



program interview- **veterans & parking clerk**

Thank you for taking the time to review this form. Our goal is to learn more about your Department so that we may effectively design a space that meets your organization’s needs now and into the future.

Department Summary:

Please briefly summarize the function of your Department, including all sub-departments.
[Respond Here: Veterans agent constantly meets with Veterans and leaders of other organizations](#)

Personnel Requirements: Please complete the following matrix.

PERSONNEL	CURRENT COUNT	[Projected through] 2 years from now	NOTES:
Department Head	1		
Assistant Head			
Admin (Offices)	1		
Admin Workstation			
Interns			
Total Headcount	2		

Adjacency Requirements within the organization

Please identify other Departments to which you desire adjacency.
[Respond Here Council on aging.](#)

Adjacency Requirements within your department

Please identify any intra-department adjacencies that are more important to maintain.



[Respond Here](#)

Conference Space Requirements:

A variety of meeting spaces, both formal and informal, will be provided in the new facility, and processes for reserving conference space will be implemented. Examples of shared spaces include:

- * Formal conference rooms for internal and committee meetings in a variety of sizes (closed rooms with traditional table/chair configuration)
- * Huddle rooms (closed rooms with tables and/or lounge furniture for smaller, more informal meetings)
- * Informal gathering areas for internal and public meetings (open spaces with flexible furniture to accommodate a variety of meeting types including training, brainstorming and more formal meetings)

Beyond the shared meeting spaces, does your Department have a need for any dedicated conference space, either formal or informal? If so, please describe those requirements including the maximum number of personnel to be accommodated.

[Respond Here- Huddle room, informal gathering are for meetings, training etc.. Need for a conference table To support multiple family members or group members for various meetings.](#)

Storage + File Requirements

The new facility will accommodate lateral file cabinets for each department and general storage rooms throughout the facility.

Beyond these spaces, please identify any department-specific file and/or storage needs not addressed in “Equipment Requirements” or “Support Facilities” below.

[Respond Here Need for filing of confidential information on veterans and their families. We store many personal files which contain private information. Need for a locked cabinet or safe for parking collections. Storage area for Donations that we receive for the VA hospitals. Storage for supplies.](#)

Equipment Requirements

The new facility will accommodate shared copy/print/mail/equipment stations.

Beyond these spaces, please identify any department-specific equipment you require (i.e. plotters). Please do not include equipment in workstations or offices, or any equipment noted in “Support Facilities” below.

[Respond Here We have our own printers \(3\) Dept head, Admin Asst and parking. We also have our own fax.](#)

Additional computer to train veterans on various VA and state related websites and job searches. White board and message board for posting up coming events and veteran related stories. Also in the main lobby of our current location, we have two picture display cases would like those as well.

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Support Facilities

Please list any dedicated Support Facilities your Department requires. These are space types specific to your department that would not be shared by other Departments.

SPACE TYPE	SQUARE FOOTAGE	NOTES:
Dept Head Office		Need for Private office.
Admin Asst		Separate office (but connected)
Parking Office		For parking hearings

Shared area/ rooms: None

Additional Comments: Need for common/waiting area for residents waiting for a parking hearing and veteran appointments.

Please comment on your likes/dislikes of your existing space and discuss your thoughts regarding design for the new facility.

Respond Here: Dislikes: Dark, feels like a dungeon. Size of office, feels cluttered with all the handouts the information that I have to hand out. Wall space is limited.

Likes: Able to view Admin asst work space. Location is great for handicapped accessibility. Able to view entire office area.

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SUBMITTED BY: Bill Aitken _____ DATE: 3/19/2013 _____

Department Head Name: Veteran and Parking.

Reviewed with:

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