451
<b>Total Judicial Planning Block</b>	96,479	46,028	0	50,451
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>				
<b>Internal Audit</b>				
Court Information Office	2,786	2,786		
Court Information Office (incl. JI/Media Services)	4,408	4,408		
<b>Administrative Office of the Courts</b>				
State Court Administrator's Office	1,864	1,864		
Drug Court Commission Staff	1,200			1,200
Admin. Services (incl. JTC)	32,841			32,841
Management Analysis and Research	666			666
Program Services	1,204			1,204
Human Resources	5,831			5,831
Judiciary Finance Department	5,665			5,665
Legal Affairs	460			460
Procurement and Contract Admin. - Main Office	3,516			3,516
Family Administration	3,243			3,243
AOC Judicial Infor. Systems Unit/Microtec	44,168		44,168	
Attorney Grievance Commission	10,077		10,077	
Client Protection Fund/Client's Security Trust Fund	2,487		2,487	
Board of Law Examiners	4,055		4,055	
Maryland Alternative Dispute Resolution Commission	4,029		4,029	
Standing Committee on Rules of Practice and Procedure	2,236		2,236	
<b>District Court Headquarters Operations</b>				
Chief Judge - District Court of Maryland	2,258	2,258		
Office of the Chief Clerk	1,143		1,143	
Coordinator of Commissioner Activity	3,138	3,138		
ADR	4,815		4,815	
Administrative Services	1,868		1,868	
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437			12,437
Engineering and Central Services (Main Office Only)	5,429		5,429	
Finance (Includes Processing, Ticket Room and Data Entry)	8,078			8,078
Common Use Space	7,751			7,751
<b>Total - Other Core Functions Block</b>	177,653	14,454	80,307	82,892
<b>Sub Total</b>	274,132	60,482	80,307	133,343
<b>Building Grossing Factor</b>		N/A	N/A	1.35
<b>Total Building Gross Square Feet</b>		75,411	101,614	180,013

C. OPTION 4

UNIT / DEPARTMENT / OFFICE	2014	COAB	TAWES PODS	NEW ADMIN. AND/OR LAW LIBRARY
<b>JUDICIAL PLANNING BLOCK</b>				
<b>Court of Appeals</b>				
Chief Judge - COA (includes Legal Officer)	10,231	10,231		
Clerk's Office for the Court of Appeals	8,100	8,100		
<b>Court of Special Appeals</b>				
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184	16,184		
Clerk's Office for the Court of Special Appeals	11,513	11,513		
<b>Maryland Law Library</b>	50,451			50,451
<b>Total Judicial Planning Block</b>	96,479	46,028	0	50,451
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>				
<b>Internal Audit</b>	2,786	2,786		
<b>Court Information Office</b>				
Court Information Office (incl. JI/Media Services)	4,408	4,408		
<b>Administrative Office of the Courts</b>				
State Court Administrator's Office	1,864	1,864		
Drug Court Commission Staff	1,200			1,200
Admin. Services (incl. JTC)	32,841			32,841
Management Analysis and Research	666			666
Program Services	1,204			1,204
Human Resources	5,831			5,831
Judiciary Finance Department	5,665			5,665
Legal Affairs	460			460
Procurement and Contract Admin. - Main Office	3,516			3,516
Family Administration	3,243			3,243
AOC Judicial Infor. Systems Unit/Microtec	44,168		44,168	
<b>Attorney Grievance Commission</b>	10,077		10,077	
<b>Client Protection Fund/Client's Security Trust Fund</b>	2,487		2,487	
<b>Board of Law Examiners</b>	4,055		4,055	
<b>Maryland Alternative Dispute Resolution Commission</b>	4,029		4,029	
<b>Standing Committee on Rules of Practice and Procedure</b>	2,236		2,236	
<b>District Court Headquarters Operations</b>				
Chief Judge - District Court of Maryland	2,258	2,258		
Office of the Chief Clerk	1,143		1,143	
Coordinator of Commissioner Activity	3,138	3,138		
<b>ADR</b>	4,815		4,815	
Administrative Services	1,868		1,868	
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437		12,437	
Engineering and Central Services (Main Office Only)	5,429		5,429	
Finance (Includes Processing, Ticket Room and Data Entry)	8,078		8,078	
<b>Common Use Space</b>	7,751		7,751	
<b>Total - Other Core Functions Block</b>	177,653	14,454	108,573	54,626
<b>Sub Total</b>	274,132	60,482	108,573	105,077
<b>Building Grossing Factor</b>		N/A	N/A	1.35
<b>Total Building Gross Square Feet</b>		75,411	132,540	141,854

D. OPTION 5

UNIT / DEPARTMENT / OFFICE	2014	COAB	TAWES PODS	NEW ADMIN. AND/OR LAW LIBRARY
<b>JUDICIAL PLANNING BLOCK</b>				
<b>Court of Appeals</b>				
Chief Judge - COA (includes Legal Officer)	10,231	10,231		
Clerk's Office for the Court of Appeals	8,100	8,100		
<b>Court of Special Appeals</b>				
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184	16,184		
Clerk's Office for the Court of Special Appeals	11,513	11,513		
<b>Maryland Law Library</b>	50,451			50,451
<b>Total Judicial Planning Block</b>	<b>96,479</b>	<b>46,028</b>	<b>0</b>	<b>50,451</b>
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>				
<b>Internal Audit</b>	2,786	2,786		
<b>Court Information Office</b>				
Court Information Office (incl. JI/Media Services)	4,408	4,408		
<b>Administrative Office of the Courts</b>				
State Court Administrator's Office	1,864	1,864		
Drug Court Commission Staff	1,200			1,200
Admin. Services (incl. JTC)	32,841			32,841
Management Analysis and Research	666			666
Program Services	1,204			1,204
Human Resources	5,831			5,831
Judiciary Finance Department	5,665			5,665
Legal Affairs	460			460
Procurement and Contract Admin. - Main Office	3,516			3,516
Family Administration	3,243			3,243
AOC Judicial Infor. Systems Unit/Microtec	44,168			44,168
<b>Attorney Grievance Commission</b>	10,077			10,077
<b>Client Protection Fund/Client's Security Trust Fund</b>	2,487			2,487
<b>Board of Law Examiners</b>	4,055			4,055
<b>Maryland Alternative Dispute Resolution Commission</b>	4,029			4,029
<b>Standing Committee on Rules of Practice and Procedure</b>	2,236			2,236
<b>District Court Headquarters Operations</b>				
Chief Judge - District Court of Maryland	2,258	2,258		
Office of the Chief Clerk	1,143			1,143
Coordinator of Commissioner Activity	3,138	3,138		
ADR	4,815			4,815
Administrative Services	1,868			1,868
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437			12,437
Engineering and Central Services (Main Office Only)	5,429			5,429
Finance (Includes Processing, Ticket Room and Data Entry)	8,078			8,078
<b>Common Use Space</b>	7,751			7,751
<b>Total - Other Core Functions Block</b>	<b>177,653</b>	<b>14,454</b>	<b>0</b>	<b>163,199</b>
<b>Sub Total</b>	<b>274,132</b>	<b>60,482</b>	<b>0</b>	<b>213,650</b>
<b>Building Grossing Factor</b>		<b>N/A</b>	<b>N/A</b>	<b>1.35</b>
<b>Total Building Gross Square Feet</b>		<b>75,411</b>	<b>0</b>	<b>288,428</b>

E. OPTION 6

UNIT / DEPARTMENT / OFFICE	2014	NEW COURTHOUSE
<b>JUDICIAL PLANNING BLOCK</b>		
<b>Court of Appeals</b>		
Chief Judge - COA (includes Legal Officer)	10,231	10,231
Clerk's Office for the Court of Appeals	8,100	8,100
<b>Court of Special Appeals</b>		
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184	16,184
Clerk's Office for the Court of Special Appeals	11,513	11,513
<b>Maryland Law Library</b>	50,451	50,451
<b>Total Judicial Planning Block</b>	96,479	96,479
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>		
<b>Internal Audit</b>		
	2,786	2,786
<b>Court Information Office</b>		
Court Information Office (incl. JI/Media Services)	4,408	4,408
<b>Administrative Office of the Courts</b>		
State Court Administrator's Office	1,864	1,864
Drug Court Commission Staff	1,200	1,200
Admin. Services (incl. JTC)	32,841	32,841
Management Analysis and Research	666	666
Program Services	1,204	1,204
Human Resources	5,831	5,831
Judiciary Finance Department	5,665	5,665
Legal Affairs	460	460
Procurement and Contract Admin. - Main Office	3,516	3,516
Family Administration	3,243	3,243
AOC Judicial Infor. Systems Unit/Microtec	44,168	44,168
Attorney Grievance Commission	10,077	10,077
Client Protection Fund/Client's Security Trust Fund	2,487	2,487
Board of Law Examiners	4,055	4,055
Maryland Alternative Dispute Resolution Commission	4,029	4,029
Standing Committee on Rules of Practice and Procedure	2,236	2,236
<b>District Court Headquarters Operations</b>		
Chief Judge - District Court of Maryland	2,258	2,258
Office of the Chief Clerk	1,143	1,143
Coordinator of Commissioner Activity	3,138	3,138
ADR	4,815	4,815
Administrative Services	1,868	1,868
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437	12,437
Engineering and Central Services (Main Office Only)	5,429	5,429
Finance (Includes Processing, Ticket Room and Data Entry)	8,078	8,078
<b>Common Use Space</b>	7,751	7,751
<b>Total - Other Core Functions Block</b>	177,653	177,653
<b>Sub Total</b>	274,132	274,132
<b>Building Grossing Factor</b>		1.5
<b>Total Building Gross Square Feet</b>		411,198

F. OPTION 7

1. OPTION A

UNIT / DEPARTMENT / OFFICE	2014	NEW ADMIN. AND/OR LAW LIBRARY	NEW COURTHOUSE/ LAW LIBRARY
<b>JUDICIAL PLANNING BLOCK</b>			
<b>Court of Appeals</b>			
Chief Judge - COA (includes Legal Officer)	10,231		10,231
Clerk's Office for the Court of Appeals	8,100		8,100
<b>Court of Special Appeals</b>			
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184		16,184
Clerk's Office for the Court of Special Appeals	11,513		11,513
<b>Maryland Law Library</b>	50,451		50,451
<b>Total Judicial Planning Block</b>	96,479	0	96,479
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>			
<b>Internal Audit</b>	2,786		2,786
<b>Court Information Office</b>			
Court Information Office (incl. JI/Media Services)	4,408		4,408
<b>Administrative Office of the Courts</b>			
State Court Administrator's Office	1,864		1,864
Drug Court Commission Staff	1,200	1,200	
Admin. Services (incl. JTC)	32,841	32,841	
Management Analysis and Research	666	666	
Program Services	1,204	1,204	
Human Resources	5,831	5,831	
Judiciary Finance Department	5,665	5,665	
Legal Affairs	460	460	
Procurement and Contract Admin. - Main Office	3,516	3,516	
Family Administration	3,243	3,243	
AOC Judicial Infor. Systems Unit/Microtec	44,168	44,168	
<b>Attorney Grievance Commission</b>	10,077	10,077	
<b>Client Protection Fund/Client's Security Trust Fund</b>	2,487	2,487	
<b>Board of Law Examiners</b>	4,055	4,055	
<b>Maryland Alternative Dispute Resolution Commission</b>	4,029	4,029	
<b>Standing Committee on Rules of Practice and Procedure</b>	2,236	2,236	
<b>District Court Headquarters Operations</b>			
Chief Judge - District Court of Maryland	2,258		2,258
Office of the Chief Clerk	1,143		1,143
Coordinator of Commissioner Activity	3,138		3,138
ADR	4,815	4,815	
Administrative Services	1,868	1,868	
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437	12,437	
Engineering and Central Services (Main Office Only)	5,429	5,429	
Finance (Includes Processing, Ticket Room and Data Entry)	8,078	8,078	
<b>Common Use Space</b>	7,751		7,751
<b>Total - Other Core Functions Block</b>	177,653	154,305	23,348
<b>Sub Total</b>	274,132	154,305	119,827
<b>Building Grossing Factor</b>		1.35	1.4
<b>Total Building Gross Square Feet</b>		208,312	167,758

2. OPTION B

UNIT / DEPARTMENT / OFFICE	2014	TAWES PODS	NEW COURTHOUSE/ LAW LIBRARY
<b>JUDICIAL PLANNING BLOCK</b>			
<b>Court of Appeals</b>			
Chief Judge - COA (includes Legal Officer)	10,231		10,231
Clerk's Office for the Court of Appeals	8,100		8,100
<b>Court of Special Appeals</b>			
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184		16,184
Clerk's Office for the Court of Special Appeals	11,513		11,513
<b>Maryland Law Library</b>	50,451		50,451
<b>Total Judicial Planning Block</b>	96,479	0	96,479
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>			
<b>Internal Audit</b>	2,786		2,786
<b>Court Information Office</b>	4,408		4,408
Court Information Office (incl. JI/Media Services)			
<b>Administrative Office of the Courts</b>			
State Court Administrator's Office	1,864		1,864
Drug Court Commission Staff	1,200	1,200	
Admin. Services (incl. JTC)	32,841	32,841	
Management Analysis and Research	666	666	
Program Services	1,204	1,204	
Human Resources	5,831	5,831	
Judiciary Finance Department	5,665	5,665	
Legal Affairs	460	460	
Procurement and Contract Admin. - Main Office	3,516	3,516	
Family Administration	3,243	3,243	
AOC Judicial Infor. Systems Unit/Microtec	44,168	44,168	
<b>Attorney Grievance Commission</b>	10,077	10,077	
<b>Client Protection Fund/Client's Security Trust Fund</b>	2,487	2,487	
<b>Board of Law Examiners</b>	4,055	4,055	
<b>Maryland Alternative Dispute Resolution Commission</b>	4,029	4,029	
<b>Standing Committee on Rules of Practice and Procedure</b>	2,236	2,236	
<b>District Court Headquarters Operations</b>			
Chief Judge - District Court of Maryland	2,258		2,258
Office of the Chief Clerk	1,143		1,143
Coordinator of Commissioner Activity	3,138		3,138
ADR	4,815	4,815	
Administrative Services	1,868	1,868	
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437	12,437	
Engineering and Central Services (Main Office Only)	5,429	5,429	
Finance (Includes Processing, Ticket Room and Data Entry)	8,078	8,078	
<b>Common Use Space</b>	7,751		7,751
<b>Total - Other Core Functions Block</b>	177,653	154,305	23,348
<b>Sub Total</b>	274,132	154,305	119,827
<b>Building Grossing Factor</b>		N/A	1.4
<b>Total Building Gross Square Feet</b>		220,900	167,758

G. OPTION 8

UNIT / DEPARTMENT / OFFICE	2014	COAB	NEW ADMIN. AND/OR LAW LIBRARY	NEW COURTHOUSE
<b>JUDICIAL PLANNING BLOCK</b>				
<b>Court of Appeals</b>				
Chief Judge - COA (includes Legal Officer)	10,231			10,231
Clerk's Office for the Court of Appeals	8,100			8,100
<b>Court of Special Appeals</b>				
Chief Judge - Court of Special Appeals (incl. Staff Atty.)	16,184			16,184
Clerk's Office for the Court of Special Appeals	11,513			11,513
<b>Maryland Law Library</b>	50,451	50,451		
<b>Total Judicial Planning Block</b>	96,479	50,451	0	46,028
<b>OTHER CORE FUNCTIONS PLANNING BLOCK</b>				
<b>Internal Audit</b>				
<b>Court Information Office</b>	2,786			2,786
Court Information Office (incl. JI/Media Services)	4,408			4,408
<b>Administrative Office of the Courts</b>				
State Court Administrator's Office	1,864			1,864
Drug Court Commission Staff	1,200			1,200
Admin. Services (incl. JTC)	32,841		31,042	1,799
Management Analysis and Research	666			666
Program Services	1,204			1,204
Human Resources	5,831			5,831
Judiciary Finance Department	5,665			5,665
Legal Affairs	460			460
Procurement and Contract Admin. - Main Office	3,516			3,516
Family Administration	3,243			3,243
AOC Judicial Infor. Systems Unit/Microtec	44,168		44,168	
<b>Attorney Grievance Commission</b>	10,077		10,077	
<b>Client Protection Fund/Client's Security Trust Fund</b>	2,487		2,487	
<b>Board of Law Examiners</b>	4,055		4,055	
<b>Maryland Alternative Dispute Resolution Commission</b>	4,029		4,029	
<b>Standing Committee on Rules of Practice and Procedure</b>	2,236		2,236	
<b>District Court Headquarters Operations</b>				
Chief Judge - District Court of Maryland	2,258			2,258
Office of the Chief Clerk	1,143			1,143
Coordinator of Commissioner Activity	3,138			3,138
ADR	4,815		4,815	
Administrative Services	1,868		1,868	
Operations (includes MATS, Ticket Processing, and Conf. Ctr.)	12,437	12,437		
Engineering and Central Services (Main Office Only)	5,429		5,429	
Finance (Includes Processing, Ticket Room and Data Entry)	8,078	8,078		
<b>Common Use Space</b>	7,751		7,751	
<b>Total - Other Core Functions Block</b>	177,653	20,515	117,957	39,181
<b>Sub Total</b>	274,132	70,966	117,957	85,209
<b>Building Grossing Factor</b>		N/A	1.35	1.5
<b>Total Building Gross Square Feet</b>		75,411	159,242	127,814