Circuit Court for Baltimore City

Feasibility Study

Appendix

April 2011

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Agency Description

Addiction Assessment Unit

Function, Responsibilities and Organization

The Addiction Assessment Unit is physically housed within the Mitchell Courthouse, and is operated under the Pretrial Release Services Program. The Addiction Assessment Unit provides evaluation of defendants by the counselors and prepares reports of the evaluation for the court to provide the court with as much information as possible to assist the Circuit Court in making an informed decision with respect to the substance abuse, or any other indication of recidivism, as it relates to the public safety.

Defendant cases are managed by the counselors. The counselors provide treatment referral, verify attendance of referrals, review urinalysis tests, review other concern expressed and noted during the individuals interview, and review ancillary referrals are made (i.e. GED, health department screenings for TB, STD, HIV test, job readiness, and similar services). The Addictions Assessment Counselor must maintain contact with the defendants, referral source, case agent and other support staff as required until the defendant's case is adjudicated. A letter to the Court is composed containing assessment findings and outcome; information as reported by the intervention source, Pretrial case agent information with regard to supervision, and urinalysis results and compliance. Treatment information is maintained with regard to treatment intake and compliance and treatment recommendations to be imposed if the defendant is found guilty.

The court report is delivered to the Judge on the defendant's trial date, to provide the court with as much information as possible to assist the Circuit Court in making an informed decision with respect to the substance abuse, or any other indication of recidivism, as it relates to the public safety.

Defendants may remain on the counselor's caseload from thirty days to two (2) years, depending on postponements. Often times, anywhere between one to four letters are written for each defendant, depending on the case and number of postponements. A court report must accompany each defendant at each court appearance.

Each staff member has a computer workstation that has Internet access and Lotus Notes. Lotus Notes is the system that the Circuit Court uses. Also each staff person is given access to the Criminal Records System after a successful probation period and criminal background check done by Pretrial Release Services Division. Mr. Neil Mores coordinates Judiciary Information Systems (JIS) computers that are utilized and services the unit's technical needs. All computer records generated by the Unit are backed up by the Judicial Information Systems (JIS). All computers inquire and

services needs are coordinated through the Director or Lead Clerical Assistant prior to contacting Mr. Mores and his team.

Operational Patterns

The following narrative briefly highlights several key operational patterns:

- All defendants are greeted at the front reception desk of the unit. The defendants may have to wait thirty minutes for an assessment. Paperwork is started at the front reception desk such as release on own recognizance (ROR), and NAST (alcohol assessment).
- If the defendant is being released by a judge a number is assigned to the defendant that is matched with their paperwork file. The defendants are then called by number rather than name. This procedure allows the unit can comply with HIPAA requirements for patient confidentiality of records.
- When the case number is called, the assessment begins. Open case assessments are sent down as assessment request by the Pre-Trial Intake Unit.

Office hours are between 8:30 AM and 4:30 PM, Monday through Friday. The unit does not routinely have after-hours access. The director may come after-hours for one to two hours to work on Grant Application Development

Each employee will require an individual workspace. Work space should be individual offices for privacy while health information is discussed (per HIPAA regulations), though the offices can be partial height not all the way to the ceiling so that the director can hear if a significant issue or altercation is occurring. Smoke Plexiglas doors on office cubicles were requested to allow staff some privacy during interviews. Safety is a concern. Currently printers, a copier and a shared fax are convenient to staff, and do not need to be in the offices.

The clerical assistants work together and share the job junctions. The clerical assistants should have individual work stations located together.

Primary Support Space Requirements

- Reception Area - The reception area serves the Addiction Assessment Unit and the Pretrial Intake Unit. The reception area is served by the two clerical assistants, who should have a direct view of the waiting. Often, defendants will leave if there is extensive waiting, so having the waiting supervised by the clerical assistance can reduce this “balking”.
- Conference Room - The unit needs a conference room to support unit meetings.
- File / Records Area and Archives Storage - The records are protected information and must be retained for at least five years. Counselors maintain an assessment folder packet, monthly logs, et cetera.
- Storage Room
- Copy Area / Room - An area is required for copier/fax and printers.

Addiction Assessment Unit also shares an IDF network switch room with Pretrial Release Services Division

Reception / Waiting Areas

Defendants come to the office for assessments, between 8:30 AM and 2:30 PM daily. The typical peak number of visitors ranges between eight and fourteen de-

fendants at a time, with daily peaks of thirty defendants. It is not unusual for 25-30 defendants to be waiting at one time (note that this includes Pretrial Release visitors). It is not uncommon for clients to bring one or two family members to interviews or meetings. After they arrive, defendants are given a second reporting time for a scheduled interview, which are scheduled on Mondays through Fridays.

One main reception area is needed to serve the entire office. This unit shares the reception with the Pretrial Unit which is located on the floor above but connected via an internal stairs. The Pretrial Release Services unit accounts for approximately 50% of the visitors. No special security -- such as transaction windows or paper pass-through trays -- has been needed to date.

Records Requirements / File Area

Archives are housed in separate file cabinets. The Addiction Assessment unit does not currently have a separate file or archive file room, and the existing space is small. No changes are anticipated to the filing requirements that impact office equipment, staff and space requirements.

The unit maintains assessment files in rooms A51 017. These files are not available to the public. These assessment reports are maintained in 8.5 x 11 Packets of thirteen (13) sheets each for five years in hardcopy form. There is a new project to put the files on CDs.

Meetings and Conference Requirements

A conference meeting room is needed that could be shared with Pretrial Release. This room would be used daily by the unit, for activities such as supervision discussions, depending on how it was designed. The following types of conferences occur in Addiction Assessment:

- Staff meetings of one or two hours in length are held three times per month, with eight to twelve attendees at work areas. Special requirements include DVD, Monitor, and TV.

- Case conferences, which are attended by the case agent, defendant, and counselor, last five to thirty minutes, and occur ten to thirty times per week with two to four attendees. These meetings are held at work stations.

- Future Treatment Readiness Groups. These meetings are not currently held but need to be planned for. Because medical information is discussed, the Treatment Readiness Group meetings need to comply with HIPPA requirements by being conducted in privacy.

Security and Access

The Addiction Assessment Unit requires partially restricted security for control of staff and visitor access to the Unit, with access for all employees and screened visitors. Internal access beyond the reception desk will be provided by escorting visitors. Additional security measures may be considered at the reception desk. Each office desk will have a duress alarm. This assumes that all access into the facility will be strictly monitored and controlled at all building entrances.

The unit has some special requirements related to the movement and handling of documents. The unit receives assessment packets that contain highly confidential documents. The packets are hand-delivered to Pretrial Release staff. Court letters are hand-delivered to the Mitchell Courthouse across the street. Other documents are sent in the interdepartmental mail.

Parking

An assigned parking space is requested for the Director.

Other Comments and Issues

The ideal office would be warm and business-like. Staff ask very personal information in the interviews, and need the interviewees to give honest answers, so the office should encourage respect and honesty.

Circuit Court Medical Services Division

Function / Activities

The Medical Services Division provides mental health evaluations from the Baltimore City Circuit Court (Criminal, Family-Domestic, and Family-Juvenile Divisions) and from the District Courts in Baltimore City.

The unit should include a conference room and interview rooms, which are used by social workers. The psychiatrists and psychologists should have private offices where they conduct interviews with prisoner.

Hours of Operation

Monday through Friday, 8:30 am to 4:30 pm.

Access / Security

Medical Services is visited by staff, prisoners and juveniles. Both staff and juveniles access the Medical Services area from public circulation. Access to the staff office is restricted to the staff. Members of the general public are admitted by appointment only. Prisoners enter from secure circulation and remain in holding in a secure area. Psychiatrists and psychologists may interview prisoners in their offices, so their offices should have direct circulation service from the secure holding area.

Jury Facilities / Office of the Jury Commisioner

The Jury Commissioner is responsible for the qualification and processing of jurors, supplying jurors to the Courts, and remuneration of the jurors. The Jury Commissioner also is responsible for managing the Grand Jury Rooms. Jury facilities include the jury assembly area, the Jury Commissioner's offices, and the Grand Jury suite. The jury assembly area requires a public counter, a cashier's station, and a break room. The Jury Assembly serves as an area where jurors and prospective jurors are received in the courthouse and where the jurors await selection.

The Grand Jury Room accommodates the 23-person Grand Jury, which hears cases presented by the State's Attorney for indictments. Based on the information presented, the Grand Jury may issue indictments on the individual cases. The Grand Jury Room is located within a suite which includes a coffee bar, juror toilets and conference/break rooms, Grand Jury staff workstations (for a court reporter and an attorney from the State's Attorney's Office), a conference room, waiting area, a vending machine, and restrooms.

Operational Patterns

Hours of operations are between 8:00 AM and 4:30 PM, Monday through Friday. The Jury Commission has an extensive mail operation which is involved in preparation of mass mailings of jury summons, failure to appear notices, and reports. Mailers are

printed on triplicate forms. The mail is transported by a vendor to the U.S. Post Office then metered by the USPS. The envelopes are stuffed by the staff, though the Jury Commission also uses student labor. This involves stuffing 800 envelopes three times per year. If the overall Grand Jury operation in Baltimore City grows from one to two grand juries, the approximate count for mailing will double.

Adjacencies

The Jury Assembly Room should be proximate to the public entrance of the courthouse and have convenient access to the courtrooms where possible. The administrative offices should be adjacent to the Jury Assembly Room, particularly for the purpose of staffing the public counter and cashier station.

The Grand Jury Room should be close to the Jury Assembly Room and the Jury Commissioner's administrative offices. The activities of the Grand Jury are typically secret and highly restrictive, and the Grand Jury Rooms should not be openly marked or accessible from a primary public area. Instead, the entry for both the Grand Jury witnesses and for the grand jurors and staff should be from a sub-corridor, not casually observed by the general public.

Access/Security

The Jury Assembly Room is accessed via public circulation. Jurors and prospective jurors move within public circulation when not immediately engaged in a jury trial or deliberation. The administrative office area is within restricted staff circulation. The public counter and cashier station should be secure to prevent free movement from the Jury Assembly Room and public circulation into the staff area. Specific security is required for the cashier.

Change and Growth

The JIS is developing a web-based jury system that will impact check in, management reporting, show cause reporting, and the actual number of "no shows." This system will reduce the amount of manual labor associated with each of these functions. The web system will also impact the operational sequence of activities, and the organization and the staffing levels of the Jury Commission.

A study of the Jury Summons system titled "Improving the Juror Yield in the Circuit Court for Baltimore City", published April 12, 2006, was conducted by Thomas Munsterman of the NCSC. The Jury Commission is implementing some of the recommendations of that study.

Special Design Considerations

The Jury Assembly Room should be dignified in appearance. Fixed seating is desirable in the waiting area. A high ceiling and natural light is preferable. The Grand Jury Room should have the dignity of a courtroom.

Office of Public Defender

The Office of the Public Defender provides legal services to eligible individuals. Representation is provided in District Courts, Juvenile Courts, Circuit Courts, police custody and related collateral hearings, Children in Need of Assistance (CINA) and termination of parental rights (TPR) cases.

OPD Mission Statement: The mission of the Office of the Public Defender (OPD) is to provide superior legal representation to indigent defendants in the State of Maryland by safeguarding fundamental individual rights and ensuring access to the guaranteed protections afforded by the United States Constitution, the Bill of Rights, the Maryland Constitution and Declaration of Rights, and the laws of Maryland.

Declaration Of Policy & Legislative Intent: It is the policy of the State of Maryland to provide for the realization of the constitutional guarantees of counsel in the representation of indigents, including related necessary services and facilities, in criminal and juvenile proceedings within the State, and to assure effective assistance and continuity of counsel to indigent accused taken into custody and indigent defendants in criminal and juvenile proceedings before the courts of the State of Maryland, and to authorize the Office of the Public Defender to administer and assure enforcement of the provisions of this article in accordance with its terms.

Trial Divisions for the office of the Public Defender are maintained in all Circuit, District and Juvenile Courts.

Divisions within OPD include the following:

- Executive Administration
- Felony Division
- MJT Division
- Investigations
- Intake
- Juvenile
- Records
- Client Services
- Office Support
- Northwest Defender Unit
- Child in Need of Assistance
- Team Core Support Units
- Cluster Core Support Units

Adjacencies

The OPD has requested that the offices for the OPD should be located near to the courthouse but not within the courthouse. The location of the OPD should be convenient for trial attorneys to go from their office to the courtrooms, and convenient for clients who must appear in court to come to the OPD attorney offices first. The OPD offices should not be directly inside the courthouse so that the OPD maintains an image of independence of the courts and do not appear to be biased towards the court family in terms of representation of their clients.

OPD Executive Administration

The Executive Administration unit manages the entire office in Baltimore City, which provides criminal defense services to the indigent. The State OPD Office handles human resources and accounting issues. The secretarial and receptionist position sort the mail and summons at their desk. The office manager also gets involved in this activity. This requires understanding who “owns” the case. The units come to the administration area to retrieve the mail.

Workload / Caseload

The OPD Administration receives more than 40 telephone calls per hour, processes and responds to 40 letters per day, and schedules meetings for the District Public Defender. Administration handles all freedom of information requests - approximately 60 per year. OPD Administration also processes 10,000 panels for petitions per year. Administrative staff need "confidential" space to deal with many personnel issues.

Operational Patterns

Office hours are between 8:00 AM and 5:00 PM, with frequent after-hours work and meetings. Staff working late and need HVAC and security services after hours and during weekends.

Reception / Waiting Areas

Visitors include:

- Clients, who come for attorney visits. These occur approximately twice a month.
- Staff or other agency heads come to the office for meetings. These visits usually occur daily.
- Citizens, who come for job applications. These visits usually occur daily.

A small reception area is needed for staff and others to wait before meetings with the Deputy Public Defender.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Staff meetings of one to two hours are held daily with as many as fifteen participants.
- Hiring conferences of one hour are held five times per month on a week day with up to ten attendees.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Parking

Two assigned parking spaces are requested for the District Public Defender and Deputy District Public Defender. Twelve additional parking spaces have been requested for supervising attorneys.

OPD Felony Division

Function, Responsibilities and Organization

Under Article 27A – Annotated Code of Maryland: The Felony unit represents indigent clients charged with serious crimes.

Functions and responsibilities, by subgroup, include:

- Supervising Attorney – Angela Shelton
- Drug Treatment Court (DTC) Unit: represents defendants charged with crimes who are sent to the drug treatment court. The DTC unit follows and represents the defendant at hearings until graduation or revocation.
- Federal Drug Intervention Unit (FDI): supervises the federally-financed

drugprogram. This program provides some of the same services as DTC Attorneys.

Operational Patterns

Case files are received from the District Court and are assigned by the arrival date to the attorneys. Once the attorney receives the file, the attorney and his / her support staff are responsible for all future work. Routine "after-hours" access is required because the juries may deliberate until late in the day. Attorneys work nights and weekends to keep up with the caseloads. The low activity periods of this office occurs during the summer (June through August). Changes in legislative requirements periodically impact the operations.

Spaces

A library area and conference / training room are required for the team to meet together for continuing legal education (CLE) and staff meetings. Space for media support with scanners and similar equipment is required for trial preparation.

Records Requirements / Files

Attorneys maintain active records in their offices, including some post-trial files and some research files.

Meetings and Conference Requirements

Meetings and conferences include:

- Meetings for felony teams of one hour are held four times per year with 53 attendees. These meetings are usually held at the law library.
- Meetings for continuing legal education of one to two hours are held once per month with 30-50 attendees. These meetings are usually held at the Law Library.
- Meetings for Forensics of three or four hours are held once or twice per week with five to ten attendees. These meetings are usually held at law library.
- Meetings for Client Services of four hours are held once each week with five to ten attendees. These meetings are usually held today in the 6th floor offices.

This group can share a large conference room with access required at least once per week. A room with movable dividers to allow for smaller conferences is needed. Rooms are also needed for trial preparation. These rooms should be equipped for power point presentation, smart boards and internet access and support.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. This group receives significant amounts of mail, often with confidential documents.

Parking

OPD requests that the following positions are assigned parking spaces.

- Chief
- APD IV
- APD III

OPD Misdemeanor Jury Trial (MJT) Division

Function, Responsibilities and Organization

The MJT Division provides public defense for defendants in substance abuse cases, violation of parole and criminal non-support cases.

Functions and responsibilities, by subgroup, include:

- Misdemeanor Jury Trial Teams (MJT). Each team consists of six lawyers which alternate each day handling instant jury trials. These teams also handle two Violation of Parole (VOP) dockets a month.
- Violation of Parole (VOP) Unit. This team consists of four lawyers who handle VOP dockets every other day.
- Non Support Unit. This team consists of two lawyers who handle all criminal non-support matters.
- Support Staff. The unit has an office manager and four clerical staff.
- Law Clerks. The unit would need five paralegal or law clerks in the future.
- Social Worker, who aids clients with various problems such as unemployment, homelessness, mental illness and substance abuse.

Workload / Caseload

The primary workload is driven by jury trials that are “prayed” (requested) in District Court the day before. There are two dockets a day which can be up to fifty cases each. The non-support unit handles the cases in courtroom F1 on a daily basis and some times appears in courtroom F3. The MJT unit handles appeals concerning jail time in the district court, and handgun cases in the Circuit court.

Operational Patterns

Typical office hours are between 8:30 AM and 5:00 PM. Routine “after-hours” access requirements include provisions for lawyers who are in court late.

Space Comments

Support staff and law clerks should be grouped together. Support staff requires work space for compiling dockets. The unit requires a large filing area.

This unit needs access to a large conference area for staff meetings and training, which can be shared with other units. The conference room should be provided with tables, chairs, eraser board, DVD player and a large monitor.

Reception / Waiting

Visitors include clients, who come for meetings with lawyers for instant trials and for dockets. Overall, there are twenty to thirty visitors daily. Each visitor may be accompanied by friends and family members. The office requires a service of a reception area, which can also serve the entire office of the Public Defender, with individuals escorted from the reception to the individual lawyers.

Meetings and Conferences

Meetings for training and education of 90 minutes are held twice per month with 30 attendees. These meetings are usually held at the conference room. Staff meetings of one hour are held once per month with 40 attendees. These meetings are usually held in the open area within the unit.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. Special security needs include a duress alarm. This unit does not require attack-resistant barriers at the reception area.

Special Technical and Equipment Requirements

File servers are located off site. All employees have personal computers. There are three combination printer/copier/fax machines. This unit currently has two shredders.

Parking

Assigned parking spaces are requested for the following positions.

- Chief Attorney
- Supervisor Attorney

Other Comments and Issues

The ideal physical setting for the office would include an open reception and support staff space, with a large conference room that can be shared with other OPD units.

OPD Intake

Function, Responsibilities and Organization

The intake unit receives the defendant clients and initiates the case within the OPD. The Intake Unit serves as the location where out-of-custody defendants who are released on bail or ROR initially apply for public defender assistance with their cases. If the defendant is incarcerated, including those remanded by court, then the defendant's intake function is performed by the Intake Unit located at the central booking intake facility (CBIF) at the jail. A public defender attorney is present to represent indigent individuals during bail review.

Operational Patterns

Typical office hours are between 8:00 AM and 5:00 PM, Monday and Friday. The central booking intake facility (CBIF) at the jail operates two shifts (8:00 AM – 4:00 PM and 4:00 PM to 12:00 Midnight). At intake, the reception desk reviews the application. The applicant must provide proof of their level of income such as paycheck stubs. Paperwork is completed at intake. Intake performs a background interview and has the applicant sign the appropriate paperwork. Information on the case is entered into the Pro-Law system. Intake schedules the attorneys including scheduling of misdemeanor trials. The attorneys are on rotation for the arraignment hearings. Defendants in District Court must make arrangements via phone before their trial date. The attorneys on rotation at the CBIF do not rotate with the attorneys at 201 St. Paul.

Space Comments

The space should be designed for client qualification for services. Interviews are private and should not be conducted at the front desk because of the nature of the information discussed. Offices should be provided for the intake staff to keep the interviews private. Each office and workstation requires a computer, telephone, and storage space for paperwork and forms.

Reception / Waiting

Visitors consist primarily of clients who come for interviews and attorney visits. A reception area should be provided. A play area should be provided for defendants who bring children.

Records Requirements / File Area

When records are created, the records are sent to the Records Management unit, who distributes the records to the assigned attorney.

Meetings and Conference Requirements

Interview meetings of fifteen minutes are held ten to twenty-five times per day with two to four attendees. These meetings are usually held at the attorney's office.

Staff meetings are held as needed. This unit needs access to a shared conference room.

Security and Access

Partially Restricted security is required. Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff. The unit should be directly adjacent to a security post to allow the security staff to provide assistance if the unit has a security incident with a defendant. About one percent of the defendants come to the office either intoxicated or with a "bad attitude".

OPD Juvenile

Function, Responsibilities and Organization

The Juvenile unit of the OPD provides public defense service to juveniles charged in juvenile court. A separate but connected group provides defense services to parents who have children with cases in CINA.

Functions and responsibilities, by subgroup, include:

- Administration
- Court Teams, which represent the clients in court.
- Intake – this unit operates separately from the OPD Intake for adult defendants and processes request for representation by juveniles. OPD represents 98% of all juvenile cases that appear before the juvenile courts.
- Contract attorneys, who are hired when OPD has a conflict on the case.
- Support team, which provides clerical support.

Meetings and Conference Requirements

Meetings and conferences include:

- Client interviews are conducted, normally on the day of a trial. These occur three to four times per day per attorney, attended by four or five individuals. These meetings are usually held at the attorney's office.
- Pre-hearing meetings of thirty minutes each are held about three times per year, with four or five attendees. These meetings are held in the attorney's office.

Security and Access

Restricted security is required. Access is controlled strictly, although visits are not

OPD Records

Function, Responsibilities and Organization

Primary functions and responsibilities include:

- Maintain inventory of closed case files.
- Provide access to closed case files per request, which may come from PD attorneys, support staff, and on occasion from other agencies. Clients may request charging documents.
- Data Entry receives closed folders. This group used to open cases, but now intake opens the cases. The Data Entry now verifies that the forms are completed, including the disposition, that the attorney's names are entered, and that the archive date is entered. The Data Entry makes up a folder jacket. Only circuit court cases are color coded.
- File Room, which maintains files folders on shelves using an alpha-numeric filing systems. The file room is responsible for disposal or archiving of records at the hall of records which is located in Jessup, Maryland. OPD reports that Jessup is short-staffed and out of space, which causes the local offices to hold onto the records longer.
- Juvenile, which has a separate file room, performs their own data entry and maintains their own files.

Technology with paperless case management can change this operation significantly. Case files replicate information contained in the Pro-Law system. The Pro-Law system which was started in 2005 lacks a method for incorporating signatures.

Operational Patterns

The following are the general operations of the office.
Files come from intake, including from the jail and at other district court locations. The office also performs statewide functions including appellate and collateral review. Files move from intake to the respective defense attorneys handling each case, then to court and then back to records.

Reception / Waiting

Visitors include:

- OPD attorneys, who come to access records. There are usually ten to twelve visits per day.
- Clients, who come for charging documents.
- Outside agencies, who come to view files which are approved for review by OPD Management.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

OPD Client Services

Function, Responsibilities and Organization

OPD Client Services provides social worker assistance to OPD clients. The unit manages the social services for adults and juveniles and is part of the case team with the attorneys. The unit helps investigation and provides alternative placement

The Juvenile Unit work includes helping the Department of Juvenile Services (DJS). DJS must place the kids and must set up the services. Client Services monitor if kids are getting the services and help find appropriate services instead of jail time. Client Services also testify in court.

Client Services is divided into the following teams:

- Juvenile team -- including general social worker, educational social worker and youth defender unit for youths charged as an adult.
- Adult team -- including the felony division, the MJT team, and the District Court (which is now vacant).
- Neighborhood Defender Unit – located with the Northwest Defender Unit, which is not located at the courthouse.

Operational Patterns

Office hours are between 8:30 AM and 5:00 PM. Routine "after-hours" access requirements include occasional early or late court times.

Space Comments
The social workers need an enclosed space to interview clients over personal information. The reception area can be shared. This unit should not share reception with CINA.

Reception / Waiting

Visitors include:

- Juvenile clients, who come for interviews. These visits usually occur once each day, and may include up to two or three family members.
- Providers, who come to coordinate and plan cases. These usually happen once each week.
- Adult clients, who come for interviews. These visits usually occur once each day with as many as eight attendees.

Records Requirements / File

Files are a problem currently. Most files go to storage. There are a lot of return clients, which force staff to retrieve records from storage. Reports and notes are generated on personal computers, so the information starts out in electronic format. Records have extensive personal and restricted information that is received from other agencies such as hospitals and schools electronically as well. Client Services keeps files for a limited time (five years). Client Services is considering using scanning for records retention.

Meetings and Conference Requirements

Meetings and conferences include:

- Meetings for client interviews of ninety minutes are held once a day.
- Meetings for in custody interviews. These meetings are usually held at the jail.

Client services needs access to interview rooms.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. Adult and juvenile services should be separated. Controlled access with a

Northwest Defender Unit

Function, Responsibilities and Organization

The NW Defender Unit is a neighborhood unit of the OPD that assist clients with expungements, minor offenses, probation, not guilty pleas, and null process cases. This unit is part of a program that brings resources, including health, housing and employer contacts, to the community. The NW Defender Unit has both walk in cases and appointments.

Space Comments

Waiting area should be integrated as part of the community resources where defendants can gather information. It should also have a computer attached to the web with site blockers to restrict the computer to authorized web sites. The NW Defender Unit use conference space for trial preparation.

Reception / Waiting

The center receives approximately 40-50 visitors a week, and may receive up to fifteen visitors at a time. The peak times include late mornings, early afternoons, with the peak day being Wednesday.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. The reception will have a sign-in log, and should have a duress alarm with remote door release. Video camera surveillance should be provided around the perimeter.

Parking

An assigned parking space is requested for the supervisor.

Clerk of the Circuit Court

The responsibility of the Clerk of the Circuit Court is to receive, record, update, retrieve and issue documents to judicial officials and the public. The Clerk's Office is the central repository of all court records and files regarding judicial and non-judicial matters within the Circuit Court.

The following divisions within the Clerk's Office support the Criminal, Civil, Family-Domestic, and Family-Juvenile Divisions of the Circuit Courts and the Circuit Court Administration:

- Administration
- Human Resources
- Special Projects
- Accounting
- Purchasing
- Assignment
- Civil
- Criminal
- Courtroom Clerks

- Family
- Paternity
- Trust
- Land Records/License
- Juvenile Clerks
- Jury Commissioner

Back-office functions include the initiation of case openings, data entry, maintenance of case files and generation of daily court appearance calendars. In addition to its clerical functions, the Clerk responds to a tremendous volume of visitor activity (individuals filing petitions and orders) as well as other public and private agencies requesting access to case records.

Hours of Operation

Monday through Friday, 9:00 AM to 5:00 PM.

Adjacencies
Proximity to the courtrooms would be convenient. Public counters should have convenient access to public circulation. The Jury Commission should be directly adjacent to the Jury Assembly area and the Grand Jury.

Access/Security

Public visitors report to clerk reception/information counters. Visitors are then directed to their destination (i.e. courtrooms), or are required to fill out the necessary paperwork for filing a complaint or requesting information. A first floor location for public counters is preferred. Public access to staff office space and file areas is limited and controlled. Security is required for all court files. Staff enters through the public entrance.

Special Design Considerations

The public counters should be conducive to filing and paperwork and communication with the counter staff. The Clerk's counter may require impact resistant glazing. Accommodations for disabled individuals must be provided at all public counters.

Team Core Support Units are provided through out the offices of the Clerk of the Circuit Court at regular intervals providing common shared support spaces, with each core provided for approximately 75 staff. This allows each team to have the necessary resources without excess duplication of resources. Spaces that are included in each team core support unit include a conference room with seating capacity of eight, a pair of copiers, office storage, a mail station, a coffee bar, and a pair of staff toilets.

Cluster Core Support Units at each major level or section of the offices of the Clerk of the Circuit Court, with provisions for two separate support units for split areas of the clerks operation. The spaces included in the Cluster Core Support Unit include a large conference room seating sixteen, a smaller conference room seating eight, a conference/training room, a break room, and staff restrooms.

Clerk of the Circuit Court Accounting

Function, Responsibilities and Organization

Accounting provides payroll, budgeting, financial reporting, cashier receipts, escrow accounts, accounting payouts and accounting reception. Accounting also oversees Purchasing.

Operational Patterns

This unit deposits all receipts collected by the Office of the Clerk of the Circuit Court, including the land records unit. Deposits are done by Dunbar armored vehicles.

Change and Growth

A new accounting system is under development. This may decrease the filing space requirements, but will increase technology requirements. The system will handle inventory, procurement and cash receipts.

Space Comments
- Reception counter with restricted access.
- Deposit room, separate from the counter.
- Vault – a walk in cash vault.
- File and archiving room
- Archiving room
- Copier, printer, scanner and fax.
- Printers – a separate UCS printer is needed.
- Shredder.

Reception / Waiting Areas

Visitors include:
- Clerks from Civil, Criminal Land Records, Family, Paternity, who come to deposit funds received from parties. There are typically six visitors each day on average.
- Bail deposits, escrow accounts, which average one visit per day.
- Check request, which occur one at a time.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. A vault, counting room, and cashier area will require maximum security.

Parking

A parking space for the armored transport vehicle is required.

Clerk of the Circuit Court Purchasing

Function, Responsibilities and Organization

The following are the primary functions and responsibilities of this unit.
- This unit picks up and delivers mail to and from the post office.
- It verifies and signs incoming certified or registered mail from the post office. Incoming mail is sorted, delivered to 23 departments.
- Purchasing uses an electric mail scale, allocator and mail machine to post postage on outgoing mail.
- Purchasing delivers supplies and equipment to departments in three courthouses.

- Purchasing assists the unit supervisor in the receipt and inventory of supplies and equipment, disposal of excess property, the tracking of maintenance service calls for equipment, and responding to phone calls from vendors.
- Purchasing mails Jury Summons, Failure to Appear, Postponement notices.
- Purchasing verifies outgoing mail addresses if it is missing.
- Purchasing mails Grand Jury summons.

Workload / Caseload

The primary workload that determines the capacity requirements of this department include the following:

- The receiving and sorting of mail: to make sure the mail is sorted and delivered to 23 departments in three courthouses. The external factors include the postal system not delivering mail on time, to broken service elevators which make the time vary.
- The receiving and delivery of supplies and equipment. In courthouse east supplies and equipment are received on the loading dock in the garage area. The vendors have a certain time to deliver and unload supplies and equipment from their truck. The purchasing department has to bring those supplies to the 4th floor on the service elevators. That service elevator is shared. By the correctional officers, as well as the maintenance crew. So it takes time to bring our supplies and equipment to our office.
- Storage of equipment and excess property. Purchasing does not have the space to store old furniture and equipment from different departments. As a result, Purchasing has no choice but to use the hallways by the purchasing department for storage until the department of general services removes the material.
- Purchasing unit personnel deliver water throughout the courthouse.
- Forms are printed annually, stored and delivered to the offices as needed.

All items over a certain (economic) value are bar coded.

Operational Patterns

Office hours are between 8:00 AM to 4:30 PM.

Space Comments

The following are comments concerning the type of spaces required in this unit. Purchasing desires more space for storage of executive property, as well as for storage of old damage furniture and equipment.

Clerk of the Circuit Court Assignment

Function, Responsibilities and Organization

The following are the primary functions and responsibilities of the Assignment Division.

- In conjunction with the Circuit Court Management Committee Administrative Judge and Judges-In-Charge of the various specific dockets, the Assignment Commissioner assist in the development of plans and procedures to govern the scheduling of all Civil and Criminal matters within a Thirty-Two Trial Judge Jurisdiction. This figure does not include the daily utilization of ten to thirteen retired judges. The Assignment Commissioner is directly responsible for scheduling all Juvenile Transfer of Jurisdiction Cases.
- The Assignment Commissioner has overall management responsibilities for scheduling activities associated with the calendaring of all Civil and Criminal cases/ hearings, maintaining a yearly Judicial Leave Calendar for a thirty-two judge jurisdiction, maintaining a yearly Judicial Calendar for all protracted Civil and

Criminal Cases.

- The Assignment Commissioner is directly responsible for developing a calendar system which designates specific court days to each Circuit Court and some visiting retired Judges to schedule their collateral proceedings. This calendar system designates all Civil Judges equal tours of weekly duty to hear Civil Fast Track Cases during a yearly rotation.
- The Assignment Commissioner is directly responsible to assure that all assignment personnel adhere to rules governing the scheduling of all Civil and Criminal cases for the Circuit Court for Baltimore City.

The scheduling order is generated for all trials. The order establishes relevant procedural milestones, deadlines, pre-trial conferences and trial dates.

Functions and responsibilities, by subgroup, include:

- The Civil Assignment Division of the Court processes and manages all civil non-domestic matters with the Courts jurisdiction. The Civil division operates a Unified Court System (UCS) computer system.
- The Criminal Assignment Division of the Court processes and manages all criminal matters with the court's jurisdiction. The Criminal Division operates under the JIS computer system.
- The Assignment Division mails out notices, which must be stuffed into envelopes by staff.

Records Management

The department maintains one year's worth of records, with some records maintained for only one to two months.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Clerk of the Circuit Court Civil

Function, Responsibilities and Organization

The Civil clerks perform filing of pleading motions, for civil cases, foreclosures, tax sales, asbestos, and appeals.

Functions and responsibilities, by subgroup, include:

- Clerks office logs and processes civil case filings and other related civil proceedings. Provide customer services in person by telephone and mail.
- The Records unit maintains and disperses closed court files.
- Mortgage processes all mortgage foreclosure case files in Baltimore City
- Asbestos processes all asbestos related cases.
- Cashier takes in checks, filing fees, photo copy cost for records, and payment for judgment.

Operational Patterns

Office hours are between 8:30 AM and 4:30 PM, Monday through Friday. For each of the subgroups, the following are special operational patterns for each subgroup:

- Clerks – workload from the previous day is distributed evenly amongst the employees.
- The Records unit is located in two different suites due to space constraints. The records room is where citizens come to review a case file, access computers and obtain copies.
- Mortgage employees are assigned work according to the last digit of the filing (0-9).

Space Comments

- Public work space is needed. Presently there is a table in the records room that citizens can sit at. The space is open and may be a safety issues. The space needs to be separated from the employees work stations.
- A file and records area.
- Storage room is needed large enough to devote to storing records from court of special appeals.

Reception / Waiting Areas

Visitors include:

- Counter visitors who come to get copies. These visits usually occur in the early morning and during lunch. There are usually four visitors and may include family and children, particularly for pro-se.
- Public viewing of records. These visits usually occur in the early morning and during lunch. There are usually one to two visitors.

The public counter needs a protective barrier with a paper pass. The reception area should be designed to screen views of the office. The cashier should be a separate area with protective barrier and a code to get in.

Meetings and Conference Requirements

Meetings and / or conferences include:

- Staff meetings of 45 minutes are held every month with twelve attendees. These meetings are usually held at open work area.
- Supervisor meetings of one half hour are held two or three times per month with four attendees. These meetings are usually held at office.
- Judge meetings for civil commitment meetings. These meetings are usually held at the respective judge's chambers.
- Supervisor consultations of one hour are held every day.

A conference room is needed. This conference room can be shared.

Security and Access

Partially Restricted security is required. Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff.

Parking

An assigned space is requested for the unit manager. The currently assigned space is three blocks away. General parking has been requested for the supervisor and staff.

Clerk of the Circuit Court Criminal

It is the function of the criminal division to record, file and maintain all case filings for the Circuit Court for Baltimore City. Functions and responsibilities, by subgroup, include:

- New Case/Motion Unit - Edit new cases-verify defendant information, such as: location, DOB, race, sex, and home address. Verify case information listed on transmittal sheet. Edit all motions. Verify attorney information. Read motions and determine if a judge should receive a copy, if so, you need to determine which judge. A lot of motions/letters are lengthy and must be read to determine what course of action is needed.
- Warrant Unit - Verify and process all warrants: Failure to appear, violation of probation, body attachments, petitions to show cause, and notice of violations of probation. Verify all defendant information, such as: case number, date of birth, address, then enter each warrant on the JIS. Pull card file, update and file warrant into case file. Send original warrants to the Baltimore City Sheriff for processing.
- Bail Unit/Orders of Court - Process all bail documents from district court. Verify and process bail checks received from district court. Update and verify the information on the JIS computer system with all pertinent bail information. Process circuit court bail documents by updating the computer system. Process bail judgments, and failure to appear bail forfeitures on the computer and update the case file. Type orders of court on the computer system and send out copies to all interested parties.
- Docket Preparation Unit - Process court dockets by part number for each judge sitting in the criminal rotation. Also, prepare collateral dockets for the thirty-two sitting judges. Prepare writs, jail cards, summonses for defendants, as well as, subpoenas for court records and witnesses. This unit also verifies the defendant's location using the B.C.D.C. and D.O.C. computer systems.
- Post Trial Unit - This unit processes all post trial matters, such as: Post Convictions, District Court and Circuit Appeals, expungements, search and seizure warrants, not criminally responsible orders, certified exemplified copies, etc. All information is added to the computer, files are pulled for processing, judges and other court personnel are notified of such filing by this office in order to initiate the case process.
- File Room/Records Unit - The file unit is responsible for all motions, and files. The file clerks must retrieve and file motions and files on a daily basis. Unit personnel retrieve files for the daily dockets, court personnel and the public. The staff must make copies of records for the public and other court personnel on a daily basis.

Space Comments

The following are comments concerning the type of spaces required in this unit.

- In all areas of this office, employees are currently located in cramped spaces. The immediate desk areas are small, and the rooms themselves are small. The spaces are cluttered and dingy. The optimal space would be uncluttered, clean, large and organized. The office cannot be organized, if the unit does not have the space.
- The records unit does not have space to accommodate the public and other court personnel who need to make copies, and view files.
- The Criminal division is at maximum capacity, not only with personnel, but with desk space, cabinets and office equipment, etc.

- The space the Criminal division has now is not adequate; it is antiquated. There are several employees with small work tables as their desk space. The employees do not have enough storage space in each area.
- Each unit should have close access to a copy/fax machine to avoid extensive down time leaving their desks.
- There is a need for work tables other than desks for employees. This will give workers a place process bulk mail, files and other work related paper work.
- Provide storage space for work supplies. They need supplies of large envelopes, large accordion files, boxes and court files, etc.
- The Records Unit needs more space for the public and other court personnel to review and copies files. Right now there is no space for the public and other court personnel to sit and review files. The public has to stand at the front counter. This are needs to be under the observation of staff. There have been times when an employee has turned away for a moment, and someone has walked out with a court file.
- The unit should have a true reception area. The reception area should be separate from the other units. The public should not be able to roam freely throughout the criminal division. The current space has too many open doorways for the public to enter.
- The Bail Unit, Docket Preparation Unit, Post Trial Unit all need to be able to see the public and other court personnel from time to time, but there should be some time of Plexiglas enclosure to distance the public from the employees.
- There is a need for a public work space for the records unit. In addition, there is a need for an area for the public to copy and review files.
- There is a need for a conference room.

Reception / Waiting

Visits to the unit include:

- Defendants/family and friends of defendant, who need to find their room number for their court appearance or need a copy of their paperwork after coming from court. Usually the sheriff sends them to this office. These visits usually occur between 9:00 AM and 2:00 PM Monday – Friday, and involve typically two to three visitors at a time. The visitors may be accompanied by one or two members of their family/friends.
- Attorneys, who come for filing paper work, need to review file, questions about case filings. These visits usually occur between 11:00 AM and 4:00 PM, Monday-Friday and regularly involve one or two attorneys at a time.
- Other court personnel such as probation agent, police, record researchers, media and schools representatives who need to review a court file or to obtain copies from a file or from the computer. These visits usually occur between 9:00 AM and 3:00 PM, Monday – Friday and involve three to four visitors regularly. Some of the probation agents are coming from or going to a court hearing.

The reception area should have two counter areas, one for court inquiry and one for file inquiry. The court inquiry reception area staff should direct individuals to the bail unit, docket preparation, warrant, and post trial units. A small waiting area also is needed.

The reception area should have some type of glass separation with a pass-through for paper work. Bail Unit receives paper work and cash bail payments. The Post Trial Unit also takes in cash payments. Warrant and Docket Preparation Unit receives files and other paper work.

Records Requirements / File Area

Requirements for physical records storage include:

- The majority of files should be kept adjacent to the criminal division on open shelving for easy access. Personnel retrieve files on a daily basis. Motions are filed daily. The courtroom docketed files are retrieved daily.
- A separate area for sealed cases is needed.
- A work space is needed for the public and non-court or clerk personnel to review and copy files.

Meetings and Conference Requirements

Meetings and conferences include:

- Meetings for with supervisors/leads of thirty minutes are held once per week normally with four attendees. These meetings are usually held at the manager's office.
- Meetings for supervisors are held daily with one or two attendees. These meetings are usually held at the manager's office.
- Meetings with supervisors/lead and employee(s). These meetings are usually held at the manager's office.

One large conference room would be necessary for an entire staff meeting. If shared, the room must be adjacent to the office.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. When a bail is posted for a defendant, the defendant must be present to sign paper work. As it stands now, the defendant is walked through the office by an officer. The defendant should be brought to a special area, and not paraded through the office.

Special Technical and Equipment Requirements

Special technical requirements include heavy floor loading for the file rooms. Equipment required include PCs at all work stations, shared printers, fax and copy machines, and a large shredder.

Parking

An assigned parking space is requested for manager.

Other Comments and Issues

The ideal physical setting for the office would consist of a spacious and professional atmosphere throughout the office. There should be sufficient space for storage, so there is no clutter underneath desks and boxes sitting around. The office should be warm, clean and inviting.

Clerk of the Circuit Court Courtroom Clerks

Function, Responsibilities and Organization

The courtroom clerks provide clerks presence in the courtroom. This includes the administrative, documentation, case files, filling out forms, swearing in witnesses, managing jury panels, evidence control. Staff edit the department reviews of the prior days work form. The clerks use a time card and punch in and out at the start and end of the day.

Functions and responsibilities, by subgroup, include:

- Manager – oversees and manages all facets of the Courtroom Clerks division, including personnel issues, courtroom functions and editing department.
- Supervisor -- assists the department manager with scheduling, payroll, personnel files and personnel issues. Contact person for all courthouse personnel. Edits court case files. A second supervisor oversees the operation of the editing department for editing criminal files and forms, supports staff for criminal clerk processes and prepares misdemeanor docket.
- Trainer -- this clerk is responsible for training and certification of new clerks and serves as an active courtroom clerk. The trainer also assists in the editing department.
- Courtroom Clerks are assigned to individual courtrooms and judges. The clerk maintains and facilitates all clerical in court functions. Assisting the judge injury selection; handling of evidence, swearing in of witnesses, et cetera.

Operational Patterns

The clerks serve at the discretion of the judge or court. Courtroom clerk workspace is normally situated in front of or to the side of the judge's bench. Late work hours occur frequently based on the individual courts schedule. The clerk will need access to their personal areas and desk after hours.

Workload varies from day to day, docket to docket and judge to judge. However, most courts have large work space for the courtroom clerks. The few that don't have large spaces have proven to be cumbersome and difficult to work in.
The courtroom clerks' office is mainly used in the morning and at the end of the work day. Smaller seating and work areas are sufficient. Storage areas for personal belongings would be needed. However, no files are stored there.

Space Comments

The manager and supervisor require separate work areas.
Space for computers, fax, printer and files cabinets is needed. Evidence is stored in Room 438, which is not large. Items are stored at the police include weapons, biohazards, lab evidence and narcotics. Civil evidence is held for 30 days.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. Evidence storage requires high security.

Parking

The manager currently has an assigned parking space.

Clerk of the Circuit Court Family

Function, Responsibilities and Organization

The Family Division processes all paper work for family related cases. Cases include divorce, child custody, visitation, child support, adoptions and guardianship.

Groups include:

- *Front Counter*, which accepts pleadings and new cases for filing. Staff answer questions and give directions.
- *Cashier*, which accepts and process all money, as well as answer phones.
- *Order/Pleadings Clerks*. This unit processes all pleadings and orders from the court. These clerks enter information into the computer system, mail out copies, and answer phone questions related to pleadings and orders.
- *File Clerks*. This unit opens the mail, pulls files for mail, delivers files to the judges and masters, files record copies, maintains the filing system and answers the phones.
- *Courtroom clerks.* These clerks attend family hearings and trials, but use the Clerk's Family Court Division office suite as a base.

Operational Patterns

Office hours are between 8AM – 4:30 PM. Each clerk processes files, which are then sent to the central area for filing logging into the record system via a barcode. Every document has the bar code scanned when the documents are filed or pulled from the file.

Space Criteria

Each employee needs an individual workspace because each employee is required to come to the suite and answer their phone calls. Employees should be far enough away from each other so the co-workers don't have to hear every word that is said to the person on the other end of the phone. However, the coworkers need to be close enough to answer each others' questions. Each employee needs their own space to be able to organize their work.

The current office suite does not have space for supply storage. When the clerks receive their files for the year, the files are stored in the office, which takes up valuable office space. A large area to hold at boxes of files and boxes of paper and other supplies is needed.

Reception Area. On any day the current reception area has visitors standing because there is not enough available seats.

File Area. The present file area is inadequate. The Family units need additional space to house the current files, with additional file space needed for future growth enough to handle seven years of files.

Archive File Storage. Files are housed in the suite utile the appeal deadline has expired. Files are stored on another floor in a different unit to meet their current capacity requirements. An archive area large enough to hold ten to thirteen years of files is needed.

Reception / Waiting Areas

Visitors include:

- Walk in pro se clients, who come to file paper work or ask questions. These visits usually occur 9 AM to 4 PM and involve 250 visitors per day, with as many as 50 waiting in the reception area. The visitors may be accompanied by children, spouse, other family members or friends.
- Attorneys, who come to file paper work. These visits usually occur 9 AM to 4 PM and involve 5-ten visitors per day.

A larger reception area is needed. Only one reception area is needed for both the walk-in and the pro-se clients. The reception area should have sub-areas to allow for separate waiting for opposing plaintiffs. The front counter should have a safety partition separating the client from the Clerks staff. The partition should have a paper pass for forms and payments. A duress alarm is needed.

Records Requirements / File Area

Files are kept separate for adoption, confidential domestic and trust files. Currently, additional filing capacity is required to accommodate the record retention time frames stipulated for the cases. The unit must use filing areas located elsewhere in the building to meet this demand.

The following is a summary of File Storage Media, Record Counts and Locations:

- Adoption files are kept for ten years, in locked files.
- Domestic files are kept for thirteen years.
- Confidential files are kept for thirteen years in locked files
- Trust files are kept for thirteen years.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Meetings for staff conferences of 1 hour are held twice per month with thirty five attendees. These meetings are usually held at the lunch room.
- Training sessions of two hours in length for staff are held four times per month with approximately ten attendees. These training sessions are held in room 110.

Security and Access

Partially Restricted security is required. Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff.

Special security needs include:

- Staff must be protected from clients by a glass barrier at the front counter. The clerks receive cash, which is transferred to the accounting department at the end of the day. The cash comes from fees and from bail.
- The waiting are should be sub-divided to provide separation for opposing plaintiffs.

Special Technical and Equipment Requirements

Equipment required include PCs; copy machines, printers, FAX equipment, paper shredders, scanners, and cash register drawers. The cash register should be located at the front counter where fees are collected. PCs should be located at every desk.

Parking

Assigned parking spaces is requested for the manager.

Clerk of the Circuit Court Paternity

Function, Responsibilities and Organization

Paternity is part of the state agency but receives federal grant funds. The Paternity division processes cases received from the Baltimore City Office of Child Support Enforcement into the court system. Cases include child support, medical support, establishment of paternity, and criminal prosecution of non-support.

The States Attorney has attorneys dedicated to the specific cases for office of child support enforcement, so the Clerks operation is part of a grant funded system focus on enforcing child support cases. Sentences for violators can be up to three years. These cases can have jury trials for criminal nonsupport cases.

Operational Patterns

The days and hours of operation of the office and the divisions are 8:00 AM to 4:30 PM, with public service starting at 8:30 PM. The peak activity periods of this office are at noon.

Change and Growth

The current system is paper based. Most of the litigants do not have enough computer knowledge or resources to use a web based system. Also, the proof of signature must be resolved.

Space Comments

The following are comments concerning the type of spaces required in this unit.

- A cashier window is required – it can be shared with the Family division.
- Public work areas are required at the reception counter to allow the public to fill out paperwork.
- Conference. A special room is needed for staff to meet clients for collecting and counting bail money. The conference to fill this function is included in the team core support area but should be close to the reception area.
- A storage room with file cabinets is required.
- Copiers are required accessible for the teams.
- A mail area is required because pleas come in and must be sorted and delivered – this space can be part of a shared mail function.

Reception / Waiting Areas

The following are the type of visits this group receives

- Plaintiffs, who come don't have paperwork but come to fill out and file paperwork. There are approximately 20-30 plaintiffs per day. These visitors may be accompanied by children and family members.

- Attorneys and pro se clients, who come with paperwork to be filed.
- Sheriff's staff, who come with defendants for bail payments.

The Clerks do not accept credit cards and need to receive the exact amounts. In the future the Clerks could accept debit cards. The Clerks need space to count bail with the person posting bail so the person posting bail has proof of the exchange.

A duress alarm is needed at the front counter. A Plexiglas barrier is needed at the front counter separating the public from the staff.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:
- Staff meetings of one hour are held every month with fourteen attendees. These meetings are usually held at the lunch room.
- Bail meetings of fifteen minutes are held with up to six attendees. These meetings are usually held at the counselor's office.

The Clerks need space to train new hires.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Special security needs include:
- Cashier for bail – which can be shared with Family.
- Counter with Plexiglas barrier and duress alarm
- Waiting area fitted with fixed seating.

Special Technical and Equipment Requirements

Special technical requirements include heavy floor loading.

Equipment required includes PCs; copy machines, printers, FAX equipment, paper shredders, scanners, and cash register drawers.

Other Comments and Issues

The ideal physical setting for the office should have healthier air, natural light with windows, cleaner floor covering, and ventilation.

Clerk of the Circuit Court Trust

Function, Responsibilities and Organization

Trust oversee Court appointed guardians trustees and receivers. The Clerks Trust division reports to the court. Types of cases include:
- Minor's Trusts – someone under eighteen has inherited from a deceased individual and the insurance company requires that a guardian be appointed separate from an immediate family member. This is usually when a minor has been injured. The trustees file petitions for money for educational or medical purposes. On very rare occasions, the court may let the petitioner draw funds for rent, utilities or transportation to assure that the minor has a stable home.
- Guardian of Person – These cases involve medical problems, but no assets, where

a guardian is required to give medical approval for treatment.

- Guardian of Property (for cases involving adults).
- Guardian of Property (for cases involving minors) – if minor has money (from inheritance).
- Receiverships – bankruptcy. When there are assets that can be sold or receivables that can be collected.

An example is when an elderly individual has amnesia/aneurism/stroke or otherwise become incapacitated, a family member may petition the court to be appointed guardians. The plaintiff normally have a doctor's certificate, and prove to the courts that someone needs to oversee the person's assets and other legal responsibilities. The court will have a hearing, and determine guardianship based on the medical report's verification of the petition request and the relationship of petitioner with alleged disabled individuals.

Workload / Caseload

Show Cause Orders require more time and court appearances. These may take an hour to prepare the report plus court appearance

Operational Patterns

The following are the general operations of the office.

- Petitioners file at the clerks filing division. A hearing is scheduled after the petition is filed.
- Judge sends newly appointed guardians to the Clerks office for interviews. These guardians are "lay" people appointed as guardians. In some instances, attorneys that the courts are familiar with are appointed as guardians, and these attorneys do not need to be interviewed.
- The Clerks receive paperwork from courts. These include the orders for Guardianship.
- The attorney for the guardian will escort the guardian to the office with a copy of the order. From the order, the Clerks can tell if the person is the guardian for persons, guardian of property or guardian of both.
- The Trust generates an initial letter with a copy of the fiduciary report. The letter formalizes the guardian relationship and gives the guardian guidelines on their duty as guardian. Trust conducts a review of the letter with the guardian.
- As part of the clerk's review of the case, they obtain a copy of the original petition and verify the assets, the parties involved, and the due date. The clerks prepare inventories at 60 days, plus prepare annual reports for each case. They also review bank statements.
- If the guardian does not show up, the Clerks issue a "body attachment" to the Sheriff (like a warrant), and the Sheriff picks them up.

The days and hours of operation of the office and the divisions are 8:00 AM to 4:30 PM Monday through Friday except court holidays. Staff receive 35 minutes each for lunch under a staggered schedule.

Space Comments

The following are comments concerning the type of spaces required in this unit.

- Reception
- A small conference area is required for negotiations, audits and interviews.
- Vault, which contains sealed cases – this can be shared with the Clerk's Family division.
- Storage area for office supplies
- Archive files for closed cases

Reception / Waiting Areas

The following are the type of visits this group receives

- Guardians, who come for interviews. These visits usually occur mornings and involve three visitors. These visitors may be accompanied by an attorney or other individuals.
- Guardians, who are dropping off reports and observing report audits. These visits occur six to eight times per day, not counting lost individuals visitors.
- Guardians, who bring receipts.

Records Requirements / File Area

Requirements for physical records storage include:

- Hardcopy records storage, directly accessible from office area. The files are closed, in a restricted office area
- Locked cabinet for sealed cases.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Meetings with guardians of one hour are held three times per day with two to three attendees. These meetings are usually held at the conference room.
- Meetings with guardians who come for miscellaneous reasons.
- Meetings with guardians who come to get their receipts stamped. This is done at the counter.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Special security needs include:

- A restricted office area
- Duress alarm at the reception desk
- Locked sealed case file
- Files that contain medical information must comply with HIPPAA requirements.

Special Technical and Equipment Requirements

Special technical requirements include heavy floor loading, rooms for file areas. Consider scanner for digitizing documents and scanner for bar coded files

Parking

Assigned parking space is requested for the trustee.

Other Comments and Issues
The ideal physical setting for the office will be warm, spacious and business like. The Trust and circuit court trust files should be combined to allow access to the files and control of the files. This would double the file size. Every trust file has a circuit court file

Clerk of the Circuit Court Land Records/License

Function, Responsibilities and Organization

Under the direction of the Clerk, Circuit Court for Baltimore City the responsibilities and functions of the department are to ensure that regulations, policies and procedures are followed for the processing of the Recording & indexing of all documents pertaining to the property and /or /and within Baltimore City, recording of State/ Federal liens, and service discharge records. The Clerks are responsible for issuing marriage and business licenses for Baltimore City.

Subgroups, and Responsibilities and Functions of Each Subgroup
- *Recording* – Customer service, recording of land records documents, swearing of notary, public officials, special police, as well as scanning of documents.
- *Block/Indexing* – assignment of land record block number, indexing of documents into the optical system, locating deed references or documentation references information for customers to obtain copies.
- *Reproduction* Lien Section obtains copies of documents. Complete copy orders for title purposes. Record services discharge records, notice of ejection, notice of sales, HOA, and election records.
- *Marriage section* – issuing marriage licenses, certified copies of marriages, and conducting civil marriage ceremonies.
- *Business License section,* issuing of sate business licenses for Baltimore City.

Operational Patterns

The days and hours of operation of service provided by clerks in the office and the divisions are 8:30 to 3:30 Monday through Friday. The public can use computer equipment until 6:30 PM.

Change and Growth

Future electronic applying and renewal for business licenses would impact the operations of the Business License section. Future electronic filing of land records would reduce the counter activity in the Lands Records area.

Reception / Waiting Areas

The following are the type of visits this group receives
- Clients, title companies and appraisers, who come for copies of documents.
- License applicants, who come for business and marriage licenses.

The following reception area(s) should be provided for the office.
- Area for employees and customers to sit and wait to be served for each division. Currently marriage and business share a waiting area.

- A security barrier with a pass through is required for the recording and lien filing.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:
- Meetings for employees of 30 minutes are held with up to twenty attendees. These meetings are usually held at manager's office.

A conference room for meeting is needed which can be shared with other departments. This conference room should be equipped with conference table, chairs, writing board and computer equipment.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. Within the courthouse screened public areas, the public have free access to computer and land records under the visual supervision of the staff.
Security needs to be provided for the transfer of money received at the cashier.

Security is needed for the unit to restrict public who are in the courthouse after standard business hours.

Parking

Assigned parking spaces are requested for the following positions;
- Managers
- Assistant Managers
- Staff do not received assigned parking.

Clerk of the Circuit Court Juvenile Clerks

Function, Responsibilities and Organization

The responsibilities of the staff include the following:
- *Supervisors* – the primary responsibility and functions of the supervisors are 1) workflow management within standard guidelines and according to juvenile court practices; 2) human resource duties including determining whether leave requests are granted or denied; 3) promoting department moral and cohesive by utilizing leadership skills; 4) payroll and accounting functions and document processing on a data base. Supervisors schedule employees work.
- *Lead Worker* – lead workers train other employees, prepare covert orders after emergency evaluation hearing and contact sheriff department employees. Lead workers support supervisors in the performance of their job functions as stated above. Lead workers who are courtroom clerks sometimes work on the courtroom when needed.
- *Courtroom clerks* – courtroom clerks open courtroom(s) and hearing rooms initially addressing the public taking attendance, calling the docket, booting up the CourtSmart database system to record and videotape the proceedings. The courtroom clerks prepare court orders and masters' recommendations.
- *Hearing Office Clerks* – Hearing/office clerks are the first point of contact for the public who visit the Juvenile Department Clerks Office. The clerks enter data on a database system called EQuest. Documents are data stamped on a machine at the front counter in the reception area. The documents are distributed by the supervisor to the clerks depending on the court to which the cases are assigned this month.
- *File Room Clerks* take case folders off the shelves and place them on shelves on the

outside of the aisles according to daily dockets for hearing clerks to pick them up. Each of the file room clerks are assigned several of the dockets.

Operational Patterns

The general operation of the office is to process documents filed in the Juvenile Clerks Office and record the proceedings in the Juvenile court.

For each of the subgroups, the following are special operational patterns for each subgroup:

- Hearing clerks, who come in between 7 AM to 8:30 AM and access the file room for folders. The clerks consult dockets for future dates, make docket entries based on pleadings, and correspondence stamped in the reception area or delivered by mail, delivered documents to judicial officers in the courtroom, chambers or offices, depending on the nature of the document, and provide customer service.
- Courtroom Clerks who come in between 7 AM and 8:30 AM to access the files. The Courtroom Clerks obtain folders from the office clerks, add document to the folders, then open court proceedings, start CourtSmart to record the proceedings until the court breaks for lunch.
- Supervisors adjust schedules to accommodate leave usage, sort and distribute work, and search for missing files.
- Manager makes adjustment to courtroom and hearing room dockets, consults with judges in charge and the court administrator to see if changes need to be made to the docket, and creates Redbook notes to communicate changes to members of the legal community.

Space Comments

The following are comments concerning the type of spaces required in this unit.

- The current file room is too small. The movable file system needs more aisles and wider aisles.
- The public utilize the reception area as work space to prepare Pro-Se documents but there is not enough counter space for that activity.
- There is not a storage room. The lunch room is used for storage.
- Supplies are in the same room as active files.
- Trash, discarded debris and damaged equipment is left in the lunch room.

Reception / Waiting Areas

The following are the type of visits this group receives

- Public, who come to petition for emergency evaluation and peace orders. These involve two visitors who may be accompanied by parents, friends and family.
- Attorney/Law Clerks, who come to file documents with the Clerks. These visits usually involve three visitors. The attorneys may be accompanied by the clients.

The office needs one major reception area that is child friendly and larger. People bring children in the office and petition the court for emergency hearings. This results in wait time. There are not enough chairs to accommodate visitors waiting and visitors filing documents. People are often standing or in the hall.

The reception area should have stations for writing documents, and stations for stamping documents. Seats need to be provided for family members.

The reception workstation area should be separate from the waiting area by glass with a paper pass and it should be equipped with a duress alarm.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Unit / department meetings of 30 minutes are held every month. These meetings are usually held at the lunch room.

A conference room is needed to conduct meetings with staff in a professional environment. Now meetings are held in the lunch room, which is also used for storage. The conference space can be shared with other units.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

The front counter needs Plexiglas to protect staff from excited or hostile parents or family members.

Special Technical and Equipment Requirements

Equipment required include copies machines, printers, fax machines, paper shredders and scanners.

Parking

Assigned parking spaces are requested for the following positions:

- Departments heads
- Manager
- Supervisors
- Lead workers

Police Liaison

Function / Activities

The Police Liaison Unit coordinates police officer appearances in the Circuit Court and acts as a liaison between judges, State's Attorneys, court personnel and the Baltimore Police Department. The Police Liaison Unit includes a reception/ information desk with a waiting area and work space for the police officers manning the Unit.

Hours of Operation

Monday through Friday 8:30 am to 10:00 am. and 12:00 pm to 2:00pm.

Access / Security

The Police Liaison Unit is accessed from public circulation

Register of Wills

Function / Activities

The Register of Wills provides probate process for decedents of Baltimore City residents. The Register of Wills includes the following divisions:

- Executive Administration
- Records / Files
- Probate Proceedings
- Audit
- Joint Accounts
- Delinquent Accounts
- Fiscal Operations
- P.C. Support

Records are available to the public on computer, dockets, fiche, and files.

Hours of Operation

Monday through Friday 8:00 am to 4:30 pm.

Adjacencies

The Register of Wills should have convenient proximity to the Orphans' Court.

Access / Security

The Register is Wills is accessed by the public and should be directly open to public circulation. Staff work areas should be restricted from the public

Register of Wills
Executive Administration

Function, Responsibilities and Organization

This office services as the Executive Administrative office for the Register of Wills for Baltimore City. All matters of personnel and agency operations come through this office. It oversees the daily operations of the Register of Wills office; receives equipment and supply orders; conducts meeting with visitors and staff; stores confidential records and files; develops and implements projects. This group would handle the greeting of visitors, appointment setting, and receiving of couriers deliveries

Typical office hours are between 8:00 AM and 4:30 PM Monday through Friday.

Routinely "after hours" access requirements include housekeeping staff after hours and occasionally IT staff as well. ROW has a separate housekeeping staff from the rest of the courts family.

Space Comments

The office requires privacy since many topics discussed are confidential. The Executive suite should consist of a waiting area for visitors and staff; a room for networked copiers, printer and other office equipment (shredders, binding machines, etc); bathroom, utility room with storage space for supplies; small conference room in the suite; receptionist station with counter; and separate offices

for the executive staff.

Special space needs include a bathroom in Executive Office/Suite, break room for employees. Housekeeping room for housekeepers and housekeeping supplies should be located in the ROW suite.

A central reception for the entire Register of Wills should be included. A counter open to the public with direct service from staff positions is required. All access to the office areas should be a controlled door. No special security controls are needed at reception beyond the general suite perimeter control.

A conference room could be included off of the reception, which would also serve the entire agency. A lunch room / break room for the agency should be provided. This should be separate from other agencies. Separate staff toilets should be provided. The Register should have a private toilet. The computer room is included in P.C. Support (Personal Computer). Housekeeping needs a storage/work room with a sink. This can be a typical janitor closet. Janitor closets are accounted for in the building distributed support space.

The ROW has a different phone system, so there is a separate switch and a separate network systems. The ROW phone system receives services directly from the telephone company to the switch. The current system is a standard analog phone. The ROW has not gone to a VOIP phone system yet.

Records Requirements / File Area

Records Requirements / File Area needs include Employee records, Agency Reports, Inventory & Supply Records, Purchase Orders, Invoices, and Confidential Information

Meetings and Conference Requirements

Meeting requirements include: the following meetings that are held in the lunch room:

- Supervisor Meetings
- Meeting with Families
- Staff Meeting
- Vendor Meetings

An agency meeting room should be provided that is large enough to accommodate forty employees including seating along the perimeter walls. The ROW can share a large conference/training room for these quarterly meetings. These quarterly meetings last about one hour each. Training programs have class sizes of five to ten. Classes are held one day per quarter The unit also needs a standard conference room for eight to ten for daily conference activity. Special equipment that should be provided in the conference room include training/overhead/projector /computer capabilities.

Security and Access

Partially Restricted: Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff.

Special Technical and Equipment Requirements

Equipment required include PCs; network color printers, printers/fax, network b/w printer, electronic binding machine, overhead projector equipment, and paper shredders.

Parking

Assigned parking spaces have been requested for the following positions.

- Register of Wills, which is an elected position and requires a parking space.
- Chief Deputy Register

Other Comments and Issues

The ideal physical setting for the office will be a customer and environmentally friendly suite that is private, spacious and professional with a “Corporate America” look.

Register of Wills Records/Files

Function, Responsibilities and Organization

The Records and File group maintains inventory of forms and instructions in order to notify appropriate personnel when supplies are low by efficiently organizing forms and averaging number of packets or forms distributed since date of last order.

The Records and File group prepares outgoing mail for all ROW personnel to assure prompt delivery by sorting, weighing and applying proper postage for first class, certified and registered mail using electronic postage equipment.

The Records and File group creates and maintains postage records for internal audit control and in order to alert authorized personnel when postage is low by retrieving information stored in electronic postage equipment and recording batch count, piece court, postage used and unused.

Office records are delivered by the Records and File group in order to promptly respond to request for public, office and court personnel and assure tracking and security of those records by locating and retrieving paper records and estate files. The Records and File group organizes and files papers and cases jackets to assure orderly records management by comparing docket entries and/or scanned images to paper records and filing documents in chronological order coinciding with docket entries then placing files in numerical order.

The staff directs callers or visitors to the correct division/staff member for further assistance by conducting telephone and personal interviews.

The Records and File group communicates general information and instruction to alert the public of the documents required to establish a new proceeding and other services of the office by providing written and verbal instructions established by Register of Wills (ROW) internal policy and Maryland law.

The staff responds to requests for information received from the public, court personnel, and other government agencies by retrieving data from docket books, index books, microfilm/microfiche, case files or using personal computer to retrieve records stored electronically to communicate information both verbally and in writing.

Packets of forms and instructions are assembled by the staff for hand delivery or mailing to persons interested in decedents' estate by collating forms according to ROW guidelines.

The Records and File group prepares notice of appointment of personal representatives/copies of published notice in order to satisfy statutory responsibility of ROW to mail notice to all interested person by computer entry of names and addresses, printing and affixing computer generated mailing labels to certified cards and envelopes enclosing copy of notice of appointment and ROW notice form, and completing a certificate of mailing. This is done according to US Postage Regulations and Maryland law.

The staff prepare and re-mail certified/registered mail that is returned as unsigned by the US Postal Service as required by Estate and Trust 1-105 and MD Rules 6-210 and 6-125. Computer generated mailing labels are printed and affixed to envelopes which also contain previously mailed documents.

The staff record certified/restricted mail cards that have been returned in order to verify delivery of those documents that are required to be served by certified mail. This information is recorded by entering on docket/computer information on the delivery/return and date of re-mailing.

The Records and File group copies and mails notice of appointment of personal representative to other government agencies in order to alert those agencies of time period for filing claims against decedents' estate by using copy machine to reproduce notices foiled in case jackets or printing and retrieving information stored by electronic records management system using personal computer, affixing mailing labels to envelopes for mailing and recording notices mailed.

Case jackets are prepared in order to properly organize estate documents for filming by removing certain non-essential papers, verifying that all papers are in order, and assuring that appropriate adjustments are made to the docket, if necessary.

Permanently retained documents are recorded in the computer system in order to create a complete and accurate record in the applicable office information system that complies with Estates and Trust Article, title 2. This is accomplished by (1) typing description by computer entry and scanning documents using scanner and personal computer.

The staff search claims docket and/or information recorded by computer to verify the existence of a proceeding or filing of a prior claim. Information is recorded for the purpose of proper recording of claims against a decedent or the estate as required by Estates and Trust Article, Title 2.

The Records and File group records creditors' claims in order to create a complete and accurate record in the applicable office information system that complies with Estates and Trust Article, Title 2 by entering decedent's name (if not prior record of decedent exists), creditor, amount, type and status of claim by means of (1) typing in docket books and/or (2) entering proper code/description by computer entry and/or (3) entry and scanning of document using scanner and personal computer.

The staff teaches and advises persons who frequently retrieve ROW records including title examiners, genealogist and members of historical societies in order to train them in locating records stored by various office information systems thereby reducing the need for future staff assistance by giving verbal and written instruction, explain-

ing content of records, and demonstrating use of index books, docket books, and microfilm/fiche.
The Records and File group evaluates incoming correspondence and documents to determine necessary action and proper distribution to office personnel by reading or reviewing all material, and making decision as to the appropriate personnel to forward to and alerting them of items requiring immediate response.

Receipt for sums received by office are issued in order to mail/deliver printed receipt to person making payment. The staff create an accurate record of sums received by reviewing accounts, invoices and correspondence to determine proper allocation of funds (direct inheritance tax or collateral, probate or non-probate, fees, etc.) and creating computer generated receipt.

Exemplified copies are prepared and mailed or delivered in order to respond to requests from authorized persons (attorney for the estate, personal representatives or person authorized in writing by the personal representatives by authenticating records pursuant to Title 28, US/CA, Section 1738). This is done by determining appropriate documents for copying, completing single and double certificates and affixing seals of ROW and court.

The Records and File group prepares and mails or delivers certified copies in order to supply requested information to the public by certifying records pursuant to Estates and Trust, Section 2-208(f). This is done by determining appropriate documents for copying, completing single certificates and affixing seal of ROW or Court and singing or behalf of the register.

The Records and File group prepares and mails or delivers updated Letters of Administration in response to requests from authorized persons by reviewing record to assure personal representative's appointment is effective, verifying dates(s) of appointment and probate of wills (if applicable), signing Letters of Administration.

The Records and File group calculates fees for Letters of Administration, Certified and Exemplified Copies for the purpose of forwarding to authorized personnel for issuing receipt or posting fee to estate ledger by checking file for prior charges and using calculator and fee schedule established by Estates and Trust, Section 2-206.

Information recorded by other personnel is verified in order to assure that dockets are current, that correct codes and descriptions of documents were applied, and that images are complete and legible by computer retrieval of documents for comparing; description of documents to recorded description, the codes recorded to pre-established Statewide docket codes, and stored images to each page of document.

The staff performs other necessary duties as required or assigned by the Register or the Chief Deputy Register at the direction of the Register.

Operational Patterns

The days and hours of operation of the office and the divisions are: 8:00 am – 4:30 pm, Monday thru Friday

Subgroups, and Operational Patterns of Each Subgroup

- Records - When the file room capacity is over-run the ROW must archive the

files in boxes and prepare them to be shipped to the State Archive Storage. This is an on going process because the ROW constantly run out of filing space. The same is done in the vault that stores the Wills.

- Scan - The scanning machine constantly over heat because of the shared equipment room space with the main server. The scanners must be shut down when they overheat.
- File Room - The public comes into the file room to request assistance with genealogy records. These request force the clerk to take long periods of their time assisting the client with pulling books, film and/or fiche.

Space Comments

Each employee needs space to accommodate files, court orders, certification materials and telephone. One station is used to sort incoming mail to deliver to each ROW department.

In the Record Room two employees can process the mail together. Several stations share the same printers and label printers. In the File Room the public PC print from the same printer as the staff.

Primary Support Space Requirements include the following:

- Public Work Space – the file room has three public computer stations shared with all other department clients who need somewhere to complete forms. The public microfiche obstructs the computer stations.
- Vault – The vault is presently filled and some Wills must be archived. The floor is crumbling.
- Storage Room – The ROW has two storage areas. Room 335 holds the archive file boxes and film and some cleaning supplies. The other storage room is in the back of the Orphans' Court and holds paper supply, equipment supplies and remainder of office needs. This room is only accessible to the ROW when Court is not in session.
- Copy Area/Room – The copy area is very congestive because the copiers are directly beside an employees work station. That employee space is interrupted each time the copier is needed.
- Supply area. The file room clerk delivers paper to each department daily.
- Mail Room – The ROW has no permanent mail space in the record room. A work station is used that is available when the ROW is short staffed. If everyone is present the mail is processed on a table.
- Computer Room – The server for ROW is located beside the scanners. No clearance space is available for the PC operators to work.
- Shared Computer Station – Shared computer space must be separated from other functions to accommodate room for the more than one family member and/or attorney and staff pulling film at the same time.
- Archives Storage

Reception / Waiting Areas

- The following are the type of visits this group receives:
- Public, which need directions and assistance with genealogy studies. There are two or three visitors at a time and may be accompanied by one to three family members.
- Clients, who file papers, and obtain copies of estates. There may be two or three visitors at a time.
- Attorneys, who come to file papers and get copies, who come one at a time

This unit requires a counter. No reception area or waiting area is required if this counter is separated from the employee's work area. Usually three to six persons would seek assistance at one time.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Meetings for Staff of 30-60 minutes are held as needed with eight to ten attendees. These meetings are usually held in the lunch room and require a PC.
- Meetings for Training are held every three to six months with new employees. These meetings are usually held in the lunch room and record room stations and require a PC.

A Training room should be provided. Currently the record room and file room are used to train all new employees for three to six months. The new employees are introduced to the ROW computer program, hands on training of document request and retrieval. For these first months the trainees learn to docket, process court orders, and review new estate and process claims in a close supervised atmosphere. The training room needs individual computers and work spaces and a large demonstration screen.

Security and Access

Partially Restricted: Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff.

Because of the age of some of the docket books and film these documents can only be handled by the file/record room staff. Only certain ROW staff are allowed in the Will vault. The Will vault should be in a secured area.

Special Technical and Equipment Requirements

The vault needs high ceilings for the Wills containers. The file room needs high ceilings for the file draws.

The File room public PC and equipment needs cabling wires concealed and off the floors.

Equipment needs include PCs for every station, distributed printers and label printers, copy machines for records and file rooms and a stamp machine in record room.

Other Comments and Issues

The record room should be spacious with a counter and a professional atmosphere. The file room should be very open and separate from scanners with area to professionally assist customers. Scanning should be separate and private. All areas should feel inviting and customer friendly.

Register of Wills
Probate Proceedings

Function, Responsibilities and Organization

The Probate Proceedings group opens probate estates for deceased persons that where residents of Baltimore City. The staff appoint a personal representative (usually a relative or an attorney that the heirs have consented to) to act on behalf of the deceased person.

Subgroups, and Responsibilities and Functions of Each Subgroup

- Administrative, which open the estates, prepare papers, collect the will, scrutinize the heirs, verify and fill out paper work, and collect costs (fees and expenses) due the State of Maryland and Register of wills.
- Judicial Proceedings, which opens estates at the directions of the orphan's court. The Orphans court oversees all probate cases. Often the heirs are not in agreement, or the person in charge is not related to the heirs. In those cases, the judge needs to make the decision relating to probating the will.

Workload / Caseload

The primary workload that determines the capacity requirements of this department include the following:

- Small Estates – The break between small and regular estates depends on the date of death (currently set at $30K, $50 for spouse if only heir).
- Regular Estates.
- Foreign Estates – These are cases when a person is domiciled in another state but owns property in Maryland.

Operational Patterns

Clients come in with a request to be a personal representative. The ROW assesses who is next in line or named in will and determine assets and values.

Typical office hours are between 8:00 AM and 4:30 PM Monday through Friday, not including official holidays.

The peak activity periods of this office are over the lunch time periods, because that is when the public tries to get their business done.

Subgroups, and Operational Patterns of Each Subgroup

- Judicial Proceedings - In addition to their office activity with clients the staff also are at court. The ROW has one individual in court. The office needs to be by the Orphans court. (The Orphans Court is a probate court).

Change and Growth

Currently, the filing and records management operations of this office are manual. The ROW is working with the controller, the CACI, and the Register of Wills association, to make the data accessible on line. Also, because the ROW charges fees, the ROW needs either an ATM or to be able to accept debit/credit cards.

Space Criteria

- Provide protection from disease transmission. Provide hand sanitizer, tissues, and disinfectant cleaners and sprays.
- Conference facilities can be shared with the rest of the department.
- Specific books and wills must be maintained and need to be secure.
- A forms library for the public consisting of one shelf needs to be provided at the reception area.
- An ATM in the reception area is needed because many of the individuals are not aware of fees that must be paid for probate services.

Reception / Waiting Areas

The following are the type of visits this group receives

- Clients, who come to open estate, and to complete paperwork. These visits usually occur at lunch and typically involve two visitors per case. Typical eight to ten visitors are waiting at peaks hours at lunch. Almost all visitors are accompanied by at least one person. The peak is due to convenience of lunch for clients. Visitors come from the Orphans Court on the judicial side,
- Attorneys, who come to open estate and complete paper work. These visits usually occur at lunch. For Orphans court on the judicial side, the attorneys may come from the court to the probate proceedings directly after the hearing.

Records Requirements / File Area

Requirements for physical records storage include:

- Wills - which must be secure
- Will books - these are historical records, current activity is now on computer
- Supplies
- Master Index Books - These are historical records, current activity is now on computer

Security and Access

Restricted: Access is controlled strictly, although visits are common and escorted to desk. The reception should have open public access.

Other Comments and Issues

The unit should all be contained in one suite, with direct public access to the suite. Privacy at the workstation for their conversations, though it can be in an open office setting.

Register of Wills
Audit

Function, Responsibilities and Organization

The Audit office notifies personal representatives of overpayments of inheritance tax in order to assist them in preparing the necessary refund form by preparing written correspondence showing the proper tax/fee due and the amount paid or by completing the refund form.
The Audit office prepares case file and refund form for overpayment of ROW frees for ROW consideration (approval/denial) by attaching worksheet and refund form/memorandum along with explanation (if necessary) for ROW.

The staff assists taxpayers, attorneys, accountants, other professionals and any persons

having an interest in the subject of inheritance tax in order to aid the Audit Department thereby allowing the auditors time without interruption for auditing complex estates by providing information regarding rates of inheritance tax. The Audit office establishes methods of computation and status of estates; and furnishing forms, sample accounts and statutory information.

The Audit office assists taxpayers, attorneys, and person representatives in completing necessary forms such as Information Reports Applications to Fix Inheritance tax, and Inventories in order to collect proper inheritance taxes and fees by explaining statutory requirements and preparing forms when necessary.

The Audit office analyzes entire case record in order to assess all activity of the estate which may influence decisions made during audit of accounts of personal representatives by: (1) reviewing the estate docket and claim docket entries to verify proper recording an d status of claims, (2) reading the will and any codicils for tax clause directing payment of taxes as an expense of the estate, funeral clause directing payment without limitations, relationship of all legatees to the decedent, specific bequests, and various other provisions which may impact the administration of the estate, (3) reviewing all documents on file ensuring proper format, signatures and proper reporting of asset on the Information Report and Inventories, (4) verifying proper billing and payment of tax on non-probate assets, (5) verifying notice to interested persons were mailed, (6) verifying claims, Disclaimers and Elections meet statutory requirements and were timely filed, (7) verifying compliance with require with request made by Deputies and Inheritance tax Revenue Specialists and (8) verifying compliance with various notice requirements.

The staff audits the accounts of personal representative's in order to assure timely administration of the decedents' estates and collected proper taxes and fees by verifying that: (1) all sums reflected by the inventories including amendments and supplements are reflected in the account, (2) income has been reported for income producing assets and that the income, changes in assets or returns of principal are correctly reported and mathematically correct, (3) funeral expenses claimed are within the statutory limit unless otherwise directed by the will or approved by the Court, (4) Federal Estate Tax and Maryland estate tax is apportioned accurately unless the will directs payment as an expense of the estate, (5) family allowances are properly stated, (6) distribution is properly stated as directed by the will or under the laws of intestacy, (7) property distributed for the benefit of a minor is made in accordance with various statutory requirements, (8) in the event an heir or legatee cannot be found, a Petition for Distribution to the Board of education is filed and in proper format for the Court's consideration, (9) that all expenses are necessary and reasonable (using statutory guidelines and independent judgment), and (10) recorded claims have been paid, released, satisfied or disallowed (and) by preparing memorandum for recording to reflect proper status of claim, (11) verifying charitable organizations are exempt under Section 501 © (3) of IRS Code; and by calculating (1) total gross estate (2) maximum personal representative's commission allowed by statue, (3) life estates reminder interest, term certain annuities, Charitable Remainder Unitrusts, etc. using applicable formulas and IRS actuarial tables, (4) probate fees and other fees due ROW, (5) value of distributions failing within exemptions from inheritance tax and (6) Inheritance taxes using appropriate rates.

The Audit office conveys conclusions resulting from audit of the account to personal representatives or their attorney (if applicable) in order to direct necessary corrections and to collect proper taxes and fees by preparing a written audit request form using personal computer and following up after 30 days to assure timely compliance with directions.

Written or verbal responses to audit requests received from personal representatives or their attorney (if applicable) are assessed in order to verify compliance or amend the audit request based on new information furnished by comparing the information provided with the activity stated in the account or other circumstances revealed by the file.

Personal representatives or their attorney (if applicable) are provided instructions in order assist them in preparing the accounts by explaining accounting procedures, various statutory requirements and computation of inheritance tax and fees.

The Audit office prepares case file with accounts and/or petitions for review by the Court and approval/denial or instructions directed to personal representative/attorney or to ROW by organizing all documents, worksheets and memoranda to Court.

The Audit office audit accounts of guardians of minors in older to verity proper administration of minor's property by the guardian as required by MD rules, title 10 by: (1) examining account to verify proper reporting of principals assets, changes in principal assets, income earned, and reasonableness of expenses (2) examining vouchers as evidence of disbursements, when necessary (3) examining documentation reflecting value of property, when necessary (4) reconciling balance forward (5) verifying/collecting proper fee, (6) verifying whether or not a petition for allowance of expenditures for the Court's approval is necessary and (7) verifying expenditures are consistent with proper approval by Court order.

Issues receipts for sums received by the office in order to mail/deliver printed receipt to person making payment and create an accurate record of sums received by reviewing accounts, invoices and correspondence to determine proper allocation of funds (direct inheritance tax or collateral, probate or non-probate, fees, etc), and creating computer generated receipt.

Workload / Caseload

The majority of the accounts are received by mail, though the ROW also have walk in clients that consist of attorneys and/or lay people (often the lay people do not desire or require legal assistance). Along with Auditing the account, explaining the procedure and calculating the figures, the staff also generate receipts for the majority of the accounts.

Operational Patterns

ROW Audit receives a lot of visitors at the workstations. A form is provided to lay individuals to fill out as part of the process the lay individuals follow. The Audit staff process the incoming mail at the start of the day, complete those audits early before the phone and walk in services overtake the day.

The Audit staff produces receipts for taxes and fees that are collected. All taxes and fees are immediately taken to Fiscal for depositing.

The days and hours of operation of the office and the divisions are 8:00 am – 4:30 pm , Monday thru Friday

Space Criteria

A work area for clients to complete the actual audit report is needed. Many clients request copies of all documents submitted. Public work space with carrels for lay individuals to complete forms would be desirable.

Reception services can be provided from a central agency reception point.

The Audit department can share any conference requirements with the rest of the agency.

No records are maintained. The Audit staff process the account and send it straight to the Orphans Court for approval. Once the Orphans Court provides approval, then the document goes to the records room for scanning and storage.

Reception / Waiting Areas

The following are the type of visits this group receives

- Attorneys and Lay People, who come to complete the audit or inquires about the probate process. These visits usually occur Monday – Friday 9:30 am – 12:00 noon and involve two to three visitors at a time. The department does not have a waiting area. The visitors sit at another auditor's desk or wait in the hall. Some are referred by Orphans' Court or other departments with in the ROW. Most require assistance for completing the audit and/or to inquire about the process

Records Requirements / File Area

The unit needs a file cabinet for the accounts that are need to be audited and for accounts that have been audited already but are waiting for additional documentation or money.

Meetings and Conference Requirements

Meetings include:

- Staff Meetings for one hour are held every month with three attendees. These meetings are usually held at Lunch Room.

Security and Access

Partially Restricted: Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff. This group should be private from the other groups in the agency.

Special Technical and Equipment Requirements

Computers are used at every deck, shared printers, label printers and copiers for the audit dept. A shared filed cabinet is necessary for three auditors.

Other Comments and Issues

The office should feel inviting and comfortable; the word "audit" is very intimidating and clients should feel at ease so that the process is not as stressful. The area should be spacious, warm and private. Future spaces need to be comfortable, spacious, inviting with adequate ventilation and clean air.

Register of Wills
Joint Accounts

Function, Responsibilities and Organization

The Joint Accounts office collects inheritance taxes. The staff examines Information Reports of guardianship to confirm that the guardian has properly valued and reported property of the minor that is jointly held. This is for trust of deceased individuals. Trusts, which is part of Court Clerks, handles trusts set up by the courts. The division used to have appraisers, though now use commercial appraisers hired by the clients, or city tax valuation assessments.

The Joint Accounts office examines Information Reports, Applications to Fix Tax and appraisals of non-probate property to establish that the taxpayers have properly valued and reported property of the decedent in compliance with Tax General , Title 7 (Death Taxes), Estates and Trusts Article, Tile 7, subtitle 2 and MD Rules, Title 6 (Settlement of decedent's Estate) by verifying that: (when necessary); appraisal include required statement of appraiser; appraiser used ordinary methods for arriving at fair market value; total of all sums reported are correct; and, all required signatures are included.

The Joint Accounts office notify Estate Tax Unit of the Comptroller of the Treasury of assets in any estate proceeding that totals $600,000 or more in order to assist that office in collecting Maryland Estate tax by copying Inventories Information Reports and Applications to Fix Tax Unit, and preparing record of notification for the estate docket.

personal representatives, tax papers, petitioners and/or their attorneys are provided instruction of necessary corrections in order to obtain corrected or completed mandated forms/documents by preparing computer generated notices or by proving verbal instructions.

The Joint Accounts office interprets trust instruments, annuity contracts, deeds and other documents that establish non-probate property in order to decide what, if any, portion of the property is subject to Maryland Inheritance Tax by studying and analyzing documents to determine if the decedent retained an interest in the property and if the interest passes at death.

The Joint Accounts office determines proper inheritance tax and fees due on non-probate property in order to issue invoices to personal representatives and other persons responsible for making payment in compliance with tax General Title 7 (Death Taxes) by (1) reviewing Application to Fix Inheritance tax, information reports, trust instruments, deeds, annuity contracts, appraisals and other valuations of property, (2) determining proper persons to bill by reading will to see if there are any testamentary directions regarding payment of death taxes, (3) deciding proper tax rate based on relationship recipients to decedent, (4) evaluating decedent's interest passing to taxpayer, (5) computing life estates, remaining interest, term certain annuities, Charitable Remainder Unitrust, etc. using applicable formulas and IRS actuarial tables, (6) allowing proper exemptions and expenses and (7) verifying charitable organization are exempt under Section 501(c) (3) of the Internal Revenue Code.

Billing invoices are prepared and mailed by staff in order to collect inheritance taxes and fees. The staff prepare pre-numbered invoices to include: (1) names and addresses of taxpayers/personal representatives or attorney, (2) brief description of taxable interest and (4) computations of inheritance tax and fees. Mail includes forms, inventories, et cetera.

The staff contact taxpayers as a final attempt to collect inheritance taxes, fees, penalty and interest before forwarding to Maryland Central Collection Unit (CCU). The staff telephoning taxpayers in effort to persuade them to pay sums outstanding thereby avoiding involvement with CCU.

The Joint Accounts office prepares updated invoices and referral forms in order to refer default by persons owing sums to the Maryland Central Collection Unit by; verifying payment has not been remitted by search case file and receipts stored electronically; completing the required information on Central Collection Unit forms; completing lien form for filing in Circuit Court, if applicable; and, mailing all papers.

The staff prepare ledger to exhibit that an account receivable control account is maintained and periodically reconcile that control account to the aggregate balance of the detail records. They make sure that all payments received are properly posted to the accounts receivable records.

The Joint Accounts office reconciles Control Account of non-probate invoices in order to provide internal control and to comply with State legislative audit policy by comparing total sums outstanding as reflected by computer/manually generated report with total sums of all outstanding invoices and investigating discrepancies by reviewing posting of invoices adjustments, and payments.
The staff advise taxpayers, attorneys, accountants, other professionals, and any persons having an interest in the subject of inheritance tax in order to explain the rates of inheritance tax and method of computation by communication various sections of the Tax General Article, Opinion and letter of advice of the Attorney General case law, and written procedures of the ROW.

Taxpayers, attorneys and personal representatives are given assistance in completing necessary forms such as Information Reports Applications to Fix Inheritance Tax, and Inventories in order to collect proper inheritance taxes and fees. Assistance includes explaining statutory requirements and preparing forms when necessary.

The Joint Accounts office certifies Maryland Estate Tax Returns in order to verify payment of inheritance tax for mailing to the Comptroller of the Treasury by retrieving and printing receipts stored electronically using personal computer or by coping receipt from paper recording using copy machine, totaling sums paid, recording total sums on return, preparing and recording ROW Certification of MET Return form and signing on behalf of the Register.

Certificate of Legal Heir are prepared and issued in order to transfer vehicle boat title to heir. The certificates are prepared by completing internal worksheet, verifying or establishing value and allowable expenses, and computing inheritance tax (when applicable).

Register of Will is the clerk for the Orphans Court.

Operational Patterns

The days and hours of operation of the office and the divisions are 8:00 am – 4:30 pm Monday thru Friday.

Space Criteria

Public Work Space is needed so that the public can complete documents without sitting at staff members desk.

Archives Storage is needed to store necessary documents that must be keep for a certain amount of time.

Joint Accounts could share a reception with the whole department, where visitors could be greeted and escorted to the staff's office.

Staff prepare mail at their desk, then send it to the records room where mail is processed. So they need the service of the mail area, but do not need the mail area directly in their unit.

Reception / Waiting Areas

The following are the type of visits this group receives

- Attorneys and Lay People, who come for inventories, Information Reports and to make payment on invoices. These occur between 8:00 am – 4:30 pm and include between one to three visitors at a time. If no seating is available the visitors stand or wait in the hall. The visitors are coming from other depts. within the ROW agency.

Records Requirements / File Area

- File cabinets are required for invoices and trusts. Trusts need to be kept confidential in a locked cabinet. The information sent to central collections is sensitive because it has social security numbers. The department holds about ten years of records.
- Joint Accounts share archive and storage with the rest of ROW.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Work related staff meetings held for one hour, once per month average. These staff meetings are held in the lunch room. Joint Accounts can share a conference.

Security and Access

Partially Restricted: Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff.

Special security needs include:

- Locked file cabinets.
- •oint Accounts receives money, which is sent directly to ROW Fiscal.

Other Comments and Issues

The office should be spacious, warm, private and business like.

Register of Wills
Delinquent Accounts

Function, Responsibilities and Organization

Delinquent Accounts office establishes tracking system for decedent's estates', guardianships of minors and other proceedings in order to create a system for assuring timely administration by personal representatives and guardians by determining and entering on the computer the filing deadline dates of: List of Interested Persons and published notice, Inventory, Information Report, First Account, Subsequent Accounts (when applicable following the filing of the prior account), and Final Report under Modified Administration; and upon granting of an extension, modifying these filing dates by computer entry or typing information on tickler.

Active proceedings are tracked by the office in order to verify timely compliance with various statutory requirements. Proceedings are tracked by comparing computer generated lists or manual tickler system of scheduled events to docket entries, case files and daily mail.

Delinquent Accounts office advises attorneys, personal representative, guardians and interested persons of statutory filing deadlines and procedures for obtaining extensions of time in order to respond to inquiries received by mail telephone and in person by explaining the procedures for filing a Petition for Extension of Time, a written request for ROW approval, and calculation of time if the due date fails on a weekend or holiday.

Delinquent Accounts office grants or denies written requests of personal representatives or guardians for extension of time on behalf of ROW in compliance with• internal procedures by authority under MD Rule 6-107 by analyzing the circumstances in each case and notifying parties by mail of approval or reason for denial and other necessary procedures.

The court is notified by the Delinquent Accounts office of delinquencies of personal representatives and guardians in order to satisfy statutory requirement under Estates and Trusts, Section 2-208 0). Delinquent Accounts office assures timely guardianships of minors by preparing computer generated court orders completing appropriate information including time, date and place of hearing, after coordinating information with the Orphans' Court and notifying the Court of relevant information which may influence the Court's decision.

Delinquent Accounts office prepares Register's notice of revocation of Modified Administration in order to comply with Estates and Trusts, Title 5, Subtitle 7 by completing required information on computer generated form, preparing envelopes/ computer generated mailing labels and signing certificate of mailing.

The status of accounts is recorded by the Delinquent Accounts office in order to track accounts by entering dates retrieved for audit, filed in holding pending additional information, forwarded to court, returned from court and if necessary, date returned to holding pending response to Court's directions using personal computer.

Delinquent Accounts office tracks previously audited accounts to assure timely follow-up on audit requests by retrieving accounts held for more than 30 days from holding file and mailing second notice or forwarding to auditor for further instructions.

Show Cause Orders are prepared by the Delinquent Accounts office at the direction of the Register/ Orphans' Court in order to obtain an answer from the Personal Representative why certain documents were not filed in a timely manner.
Delinquent Accounts office performs other necessary duties as required or assigned by the Register or the Chief Deputy Register at the direction of the Register.

Operational Patterns

Each morning the automated system generates two reports showing what estates are delinquent in filing the necessary document for an estate. These report are looked over for accuracy and delinquent notices are mailed out or show cause order are referred to court or the estate is referred to court to have the Personal Representative removed. After the delinquent notice are dockets and placed in envelopes the notices are forward to the record room for mailing. The show cause orders are forwarded to the Orphans' Court Judge for signature and returned to this department within one to two days to be docketed and mailed. A sheet is produced to send to the Orphans' court on any estate that the personal representative needs to be removed from and the court will set up a hearing date.

The days and hours of operation of the office and the divisions are 8:00 am – 4 :30 pm, Monday thru Friday

Reception / Waiting Areas

The following are the type of visits this group receives

- Attorneys and Lay people, who come to request extensions and inquire on the due date for necessary documents. Attorney may have client with them. Some Lay Peoples bring one to two family or friends. Some of these visitors come form Orphans' Court or other departments within the ROW.

One reception area is needed for the ROW Office as a whole.

Records Requirements / File Area

This department does not keep or store records because every document is forwarded to the file room for filing.

Security and Access

Partially Restricted: Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff.

Special Technical and Equipment Requirements

Equipment required includes a PC at every desk, and shared printer and label printer

Other Comments and Issues

The office should feel inviting, professional, spacious and comfortable because delinquent account is a little un-nerving and the clients should feel at ease so that the process is not stressful.

Future spaces need to be comfortable, secure, spacious, inviting with adequate ventilation and clean air. The staff should have private workstations.

Register of Wills
Fiscal Operations

Function, Responsibilities and Organization

The Fiscal Operations office provides the following services within the ROW agency:

- Fiscal Accounts payable/receivable. This is a cashier function. The primary funds come from inheritance tax collected through the ROW staff, as well as filing fees related to wills. The staff collects funds during the proceedings, and returns the funds to Fiscal. Funds arrive by the mail and in person.
- Human Resource, which includes health care coordination, retirement coordination, and new employees hires. The staff consults with new employees about the five different health care plans offered to the employees. The human resources information is stored in a vault. The benefits consultation with the staff is performed out of the office area in a conference space/break space to comply with the HIPPAA laws.
- Time keeping. Fiscal also keeps human resource records on leave pay. Fiscal submits time to payroll. Time can be straight work time or time without pay. Fiscal keeps records on leave time, including vacation and sick leave or personal leave or compensation time. They do not pay for overtime so staff get compensation time if they work extra hours.

Operational Patterns

The days and hours of operation of the office and the divisions are 8:00 am – 4:30 pm, Monday – Friday

Space Comments

- Vault – the current vault is very large, a smaller vault would be ideal.
- A reception window with a cashier window and deal tray is needed security the Fiscal Operations area from other ROW teams.

Reception / Waiting Areas

The following are the type of visits this group receives

- Employees, to bring receipts talk about paychecks, health care, retirement or personnel issues. Sometimes visits are confidential. No one is allowed in the cashier area.
- Register and/or Chief Deputy, who process personnel information and the payroll. Sometimes visits are confidential and the staff needs privacy for discussion of confidential nature.

A cashier window is needed with a duress alarm because money is collected in this department and not deposited until the next business day. Personnel information is also held in this department.

Records Requirements / File Area Needs

All the files are kept in this department. Once these files have been audited by the State Auditors the unit must retain them for another four years. Records include:

- Receipts and deposit slips
- Banking Records / checkbook ledgers
- Time cards
- Personnel Benefits Records

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Orientations for new hires which last one hour. The orientation is conducted with ten employees at a time. The meeting is held in the lunch room
- Training on leave time and time cards for new hires which last one hour each session. The meetings are one on one. The meeting is held in the lunch room.

This department can share a conference room with another department.

Security and Access

Maximum: Unauthorized visits into this unit by non-departmental staff are not allowed; Controlled access is strictly enforced. Currency is present in the office, requiring a bank deposit every morning, so cash should be held in a true vault. A buzzer is required for someone to enter this department. Co-workers and visitors are not allowed into this department. Private records should be enclosed in a partition with mesh underlayment for the file room

Special Technical and Equipment Requirements

Payroll is on line. Time cards are currently filled out manually. Then the Fiscal staff put them in Excel. Fiscal staff enters the information on line into the Payroll system. The ROW still has a punch clock system for time keeping and still uses manual checking for paying expenses.

Equipment required include cash register drawers, safe, PC's, copy machine, printer, paper shredders, fax machine, telephone and calculator. All the equipment should be in the secure Fiscal area except for the fax machine and copier.

Other Comments and Issues

The office needs to be open but business like with a secure feeling. It should be open not cluttered, room to store boxes filled with papers that must be held for four years. The Fiscal area needs an internal secure file area. This department should be quiet and should not have to hear noise from other departments. The current area has very poor air conditioning, with very poor air quality. There is mold, and other dust all over record cabinets and on the floor.

Employees should have separate toilet facilities from the public. The water fountains do not work. The ROW keep their own water supply.

Register of Wills P.C. Support

Function, Responsibilities and Organization

The P.C. Support office oversees all computer related problems and issues, and scrutinizes and tracks the purchase of equipment. The staff attend PC meetings, prepare status reports, and communicate with the PC Administrator, Technical Support and staff.

All computers are "rolled" at the end of their two year lease. The new ones are delivered in staging, set up with "mirrored" hard drives and operating systems. Dead lined computers are held until the controller disposes of them – this is usually by putting them up for public bid. The P.C. Support office takes the hard drive out prior to releasing them for bid.

The ROW utilizes C.A.C.I. off sight technical support.

The phone service is through Verizon – ATS Telephonic Services. The contract is with the Register of Wills Office. This is managed by the administration office, not PC support.

Operational Patterns

Backup of the hard drives is now provided offsite at Iron Mountain. ROW no longer need to do on-site tape backup.

The days and hours of operation of the office and the divisions are 8:00 am – 4:30 pm, Monday thru Friday. Occasionally the PC Administrator is required to work on a weekend to facilitate installation of new equipment/programs.

Reception / Waiting Areas

The following are the type of visits this group receives

- CACI - who perform upgrades, equipment installation and/or repair problems. This work is performed at 8:00 AM twice per year.
- Pro-Tech, who performs equipment Repair. This work is performed at 12:00 noon one to four times per months. Other repairs occur on line.

Improvements in technology now allow for remote service, which has reduced the amount of onsite support required.

Physical security is handled by building security. PC Support handles data systems security.

Records Requirements / File Areas

- In 2009 centralization eliminated the need to store backup tapes on premises.
- The ROW has a copy of all documentation in a safe for disaster recovery. This includes operating system, security files and data backup.
- ROW Security Files are kept in the executive office of the Register of Will in compliance with disaster regulations.
- MSOffice is kept in the office of the executive office of the Register of Will in compliance with disaster regulations.
- MSWindows is kept in the office of the executive office of the Register of Will in compliance with disaster regulations.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Implementations which last one half hour two times per year, with four participants. These are held in the lunch room of the ROW. Equipment needed include screen, DVD player, and overhead projector
- Purchases, which lasts one half hour once per year with four participants.
- Installations, which lasts one half hour once per year with four participants.
- Training, which last one hour once per year with thirty participants.

A conference area that is shared with all the ROW departments is needed. PC would probably need to use the room at least twice a month.

Security and Access

Partially Restricted: Areas are generally accessible to all employees and screened visitors, although access into staff areas of the unit is typically monitored or screened by security or reception staff. The computer room should be restricted, with access to authorized individuals only and recorded entry.

A service elevator is needed that would allow convenient movement of big equipment while also being discrete.

Special Technical and Equipment Requirements

All areas should have raised flooring so that computer cables/wiring could be run without exposure.

Equipment required include date stamps, seal presses, calculators, computers, scanners, servers, keyboards, monitors, fax machine, copiers, printers, microfiche machines, shredders, label printers, clock and fans.

An area is needed for staging of new equipment, outdated equipment, and broken equipment. An area is needed that allows testing for new programs and equipment flaws. This area should have sufficient connection to outlets and convenient and ample work space.

Other Comments and Issues

This group does not need a public face. The space should be professional, spacious, and confidential.

Office of State's Attorney

Functional/Activities

- The Baltimore City State's Attorney's Office is responsible to the prosecution of criminal matters which occur in Baltimore City. The following are divisions within the State's Attorney's Office:
- Administration
- Communication
- Forensics (projected)
- M.I.S.
- Police Investigation
- Police Misconduct
- Training
- Circuit Court Domestic Violence
- Auto Forfeiture (civil)
- Collateral
- District Court Domestic Violence
- Economic Crimes
- Felony Family Violence
- Firearms Investigation Violence Enforcement (F.I.V.E.)
- Gang (projected)

- General Trial
- Homicide
- Misdemeanor
- Narcotics
- Numbering
- Sex Offense
- Violent Crime Reduction Strategy (VCRS)
- Victim / Witness Services
- Family Bereavement
- Department Filing
- Juvenile Courts Division
- Juvenile Intake Unit
- PFL
- Cyber Crimes Unit

Hours of Operation

Monday through Friday 9:00 am to 5:00 pm.

Adjacencies

The State's Attorney Divisions have several internal adjacency requirements and all units except for the Victim/Witness Unit should be co-located if possible. These divisions do not need to be located in the courthouse. The Victim/Witness Unit, however, should be near the courts with good public access. The Family Bereavement should be located away from the courthouse to provide the victims a place to be consoled.

Access/Security

Staff access should be controlled and circulation should be separate from the public. However, the office must be accessible to victims, witnesses, police and attorneys.

Reception and Waiting.

The Office of the State's Attorney receives numerous visitors, including official visitors, disgruntled citizens, and employment/law clerk applicants. A two level reception should be provided, with a general public reception accessible from the primary public circulation, and a secondary reception area immediately adjacent to the State's Attorney office suite. A conference for public media presentations should be provided accessible from the primary reception area. The State's Attorney should have a secondary means of exit that bypasses the reception areas.

Office of State's Attorney Communication

The Communications Division handles all information requests from the media, and coordinates the dissemination of information concerning the State's Attorney's Office and cases being prosecuted in the District and Circuit Courts of Baltimore City. The division also assists the Office with distributing grant and relative information to other local, State and Federal law enforcement agencies, the General Assembly, and the Baltimore City Council.

Operational Patterns

Communications must assist the State's Attorney in response to all news inquiries, which often requires after hours activity.

Reception / Waiting Areas

The following are the type of visits this group receives

- Reporters, who come for press conferences. These visits usually occur at the training room and involve four to ten visitors. Evidence display should be provided to accommodate these visits.
- SAO management staff come to research specific interviews.
- Attorneys

Records Requirements / File Area

Requirements for physical records storage include open, closed and active case files.

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Meetings for pretrial on-camera interviews of one half to one hour are held five to ten times per month.
- Division meetings held forty five minutes are held every month.
- Strategic planning meetings for four hours are held five times per month.
- Training sessions of ninety minutes are held one to two times per month.
- Administration meetings of thirty to forty five staff held eight times per year.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Special security needs include restriction of no cameras in the court building due to regulations.

Adjacency Requirements

The following components have essential relationships with this unit, and should be side-by-side with unit

- The State's Attorney Office Administration Suite.

The following components have important relationships with this unit, and should be on the same floor as this office, division, department or unit.

- MIS

Parking

- Parking for media vehicles should be considered.
- Parking for official visitors should be provided

Office of State's Attorney Forensics

Function, Responsibilities and Organization

The Forensic Investigation Unit of the Office of the State's Attorney for Baltimore City (FIU) provides important tools to prosecutors to allow them to use forensic science to achieve the highest quality investigations and prosecutions of crime and the long term protection of the public. The FIU handles and assists police and other prosecutors with investigations, trials and post convictions case.

Statutes of particular concern in the investigation and pre-trial stage include the rules pertaining to DNA collection from certain suspects at arrest and after conviction for entry into CODIS pursuant to Section 2-501, et Sequ. Of the Public Safety Article, rules of discovery especially MRP 4-263 (d)(8) & (e)(2), Court and Judicial Proceedings Article Section 10-915 and all issues related to medical, scientific and technical evidence including issues arising from the new Supreme Court decision Melendez-Diaz v Massachusetts. Statutes and rules of particular concern in post trial matters are Title 7 and Title 8 of the Criminal Procedure Article of Annotated Code of Maryland regarding post conviction relief, Maryland Rule of Procedure 4-331(c) which allows motions for new trial based upon newly discovered forensic evidence and the new "Actual Innocence" stature.

The following are subgroups including descriptions of their responsibilities and functions:

The Director reports to the Deputy State's attorney in Charge of Investigation and Circuit Court Policy. The Director is responsible for the overall day to day operation of the unit, assigns projects to the ASA, paralegal/investigator, law clerk and secretary; and represent the unit in meetings with the State's Attorney, Deputies to the State's Attorney, Division Chief and ASAs. The Director represents the Unit, at the request of the State's Attorney and/or Deputy in Charge of Investigations and Circuit Court Policy to external agencies, police departments and laboratories. Selective cold case or high profile cases with complex forensic issues are prosecuted by the Director.

Forensics develops and presents training programs to ASAs &crime lab staff on forensic issues. The Forensics office identifies and consults with experts to assist prosecutors with forensic challenges. The Director works with individual prosecutors on forensic concerns and challenges. The Director participates in national, state and local conferences regarding forensic issues. The Forensic office analyzes proposed legislation and rules involving forensic issues; and drafts legislative proposals at the request of the State's Attorney. The Forensic office develops or assists in developing forensic laws and paralegal training programs in coordination with local university or law school to assist with appellate and/or forensic post conviction petitions and motions for new trials. The Forensic office litigates important cases with important forensic issues or assists other ASAs in the litigation of such cases; and works closely with university or law school programs for forensic lawyers or paralegals including teaching.

Assistant State's Attorney for Research and Training develops a research database/training tool of case law related to the use of forensic evidence at trial and to DNA post conviction and other forensic challenges in motions for new trial. The ASA also prepares written response to DNA post conviction petitions and motions for new trial based upon forensic grounds in consultation with the Director or other ASAs assigned to the individual cases. Along with the Director, the ASA litigates complex post conviction cases involving DNA or other forensic challenges.

Records Requirements / File Area Needs

The FIU maintains a library to preserve work and publications for reference on future cases.

Meetings and Conference Requirements

The forensic unit meets with prosecutors to prepare for trial. These meetings may include up to fifteen participants. The meetings involve extensive amounts of projected images.

Security and Access
Restricted: security is required. Access is controlled strictly, although visits are not uncommon. Security is a concern because this unit prosecutes some of the most heinous crimes.

Adjacency Requirements

The following components have essential relationships with this unit, and should be side-by-side with unit

- F.I.V.E.
- Homicide
- Sex Offense

Office of State's Attorney M.I.S.

The MIS Division is primarily responsible for obtaining and maintaining information systems that support office prosecutors and administrators in their daily tasks. The division also builds and maintains criminal justice databases, oversees electronic connectivity to external agencies, and creates elaborate visual aids to assist the office and prosecutors with explaining complicated criminal evidence, events, and data, to the public, local and State officials, judges and juries.

Operational Patterns

The telephone system will be a separate city switch from the state phone switch. The city switch will go to VOIP in the future. MIS will also manage the video conference capability used by the SAO.

The CJCC is responsible for the 10 gig fiber backbone that connects all the justice related agencies.

MIS will support investigations related to cyber crimes, including activities such as hard drive forensics, cracking security barriers for machines used in illegal activities or tracking electronic exchanges.

Change and Growth

The Circuit Court develops a long range plan that guides electronic services for the next five to seven years.

The "Judicial Dialog" system is under development. An alpha test is underway with the sex offense unit to use the system.

Cases move from the DPSCS to the SAO, and from there to the Clerks Office into the courts. Transfer of information between each of these entities will reduce labor related to entry of information.

Reception / Waiting and Meeting Areas

The MIS receives new computers, which are shipped to MIS for setup prior to being distributed and installed on the user's workstation. M.I.S. receives around 10 computers at time, and may see larger numbers during upgrade. Outgoing computers accumulate before being shipped and can reach quantities of 50-75 computers, which must be temporarily stored.

The graphics department is located within MIS. Graphic work is usually production of evidence displays to be used in trials. SAO staff who use the graphic services come to the suite to place orders, coordinate with the graphics staff, and to pick up orders.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Office of State's Attorney Police Investigation

Function, Responsibilities and Organization

The Police Investigations office is staffed by Baltimore City Police Department officers assigned to the Office of the State's Attorney for Baltimore City. These officers provide the following duties:

- Locating witnesses
- Investigations
- Provide protection to the State's Attorney. The police receive duress alarms triggered by the State's Attorney. Security monitoring of State's Attorney office areas should be coordinated with the Baltimore City Police Investigations unit.

Space Comments

The Police Investigation should be located in a suite that is directly accessible by the State's Attorney Administration but in a separate suite. The suite should have two points of entry, including access to the main visitor lobby to respond to incidents there, as well as a direct door to respond to the State's Attorney.

Adjacency Requirements

The State's Attorney Executive Administration has an essential relationships with this unit, and should be side-by-side with unit

Parking

Government owned transport vehicles, including 2 sedans and an SUV require parking spaces. The police officers have to transport the State's Attorney to her house, as well as other destinations.

Office of State's Attorney Police Misconduct

The Police Misconduct Division is responsible for the investigation and prosecution of Baltimore City law enforcement officers charged with the commission of criminal act. The division also works closely with the Internal Affairs Division of the Baltimore Police Department and other law enforcement agencies responsible for investigating the actions of police officers, in order to determine if criminal charges are appropriate.

Workload / Caseload

The SA performs the investigations in conjunction with the Baltimore City Police Department. Police Misconduct does not perform investigations of other police jurisdictions. The State performs investigations of the Sheriff.

There is an Officers Bill of Rights that must be complied with in the investigations.

Space Comments

The unit should not share spaces with any other unit. This unit should be separate from other units that deal with the police.

The conference room/interview room requires one way mirrors, recording and ability to listen to the interview from the adjoining observation area.

Reception / Waiting Areas and Meetings

The reception area should be confidential with restricted entry, auto remote release, and a duress alarm. Visitors can be attorneys, victims and police – there may be between one to five visitors at a time. Many of the investigations are addressing the use of deadly force/gun attacks.

Meetings happen two to three times per day, involving between four to five detectives, and last between one to two hours.

Records Requirements / File Area

The unit maintains its own record files.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

The unit often has confidential witnesses. The suite should be in a secure screened area. The entrance should be a blank storefront. The unit maintains a clean desk policy.

Special Technical and Equipment Requirements

The unit requires the ability to record phone calls. The staff need to ability to duplicate tapes and other multiple media, as well as have recorded information transcribed.

Parking

The unit requires a space for bringing in undercover informants.

Office of State's Attorney Training

Function, Responsibilities and Organization

The State's Attorney Training Unit is responsible for providing in-house training for all attorneys and staff. The Training division also publishes a news letter. The training and news letter is focused on keeping the attorney's abreast of legal requirements and trends in the appellate courts. Training is also provided to new hired staff. This includes three levels of boot camp for newly hired lawyers.

Training is provided to support staff. The training unit puts together curriculum for support staff. Curriculum includes use of MS Office Suite to enhance the staff's effective and efficient use of the software. The courses provide the staff with

reference material and certification on the use of software, and keep them abreast of new software features.

The training unit provides remote learning services through teleconference capability as an additional service to the staff and to other prosecution attorney units in the state or to other clients.

The introduction of new electronic court systems such as “Judicial Dialog” will require additional training and ongoing support.

Workload / Caseload

Training is primarily driven by changes in laws, which account for approximately 80% of the training workload. In addition, if judges indicate that there is a lack of knowledge, then additional training on those subject matters will be offered.

The Boot Camps required for new employees includes the following:

- Boot Camp I – 40 hours of class with 40 participants
- Boot Camp II – twenty four hours of class with forty participants
- Boot Camp III – four hours of class with forty participants
- Boot Camp IV – twenty hours of class with forty participants

Lunch time classes are 90 minutes, with three sessions per month with twenty five participants.

All day topic conferences – which are mandated – can be attended by 220 law clerks

MS Office Suite classes may be attended by twenty participants and last eight to ten days each. The sessions usually last two hours in the morning and two hours in the afternoon.

Executive Assistant training is a two day course offered by the county and the Maritime Institute.

Training for ethics, safety, dress code, and other issues in the work handbook is offered once per year.

JIS training is provided by an outside provider

There are also specific one-on-one sessions that address unique training issues.

Operational Patterns

The days and hours of operation of the office and the divisions are 8:30 AM to 4:30 PM. Infrequently, the unit may offer after hour or weekend training. After hour and weekend training incurs child care and other issues that make it difficult. Lunch time training works best for staff schedules.

Space Comments

The spaces that are needed include:

- Library - with reference materials.
- Computer lab - with twenty stations
- Moot courtrooms - which also serve as classrooms.
- Large classroom - with a capacity of 50 chairs with writing surfaces.
- A reception area is required.
- A coffee break area should be provided to support the training area, with service to the trainees.

- Toilets directly in the training area should be provided for the convenience of the staff attending training sessions.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

This unit does not receive the public, victims or witnesses.

Office of State's Attorney
Circuit Court
Domestic Violence

In 1996, the Domestic Violence Division was created in response to the newly created domestic violence criminal docket. The division prosecutes all domestic violence related cases, with an emphasis on victim safety and survival. The division is also responsible for reviewing and prosecuting assault, adult stalking, and violations of peace and protective orders involving present and former intimate partners. Currently, Baltimore City is the only jurisdiction that prosecutes domestic violence cases five-days a week. The Domestic Violence has a district and a circuit component.

Reception / Waiting and Meeting Areas

The following are the type of visits this group receives

- Victims and witnesses, who come for interviews and trial preparations. These meetings usually last around one hour and occur on average five times per day. Meetings are attended by two to thee individuals, and occur in the ASA cubicles but should be confidential. A child play area is required for children.
- Police officers, who come for interviews and trial preparation. These meetings usually last around thirty minutes and occur on average three times per day. Meetings are attend by two to four individuals and held in the ASA cubicles.
- Defense attorneys, who come for negotiations. These meetings usually last around thirty minutes and occur on average three to four times per day. Meetings are attend by two to four individuals and held in the ASA cubicles.
- Staff meetings are conduced every month attended by fifteen staff. These meetings are usually held in the reception area.

The reception area should be in the secure area. Two to three parties at a time may be waiting for meetings. The receptionist should control who is admitted into the reception area.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon. Access into staff areas of the unit is typically screened by security or reception staff. Special security needs include restricted access to the reception waiting area from the public circulation.

Adjacency Requirements

The Domestic Violence unit should be separated from other units by a demising wall.

The following agencies or units should be located near this unit:

- Clerk of the Court Criminal Unit.
- Clerk of the Court Courtroom Clerks.
- Baltimore City Police Family Crimes Unit.
- States Attorney Misdemeanor Unit.

- DV Commissioner.
- House of Ruth.
- The court where Protective Orders are issued.
- Office of the State's Attorney Auto Forfeiture (civil)

Office of State's Attorney Auto Forfeiture Unit

Function, Responsibilities and Organization

The Auto Forfeiture Unit processes and litigates forfeiture of vehicle assets. These include cars, trucks and other licensable motor vehicles such as motorcycles, and motor boats. This does not include airplanes. Auto Forfeiture processes vehicles that where used in crimes (such as drug cases), as well as vehicles that are illegally dumped or abandoned. Vehicles must be processed in 45 days from seizure. Vehicles are stored at the city impound lot where the vehicles are stored in secure open areas.

If the seized vehicles have a lien holder, the vehicle is returned to the lien holder with orders not to release the vehicle back to the owner.

The city has another department that process forfeitures, and also uses the U.S. Attorneys to process forfeitures.

The cases include the following activities:

- Respond to calls on forfeiture;
- Process vehicles;
- ID, locate and Inform owners;
- Receiving pleas, and receiving mail pleas;
- Prepare returns, including notifying the court;
- Filing motions with the courts, including complaints, motions of order of recall, judgments of forfeiture. This involves preparing for trial, discovery, and case settlement.
- Preparing mailers. Statutes require forfeitures to be served through the U.S. Mail rather than the Sheriff.

Law clerks assist by preparing the cases, performing case research, drafting pleadings, and interacting with having interest in the vehicles. The forfeiture coordinator provides reception of the cases, analysis and investigation of cases, and subsequent pleadings. The coordinator has high speed access to the DMV records. The administrative assistant provides secretarial support and reception, responding to initial inquires, notifies the defendants of hearings, and monitors the office.

Space Comments

The types of spaces needed include

- A reception area with a cashier. The reception counter needs a glass with pass-through. The defendants are often angry. A duress alarm is recommended at the reception counter.
- Conference that can be shared.
- File area with safe.
- A copier with scanner and optical character recognition (OCR).
- Mail room
- Archive Storage

Meetings and Conference Requirements

The following is a summary of the number and nature of meetings and/or conferences held:

- Defendant and attorneys meetings of one half hour are held four times per week with four attendees. These meetings are usually in the offices.
- BCPD meetings of fifteen minutes are held two times per month with two attendees. These meetings are usually in the offices or on phones.
- Lien holder meetings of thirty minutes are held three times per week. These meetings are usually in the offices or via phone.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Special Technical and Equipment Requirements

Special equipment required includes scanners with optical character recognition.

Office of State's Attorney Collateral

The Baltimore City State's Attorney's Office Collateral Division prosecutes defendants who have violated their probation, to get those repeat offenders off the streets. The Collateral Division has aggressively pursued violent repeat offenders, holding them accountable for their criminal activity by prosecuting violations of probation on previous state convictions, often obtaining sentences of five years or more. The establishment of the Innocent Project by the legislature, which allows offenders to have DNA verification of evidence, has significant impact on the workload of this unit.

Office of State's Attorney District Court

The District Court Division is primarily responsible for prosecuting misdemeanor crimes and traffic violations, including driving while intoxicated, and various quality of life crimes such as loitering. Baltimore City State's Attorney's Office Community Coordinators, who serve as liaisons between the community and criminal justice agencies, also reside within this Division. The division also serves as the primary training ground for newly hired Assistant State's Attorneys.

Office of State's Attorney Economic Crimes

The Economic Crimes Division prosecutes and assists in the investigation and prosecution of a variety of economic crimes including, major theft, fraud, counterfeit and white-collar crimes. The division also prosecutes all arson cases including homicides caused by arson. All cases go to the Grand Jury.

Arson cases involve reviewing the reports with the Fire Marshal. If there is fatality and if the fire was set on purpose (as evidenced by incendiary material), then it is sent to Homicide for prosecution. White collar crimes include crimes that involve millions of dollars. The SAO does not prosecute tax or security fraud issues. The SAO investigates cases involving non-profit organizations and mortgage fraud. Identity theft cases, which are misdemeanors, are prosecuted in District Court.

The economic crimes unit performs investigations. The paralegal (who is used as an investigator) assists in the investigation, preparing victim reports, obtaining and reviewing bank records.

Cases start when the SAO receives a complaint. The SAO staff review the complaint to see if it is valid. The SAO reviews financial records including bank records. Much of the information provided to the unit from the banks is on microfilm.

Space Comments

The ASA needs space to spread out documentation to review them.

Files need to securely hold legal ledger sized documents. A vault is needed for Grand Jury documents.

Meetings and Conference Requirements

Meetings and conferences include:

- Meetings for victims of two hours are held ten times per day with four to six attendees. These meetings are usually held at conference rooms.
- Team meetings of one hour are held every month with ten attendees. These meetings are usually held at Chief's office.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

The Economic Crimes unit must be separate from other units, because private financial interviews are taking place. The SAO receives frequent walk in clients, so it must be accessible to the public, though access should be specifically controlled. The unit also has one staff member equipped with a firearms for protection.

Parking

The Investigator requires a parking space.

Office of State's Attorney Family Violence

Function, Responsibilities and Organization

The Felony Family Violence Division primarily investigates and prosecutes felony level domestic violence and physical child abuse cases. The division also prosecutes most child abuse related homicides. In addition the division handles cases in which a student is battered by an educator or when a vulnerable adult has been abused or neglected by a non-institutional caretaker.

Most cases are sent to the Grand Jury for indictment, though some cases are brought through CI and not indicted.

The division expedites misdemeanors for the District Court, for cases that need social worker and investigator services. The division provides supervision and training for the intern social workers. The investigators talk to witnesses and victims on the phone.

For first degree child abuse cases, the police child abuse squad and the victims advocate unit are called out, and the SAO has on call staff are immediately involved in the case through direct phone calls.

Vulnerable adult cases address cases involving adults who cannot care for their own needs such as the elderly, the mentally disabled and severely disabled individuals. These cases are normally households where the family is the caregiver. The SAO also handles nursing home cases.

For physical child abuse cases, if there is no prior history, the staff try to get the cases out of the criminal justice system and into therapy, working with social workers to address their parenting skills, substance abuse or mental illnesses that contributed to the incident.

For felony domestic violence cases, the unit also handles misdemeanor cross complaints. The SAO handle cases involving child witnesses, except for sex offenses or homicides.

Cases involving witnesses are sent via the CI to Circuit Court.

Reception / Waiting Areas

Visitors include:

- Victims and family, who come for interviews. These visits usually involve up to six visitors.
- Attorneys, who come to negotiate cases.
- Representatives of other agencies, who come to discuss policy.

The reception area should be designed to shield the office from the visitors. The reception desk should be equipped with a duress alarm.

Meetings and Conference Requirements

Meeting and conference areas include:

- Conference room.
- Interview room, which also will be used for supervision purposes.
- Child interview room, equipped with recording systems.
- Recording monitor spaces, which should be enclosed and private.

Security and Access

Restricted: security is required. Access is controlled strictly, although visits are not uncommon.

Adjacency Requirements

The Felony Family Violence should be located by the Baltimore City Police Family Violence Unit.

Special Technical and Equipment Requirements

Special technical requirements include a recording and duplicating system to provide video recording of interviews.

Office of State's Attorney Fire Arms Investigation Violence Enforcement (F.I.V.E.)

The Firearms Investigation Violence Enforcement (F.I.V.E.) Division streamlines the investigation and prosecution of all non-fatal shootings and handgun violations in Baltimore City; with special emphasis on repeat, violent gun offenders. The division works closely with local, State and Federal law enforcement agencies such as the Baltimore Police Department, the U.S. Attorney's Office and the Bureau of Alcohol, Tobacco & Firearms.

Office of State's Attorney Gang

This unit is a new unit, so all requirements are projected, and are not currently in place. The Gang Unit will focus on gangs and provide proactive investigation and uniform prosecution of gang statues that allow prosecution of individuals forming organizations for committing crimes or furthering criminal activities. The unit will be modeled after the operation and organization of the Gang Unit in Montgomery County.

Function, Responsibilities and Organization

This unit is a new unit so all requirements are projected, and are not currently in place. The Gang Unit will focus on gangs and provide proactive investigation, uniform prosecution of gang statues that allow prosecution of individuals forming organizations for committing crimes or furthering criminal activities. The unit will be modeled on the Gang Unit in Montgomery County.

Reception / Waiting Areas

To accommodate informants, a secondary back door access reception process should be provided in addition to the front door reception.

Special security or control requirements for reception areas include counters with a duress alarm, glass barrier pass-through window with a paper pass and a transaction drawer or open slot to accommodate cash or payments that are accepted.

Security and Access

Restricted: security is required. Access is controlled strictly, with staff supervision of all persons, including witnesses who are appearing before the grand jury.

Office of State's Attorney General Trial

The General Trial Division is responsible for prosecuting a wide variety of felony charges such as attempted murder, first-degree assault, carjacking, armed robbery, and burglary. The division also oversees the Felony Screener Unit. Felony Screeners review and process cases that originally began in District Court but are later charged in Circuit Court. In addition, felony screeners handle preliminary matters and bail reviews for other divisions when appropriate

Office of State's Attorney Homicide

The Homicide Division prosecutes all defendants charged with committing homicide in Baltimore City. The attorneys in this division work closely with Baltimore City homicide detectives to investigate each homicide from the beginning. The division also assists the Baltimore Police Department with the investigation of police involved shootings and cold cases.

Office of State's Attorney Misdemeanor

Under Baltimore City's Instant Jury Trial (IJT) Program, a case originating in the District Court that has a possible sentence of more than 90 days can be sent to the Circuit Court, if the defendant requests a jury trial. The Misdemeanor Division is responsible for prosecuting those cases the very next day. Additionally, the division handles all appeals from the District Court and acts as an appellate court.

Office of State's Attorney Narcotics

The Narcotics Division prosecutes felony narcotic offenses and assists with the police investigation of the offense. Cases most often involve charges for distribution of an illegal substance, possession with the intent to distribute an illegal substance, and conspiracy to distribute an illegal substance. The division often works closely with drug treatment programs in order to provide non-violent offenders with a chance to break the cycle of substance abuse addiction.

Office of State's Attorney Numbering Unit

Numbering is the point of entry of charges into the Circuit Court system. Number issues a case number when the cases are entered (hence the name of the unit). The charge may become an official charge when if and when it is filed with the Clerks. The Numbering office checks the documentation to make sure it is com-

Office of State's Attorney Sex Offense

The Sex Offense Division focuses on the prosecution of adult felony defendants who commit sex crimes, including child sex abuse. The Division also prosecutes sex related misdemeanors such as failure to register on the Maryland Sex Offender Registry, indecent exposure and child stalking.

The Sex Offense Division is organized into two teams. The teams perform the same duties. Responsibilities include case review and prosecution cases, technical assistance to the Juvenile division, educational training for children against sex predators, and registration of sex offenders with the Police and Department of Public Safety.

Each team leader is a working attorney, and caries the same case load, or indeed higher workloads, as the rest of the team members.

The level of supervision is high for the Sex Offense Division because the Sex Offense Division has a higher number of young trainee attorneys, due to the fact that it is difficult to recruit experienced attorneys for the unit, and .all sex offenders must register with the State.

Sexual offenders who fail to register are prosecuted by the Sex Offense Division.

Workload / Caseload

The workload for the division is impacted by recent legislation and appeal decisions. Current laws allow for offenders to have DNA post conviction verification of evidence. In these cases, the defendant can petition for testing and validation of evidence. Legislation establishing the Innocent Project allows the post convicted offenders to have unlimited review of their cases.

Another aspect of testing requires that technicians involved in testing evidence must now appear in persons if requested by the defendant. This can create a heavy non-productive obligation on the technicians.

DNA also has become important in the review of cold case files. DNA evidence of cold case files can now be compared with data bases of DNA from convicted individuals. This review can generate "hits" with positive matches. The discovery of these DNA evidence links increases the workload for the Sex Offense Division on crimes to prosecute. This phenomenon will cause a relatively short term increase of caseloads, though in the long term this should level out.

Another factor that can impact the workload is the investigation and prosecution of computer based sex crimes. Currently, the police do not focus on investigation of computer based sex crimes but the level of crimes is rising.

The prosecution of "Failure to Register" can increase. New technology including GPS ankle bracelets can increase the evidence available for identifying violations. It allows the Sex Offense Division to address violations for homeless and probation individuals.

Office of State's Attorney Violence Crime Reduction Unit

The SAO participates in a program designed to get violent repeat offenders "off the street." Under Baltimore EXILE's Violent Repeat Offender (VRO) initiative, a team composed of representatives of the Division of Parole and Probation of the Maryland Department of Public Safety and Correctional Services, the United States Probation Office, the Drug Enforcement Administration (DEA), the High Intensity Drug-Trafficking Area Task Force (HIDTA), the Federal Bureau of Investigation (FBI), United States Immigration and Customs Enforcement (ICE), ATF, BPD, the SAO, and the USAO meet regularly to identify some of the most violent individuals in the city – individuals who belong to violent gangs or organizations operating in Baltimore and individuals who have been charged with, or have been suspects in, shootings and murders. Some of these individuals have pending state gun, drug, or violent crime cases. Many are in violation of their parole or probation. Others have no pending charges but have lengthy criminal histories. The members of the Violent Repeat Offender team, which includes the SAO's VCRU, determine the most effective strategy for arresting and detaining each individual or gang – including violations of parole or probation, aggressive prosecution of pending state or federal charges, or proactive investigations – and monitor the status of the pending case or investigation of each such individual or group.

Office of State's Attorney Victim/Witness Services

The Community and Victim Services Division administer services to victims and witnesses of crime in Baltimore City. Other responsibilities include coordinating community outreach, the Baltimore City State's Attorney's Office Community Newsletter, Adopt-A-School program, Crisis Response Team, and Victims Fund Run. The division also oversees the Family Bereavement Center, an agency within the SAO that assists family members of homicide victims.

Office of State's Attorney Juvenile Court Division

The Juvenile Division is located in the Baltimore City Juvenile Justice Center. The division is responsible for handling cases in which the crime was committed by persons under the age of eighteen (18) and assigned to Juvenile Court.

Office of State's Attorney Juvenile Intake Unit

The State's Attorney maintains a team at the intake area of the Juvenile Justice center to review the cases of juveniles remanded to the center.

Office of State's Attorney Partnership for Learning (PFL)

The mission of Partnership for Learning (PFL) is to reduce future crimes by first-time juvenile offenders with reading difficulties by re-engaging them in learning, educational, and vocational opportunities.

In cooperation with Baltimore City Assistant State's Attorneys, Assistant Public Defenders, Juvenile Court, Public Schools, and the Department of Juvenile Services, PFL provides a critical early intervention. Formally charged first-time offenders (ages ten to seventeen) with a history of special education, failed grades, learning disability, and/or reading two or more grades below level are referred directly to PFL from the Family Court - Juvenile Division. Youth participate under a court-ordered mutual postponement of the case. Completers have their cases dismissed. In the last two years, two-thirds of PFL's participants have completed the program successfully, which

Office of State's Attorney Cyber Crimes Unit

Function, Responsibilities and Organization

The Cyber Crimes unit is a new unit that is growing out of the Economic Crimes unit. The purpose of the unit is to investigate and prosecute crimes that utilize computers, internet, voice and data communications and similar technologies to commit crimes, particularly crimes related to illicit sex, child exploitation and victimization, economic fraud, racketeering or similar crimes.

Operational Patterns

The Cyber Crimes unit will involve both ASA and MIS personnel.

Change and Growth
The Cyber Crimes unit is a new unit that is growing out of the Economic Crimes unit.

Space Requirements

The following spaces are needed for the Cyber Crimes Unit:

- The Cyber Crimes unit must be served by a reception area, which may be shared. The Cyber Crimes receives witnesses and defense attorney visitors.
- The unit requires interview and access to a shared conference spaces.
- A technician's electronic lab is required where the staff can set up and perform different electronic diagnostic and forensic activities, such as reading hard drives, tracking communications, et cetera.

Department of Public Safety and Correctional Services (DPSCS)

Function, Responsibilities and Organization

The Department of Public Safety and Correctional Services has two divisions that provide prisoner transport and supervision services for the courts.

- Maryland Division of Correction (DOC)
- Division of Pretrial Detention and Services (DPDS)

Division of Pretrial Detention and Services (DPDS). Everyone arrested in the City of Baltimore, or arrested on a warrant from the City, comes through the Division of Pretrial Detention and Services (DPDS). The Division includes the Baltimore Central Booking and Intake Center, the Baltimore City Detention Center and the Pretrial Release Services Program.

Central Booking opened in 1995 as the single location where all arrestees in Baltimore are processed. The Baltimore City Detention Center annually holds more

detainees, including teenagers facing adult charges, than any local jurisdiction in Maryland.

Division of Pretrial Detention and Services transports and supervise defendants. These are individuals who are incarcerated but have not yet been convicted between the jail and the courthouse.

Maryland Division of Correction (DOC). The Maryland Division of Correction (DOC), which operates the State prison system. The primary function and responsibility of the Division of Corrections related to the courts is to transport in-custody defendants to court from Division of Corrections institutions throughout the state. Staff move defendants from holding to trial within the courthouse and supervise the defendants during trial. The Division of Corrections then transports the defendants back to their respective institutions after their trial.

Special Technical and Equipment Requirements

Special technical requirements include gun lockers at the holding. The officers remain armed in the courtroom, but are not armed in holding.

The officers use the Division of Corrections radio system.

Criminal Justice Coordination Council

The Criminal Justice Coordinating Council is active within the Baltimore City Criminal Justice System in identifying, planning and coordinating solutions for the Baltimore City Criminal Justice System. The Criminal Justice Coordinating Council is a vital entity for ensuring the participation of all stakeholders operating in and affected by the Baltimore City Criminal Justice System. The Council assists the Judiciary and the member agencies in the planning and delivery of quality services. The Council is not a statutorily created entity and has no authority to mandate member participation or specific activities. However, it is expected that all participants in the criminal justice community have the opportunity to communicate specific needs and interests before the Council makes any recommendations. The Council is also the facilitator for integrating computer networks within the criminal justice system.

Membership on the Criminal Justice Coordinating Council is defined by the Memorandum of Understanding (MOU) executed by the criminal justice partners in August 2001 and amended in October 2004 and October 2008. The current membership includes regular representation from the Baltimore City Major's Office, the Circuit Court for Baltimore City, the District Court for Baltimore City, the Baltimore City Council, the Department of Public Safety and Correctional Services, the Office of the State's Attorney, the Office of the Public Defender, the Baltimore City Police Department, the Division of Pretrial Detention and Services, the Division of Parole and Probation, the United States Attorney for the District of Maryland, the Office of the Clerk fo the Circuit and District Courts for Baltimore City, the Baltimore City Sheriff's Office, the Baltimore City bar Association, the Baltimore Substance Abuse Systems, the Office of the Attorney General, the Department of Juvenile Services, and the Governors Office. The Council meetings are open to the public and are regularly attended by members of the Legislature and their staff as well as private and public agencies and groups interested in the criminal justice system.

The Council meets every month except January and April when the legislature is in session and June and August.

The staff of the Criminal Justice Coordinating Council, comprised of state and local criminal justice officials, and its eight committees, subcommittees and workgroups, the office facilitates the coordination and implementation of Council directives, program and initiatives, presents a monthly report to the Council on the activities for the Committees; assists the CJCC in formulating the Council's policies by compiling materials, drafts reports to the Council and its government bodies, collects and analyzes data, researches areas of interest, responds to inquiries coordinates and attends all meeting and takes notes, drafts and/or edits minutes and reports, consults and meets regularly with the CJCC Chair on issues of importance to the Council.

The office supports, sustains and facilitates communication between all elements of the criminal justice community including District and Circuit Court Judges and Clerks, the Majors' Office on Criminal Justice, the Governor's Office, Maryland Public Safety officials, the Baltimore City Police Department, the Office of the State's Attorney, the Office of the Public Defender, the U.S. Attorney's Office, the Sheriff of Baltimore City, the Department of Juvenile Services, the City Council and other members of the Council. The office represents the mission, programs and interests of the Council to government entities, private foundations, the media and the general public, promotes the sharing of accurate and timely criminal justice information by disseminating information of interest to CJCC and Committee members, including legislation, regulations, and court rules, and communicates in person and by telephone, email and written correspondence with Council members, representatives and members of the press and public.

Baltimore City Police Family Crimes Unit

Function, Responsibilities and Organization

The Family Crimes Unit (FCU) is part of the Baltimore City Police Department. The unit works with the SAO and investigates domestic violence incidents. It acts as the first responder for serious felony cases for spousal abuse of intimate partners. The Family Crimes Unit does not do child abuse cases, which are handled by a separate unit. This unit is currently located in the courthouse, but may not remain in the courthouse in the future.

The Family Crimes Unit staff transport prisoners to the Warrants Apprehension Task Force (WATF) to do arrest statements. The WATF may join the Family Crimes Unit in the future.

The Family Crimes Unit has a contract specialist who is a retired policed officer who is funded grants.

Operational Patterns

This office operates 24 hours per day, seven days per week. There are two primary / staffed shifts which run from 9 AM to 5 PM, and 5 PM to 1 AM. From 1 AM to 9 AM designated staff are "on call." The administrative staff is in the office between 8:30 AM to 4:30 PM.

Change and Growth

During the Police Investigation Unit interview, the officer stated that the Family Crimes Unit would no longer be in the courthouse.

Reception / Waiting and Meeting Areas

Visitors include:

- Victims and witnesses, who come for meetings. There may be four to five visitors per day, and often the visitors have a companion.
- State's Attorney's come to the office to discuss cases. These meetings last for around two hours and occur about once/week.
- Staff meetings are held once per month, last one hour, and should accommodate twenty two detectives, fourteen administrative staff and five warrant officers.

This unit needs an interview room to support their first responder role. The officers interview individuals involved in the using weapons on these felony cases. A video tape recording system should be provided.

Family Justice Center

A family justice center was recommended by members of the OPD and SAO. If provided, it could be comprised of the following:

- State's Attorney Office.
- Office of the Public Defender.
- Baltimore City Police Family Crimes Unit.
- Victims Advocate.
- House of Ruth - which provides advocate counseling services.
- Department of Social Services - which provides emergency services and emergency funds.
- Women's Law Center - which works to establish protective custody.

B

Space Needs Projections

Circuit Court

01 Circuit Court

01.01 Large Multi-Capability Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Large Trial Courtroom	3000	1	1	1	3,000	3,000	3,000	
.02	Sound Lock Vestibule	80	1	1	1	80	80	80	
.03	Robing Room	160	1	1	1	160	160	160	
.04	Robing Room Toilet	50	1	1	1	50	50	50	
.05	Jury Room	360	1	1	1	360	360	360	
.06	Jury Room Toilets	50	2	2	2	100	100	100	
.07	Jury Room Soundlock Vestibule	80	1	1	1	80	80	80	
.08	Holding (lg)	120	1	1	1	120	120	120	
.09	Holding (sm)	80	2	2	2	160	160	160	
.10	A/C Visit - secure	80	2	2	2	160	160	160	
.11	Officer Workarea	40	1	1	1	40	40	40	
.12	Sound Lock Vestibule	64	1	1	1	64	64	64	
.13	Circulation (internal)	200	1	1	1	200	200	200	
.14	Exhibit Storage	100	1	1	1	100	100	100	
.15	Audio-Video Equipment	80	1	1	1	80	80	80	
.16	Attorney / Client Room	120	2	2	2	240	240	240	
.17	Courtroom Waiting	300	1	1	1	300	300	300	
	Subtotal Support NSF					**5,294**	**5,294**	**5,294**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Support DGSF					**7,281**	**7,281**	**7,281**	

	Total NSF					**5,294**	**5,294**	**5,294**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**7,281**	**7,281**	**7,281**	

01 Circuit Court

01.02 Large Multi-Capability Crim Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	104%	108%	113%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Large Trial Courtroom	2,400	1	1	1	2,400	2,400	2,400	
.02	Sound Lock Vestibule	80	1	1	1	80	80	80	
.03	Robing Room	160	1	1	1	160	160	160	
.04	Robing Room Toilet	50	1	1	1	50	50	50	
.05	Jury Room	360	1	1	1	360	360	360	
.06	Jury Room Toilets	50	2	2	2	100	100	100	
.07	Jury Room Soundlock Vestibule	80	1	1	1	80	80	80	
.08	Holding (lg)	120	1	1	1	120	120	120	
.09	Holding (sm)	80	2	2	2	160	160	160	
.10	A/C Visit - secure	80	2	2	2	160	160	160	
.11	Officer Workarea	40	1	1	1	40	40	40	
.12	Sound Lock Vestibule	64	1	1	1	64	64	64	
.13	Circulation (internal)	200	1	1	1	200	200	200	
.14	Exhibit Storage	100	1	1	1	100	100	100	
.15	Audio-Video Equipment	80	1	1	1	80	80	80	
.16	Attorney / Client Room	120	2	2	2	240	240	240	
.17	Courtroom Waiting	300	1	1	1	300	300	300	
	Subtotal Support NSF					**4,694**	**4,694**	**4,694**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Subtotal Support DGSF					**6,245**	**6,245**	**6,245**	

	Total NSF					**4,694**	**4,694**	**4,694**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Total DGSF					**6,245**	**6,245**	**6,245**	

Circuit Court

01 Circuit Court

01.03 High-Volume Criminal Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	104%	108%	113%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	High Volume Courtroom	2,400	3	3	3	7,200	7,200	7,200	
.02	Sound Lock Vestibule	80	3	3	3	240	240	240	
.03	Robing Room	160	3	3	3	480	480	480	Included below
.04	Robing Room Toilet	50	3	3	3	150	150	150	
.05	Holding (lg)	140	6	6	6	840	840	840	
.06	Holding (sm)	90	6	6	6	540	540	540	
.07	A/C Visit - secure	80	6	6	6	480	480	480	
.08	Officer Workarea	40	3	3	3	120	120	120	
.09	Sound Lock Vestibule	64	3	3	3	192	192	192	
.10	Circulation (internal)	300	3	3	3	900	900	900	
.11	Exhibit Storage	100	3	3	3	300	300	300	
.12	Audio-Video Equipment	80	3	3	3	240	240	240	
.13	Attorney / Client Room	120	6	6	6	720	720	720	
.14	Courtroom Waiting	400	3	3	3	1,200	1,200	1,200	
	Subtotal Support NSF					**13,602**	**13,602**	**13,602**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Subtotal Support DGSF					**17,488**	**17,488**	**17,488**	
	Total NSF					**13,602**	**13,602**	**13,602**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Total DGSF					**17,488**	**17,488**	**17,488**	

01 Circuit Court

01.04 Std. Criminal Trial Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Std. Crim. Trial Courtroom	2,000	14	15	16	28,000	30,000	32,000	
.02	Sound Lock Vestibule	80	14	15	16	1,120	1,200	1,280	
.03	Robing Room	160	14	15	16	2,240	2,400	2,560	
.04	Robing Room Toilet	50	14	15	16	700	750	800	
.05	Jury Room	360	14	15	16	5,040	5,400	5,760	
.06	Jury Room Toilets	50	28	30	32	1,400	1,500	1,600	
.07	Jury Room Soundlock Vestibule	80	14	15	16	1,120	1,200	1,280	
.08	Holding (lg)	140	14	15	16	1,960	2,100	2,240	
.09	Holding (sm)	90	14	15	16	1,260	1,350	1,440	
.10	A/C Visit - secure	80	14	15	16	1,120	1,200	1,280	
.11	Officer Workarea	40	7	7.5	8	280	300	320	
.12	Sound Lock Vestibule	64	14	15	16	896	960	1,024	
.13	Circulation (internal)	200	7	7.5	8	1,400	1,500	1,600	
.14	Exhibit Storage	100	14	15	16	1,400	1,500	1,600	
.15	Audio-Video Equipment	80	14	15	16	1,120	1,200	1,280	
.16	Attorney / Client Room	120	28	30	32	3,360	3,600	3,840	
.17	Courtroom Waiting	400	14	15	16	5,600	6,000	6,400	
	Subtotal Support NSF					**58,016**	**62,160**	**66,304**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Support DGSF					**80,418**	**86,162**	**91,907**	
	Total NSF					**58,016**	**62,160**	**66,304**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Total DGSF					**80,418**	**86,162**	**91,907**	

Circuit Court

01 Circuit Court

01.05 Large Civil Trial Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Large Civil Trial Courtroom	2,000	4	4	4	8,000	8,000	8,000	
.02	Sound Lock Vestibule	80	4	4	4	320	320	320	
.03	Robing Room	160	4	4	4	640	640	640	
.04	Robing Room Toilet	50	4	4	4	200	200	200	
.05	Jury Room	360	4	4	4	1,440	1,440	1,440	
.06	Jury Room Toilets	50	8	8	8	400	400	400	
.07	Jury Room Soundlock Vestibule	80	4	4	4	320	320	320	
.08	Holding (lg)	140	4	4	4	560	560	560	
.09	Holding (sm)	90	4	4	4	360	360	360	
.10	A/C Visit - secure	80	4	4	4	320	320	320	
.11	Officer Workarea	40	2	2	2	80	80	80	
.12	Sound Lock Vestibule	64	4	4	4	256	256	256	
.13	Circulation (internal)	200	2	2	2	400	400	400	
.14	Exhibit Storage	100	4	4	4	400	400	400	
.15	Audio-Video Equipment	80	4	4	4	320	320	320	
.16	Attorney / Client Room	120	8	8	8	960	960	960	
.17	Courtroom Waiting	400	4	4	4	1,600	1,600	1,600	
	Subtotal Support NSF					**16,576**	**16,576**	**16,576**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Support DGSF					**22,977**	**22,977**	**22,977**	
	Total NSF					**16,576**	**16,576**	**16,576**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Total DGSF					**22,977**	**22,977**	**22,977**	

01 Circuit Court

01.06 Std Civil Trial Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Std. Civil Trial Courtroom	2,000	7	7	7	14,000	14,000	14,000	
.02	Sound Lock Vestibule	80	7	7	7	560	560	560	
.03	Robing Room	160	7	7	7	1,120	1,120	1,120	
.04	Robing Room Toilet	50	7	7	7	350	350	350	
.05	Jury Room	360	7	7	7	2,520	2,520	2,520	
.06	Jury Room Toilets	50	14	14	14	700	700	700	
.07	Jury Room Soundlock Vestibule	80	7	7	7	560	560	560	
.08	Exhibit Storage	100	7	7	7	700	700	700	
.09	Audio-Video Equipment	80	7	7	7	560	560	560	
.10	Attorney / Client Room	120	7	7	7	840	840	840	
.11	Courtroom Waiting	300	7	7	7	2,100	2,100	2,100	
	Subtotal Support NSF					**24,010**	**24,010**	**24,010**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Subtotal Support DGSF					**32,813**	**32,813**	**32,813**	
	Total NSF					**24,010**	**24,010**	**24,010**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Total DGSF					**32,813**	**32,813**	**32,813**	

Circuit Court

01 Circuit Court

01.07 Civil Master Hearing Room

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Masters in Chancery	1,350	2	3	3	2,700	4,050	4,050	
.02	Sound Lock	80	2	3	3	160	240	240	
.03	Equity Master Office	0.01	2	3	3	0	0	0	
.04	Exhibit Storage	100	2	3	3	200	300	300	
.05	Audio-Video Equipment	80	2	3	3	160	240	240	
.06	Attorney / Client Room	120	2	3	3	240	360	360	
.07	Courtroom Waiting	300	2	3	3	600	900	900	
	Subtotal Support NSF					**4,060**	**6,090**	**6,090**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Support DGSF					**5,618**	**8,428**	**8,428**	
	Total NSF					**4,060**	**6,090**	**6,090**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**5,618**	**8,428**	**8,428**	

01 Circuit Court

01.08 Std. Family Trial Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Domestic Court	1,800	5	6	6	9,000	10,800	10,800	
.02	Sound Lock Vestibule	80	5	6	6	400	480	480	
.03	Robing Room	160	5	6	6	800	960	960	
.04	Robing Room Toilet	50	5	6	6	250	300	300	
.05	Jury Room	360	5	6	6	1,800	2,160	2,160	
.06	Jury Room Toilets	50	10	12	12	500	600	600	
.07	Jury Room Soundlock Vestibule	80	5	6	6	400	480	480	
.08	Holding (lg)	140	5	3	3	700	420	420	
.09	Holding (sm)	90	5	6	6	450	540	540	
.10	A/C Visit - secure	80	5	6	6	400	480	480	
.11	Officer Workarea	40	2.5	3	3	100	120	120	
.12	Sound Lock Vestibule	64	2.5	3	3	160	192	192	
.13	Circulation (internal)	300	2.5	3	3	750	900	900	
.14	Exhibit Storage	100	5	6	6	500	600	600	
.15	Audio-Video Equipment	80	5	6	6	400	480	480	
.16	Attorney / Client Room	120	10	12	12	1,200	1,440	1,440	
.17	Courtroom Waiting	300	5	6	5	1,500	1,800	1,500	
	Subtotal Support NSF					**19,310**	**22,752**	**22,452**	
	DGSF / NSF Factor					1.38	1.38	1.37	
	Subtotal Support DGSF					**26,648**	**31,356**	**30,864**	
	Total NSF					**19,310**	**22,752**	**22,452**	
	DGSF / NSF Factor					1.38	1.38	1.37	
	Total DGSF					**26,648**	**31,356**	**30,864**	

Circuit Court

01 Circuit Court

01.09 Family Master Hearing Room

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Masters in Chancery	1,350	5	5	6	6,750	6,750	8,100	
.02	Sound Lock	80	5	5	6	400	400	480	
.03	Equity Master Office	0	5	5	6	0	0	0	Included below
.04	Exhibit Storage	100	5	5	6	500	500	600	
.05	Audio-Video Equipment	80	5	5	6	400	400	480	
.06	Attorney / Client Room	120	5	5	6	600	600	720	
.07	Courtroom Waiting	300	5	5	6	1,500	1,500	1,800	
	Subtotal Support NSF					**10,150**	**10,150**	**12,180**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Subtotal Support DGSF					**13,190**	**13,190**	**15,828**	
	Total NSF					**10,150**	**10,150**	**12,180**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**13,190**	**13,190**	**15,828**	

01 Circuit Court

01.10 Std. Juvenile Trial Crtrm

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Juvenile Courtrooms	1,600	4	5	5	6,400	8,000	8,000	
.02	Sound Lock Vestibule	80	4	5	5	320	400	400	
.03	Robing Room	160	4	5	5	640	800	800	
.04	Robing Room Toilet	50	4	5	5	200	250	250	
.05	Holding (lg)	140	4	5	5	560	700	700	
.06	Holding (sm)	90	4	5	5	360	450	450	
.07	A/C Visit - secure	80	4	5	5	320	400	400	
.08	Officer Workarea	40	4	5	5	160	200	200	
.09	Sound Lock Vestibule	64	2	2.5	2.5	128	160	160	
.10	Circulation (internal)	300	2	2.5	2.5	600	750	750	
.11	Exhibit Storage	100	4	5	5	400	500	500	
.12	Audio-Video Equipment	80	4	5	5	320	400	400	
.13	Attorney / Client Room	120	8	10	10	960	1,200	1,200	Also Witness Waiting
.14	Child Play Area/Youth Study/TV Rm	600	1	1	1	600	600	600	
.15	Central Juvenile Court Waiting	800	1	1	1	800	800	800	
.16	Vending	200	1	1	1	200	200	200	
.17	Seating	300	1	1	1	300	300	300	
.18	Courtroom Waiting	500	4	5	5	2,000	2,500	2,500	
	Subtotal Support NSF					**15,268**	**18,610**	**18,610**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Subtotal Support DGSF					**20,680**	**25,188**	**25,188**	
	Total NSF					**15,268**	**18,610**	**18,610**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Total DGSF					**20,680**	**25,188**	**25,188**	

Circuit Court

01 Circuit Court

01.11 Juvenile Master Hearing Room

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Masters in Chancery	1,350	10	10	11	13,500	13,500	14,850	
.02	Sound Lock Vestibule	80	10	10	11	800	800	880	
.03	Equity Master Office	0	10	10	11	0	0	0	Included below
.04	Exhibit Storage	100	10	10	11	1,000	1,000	1,100	
.05	Audio-Video Equipment	80	10	10	11	800	800	880	
.06	Attorney / Client Room	120	10	10	11	1,200	1,200	1,320	
.07	Courtroom Waiting	500	10	10	11	5,000	5,000	5,500	
	Subtotal Support NSF					**22,300**	**22,300**	**24,530**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Support DGSF					**29,340**	**29,340**	**32,274**	
	Total NSF					**22,300**	**22,300**	**24,530**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Total DGSF					**29,340**	**29,340**	**32,274**	

01 Circuit Court

01.12 At Large - Admin Judge

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Judge's Chambers	300	1	1	1	300	300	300	Incl Closet
.02	Admin. Asst	80	1	1	1	80	80	80	
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**380**	**380**	**380**	
	DGSF / NSF Factor					1.24	1.24	1.24	
	Subtotal Personnel DGSF					**472**	**472**	**472**	
	Support Spaces								
.03	Secretary / Waiting	240	1	1	1	240	240	240	
.04	Judicial Toilet	50	1	1	1	50	50	50	
.05	Judicial Conference	1,200	1	1	1	1,200	1,200	1,200	
.06	Coffee Counter	40	1	1	1	40	40	40	
.07	Copy/ Work Room	80	1	1	1	80	80	80	
.08	Administrative Files	100	1	1	1	100	100	100	
.09	Storage	60	1	1	1	60	60	60	
.10	Shared/Intern	120	1	1	1	120	120	120	
	Subtotal Support NSF					**1,890**	**1,890**	**1,890**	
	DGSF / NSF Factor					1.18	1.18	1.18	
	Subtotal Support DGSF					**2,226**	**2,226**	**2,226**	
	Total NSF					**2,270**	**2,270**	**2,270**	
	DGSF / NSF Factor					1.19	1.19	1.19	
	Total DGSF					**2,698**	**2,698**	**2,698**	

Circuit Court

01 Circuit Court

01.13 Civil Div. Jud. Chamber Suites

	Growth		
	2015	2020	2030
Key Growth Indicator	104%	108%	113%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	10	10	11	2,400	2,400	2,640	JS-Wk80
.02	Judge's Chambers	300	10	10	11	3,000	3,000	3,300	Incl Closet
.03	Law Clerk	120	10	10	11	1,200	1,200	1,320	
	Subtotal Personnel Quantity		**30**	**30**	**33**				
	Subtotal Personnel NSF					**6,600**	**6,600**	**7,260**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Personnel DGSF					**8,040**	**8,040**	**8,844**	
	Support Spaces								
.04	Judicial Toilet	60	10	10	11	600	600	660	
.05	Copy/ Work Room	80	10	10	11	800	800	880	
.06	Coffee Counter	40	10	10	11	400	400	440	
.07	File/ Storage	60	10	10	11	600	600	660	
	Subtotal Support NSF					**2,400**	**2,400**	**2,640**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**3,360**	**3,360**	**3,696**	
	Total NSF					**9,000**	**9,000**	**9,900**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**11,400**	**11,400**	**12,540**	

01 Circuit Court

01.14 Crim. Div. Jud. Chamber Suites

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	18	19	20	4,320	4,560	4,800	JS-Wk80
.02	Judge's Chambers	300	18	19	20	5,400	5,700	6,000	Incl Closet
.03	Law Clerk	120	18	19	20	2,160	2,280	2,400	
	Subtotal Personnel Quantity		**54**	**57**	**60**				
	Subtotal Personnel NSF					**11,880**	**12,540**	**13,200**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Personnel DGSF					**14,472**	**15,276**	**16,080**	
	Support Spaces								
.04	Judicial Toilet	60	18	19	20	1,080	1,140	1,200	
.05	Copy/ Work Room	80	18	19	20	1,440	1,520	1,600	
.06	Coffee Counter	40	18	19	20	720	760	800	
.07	File/ Storage	60	18	19	20	1,080	1,140	1,200	
	Subtotal Support NSF					**4,320**	**4,560**	**4,800**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**6,048**	**6,384**	**6,720**	
	Total NSF					**16,200**	**17,100**	**18,000**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**20,520**	**21,660**	**22,800**	

Circuit Court

01 Circuit Court

01.15 Fam-Dom Div. Jud. Chamber Suites

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	5	6	6	1,200	1,440	1,440	JS-Wk80
.02	Judge's Chambers	300	5	6	6	1,500	1,800	1,800	Incl Closet
.03	Law Clerk	120	5	6	6	600	720	720	
	Subtotal Personnel Quantity		**15**	**18**	**18**				
	Subtotal Personnel NSF					**3,300**	**3,960**	**3,960**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Personnel DGSF					**4,020**	**4,824**	**4,824**	
	Support Spaces								
.04	Judicial Toilet	60	5	6	6	300	360	360	
.05	Copy/ Work Room	80	5	6	6	400	480	480	
.06	Coffee Counter	40	5	6	6	200	240	240	
.07	File/ Storage	60	5	6	6	300	360	360	
	Subtotal Support NSF					**1,200**	**1,440**	**1,440**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**1,680**	**2,016**	**2,016**	
	Total NSF					**4,500**	**5,400**	**5,400**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**5,700**	**6,840**	**6,840**	

01 Circuit Court

01.16 Fam-Juv Div. Jud. Chamber Suites

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	4	5	5	960	1,200	1,200	JS-Wk80
.02	Judge's Chambers	300	4	5	5	1,200	1,500	1,500	Incl Closet
.03	Law Clerk	120	4	5	5	480	600	600	
	Subtotal Personnel Quantity		**12**	**15**	**15**				
	Subtotal Personnel NSF					**2,640**	**3,300**	**3,300**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Personnel DGSF					**3,216**	**4,020**	**4,020**	
	Support Spaces								
.04	Judicial Toilet	60	4	5	5	240	300	300	
.05	Copy/ Work Room	80	4	5	5	320	400	400	
.06	Coffee Counter	40	4	5	5	160	200	200	
.07	File/ Storage	60	4	5	5	240	300	300	
	Subtotal Support NSF					**960**	**1,200**	**1,200**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**1,344**	**1,680**	**1,680**	
	Total NSF					**3,600**	**4,500**	**4,500**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**4,560**	**5,700**	**5,700**	

Circuit Court

01 Circuit Court

01.17 Masters Chamber Area(s)

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Reception / Waiting	160	1	1	1	160	160	160	
.02	Secretary	80	3	4	4	240	320	320	
.03	Master's Office	225	18	19	20	4,050	4,275	4,500	Incl Closet
.04	Law Clerk	120	3	4	4	360	480	480	
	Subtotal Personnel Quantity		**25**	**28**	**29**				
	Subtotal Personnel NSF					**4,810**	**5,235**	**5,460**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Personnel DGSF					**5,856**	**6,394**	**6,664**	
	Support Spaces								
.05	Staff Restroom	200	2	2	2	400	400	400	
.06	Master's Conference	400	1	1	1	400	400	400	
.07	Coffee Counter	40	2	2	2	80	80	80	
.08	Copy/ Work Room	200	1	1	1	200	200	200	
.09	Storage	160	1	1	1	160	160	160	
	Subtotal Support NSF					**1,240**	**1,240**	**1,240**	
	DGSF / NSF Factor					1.21	1.21	1.21	
	Subtotal Support DGSF					**1,504**	**1,504**	**1,504**	
	Total NSF					**6,050**	**6,475**	**6,700**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Total DGSF					**7,360**	**7,898**	**8,168**	

01 Circuit Court

01.18 Jud. Chambers - Ret. Judges

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary	80	1	1	1	80	80	80	
.02	Ret. Judge's Chambers	200	4	4	4	800	800	800	Incl Closet
.03	Law Clerk	120	2	2	2	240	240	240	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**1,120**	**1,120**	**1,120**	
	DGSF / NSF Factor					1.24	1.24	1.24	
	Subtotal Personnel DGSF					**1,384**	**1,384**	**1,384**	
	Support Spaces								
.04	Reception / Waiting	160	1	1	1	160	160	160	
.05	Staff Restroom	200	2	2	2	400	400	400	
.06	Judicial Conf. Room 2	200	1	2	2	200	400	400	
.07	Coffee Counter	40	2	2	2	80	80	80	
.08	Copy/ Work Room	80	1	1	1	80	80	80	
	Subtotal Support NSF					**920**	**1,120**	**1,120**	
	DGSF / NSF Factor					1.23	1.23	1.23	
	Subtotal Support DGSF					**1,136**	**1,376**	**1,376**	
	Total NSF					**2,040**	**2,240**	**2,240**	
	DGSF / NSF Factor					1.24	1.23	1.23	
	Total DGSF					**2,520**	**2,760**	**2,760**	

Circuit Court

01 Circuit Court

01.19 Court Administration

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Court Administrator	250	1	1	1	250	250	250	
.02	Associate Administrator	200	4	4	5	800	800	1,000	
.03	Fiscal Officer	100	1	1	2	100	100	200	
.04	Personnel Officer	100	1	1	1	100	100	100	
.05	Administrative Supervsr	80	1	1	2	80	80	160	
.06	Office Asst. II	64	4	4	5	256	256	320	
.07	Secretary	64	1	2	2	64	128	128	
.08	Intern	48	1	2	2	48	96	96	
	Subtotal Personnel Quantity		**14**	**16**	**20**				
	Subtotal Personnel NSF					**1,698**	**1,810**	**2,254**	
	DGSF / NSF Factor					1.28	1.28	1.29	
	Subtotal Personnel DGSF					**2,167**	**2,324**	**2,906**	
	Support Spaces								
.09	Waiting / Reception	20	12	13	14	240	260	280	
.10	Public Counter	80	1	1	1	80	80	80	
.11	Conference Room	300	1	1	1	300	300	300	
.12	Coffee Counter	40	1	1	1	40	40	40	
.13	Break Area	100	1	1	1	100	100	100	
.14	Copy / Fax Area	40	1	1	1	40	40	40	
.15	Printer	20	1	1	1	20	20	20	
.16	Shredder	20	1	1	1	20	20	20	
.17	Supply / Storage	15	3	3	3	45	45	45	
.18	Stafff Toilet	50	2	2	2	100	100	100	
.19	Active Files	14	17	17	19	238	238	266	
.20	Closed Files	300	1	1	1	300	300	300	
.21	Bulk Storage	200	1	1	1	200	200	200	
	Subtotal Support NSF					**1,723**	**1,743**	**1,791**	
	DGSF / NSF Factor					1.25	1.25	1.25	
	Subtotal Support DGSF					**2,157**	**2,181**	**2,238**	
	Total NSF					**3,421**	**3,553**	**4,045**	
	DGSF / NSF Factor					1.26	1.27	1.27	
	Total DGSF					**4,324**	**4,505**	**5,144**	

Circuit Court

01 Circuit Court

01.20 Family Court Admin Center

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Associate Administrator	200	1	1	1	200	200	200	
.02	Deputy Administrator	120	0	1	1	-	120	120	
.03	Case Manager	80	1	2	2	80	160	160	
.04	Social Svcs Coordinator	80	1	1	1	80	80	80	.5 FTE
.05	Domestic Viol. Case Coord.	80	1	1	1	80	80	80	
.06	Social Work Interns	64	1	1	1	64	64	64	
.07	Fam. Div. Secy/Asst	64	1	1	1	64	64	64	
.08	Children's Room Coord.	100	1	1	1	100	100	100	
.09	CR Assistants	36	0	1	2	-	36	72	
	Subtotal Personnel Quantity		**7**	**10**	**11**				
	Subtotal Personnel NSF					**668**	**904**	**940**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**895**	**1,214**	**1,264**	
	Support Spaces								
.10	Wtg/Reception-GenOfc	20	12	12	12	240	240	240	12 users
.11	Conference Room	300	1	1	1	300	300	300	
.12	Professional Interview	120	2	2	2	240	240	240	Psychol, psychiat, other
.13	Coffee Counter	40	1	1	1	40	40	40	
.14	Break Area	100	1	1	1	100	100	100	
.15	Copy / Fax Area	40	1	1	1	40	40	40	
.16	Printer	20	1	1	1	20	20	20	
.17	Shredder	20	1	1	1	20	20	20	
.18	Supply / Storage	12	3	3	3	36	36	36	
.19	Stafff Toilet	60	2	2	2	120	120	120	
.20	Active Files	14	6	6	6	84	84	84	
.21	Storage Room	150	1	1	1	150	150	150	
	Subtotal Support NSF					**1,390**	**1,390**	**1,390**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Subtotal Support DGSF					**1,799**	**1,799**	**1,799**	
	Total NSF					**2,058**	**2,294**	**2,330**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Total DGSF					**2,694**	**3,013**	**3,063**	

01 Circuit Court

01.21 Children's Room - Family Div Only

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								Also Svs Supervsd Vis Prog
.01	Large Activities Room	1100	1	1	1	1,100	1,100	1,100	12 users
.02	Small Activities Room	600	2	2	2	1,200	1,200	1,200	
.03	Time-Out - Small Room	80	1	1	1	80	80	80	
.04	Observation	100	1	1	1	100	100	100	btwn lg-sm activities
.05	Conference/Training Rm	1000	1	1	1	1,000	1,000	1,000	Prntg Ed, other
.06	Staff Toilet	20	1	1	1	20	20	20	
.07	Children Toilet	50	1	1	1	50	50	50	2 age-specific rms
.08	Break/Coffee	225	3	3	3	675	675	675	Incl. lockers
.09	Supply / Storage	60	2	2	2	120	120	120	
.10	CR Files	14	6	6	6	84	84	84	
.11	Supervsd Vis Records	150	1	1	1	150	150	150	
.12	Workroom - Prep	240	1	1	1	240	240	240	Copier, cntr, sink
.13	Janitor Closet	50	1	1	1	50	50	50	
.14	Storage Room	300	1	1	1	300	300	300	
	Subtotal Support NSF					**5,169**	**5,169**	**5,169**	
	DGSF / NSF Factor					1.18	1.18	1.18	
	Subtotal Support DGSF					**6,099**	**6,099**	**6,099**	
	Total NSF					**5,169**	**5,169**	**5,169**	
	DGSF / NSF Factor					1.18	1.18	1.18	
	Total DGSF					**6,099**	**6,099**	**6,099**	

Circuit Court

01 Circuit Court

01.22 FC Mediation Center

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Mediation Cntr Staff	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**1**	**1**	**1**				
	Subtotal Personnel NSF					**64**	**64**	**64**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**90**	**90**	**90**	
	Support Spaces								
.02	Waiting / Reception	20	30	45	45	600	900	900	General - for suites
.03	Family Crt Mediation	1,200	2	3	3	2,400	3,600	3,600	Large, 2 small rms
.04	Support Areas	200	2	3	3	400	600	600	Copier, wkstn, printer
	Subtotal Support NSF					**3,400**	**5,100**	**5,100**	
	DGSF / NSF Factor					1.12	1.12	1.12	
	Subtotal Support DGSF					**3,810**	**5,715**	**5,715**	
	Total NSF					**3,464**	**5,164**	**5,164**	
	DGSF / NSF Factor					1.13	1.12	1.12	
	Total DGSF					**3,900**	**5,805**	**5,805**	

01 Circuit Court

01.23 Self-Assisted Litigation Project

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Director	150	1	1	1	150	150	150	
.02	Attorney	120	2	4	5	240	480	600	
.03	Paralegal	80	1	1	1	80	80	80	
.04	Asst / Sec'y	64	0	1	1	-	64	64	
	Subtotal Personnel Quantity		**4**	**7**	**8**				
	Subtotal Personnel NSF					**470**	**774**	**894**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**619**	**1,021**	**1,177**	
	Support Spaces								
.05	Reception / Waiting	20	8	10	10	160	200	200	
.06	Legal Forms	20	10	10	10	200	200	200	Display
.07	Library/ Work area	600	1	1	1	600	600	600	General / open area
.08	Individual Work Areas	50	9	10	12	450	500	600	
.09	Group Rooms	120	5	6	7	600	720	840	
.10	Coffee Counter	40	1	1	1	40	40	40	
.11	Copy / Fax Area	40	2	2	2	80	80	80	
.12	Printer	20	3	4	5	60	80	100	
.13	Staff Work Area	120	1	1	1	120	120	120	
.14	Storage / Supplies	12	4	4	4	48	48	48	
.15	Files	14	6	6	6	84	84	84	
.16	Bulk Storage	200	1	1	1	200	200	200	Chairs, table, equip.
	Subtotal Support NSF					**2,642**	**2,872**	**3,112**	
	DGSF / NSF Factor					1.27	1.28	1.28	
	Subtotal Support DGSF					**3,365**	**3,667**	**3,991**	
	Total NSF					**3,112**	**3,646**	**4,006**	
	DGSF / NSF Factor					1.28	1.29	1.29	
	Total DGSF					**3,984**	**4,687**	**5,167**	

Circuit Court

01 Circuit Court

01.24 Information Technology Group

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Director	120	1	1	1	120	120	120	
.02	IT Tech II	80	1	1	1	80	80	80	
.03	IT Tech I	80	1	1	2	80	80	160	
	Subtotal Personnel Quantity		**3**	**3**	**4**				
	Subtotal Personnel NSF					**280**	**280**	**360**	
	DGSF / NSF Factor					1.36	1.36	1.37	
	Subtotal Personnel DGSF					**380**	**380**	**492**	
	Support Spaces								
.04	File Server / Computer Room	400	1	1	1	400	400	400	
.05	PC Lab	250	1	1	1	250	250	250	
.06	Supplies / Parts	150	1	1	1	150	150	150	
.07	Office Supplies	15	1	2	2	15	30	30	
.08	Printer	20	1	1	1	20	20	20	
.09	Copier	40	1	1	1	40	40	40	
	Subtotal Support NSF					**875**	**890**	**890**	
	DGSF / NSF Factor					1.23	1.24	1.24	
	Subtotal Support DGSF					**1,080**	**1,101**	**1,101**	
	Total NSF					**1,155**	**1,170**	**1,250**	
	DGSF / NSF Factor					1.26	1.27	1.27	
	Total DGSF					**1,460**	**1,481**	**1,593**	

Circuit Court

01 Circuit Court

01.25 Medical Services Division

	Growth		
	2015	2020	2030
Key Growth Indicator	100%	100%	100%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Chief Medical Officer	150	1	1	1	150	150	150	
.02	Asst. Chief Medical Officer	150	1	1	1	150	150	150	
.03	Administrative Directoor	150	1	1	1	150	150	150	
.04	Coordinator, Juv. Medical	150	1	1	1	150	150	150	
.05	Adult Psychiatrist	80	2	2	3	160	160	240	
.06	Child Psychiatrist	64	1	1	2	64	64	128	
.07	Child Psychologist	64	1	1	2	64	64	128	
.08	Forensic Psychologist	64	2	2	2	128	128	128	
.09	Secretarial Staff	64	8	9	9	512	576	576	
.10	Consulting MD		0	0	0	-	-	-	Hoteling cubicle; conf. room
.11	Forensic Fellow		0	0	0	-	-	-	Hoteling cubicle; conf. room
.12	Child Fellow		0	0	0	-	-	-	Hoteling cubicle; conf. room
.13	Resident in Psychiatary		0	0	0	-	-	-	Hoteling cubicle; conf. room
.14	Social Work Student	32	2	2	2	64	64	64	Hoteling cubicle
.15	Intern	32	2	2	2	64	64	64	Hoteling cubicle
	Subtotal Personnel Quantity		**22**	**23**	**26**				
	Subtotal Personnel NSF					**1,656**	**1,720**	**1,928**	
	DGSF / NSF Factor					1.36	1.37	1.37	
	Subtotal Personnel DGSF					**2,258**	**2,348**	**2,639**	
	Support Spaces								
.16	General Waiting / Reception	20	10	11	11	200	220	220	
.17	Publilc Counter	80	3	3	3	240	240	240	
.18	Interview Room	120	5	5	5	600	600	600	
.19	Conference Rooom	320	1	1	1	320	320	320	
.20	Staff Toilet	50	2	2	2	100	100	100	
.21	Copy / Fax Area	40	2	2	2	80	80	80	
.22	Secure Interview Room	100	4	4	4	400	400	400	
.23	Supply / Storage Room	100	1	1	1	100	100	100	
.24	Male Holding	140	1	1	1	140	140	140	
.25	Female Holding	100	1	1	1	100	100	100	
.26	Holding Toilet	60	1	1	1	60	60	60	
.27	Active File	14	8	8	9	112	112	126	
.28	Inactive File	14	21	21	22	294	294	308	
.29	Break Area	100	1	1	1	100	100	100	
.30	Coffee	40	1	1	1	40	40	40	
.31	Printer	20	3	3	3	60	60	60	
	Subtotal Support NSF					**2,946**	**2,966**	**2,994**	
	DGSF / NSF Factor					1.32	1.32	1.31	
	Subtotal Support DGSF					**3,876**	**3,900**	**3,935**	
	Total NSF					**4,602**	**4,686**	**4,922**	
	DGSF / NSF Factor					1.33	1.33	1.34	
	Total DGSF					**6,135**	**6,248**	**6,575**	

Circuit Court

01 Circuit Court

01.26 Addiction Assessment Unit

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Program Director	150	1	1	1	150	150	150	
.02	Counselor III	150	2	2	2	300	300	300	
.03	Counselor II	150	1	1	1	150	150	150	
.04	Counselor I	150	3	3	3	450	450	450	
.05	Clerical Assistant Lead	80	1	1	1	80	80	80	
.06	Clerical Assistant	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**9**	**9**	**9**				
	Subtotal Personnel NSF					**1,194**	**1,194**	**1,194**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Personnel DGSF					**1,567**	**1,567**	**1,567**	
	Support Spaces								
.07	Reception Seating	10	21	21	22	210	210	220	
.08	Reception Counter	40	2	2	2	80	80	80	
.09	Conference 12	300	1	1	1	300	300	300	
.10	Copier	40	1	1	1	40	40	40	
.11	Filing	12	6	6	7	72	72	84	
.12	Storage	15	3	3	3	45	45	45	
.13	Electronic Equipment Room	120	1	1	1	120	120	120	
.14	Coffee Bar	40	1	1	1	40	40	40	
	Subtotal Support NSF					**907**	**907**	**929**	
	DGSF / NSF Factor					1.27	1.27	1.28	
	Subtotal Support DGSF					**1,156**	**1,156**	**1,185**	
	Total NSF					**2,101**	**2,101**	**2,123**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**2,722**	**2,722**	**2,751**	

01 Circuit Court

01.27 Coordinated Domestic Violence Center

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	CDV Center Staff	150	37	37	37	5,550	5,550	5,550	
	Subtotal Personnel Quantity		**37**	**37**	**37**				
	Subtotal Personnel NSF					**5,550**	**5,550**	**5,550**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Subtotal Personnel DGSF					**7,215**	**7,215**	**7,215**	
	Support Spaces								
.02	Waiting / Reception	30	45	45	45	1,350	1,350	1,350	General - for suites
.03	Coord. Domestic Violence Center	1,200	10	10	10	12,000	12,000	12,000	
.04	Support Areas	200	5	5	5	1,000	1,000	1,000	Copier, wkstn, printer
	Subtotal Support NSF					**14,350**	**14,350**	**14,350**	
	DGSF / NSF Factor					1.14	1.14	1.14	
	Subtotal Support DGSF					**16,290**	**16,290**	**16,290**	
	Total NSF					**19,900**	**19,900**	**19,900**	
	DGSF / NSF Factor					1.18	1.18	1.18	
	Total DGSF					**23,505**	**23,505**	**23,505**	

Jury Facilities

02 Jury Facilities

02.01 Jury Commissioner's Office

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Jury Commissioner	200	1	1	1	200	200	200	N. Dennis
.02	Asst. Jury Commissioner	150	1	1	1	150	150	150	
.03	Administrative Assistant	48	1	1	1	48	48	48	Delsena
.04	Supervisor	80	1	1	1	80	80	80	Data Entry, Mail, Other
.05	Lead Worker	64	3	3	3	192	192	192	
.06	Jury Clerk	48	7	7	8	336	336	384	Phones; calls; DE from calls
.07	Show Cause Clerk	48	1	1	1	48	48	48	
.08	Grand Jury Clerk	48	1	1	1	48	48	48	
.09	Call Center Clerk	48	5	5	6	240	240	288	
.10	Medical Clerk	100	1	1	1	100	100	100	
.11	Fiscal Clerk	48	1	1	1	48	48	48	
.12	IT Specialist	48	1	1	1	48	48	48	
.13	Volunteer	48	3	3	3	144	144	144	
	Subtotal Personnel Quantity		**27**	**27**	**29**				
	Subtotal Personnel NSF					**1,682**	**1,682**	**1,778**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Subtotal Personnel DGSF					**2,300**	**2,300**	**2,434**	

	Support Spaces								
.14	Reception Waiting	12	21	21	22	252	252	264	personnel; juror med rec; gj record
.15	Reception Seating	10	8	8	9	80	80	90	
.16	Reception Counter	40	3	3	3	120	120	120	
.17	Conference Room	160	1	1	1	160	160	160	
.18	Printer	20	2	2	2	40	40	40	
.19	Files	12	21	21	22	252	252	264	
.20	Work Area	45	2	2	2	90	90	90	
.21	Copier	40	2	2	2	80	80	80	
.22	Water Bottle Storage	15	2	2	2	30	30	30	
.23	Vault	120	1	1	1	120	120	120	
.24	Fax	20	1	1	1	20	20	20	
.25	Archive Storage	20	21	21	22	420	420	440	
.26	Scanner	40	2	2	2	80	80	80	
.27	Confidential Records	14	10	11	11	140	154	154	
.28	Shredder	20	1	1	1	20	20	20	
.29	Scanner	20	1	1	1	20	20	20	
	Subtotal Support NSF					**1,964**	**1,978**	**2,032**	
	DGSF / NSF Factor					1.30	1.29	1.29	
	Subtotal Support DGSF					**2,548**	**2,551**	**2,622**	

	Total NSF					**3,646**	**3,660**	**3,810**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Total DGSF					**4,848**	**4,851**	**5,056**	

Jury Facilities

02 Jury Facilities

02.02 Grand Jury

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Grand Jury Clerk	80	1	1	1	80	80	80	In CC-Verify if separate statn req'd
.02	Court Reporter	120	1	1	1	120	120	120	Verify whether included elsewhere
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**200**	**200**	**200**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**268**	**268**	**268**	
	Support Spaces								
.03	Grand Jury Room	900	1	1	1	900	900	900	
.04	Sound Vestibule	60	2	2	2	120	120	120	
.05	Grand Jury Conference/Break	400	1	1	1	400	400	400	
.06	Grand Jury Coffee Galley	40	2	2	2	80	80	80	
.07	Grand Juror Toilets	50	2	2	2	100	100	100	
.08	Break Room Toilets	50	2	2	2	100	100	100	
.09	Grand Jury Reception Room	10	4	4	4	40	40	40	
.10	Witness Room	120	1	1	1	120	120	120	
.11	Witness Room Large	200	1	1	1	200	200	200	
.12	Equipment Closet	120	1	1	1	120	120	120	
	Subtotal Support NSF					**2,180**	**2,180**	**2,180**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Support DGSF					**2,848**	**2,848**	**2,848**	
	Total NSF					**2,380**	**2,380**	**2,380**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Total DGSF					**3,116**	**3,116**	**3,116**	

02 Jury Facilities

02.03 Grand Jury [Future]

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Grand Jury Clerk	100	0	1	1	-	100	100	Verify whether included elsewhere
.02	Court Reporter	120	0	1	1	-	120	120	Verify whether included elsewhere
	Subtotal Personnel Quantity		**0**	**2**	**2**				
	Subtotal Personnel NSF					**-**	**220**	**220**	
	DGSF / NSF Factor					1.00	1.35	1.35	
	Subtotal Personnel DGSF					**-**	**296**	**296**	
	Support Spaces								
.03	Grand Jury Room	900	0	1	1	-	900	900	
.04	Sound Vestibule	60	0	2	2	-	120	120	
.05	Grand Jury Conference/Break	400	0	1	1	-	400	400	
.06	Grand Jury Coffee Galley	40	0	2	2	-	80	80	
.07	Grand Juror Toilets	50	0	2	2	-	100	100	
.08	Break Room Toilets	50	0	2	2	-	100	100	
.09	Grand Jury Reception Room	10	0	4	4	-	40	40	
.10	Witness Room	120	0	1	1	-	120	120	
.11	Witness Room Large	200	0	1	1	-	200	200	
.12	Equipment Closet	120	0	1	1	-	120	120	
	Subtotal Support NSF					**-**	**2,180**	**2,180**	
	DGSF / NSF Factor					1.00	1.31	1.31	
	Subtotal Support DGSF					**-**	**2,848**	**2,848**	
	Total NSF					**-**	**2,400**	**2,400**	
	DGSF / NSF Factor					1.00	1.31	1.31	
	Total DGSF					**-**	**3,144**	**3,144**	

Jury Facilities

02 Jury Facilities

02.04 Jury Assembly

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Jury Supervisor	120	1	1	1	120	120	120	
.02	Asst Jury Supervisor	100	1	1	1	100	100	100	
.03	Jury Staff Member	80	3	3	3	240	240	240	
.04	Intern / student / volunteer	64	2	2	2	128	128	128	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**588**	**588**	**588**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Personnel DGSF					**811**	**811**	**811**	
	Support Spaces								
.05	Jury Check in Waiting	12	41	42	44	492	504	528	
.06	Electronic Checkin	40	21	21	22	840	840	880	
.07	Check In Counter	40	5	5	5	200	200	200	
.08	Cashier	40	2	2	2	80	80	80	
.09	ATM	40	4	4	4	160	160	160	
.10	Forms	16	1	1	1	16	16	16	
.11	Juror Personal Lockers	2	51	53	55	102	106	110	
.12	Jury Waiting	10	359	368	383	3,590	3,680	3,830	
.13	Quiet Room	10	51	53	55	510	530	550	
.14	Business Lounge	30	51	53	55	1,530	1,590	1,650	
.15	Break Room	16	21	21	22	336	336	352	
.16	Vending	30	6	6	7	180	180	210	
.17	Break Room Counter	100	2	2	2	200	200	200	
.18	Recreation Room	30	21	21	22	630	630	660	
.19	Juror Female Toilets	50	8	8	9	400	400	450	
.20	Juror Male Toilets	50	6	6	7	300	300	350	
.21	Mothers Room	80	1	1	1	80	80	80	
.22	Advisement Dais	200	1	1	1	200	200	200	
.23	Break Out Conference Rooms	1000	2	2	2	2,000	2,000	2,000	
.24	Electronic Equipment Room	120	1	1	1	120	120	120	
	Subtotal Support NSF					**11,966**	**12,152**	**12,626**	
	DGSF / NSF Factor					1.54	1.54	1.54	
	Subtotal Support DGSF					**18,434**	**18,663**	**19,422**	
	Total NSF					**12,554**	**12,740**	**13,214**	
	DGSF / NSF Factor					1.53	1.53	1.53	
	Total DGSF					**19,245**	**19,474**	**20,234**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.01 Administration

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Clerk of the Court	300	1	1	1	300	300	300	
.02	Chief Deputy Clerk	250	1	1	1	250	250	250	
.03	Administrator	120	2	2	2	240	240	240	
.04	Supervisor	80	1	1	1	80	80	80	
.05	Information Specialist	48	4	5	7	192	240	336	*Electronic filing impact*
.06	Secretary	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**10**	**11**	**13**				
	Subtotal Personnel NSF					**1,110**	**1,158**	**1,254**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Subtotal Personnel DGSF					**1,498**	**1,565**	**1,699**	
	Support Spaces								
.07	Reception Seating	10	4	4	4	40	40	40	
.08	Reception Counter	40	1	1	1	40	40	40	
.09	Conference 16	300	1	1	1	300	300	300	
.10	Filing	12	10	11	11	120	132	132	*Electronic filing impact*
.11	Executive Toilet	50	0	0	0	-	-	-	
.12	Coffee Bar	40	1	1	1	40	40	40	
	Subtotal Support NSF					**540**	**552**	**552**	
	DGSF / NSF Factor					1.34	1.35	1.35	
	Subtotal Support DGSF					**725**	**743**	**743**	
	Total NSF					**1,650**	**1,710**	**1,806**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Total DGSF					**2,222**	**2,307**	**2,442**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.02 Civil

	Growth		
	2015	2020	2030
Key Growth Indicator	104%	108%	113%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Suervisor Clerks	64	1	1	1	64	64	64	
.03	Supervisor Records	80	1	1	1	80	80	80	
.04	Supervisor Mortgage	80	1	1	1	80	80	80	
.05	Civil Specialist	48	1	1	1	48	48	48	
.06	Clerk Records	48	4	3	3	192	144	144	*Electronic filing impact*
.07	Clerk Civil	48	14	14	15	672	672	720	
.08	Clerk Mortgate Appeals	48	8	7	7	384	336	336	*Electronic filing impact*
.09	Cashier	64	1	1	1	64	64	64	
	Position 10	80	0	0	0	-	-	-	
	Position 11	64	0	0	0	-	-	-	
	Position 12	64	0	0	0	-	-	-	
	Position 13	64	0	0	0	-	-	-	
	Position 14	64	0	0	0	-	-	-	
	Position 15	64	0	0	0	-	-	-	
	Position 16	64	0	0	0	-	-	-	
	Subtotal Personnel Quantity		**32**	**30**	**31**				
	Subtotal Personnel NSF					**1,684**	**1,588**	**1,636**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**2,358**	**2,223**	**2,290**	
	Support Spaces								
.10	Reception Seating	10	6	6	7	60	60	70	
.11	Reception Counter	40	2	2	2	80	80	80	
.12	Public Work Area	40	1	1	1	40	40	40	
.13	Conference	0	0	0	0	-	-	-	Share with other COC divisions
.14	Filing Active	12	21	21	22	246	254	262	*Electronic filing impact*
.15	Shelving	20	34	35	36	682	708	728	*Electronic filing impact*
.16	Archive Storage	20	89	92	95	1,780	1,833	1,899	*Electronic filing impact*
.17	Asbestos File Shelving	20	21	21	22	410	423	437	*Electronic filing impact*
	Subtotal Support NSF					**3,298**	**3,399**	**3,516**	
	DGSF / NSF Factor					1.16	1.16	1.16	
	Subtotal Support DGSF					**3,815**	**3,929**	**4,067**	
	Total NSF					**4,982**	**4,987**	**5,152**	
	DGSF / NSF Factor					1.24	1.23	1.23	
	Total DGSF					**6,173**	**6,152**	**6,357**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.02 Civil

	Growth		
	2015	2020	2030
Key Growth Indicator	104%	108%	113%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Suervisor Clerks	64	1	1	1	64	64	64	
.03	Supervisor Records	80	1	1	1	80	80	80	
.04	Supervisor Mortgage	80	1	1	1	80	80	80	
.05	Civil Specialist	48	1	1	1	48	48	48	
.06	Clerk Records	48	4	3	3	192	144	144	*Electronic filing impact*
.07	Clerk Civil	48	14	14	15	672	672	720	
.08	Clerk Mortgate Appeals	48	8	7	7	384	336	336	*Electronic filing impact*
.09	Cashier	64	1	1	1	64	64	64	
	Position 10	80	0	0	0	-	-	-	
	Position 11	64	0	0	0	-	-	-	
	Position 12	64	0	0	0	-	-	-	
	Position 13	64	0	0	0	-	-	-	
	Position 14	64	0	0	0	-	-	-	
	Position 15	64	0	0	0	-	-	-	
	Position 16	64	0	0	0	-	-	-	
	Subtotal Personnel Quantity		**32**	**30**	**31**				
	Subtotal Personnel NSF					**1,684**	**1,588**	**1,636**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**2,358**	**2,223**	**2,290**	
	Support Spaces								
.10	Reception Seating	10	6	6	7	60	60	70	
.11	Reception Counter	40	2	2	2	80	80	80	
.12	Public Work Area	40	1	1	1	40	40	40	
.13	Conference	0	0	0	0	-	-	-	Share with other COC divisions
.14	Filing Active	12	21	21	22	246	254	262	*Electronic filing impact*
.15	Shelving	20	34	35	36	682	708	728	*Electronic filing impact*
.16	Archive Storage	20	89	92	95	1,780	1,833	1,899	*Electronic filing impact*
.17	Asbestos File Shelving	20	21	21	22	410	423	437	*Electronic filing impact*
	Subtotal Support NSF					**3,298**	**3,399**	**3,516**	
	DGSF / NSF Factor					1.16	1.16	1.16	
	Subtotal Support DGSF					**3,815**	**3,929**	**4,067**	
	Total NSF					**4,982**	**4,987**	**5,152**	
	DGSF / NSF Factor					1.24	1.23	1.23	
	Total DGSF					**6,173**	**6,152**	**6,357**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.04 Family

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Assistant Manager	120	1	1	1	120	120	120	
.03	Supervisor	80	1	1	1	80	80	80	
.04	Lead Worker	64	1	1	1	64	64	64	
.05	Court Clerk Lead Trainer	64	1	1	1	64	64	64	
.06	Court Clerk	48	3	3	4	144	144	192	
.07	Family Assistants	48	12	12	13	576	576	624	
.08	Cashier	64	2	2	2	128	128	128	
.09	File Clerks	48	1	1	1	48	48	48	*Electronic filing impact*
	Subtotal Personnel Quantity		**23**	**23**	**25**				
	Subtotal Personnel NSF					**1,324**	**1,324**	**1,420**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Personnel DGSF					**1,842**	**1,842**	**1,976**	
	Support Spaces								
.10	Reception Seating	10	52	54	58	520	540	580	
.11	Reception Counter	40	4	4	5	160	160	200	
.12	Public Work Area	45	2	2	2	90	90	90	
.13	Cashier	40	1	1	1	40	40	40	
.14	Conference	0	0	0	0	-	-	-	Share with other COC divisions
.15	Filing	12	10.59	11.25	11.91	127	135	143	*Electronic filing impact*
	Subtotal Support NSF					**937**	**965**	**1,053**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Subtotal Support DGSF					**1,286**	**1,321**	**1,446**	
	Total NSF					**2,261**	**2,289**	**2,473**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**3,127**	**3,162**	**3,422**	

04 Clerk of The Circuit Court

04.05 Paternity

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Supervisor	80	1	1	1	80	80	80	
.03	Lead Worker	64	1	1	1	64	64	64	
.04	Court Clerk	48	2	2	2	96	96	96	
.05	Line Clerks	48	5	4	4	240	192	192	*Electronic filing impact*
	Subtotal Personnel Quantity		**10**	**9**	**9**				
	Subtotal Personnel NSF					**580**	**532**	**532**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**812**	**745**	**745**	
	Support Spaces								
.06	Reception Seating	10	31	32	35	310	320	350	
.07	Reception Counter	40	3	3	3	120	120	120	
.08	Public Work Area	40	2	2	2	80	80	80	
.09	Filing	12	34	36	38	413	429	461	*Electronic filing impact*
	Subtotal Support NSF					**923**	**949**	**1,011**	
	DGSF / NSF Factor					1.34	1.33	1.33	
	Subtotal Support DGSF					**1,233**	**1,265**	**1,343**	
	Total NSF					**1,503**	**1,481**	**1,543**	
	DGSF / NSF Factor					1.36	1.36	1.35	
	Total DGSF					**2,045**	**2,010**	**2,087**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.06 Courtroom Clerks

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Supervisor	80	2	2	2	160	160	160	
.03	Trainer	80	6	6	7	480	480	560	
.04	Courtroom Clerk	48	36	37	39	1,728	1,776	1,872	
.05	Courtroom Clerk	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**46**	**47**	**50**				
	Subtotal Personnel NSF					**2,516**	**2,564**	**2,740**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**3,522**	**3,590**	**3,836**	
	Support Spaces								
.06	Filing	12	12	13	13	144	156	156	
.07	Evidence Vault	24	25	25	26	600	600	624	
	Subtotal Support NSF					**744**	**756**	**780**	
	DGSF / NSF Factor					1.25	1.23	1.23	
	Subtotal Support DGSF					**931**	**931**	**961**	
	Total NSF					**3,260**	**3,320**	**3,520**	
	DGSF / NSF Factor					1.37	1.36	1.36	
	Total DGSF					**4,454**	**4,521**	**4,797**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.07 Land Records

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	105%	108%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Assistant Manager	120	1	1	1	120	120	120	
.03	Customer Service	120	1	1	1	120	120	120	
.04	Records Clerk	48	6	5	5	288	240	240	*Electronic filing impact*
.05	Repro Unit (Lien) Clerk	48	4	4	4	192	192	192	
.06	Index Clerk	48	6	5	5	288	240	240	*Electronic filing impact*
.07	Block Clerk	48	2	2	2	96	96	96	
.08	Planner	64	2	2	2	128	128	128	
.09	Marriage Clerk	48	3	3	3	144	144	144	
.10	Business License Clerk	48	2	2	2	96	96	96	
.11	City of Baltimore Support Positions	64	2	2	2	128	128	128	
	Position 12	64	0	0	0	-	-	-	
	Position 13	64	0	0	0	-	-	-	
	Position 14	64	0	0	0	-	-	-	
	Position 15	64	0	0	0	-	-	-	
	Position 16	64	0	0	0	-	-	-	
	Subtotal Personnel Quantity		**30**	**28**	**28**				
	Subtotal Personnel NSF					**1,700**	**1,604**	**1,604**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Personnel DGSF					**2,356**	**2,222**	**2,222**	
	Support Spaces								
.12	Waiting Land Records	12	21	21	21	252	252	252	
.13	Counter Land Records	40	5	5	5	200	200	200	
.14	Public Viewing Terminals	30	41	42	43	1,230	1,260	1,290	
.15	Public Viewing Microfilm	30	4	4	4	120	120	120	
.16	Public Viewing Tables	45	41	42	43	1,845	1,890	1,935	
.17	Land Records	20	21	21	21	410	417	423	*Electronic filing impact*
.18	Copier Printer - Medium	40	4	4	4	160	160	160	
.19	Scanner - Large	40	1	1	1	40	40	40	
.20	Vault	24	1	1	1	24	24	24	
.21	Waiting Marriage License	10	31	31	32	310	310	320	
.22	Counter Marriage License	40	3	3	3	120	120	120	
.23	Copier - Medium	40	1	1	1	40	40	40	
.24	Files Marriage License	12	17	17	18	202	206	210	*Electronic filing impact*
.25	Conference/Training	800	1	1	1	800	800	800	Also marriage chapel
.26	Waiting Business License	10	6	6	6	60	60	60	
.27	Counter Business License	40	3	3	3	120	120	120	
.28	Copier - Medium	40	1	1	1	40	40	40	
.29	Files Business License	12	2	2	2	28	28	28	*Electronic filing impact*
.30	Forms Storage	15	1	1	1	15	15	15	
.31	Public Work Table	45	1	1	1	45	45	45	
	Subtotal Support NSF					**6,062**	**6,147**	**6,243**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Subtotal Support DGSF					**8,208**	**8,327**	**8,457**	
	Total NSF					**7,762**	**7,751**	**7,847**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Total DGSF					**10,564**	**10,548**	**10,678**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.08 Juvenile Clerks

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Department Head	150	1	1	1	150	150	150	
.03	Supervisor	80	2	2	2	160	160	160	
.04	Courtroom Lead Clerk	64	3	3	3	192	192	192	
.05	Courtroom Clerk	48	17	18	19	816	864	912	
.06	Hearing Room Clerk	48	13	14	14	624	672	672	
.07	Appeals Clerk	48	1	1	1	48	48	48	
.08	Office Clerk	48	2	2	2	96	96	96	
.09	File Room Clerk	48	1	1	1	48	48	48	*Electronic filing impact*
	Subtotal Personnel Quantity		**41**	**43**	**44**				
	Subtotal Personnel NSF					**2,234**	**2,330**	**2,378**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Personnel DGSF					**3,113**	**3,247**	**3,314**	
	Support Spaces								
.10	Reception Seating	10	4	4	4	40	40	40	
.11	Reception Counter	40	3	3	3	120	120	120	
.12	Public Work Area	40	1	1	1	40	40	40	
.13	Reception Play Room	120	1	1	1	120	120	120	
.14	Work Area	45	2	2	2	90	90	90	
.15	Filing	12	51	52	54.26	607	623	651	*Electronic filing impact*
	Subtotal Support NSF					**1,017**	**1,033**	**1,061**	
	DGSF / NSF Factor					1.32	1.32	1.31	
	Subtotal Support DGSF					**1,342**	**1,360**	**1,392**	
	Total NSF					**3,251**	**3,363**	**3,439**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Total DGSF					**4,455**	**4,607**	**4,707**	

04 Clerk of The Circuit Court

04.09 Human Resources

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Human Resources Clerk	150	1	1	1	150	150	150	
	Subtotal Personnel Quantity		**1**	**1**	**1**				
	Subtotal Personnel NSF					**150**	**150**	**150**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Subtotal Personnel DGSF					**195**	**195**	**195**	
	Total NSF					**150**	**150**	**150**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**195**	**195**	**195**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.11 Trust

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Supervisor	80	1	1	1	80	80	80	
.03	Lead Worker	64	1	1	1	64	64	64	
.04	Court Clerk	48	2	2	3	96	96	144	
.05	Line Clerks	48	4	3	3	192	144	144	*Electronic filing impact*
	Subtotal Personnel Quantity		**9**	**8**	**9**				
	Subtotal Personnel NSF					**532**	**484**	**532**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**745**	**678**	**745**	
	Support Spaces								
.06	Reception Seating	10	32	35	39	320	350	390	
.07	Reception Counter	40	3	3	4	120	120	160	
.08	Public Work Area	40	2	2	3	80	80	120	
.09	Filing	12	35	38	43	425	461	516	*Electronic filing impact*
	Subtotal Support NSF					**945**	**1,011**	**1,186**	
	DGSF / NSF Factor					1.33	1.33	1.32	
	Subtotal Support DGSF					**1,260**	**1,343**	**1,568**	
	Total NSF					**1,477**	**1,495**	**1,718**	
	DGSF / NSF Factor					1.36	1.35	1.35	
	Total DGSF					**2,005**	**2,020**	**2,312**	

04 Clerk of The Circuit Court

04.12 Accounting

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Manager	100	1	1	1	100	100	100	
.02	Supervisor	80	0	0	0	-	-	-	
.03	Team Leader	64	1	1	1	64	64	64	
.04	Fiscal Specialist	48	3	3	3	144	144	144	
.05	Fiscal Clerk	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**6**	**6**	**6**				
	Subtotal Personnel NSF					**356**	**356**	**356**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**498**	**498**	**498**	
	Support Spaces								
.06	Reception Seating	10	2	2	2	20	20	20	
.07	Reception Counter	40	1	1	1	40	40	40	
.08	Deposit Room	120	1	1	1	120	120	120	
.09	Filing	16	8	8	9	132	132	138	*Electronic filing impact*
.10	Vault	24	4	4	4	96	96	96	Class V vault with 2 tier lock
.11	Printer	20	3	3	3	60	60	60	
.12	Shelving	20	14	14	15	271	278	291	*Electronic filing impact*
.13	Shredder	20	1	1	1	20	20	20	
	Subtotal Support NSF					**760**	**766**	**785**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Support DGSF					**998**	**1,006**	**1,029**	
	Total NSF					**1,116**	**1,122**	**1,141**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**1,497**	**1,505**	**1,528**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.13 Purchasing

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Purchasing Supervisor	120	1	1	1	120	120	120	
.02	Mail Supply Procurement Clerks	48	4	4	4	192	192	192	*Electronic filing impact*
	Subtotal Personnel Quantity		**5**	**5**	**5**				
	Subtotal Personnel NSF					**312**	**312**	**312**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Personnel DGSF					**425**	**425**	**425**	
.03	Support Spaces								
.04	Reception Seating	10	2	2	2	20	20	20	
.05	Reception Counter	40	2	2	2	80	80	80	
.06	Public Work Area	40	1	1	1	40	40	40	
.07	Work Area	45	2	2	2	90	90	90	
.08	Filing	12	5	5	5	60	64	64	*Electronic filing impact*
.09	Shelving	14	103	105	110	1,435	1,470	1,533	*Electronic filing impact*
.10	Mail Meters	40	3	3	3	120	120	120	
.11	Mail Sorting	45	4	4	4	180	180	180	
.12	Mail Carts	25	5	5	5	125	125	125	
	Subtotal Support NSF					**2,150**	**2,189**	**2,252**	
	DGSF / NSF Factor					1.22	1.21	1.21	
	Subtotal Support DGSF					**2,612**	**2,657**	**2,726**	
	Total NSF					**2,462**	**2,501**	**2,564**	
	DGSF / NSF Factor					1.23	1.23	1.23	
	Total DGSF					**3,037**	**3,081**	**3,151**	

04 Clerk of The Circuit Court

04.14 Special Projects

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Special Projects Staff	150	1	1	1	150	150	150	
	Subtotal Personnel Quantity		**1**	**1**	**1**				
	Subtotal Personnel NSF					**150**	**150**	**150**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Subtotal Personnel DGSF					**195**	**195**	**195**	
	Total NSF					**150**	**150**	**150**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**195**	**195**	**195**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.15 Assignment

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Assignment Commissioner	200	1	1	1	200	200	200	
.02	Civil Operations Supervision	64	1	1	1	64	64	64	
.03	Lead Worker	64	1	1	1	64	64	64	
.04	Circuit Court Clerk	48	3	3	3	144	144	144	
.05	Operations Supervisor	64	1	1	1	64	64	64	
.06	Court Room Coordinator	48	2	2	2	96	96	96	
.07	Court Room Clerk	48	8	9	9	384	432	432	
	Subtotal Personnel Quantity		**17**	**18**	**18**				
	Subtotal Personnel NSF					**1,016**	**1,064**	**1,064**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Personnel DGSF					**1,382**	**1,450**	**1,450**	
	Support Spaces								
.08	Reception Seating	10	3	3	3	30	30	30	
.09	Reception Counter	40	1	1	1	40	40	40	
.10	Filing	12	10	11	11	120	132	132	
.11	Mail Station	40	1	1	1	40	40	40	Share with other divisions
	Subtotal Support NSF					**230**	**242**	**242**	
	DGSF / NSF Factor					1.42	1.41	1.41	
	Subtotal Support DGSF					**327**	**342**	**342**	
	Total NSF					**1,246**	**1,306**	**1,306**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Total DGSF					**1,709**	**1,792**	**1,792**	

04 Clerk of The Circuit Court

04.16 Team Core Support Units

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Conference 8	160	4	4	4	640	640	640	1 @ each of 4 separate cores
.02	Copier	40	4	4	4	160	160	160	1 @ each of 4 separate cores
.03	Storage	15	20	20	20	300	300	300	5 @ each of 4 separate cores
.04	Mail Station	40	4	4	4	160	160	160	1 @ each of 4 separate cores
.05	Coffee Bar	40	4	4	4	160	160	160	1 @ each of 4 separate cores
.06	Staff Toilet	50	8	8	8	400	400	400	2 @ each of 4 separate cores
	Subtotal Support NSF					**1,820**	**1,820**	**1,820**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Subtotal Support DGSF					**2,360**	**2,360**	**2,360**	
	Total NSF					**1,820**	**1,820**	**1,820**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**2,360**	**2,360**	**2,360**	

Clerk of Circuit Court

04 Clerk of The Circuit Court

04.17 Cluster Core Support Units

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Conference 16	320	2	2	2	640	640	640	1 @ each of 2 clusters
.02	Conference 8	160	2	2	2	320	320	320	1 @ each of 2 clusters
.03	Conference/Training	1000	1	1	1	1,000	1,000	1,000	1 per department
.04	Break Room	100	2	2	2	200	200	200	1 @ each of 2 clusters
.05	Break Seating	16	48	48	48	768	768	768	24 seats @ each of 2 clusters
.06	Staff Toilet	50	4	4	4	200	200	200	2 @ each of 2 clusters
	Subtotal Support NSF					**3,128**	**3,128**	**3,128**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Subtotal Support DGSF					**3,745**	**3,745**	**3,745**	
	Total NSF					**3,128**	**3,128**	**3,128**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Total DGSF					**3,745**	**3,745**	**3,745**	

Orphans Court

06 Other Courts

06.01 Orphans Court

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Chief Judge	300	1	1	1	300	300	300	
.02	Associate Judge	300	2	2	2	600	600	600	
.03	Court Administrator	200	1	1	1	200	200	200	
.04	Law Clerk / Bailiff	120	1	1	1	120	120	120	
.05	Intern	64	2	2	2	128	128	128	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**1,348**	**1,348**	**1,348**	
	DGSF / NSF Factor					1.23	1.23	1.23	
	Subtotal Personnel DGSF					**1,655**	**1,655**	**1,655**	
	Support Spaces								
	Courtroom Areas								
.06	Courtroom	1200	1	1	1	1,200	1,200	1,200	
.07	Soundlock Vestibule	80	1	1	1	80	80	80	
.08	Courtroom Waiting	200	1	1	1	200	200	200	
.09	Courtroom Storage	100	1	1	1	100	100	100	
	Office Areas								
.10	Waiting / Reception	10	1	1	1	10	10	10	
.11	Conference Room / Library	300	1	1	1	300	300	300	
.12	Copy / FAX Area	40	1	1	1	40	40	40	
.13	Supply Storage	15	1	1	1	15	15	15	
.14	Coat Closet	10	1	1	1	10	10	10	
.15	Active Files	14	6	6	7	84	84	98	
.16	Closed Files	14	4	4	4	56	56	56	
.17	Coffee	40	1	1	1	40	40	40	
.18	Break Area	100	1	1	1	100	100	100	
.19	Judicial Toilet	50	1	1	1	50	50	50	
.20	Staff Toilet	50	1	1	1	50	50	50	
.21	Printer	20	1	1	1	20	20	20	
	Subtotal Support NSF					**2,355**	**2,355**	**2,369**	
	DGSF / NSF Factor					1.20	1.20	1.21	
	Subtotal Support DGSF					**2,837**	**2,837**	**2,857**	
	Total NSF					**3,703**	**3,703**	**3,717**	
	DGSF / NSF Factor					1.21	1.21	1.21	
	Total DGSF					**4,492**	**4,492**	**4,512**	

Appellate Judges

07 State Court of Appeals

07.01 Chief Judge - Court of Appeals

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	1	1	1	240	240	240	Recp/Intrn - Wk80
.02	Chief Judge's Chambers	400	1	1	1	400	400	400	Incl Closet
.03	Exec. Asst	100	1	1	1	100	100	100	
.04	Admin. Asst.	80	1	1	1	80	80	80	
.05	Law Clerk	120	2	2	2	240	240	240	
	Subtotal Personnel Quantity		**6**	**6**	**6**				
	Subtotal Personnel NSF					**1,060**	**1,060**	**1,060**	
	DGSF / NSF Factor					1.26	1.26	1.26	
	Subtotal Personnel DGSF					**1,332**	**1,332**	**1,332**	
	Support Spaces								
.06	Judicial Toilet	60	1	1	1	60	60	60	
.07	Copy/ Work Room	160	1	1	1	160	160	160	
.08	Coffee Counter	40	1	1	1	40	40	40	
.09	File/ Storage	160	1	1	1	160	160	160	
	Subtotal Support NSF					**420**	**420**	**420**	
	DGSF / NSF Factor					1.25	1.25	1.25	
	Subtotal Support DGSF					**524**	**524**	**524**	
	Total NSF					**1,480**	**1,480**	**1,480**	
	DGSF / NSF Factor					1.25	1.25	1.25	
	Total DGSF					**1,856**	**1,856**	**1,856**	

07 State Court of Appeals

07.02 Judicial Chambers - Active Judge

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	3	3	3	720	720	720	Recp/Intrn - Wk80
.02	Exec. Asst	100	3	3	3	300	300	300	
.03	Judge's Chambers	300	3	3	3	900	900	900	Incl Closet
.04	Law Clerk	120	6	6	6	720	720	720	
.05	Intern	64	3	3	3	192	192	192	
	Subtotal Personnel Quantity		**18**	**18**	**18**				
	Subtotal Personnel NSF					**2,832**	**2,832**	**2,832**	
	DGSF / NSF Factor					1.26	1.26	1.26	
	Subtotal Personnel DGSF					**3,569**	**3,569**	**3,569**	
	Support Spaces								
.06	Judicial Toilet	60	1	1	1	60	60	60	
.07	Copy/ Work Room	80	1	1	1	80	80	80	
.08	Coffee Counter	40	1	1	1	40	40	40	
.09	File/ Storage	80	1	1	1	80	80	80	
	Subtotal Support NSF					**260**	**260**	**260**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**364**	**364**	**364**	
	Total NSF					**3,092**	**3,092**	**3,092**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**3,933**	**3,933**	**3,933**	

Appellate Judges
Register of Wills

07 State Court of Appeals

07.03 Judicial Chambers - Retired Judge

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Secretary / Waiting	240	3	3	3	720	720	720	Recp/Intrn - Wk80
.02	Exec. Asst	100	3	3	3	300	300	300	
.03	Judge's Chambers	300	3	3	3	900	900	900	Incl Closet
.04	Law Clerk	120	3	3	3	360	360	360	
	Subtotal Personnel Quantity		**12**	**12**	**12**				
	Subtotal Personnel NSF					**2,280**	**2,280**	**2,280**	
	DGSF / NSF Factor					1.24	1.24	1.24	
	Subtotal Personnel DGSF					**2,832**	**2,832**	**2,832**	
	Support Spaces								
.05	Judicial Toilet	60	1	1	1	60	60	60	
.06	Copy/ Work Room	40	1	1	1	40	40	40	
.07	Coffee Counter	25	1	1	1	25	25	25	
.08	File/ Storage	40	1	1	1	40	40	40	
	Subtotal Support NSF					**165**	**165**	**165**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**231**	**231**	**231**	
	Total NSF					**2,445**	**2,445**	**2,445**	
	DGSF / NSF Factor					1.25	1.25	1.25	
	Total DGSF					**3,063**	**3,063**	**3,063**	

08 Register of Wills

08.01 Executive Administration

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Chief Register	300	1	1	1	300	300	300	
.02	Deputy Chief Register	150	1	1	1	150	150	150	
.03	Executive Associate	150	1	1	1	150	150	150	
.04	Receptionist	48	1	1	1	48	48	48	
.05	Register	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**5**	**5**	5				
	Subtotal Personnel NSF					**712**	**712**	**712**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Personnel DGSF					**970**	**970**	**970**	
	Support Spaces								
.06	Dept. Reception Seating	10	4	4	4	40	40	40	
.07	Dept. Reception Counter	40	1	1	1	40	40	40	
.08	Conference 8	160	1	1	1	160	160	160	
.09	Filing	12	6	7	8	72	84	96	
	Subtotal Support NSF					**312**	**324**	**336**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Support DGSF					**424**	**441**	**458**	
	Total NSF					**1,024**	**1,036**	**1,048**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Total DGSF					**1,394**	**1,411**	**1,427**	

Register of Wills

08 Register of Wills

08.02 Records / Files

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Assistant Chief Deputy	150	1	1	1	150	150	150	
.02	Clerk I and II	48	5	4	4	240	192	192	*Electronic filing impact*
.03	Deputy I	48	3	4	4	144	192	192	
.04	Auditors	80	3	4	4	240	320	320	
	Subtotal Personnel Quantity		**12**	**13**	**13**				
	Subtotal Personnel NSF					**774**	**854**	**854**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Personnel DGSF					**1,069**	**1,181**	**1,181**	
	Support Spaces								
.05	Reception Seating	10	11	12	13	110	120	130	
.06	Reception Counter	40	2	2	3	80	80	120	
.07	Public Work Area	40	4	5	5	160	200	200	
.08	Copier	40	1	1	1	40	40	40	
.09	Filing	12	36	39	43	434	465	521	*Electronic filing impact*
.10	Storage	15	3	3	4	45	45	60	
.11	Wills Vault	24	32	35	39	768	840	936	
.12	Printer	20	4	5	5	80	100	100	
.13	Fax	20	1	1	1	20	20	20	
.14	Shelving	20	11	12	14	223	250	276	*Electronic filing impact*
.15	Mail Station	40	3	3	4	120	120	160	
.16	Scanner Station	40	4	5	5	160	200	200	
.17	Filing Roller Shelves	10	70	76	85	703	762	855	*Electronic filing impact*
.18	Microfilm/Microfiche Storage	12	7	8	9	87	95	103	*Electronic filing impact*
.19	Filing Archive Boxes on Shelves	20	35	38	43	710	762	855	*Electronic filing impact*
.20	Bulk Storage	20	9	9	11	171	184	210	*Electronic filing impact*
	Subtotal Support NSF					**3,911**	**4,284**	**4,785**	
	DGSF / NSF Factor					1.24	1.24	1.23	
	Subtotal Support DGSF					**4,831**	**5,303**	**5,887**	
	Total NSF					**4,685**	**5,138**	**5,639**	
	DGSF / NSF Factor					1.26	1.26	1.25	
	Total DGSF					**5,900**	**6,484**	**7,067**	

Register of Wills

08 Register of Wills

08.03 Probate Proceedings

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Supervisor	80	1	1	1	80	80	80	
.02	Deputy for Probate Processing	48	8	8	10	384	384	480	
.03	Deputy for Judicial	48	3	4	4	144	192	192	
	Subtotal Personnel Quantity		**12**	**13**	**15**				
	Subtotal Personnel NSF					**608**	**656**	**752**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**851**	**918**	**1,053**	
	Support Spaces								
.04	Reception Standing Area	12	11	12	13	132	144	156	
.05	Reception Counter	40	2	2	3	80	80	120	
.08	Filing Record Books	12	3	3	4	36	36	48	
.10	Wills Vault	24	1	1	1	24	24	24	
	Library	20	2	2	3	40	40	60	
	Subtotal Support NSF					**312**	**324**	**408**	
	DGSF / NSF Factor					1.50	1.49	1.44	
	Subtotal Support DGSF					**467**	**484**	**588**	
	Total NSF					**920**	**980**	**1,160**	
	DGSF / NSF Factor					1.43	1.43	1.41	
	Total DGSF					**1,318**	**1,403**	**1,640**	

08 Register of Wills

08.04 Audit

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Assistant Chief Deputy	150	1	1	1	150	150	150	
.02	Auditors	80	2	2	3	160	160	240	
	Subtotal Personnel Quantity		**3**	**3**	**4**				
	Subtotal Personnel NSF					**310**	**310**	**390**	
	DGSF / NSF Factor					1.35	1.35	1.36	
	Subtotal Personnel DGSF					**419**	**419**	**531**	
	Support Spaces								
.03	Public Work Area	40	2	2	3	80	80	120	
	Subtotal Support NSF					**80**	**80**	**120**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**112**	**112**	**168**	
	Total NSF					**390**	**390**	**510**	
	DGSF / NSF Factor					1.36	1.36	1.37	
	Total DGSF					**531**	**531**	**699**	

Register of Wills

08 Register of Wills

08.05 Joint Accounts

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Assistant Chief Deputy	150	1	1	1	150	150	150	
.02	Deputy II	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**198**	**198**	**198**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**262**	**262**	**262**	
	Support Spaces								
.03	Public Work Area	40	1	1	1	40	40	40	
.04	Interview	120	1	1	1	120	120	120	
	Subtotal Support NSF					**160**	**160**	**160**	
	DGSF / NSF Factor					1.46	1.46	1.46	
	Subtotal Support DGSF					**234**	**234**	**234**	
	Total NSF					**358**	**358**	**358**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**496**	**496**	**496**	

08 Register of Wills

08.06 Delinquent Accounts

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Assistant Chief Deputy	150	1	1	1	150	150	150	
.02	Deputy	48	2	2	3	96	96	144	
	Subtotal Personnel Quantity		**3**	**3**	**4**				
	Subtotal Personnel NSF					**246**	**246**	**294**	
	DGSF / NSF Factor					1.34	1.34	1.35	
	Subtotal Personnel DGSF					**329**	**329**	**397**	
	Total NSF					**246**	**246**	**294**	
	DGSF / NSF Factor					1.34	1.34	1.35	
	Total DGSF					**329**	**329**	**397**	

Register of Wills

08 Register of Wills

08.07 Fiscal Operations

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Assistant Chief Deputy	150	1	1	1	150	150	150	
.02	Deputy I	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**198**	**198**	**198**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**262**	**262**	**262**	
	Support Spaces								
.03	Internal Reception Waiting	12	2	2	3	24	24	36	
.04	Cashier Window	40	1	1	1	40	40	40	
.05	Copier	40	1	1	1	40	40	40	
.06	Filing	12	2	2	3	24	24	36	
.07	Storage	15	1	1	1	15	15	15	
.08	Vault	24	1	1	1	24	24	24	
	Subtotal Support NSF					**167**	**167**	**191**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**234**	**234**	**267**	
	Total NSF					**365**	**365**	**389**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Total DGSF					**496**	**496**	**530**	

08 Register of Wills

08.08 P.C. Support

	Growth		
	2015	2020	2030
Key Growth Indicator	109%	120%	137%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	PC Supervisor	80	1	1	1	80	80	80	
.02	PC Administrator	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**144**	**144**	**144**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**202**	**202**	**202**	
	Support Spaces								
.05	Computer Setup Room	30	9	9	10	270	270	300	
.06	Conference	0	0	0	0	-	-	-	Share with Dept.
	Subtotal Support NSF					**270**	**270**	**300**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**378**	**378**	**420**	
	Total NSF					**414**	**414**	**444**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Total DGSF					**580**	**580**	**622**	

Register of Wills
Other Agencies

08 Register of Wills

08.09 Cluster Core Support Units

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Reception Seating	10	21	21	22	210	210	220	
.02	Reception Counter	40	4	4	4	160	160	160	Next to Prob. Proc. & Records
.03	Public Work Area	40	2	2	2	80	80	80	
.04	Conference 16	320	1	1	1	320	320	320	
.05	Conference 8	160	1	1	1	160	160	160	
.06	Copier	40	2	2	2	40	40	40	Distributed
.07	Storage	15	3	3	3	45	45	45	
.08	Mail Station	40	1	1	1	40	40	40	
.09	Telephone Equipment Rooms	80	1	1	1	80	80	80	
.10	Electronic Equipment Rooms	120	1	1	1	120	120	120	
.11	Coffee Bar	40	1	1	1	40	40	40	Locate separete from breakrm
.12	Break Room	100	1	1	1	100	100	100	
.13	Break Seating	16	10	11	11	160	176	176	
.14	Staff Toilet	50	2	2	2	100	100	100	
	Subtotal Support NSF					**1,655**	**1,671**	**1,681**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Subtotal Support DGSF					**2,135**	**2,154**	**2,166**	

	Total NSF					**1,655**	**1,671**	**1,681**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Total DGSF					**2,135**	**2,154**	**2,166**	

09 Other Agencies

09.01 Criminal Justice Coordinating Council

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Executive Director	150	1	1	1	150	150	150	
.02	Project Coordinator	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**214**	**214**	**214**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Subtotal Personnel DGSF					**285**	**285**	**285**	

	Support Spaces								
.03	Reception Seating	10	2	2	2	20	20	20	
.04	Conference 50	1000	0	0	0	-	-	-	Large Conference shared
.05	Copier	40	1	1	1	40	40	40	
.06	Filing	12	6	6	7	72	72	84	
.07	Storage	15	2	2	2	30	30	30	
.08	Shelving	12	2	2	2	24	24	24	
.09	Break Room	100	1	1	1	100	100	100	
	Subtotal Support NSF					**286**	**286**	**298**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**400**	**400**	**417**	

	Total NSF					**500**	**500**	**512**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Total DGSF					**685**	**685**	**702**	

Other Agencies

09 Other Agencies

09.02 Baltimore City Law Library

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Head Librarian	200	1	1	1	200	200	200	
.02	Research Librarian	120	1	1	1	120	120	120	
.03	Tech. Services Librarian	80	1	1	1	80	80	80	
.04	Receptionist / Supervisor	80	1	1	1	80	80	80	
.05	Library Assistant	48	4	4	4	192	192	192	
	Subtotal Personnel Quantity		**8**	**8**	**8**				
	Subtotal Personnel NSF					**672**	**672**	**672**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**889**	**889**	**889**	
	Support Spaces								
.06	Reception Seating	10	4	4	4	40	40	40	
.07	Reception Counter	40	1	1	1	40	40	40	
.08	Reading Room Tables	40	7	7	8	280	280	320	
.09	Reading Room Carrels	45	4	4	4	180	180	180	
.10	Computer Station	30	5	5	5	150	150	150	
.11	Copier	40	2	2	2	80	80	80	
.12	Filing	12	2	2	2	24	24	24	
.13	Shelving	12	850	850	850	14,772	15,144	15,756	
	Subtotal Support NSF					**15,566**	**15,938**	**16,590**	
	DGSF / NSF Factor					1.17	1.17	1.17	
	Subtotal Support DGSF					**18,247**	**18,679**	**19,445**	
	Total NSF					**16,238**	**16,610**	**17,262**	
	DGSF / NSF Factor					1.18	1.18	1.18	
	Total DGSF					**19,136**	**19,567**	**20,333**	

Other Agencies

09 Other Agencies

09.03 Pretrial Release Program

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Director - PRSP	200	1	1	1	200	200	200	R. Weisengoff
.02	Deputy Director	150	1	1	1	150	150	150	Billy Mackins
.03	Training Manager	100	1	1	1	100	100	100	Sherry Parks
.04	Case Mgmt Section Manager	120	1	1	1	120	120	120	Louis Karko
.05	Crt Hrg Unit Admin Ofcr	100	1	1	1	100	100	100	S. Crook
.06	Crt Hrg Unit Case Agent	100	3	3	3	300	300	300	
.07	Investigator	80	1	1	1	80	80	80	
.08	Intake / FTA Unit Agent	100	1	1	1	100	100	100	J. Vega
.09	Investigator	80	2	2	2	160	160	160	
.10	Clerk	100	1	1	1	100	100	100	
.11	Supervision Unit Supv	100	1	1	1	100	100	100	R. James
.12	Supervision Unit Agent	100	10	10	11	1,000	1,000	1,100	
.13	Admin / Case Prcsg Admin Ofcr	120	1	1	1	120	120	120	Marie Hisley
.14	Admin Aide	64	1	1	1	64	64	64	
.15	Ofc Secy II/I	64	2	2	2	128	128	128	
.16	Clerk / Temp	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**29**	**29**	**30**				
	Subtotal Personnel NSF					**2,886**	**2,886**	**2,986**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Subtotal Personnel DGSF					**3,961**	**3,961**	**4,101**	
	Support Spaces								
.17	Central Waiting / Reception	10	16	16	17	160	160	170	
.18	Director's Waiting / Reception	80	1	1	1	80	80	80	
.19	CMS / Intake Reception	150	1	1	1	150	150	150	
.20	Conference	320	1	1	1	320	320	320	Also for Training
.21	Copier	40	2	2	2	80	80	80	
.22	Supply / Storage	15	4	4	4	60	60	60	
.23	Urinalysis Toilet	80	1	1	1	80	80	80	
.24	Urinalysis Storage	40	1	1	1	40	40	40	
.25	Computer Room	120	1	1	1	120	120	120	
.26	Lunch Room	100	1	1	1	100	100	100	
.27	Active Files	14	8	8	8	112	112	112	
.28	Closed Files	14	6	6	6	84	84	84	
.29	Printer	20	3	3	3	60	60	60	
	Subtotal Support NSF					**1,446**	**1,446**	**1,456**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Support DGSF					**1,890**	**1,890**	**1,902**	
	Total NSF					**4,332**	**4,332**	**4,442**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Total DGSF					**5,852**	**5,852**	**6,004**	

09 Other Agencies

09.04 Museum

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Allowance	1000	1	1	1	1,000	1,000	1,000	
	Subtotal Support NSF					**1,000**	**1,000**	**1,000**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Subtotal Support DGSF					**1,150**	**1,150**	**1,150**	
	Total NSF					**1,000**	**1,000**	**1,000**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Total DGSF					**1,150**	**1,150**	**1,150**	

Other Agencies

09 Other Agencies

09.05 Court Reporters

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Allowance	600	1	1	1	600	600	600	
	Subtotal Support NSF					**600**	**600**	**600**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Subtotal Support DGSF					**690**	**690**	**690**	
	Total NSF					**600**	**600**	**600**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Total DGSF					**690**	**690**	**690**	

09 Other Agencies

09.06 Court Interpreters

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Allowance	1200	1	1	1	1,200	1,200	1,200	In house and contract "hoteling"
	Subtotal Support NSF					**1,200**	**1,200**	**1,200**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Subtotal Support DGSF					**1,320**	**1,320**	**1,320**	
	Total NSF					**1,200**	**1,200**	**1,200**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Total DGSF					**1,320**	**1,320**	**1,320**	

09 Other Agencies

09.07 Shared Child Care Center

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Verify if needed	2000	1	1	1	2,000	2,000	2,000	
	Subtotal Support NSF					**2,000**	**2,000**	**2,000**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Subtotal Support DGSF					**2,200**	**2,200**	**2,200**	
	Total NSF					**2,000**	**2,000**	**2,000**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Total DGSF					**2,200**	**2,200**	**2,200**	

Other Agencies

09 Other Agencies

09.08 Mayor's Office - Criminal Justice

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Shared / hoteling office(s) - Allowance	300	1	1	1	300	300	300	
	Subtotal Support NSF					**300**	**300**	**300**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Subtotal Support DGSF					**360**	**360**	**360**	
	Total NSF					**300**	**300**	**300**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Total DGSF					**360**	**360**	**360**	

09 Other Agencies

09.09 Community Services Program

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Allowance	1600	1	1	1	1,600	1,600	1,600	Will add program
	Subtotal Support NSF					**1,600**	**1,600**	**1,600**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Subtotal Support DGSF					**1,760**	**1,760**	**1,760**	
	Total NSF					**1,600**	**1,600**	**1,600**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Total DGSF					**1,760**	**1,760**	**1,760**	

09 Other Agencies

09.10 Media Area

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Workstations / preparation	500	1	1	1	500	500	500	4-6 outlets - workstations
.02	Equipment Room (near exterior)	800	1	1	1	800	800	800	Cable drops
.03	Coffee	100	1	1	1	100	100	100	
	Subtotal Support NSF					**1,400**	**1,400**	**1,400**	
	DGSF / NSF Factor					1.19	1.19	1.19	
	Subtotal Support DGSF					**1,660**	**1,660**	**1,660**	
	Total NSF					**1,400**	**1,400**	**1,400**	
	DGSF / NSF Factor					1.19	1.19	1.19	
	Total DGSF					**1,660**	**1,660**	**1,660**	

Other Agencies

09 Other Agencies

09.11 Bar Association

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Allowance	1,000	1	1	1	1,000	1,000	1,000	
	Subtotal Support NSF					**1,000**	**1,000**	**1,000**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Subtotal Support DGSF					**1,150**	**1,150**	**1,150**	
	Total NSF					**1,000**	**1,000**	**1,000**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Total DGSF					**1,150**	**1,150**	**1,150**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.01 Executive Administration

		Growth		
		2015	2020	2030
Key Growth Indicator	Total Filings (in 1,000s)	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	Sheriff	Off300	300	1	1	1	300	300	300	
.02	Administrative Aide	Off150	150	1	1	1	150	150	150	
.03	Secretary	Wk100	100	1	1	1	100	100	100	
.04	Chief Deputy	Off200	200	1	1	1	200	200	200	
.05	Asst. Sheriff	Off200	200	1	1	1	200	200	200	
	Subtotal Personnel Quantity			**5**	**5**	**5**				
	Subtotal Personnel NSF						**950**	**950**	**950**	
	DGSF / NSF Factor						1.24	1.24	1.24	
	Subtotal Personnel DGSF						**1,175**	**1,175**	**1,175**	
	Support Spaces									
.06	Reception Seating		20	6	6	7	120	120	140	
.07	Conference		300	1	1	1	300	300	300	
.08	Copier		40	1	1	1	40	40	40	
.09	Work Area		45	1	1	1	45	45	45	
.10	Filing		14	6	6	7	84	84	98	
.11	Storage		100	1	1	1	100	100	100	
.12	Printer		20	1	1	1	20	20	20	
.13	Shelving		15	6	6	7	90	90	105	
	Subtotal Support NSF						**799**	**799**	**848**	
	DGSF / NSF Factor						1.31	1.31	1.30	
	Subtotal Support DGSF						**1,047**	**1,047**	**1,103**	
	Total NSF						**1,749**	**1,749**	**1,798**	
	DGSF / NSF Factor						1.27	1.27	1.27	
	Total DGSF						**2,222**	**2,222**	**2,278**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.02 Administrative Support

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Lt. (HR / Admin. Lt)	Off150	150	1	1	1	150	150	150	
.02	Office Manager	Wk100	100	1	1	1	100	100	100	
.03	Payroll Clerk	Wk64	64	2	2	2	128	128	128	
.04	Support Staff	Wk64	64	4	4	4	256	256	256	Pyrll; App Process'g, Veh. Rec
	Subtotal Personnel Quantity			**8**	**8**	**8**				
	Subtotal Personnel NSF						**634**	**634**	**634**	
	DGSF / NSF Factor						1.38	1.38	1.38	
	Subtotal Personnel DGSF						**873**	**873**	**873**	
	Support Spaces									
.05	Personnel File Room		14	10	11	11	140	154	154	
.06	Administrative Work Room		200	1	1	1	200	200	200	
.07	Admin Files		14	8	8	9	112	112	126	
.08	Staff Break Rooom		225	1	1	1	225	225	225	
.09	Storage / Supplies		15	3	3	3	45	45	45	
.10	Copier		40	1	1	1	40	40	40	
.11	Printer		20	1	1	1	20	20	20	
.12	Fax		10	1	1	1	10	10	10	
.13	Shredder		20	1	1	1	20	20	20	
.14	Special Supplies / Storage		200	1	1	1	200	200	200	
	Subtotal Support NSF						**1,012**	**1,026**	**1,040**	
	DGSF / NSF Factor						1.25	1.24	1.24	
	Subtotal Support DGSF						**1,267**	**1,269**	**1,288**	
	Total NSF						**1,646**	**1,660**	**1,674**	
	DGSF / NSF Factor						1.30	1.29	1.29	
	Total DGSF						**2,139**	**2,142**	**2,160**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.03 Accounting

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	Sr Clerk	Wk100	100	1	1	1	100	100	100	
.02	Clerk	Wk64	64	2	2	2	128	128	128	
	Subtotal Personnel Quantity			**3**	**3**	**3**				
	Subtotal Personnel NSF						**228**	**228**	**228**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**319**	**319**	**319**	
	Support Spaces									
.03	Workarea		100	1	1	1	100	100	100	
.04	Foreclosure Files		14	8	8	9	112	112	126	
.05	Ejection Files		14	3	3	3	42	42	42	
.06	Safe		40	1	1	1	40	40	40	
	Subtotal Support NSF						**294**	**294**	**308**	
	DGSF / NSF Factor						1.36	1.36	1.36	
	Subtotal Support DGSF						**400**	**400**	**419**	
	Total NSF						**522**	**522**	**536**	
	DGSF / NSF Factor						1.38	1.38	1.38	
	Total DGSF						**720**	**720**	**738**	

10 Baltimore City Sheriff's Office

10.04 Internal Affairs

		Growth		
		2015	2020	2030
Key Growth Indicator	Total Filings (in 1,000s)	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Major	Off150	150	1	1	1	150	150	150	
.02	DS Lieutenant	Off120	120	1	1	1	120	120	120	
.03	Civilian Support Staff	Wk80	80	2	2	2	160	160	160	
	Subtotal Personnel Quantity			**4**	**4**	**4**				
	Subtotal Personnel DGSF						**575**	**575**	**575**	
	Support Spaces									
.04	IA Files		14	8	8	9	112	112	126	
.05	IA Workroom		100	1	1	1	100	100	100	
.06	Copier		40	1	1	1	40	40	40	
	DGSF / NSF Factor						1.34	1.34	1.34	
	Subtotal Support DGSF						**554**	**554**	**572**	
	Total NSF						**842**	**842**	**856**	
	DGSF / NSF Factor						1.34	1.34	1.34	
	Total DGSF						**1,129**	**1,129**	**1,147**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.05 Deputy Sheriff Operations Admin

		Growth		
		2015	2020	2030
Key Growth Indicator	Total Filings (in 1,000s)	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Captain	Off150	150	1	1	1	150	150	150	Capt. Smith
.02	DS Major	Off120	120	1	1	1	120	120	120	Major Black
	Subtotal Personnel Quantity			**2**	**2**	**2**				
	Subtotal Personnel NSF						**270**	**270**	**270**	
	DGSF / NSF Factor						1.30	1.30	1.30	
	Subtotal Personnel DGSF						**351**	**351**	**351**	
	Total NSF						**270**	**270**	**270**	
	DGSF / NSF Factor						1.30	1.30	1.30	
	Total DGSF						**351**	**351**	**351**	

10 Baltimore City Sheriff's Office

10.06 District Court Division

		Growth		
		2015	2020	2030
Key Growth Indicator	Total Filings (in 1,000s)	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	Civilian Office Manager	Off120	120	1	1	1	120	120	120	Rank of Lt.
.02	DS Sergeant	Wk100	100	2	2	2	200	200	200	Lead records, inspections
.03	Deputy Sheriff	Wk64	64	22	22	23	1,408	1,408	1,472	Sv. DC process / convictions
.04	Civilian Process Server	Wk64	64	2	2	2	128	128	128	Go into field
.05	Computer Entry Clerk	Wk64	64	3	3	3	192	192	192	
.06	Civilian Support Staff	Wk64	64	7	7	8	448	448	512	Schedule evictions, answer ph.
	Subtotal Personnel Quantity			**37**	**37**	**39**				
	Subtotal Personnel NSF						**2,496**	**2,496**	**2,624**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**3,482**	**3,482**	**3,662**	
	Support Spaces									
.07	Roll Call Area		600	1	1	1	600	600	600	
.08	DC Civil Process File	FileLat42	14	15	16	16	210	224	224	
.09	Eviction Records	FileLat42	14	10	11	11	140	154	154	
.10	Eviction Schedule Records	FileLat42	14	5	5	5	70	70	70	
.11	Other records	FileLat42	14	10	11	11	140	154	154	
.12	Copier	Copiermd	40	2	2	2	80	80	80	
.13	Mail / Work Area	wktbl	45	4	4	4	180	180	180	
	Subtotal Support NSF						**1,420**	**1,462**	**1,462**	
	DGSF / NSF Factor						1.25	1.22	1.22	
	Subtotal Support DGSF						**1,768**	**1,790**	**1,790**	
	Total NSF						**3,916**	**3,958**	**4,086**	
	DGSF / NSF Factor						1.34	1.33	1.33	
	Total DGSF						**5,250**	**5,273**	**5,452**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.07 Dispatch -Warrant Control (MILES)

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Sergeant - Supervisor	Wk100	100	1	1	1	100	100	100	
.02	Warrant Clerk	Wk80	80	2	2	2	160	160	160	
	Subtotal Personnel Quantity			**9**	**9**	**10**				
	Subtotal Personnel NSF						**260**	**260**	**260**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**364**	**364**	**364**	
	Support Spaces									
.03	Central Dispatch Center		600	1	1	1	600	600	600	Raised-access floor
.04	Active Warrant Files - Lectriever		200	1	1	1	200	200	200	High clearance requirement
.05	Warrant Files	FileLat42	14	10	11	11	140	154	154	
.06	Coffee / Break	Break	100	1	1	1	100	100	100	
.07	Staff Restroom	Toilet	50	1	1	1	50	50	50	
.08	Printer	Prnt	20	1	1	1	20	20	20	
.09	Copier	Copiermd	40	1	1	1	40	40	40	
	Subtotal Support NSF						**1,150**	**1,164**	**1,164**	
	DGSF / NSF Factor						1.22	1.21	1.21	
	Subtotal Support DGSF						**1,406**	**1,409**	**1,409**	
	Total NSF						**1,410**	**1,424**	**1,424**	
	DGSF / NSF Factor						1.26	1.24	1.24	
	Total DGSF						**1,770**	**1,773**	**1,773**	

10 Baltimore City Sheriff's Office

10.08 Adult Court Security Division

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	Captain	Off150	150	1	1	1	150	150	150	Capt/Lt in Op Hub near Control
.02	Lieutenant Office	Off150	150	2	2	2	300	300	300	Shared Ofc
.03	Secretary	Wk80	80	1	1	1	80	80	80	
.04	Hotelling Workstation	Wk48	48	4	4	4	192	192	192	Periodic report writing
.05	Sworn Officers		0	36	36	37	0	0	0	Report to Roll Call
.06	Contractual Community Aides		0	10	10	11	0	0	0	Report to Roll Call
	Subtotal Personnel Quantity			**55**	**55**	**57**				
	Subtotal Personnel NSF						**722**	**722**	**722**	
	DGSF / NSF Factor						1.34	1.34	1.34	
	Subtotal Personnel DGSF						**966**	**966**	**966**	
	Support Spaces									
	Building Control Center		400	0	0	0	-	-	-	In Bldg Support
.07	Staff Toilet	Toilet	50	0	0	0	-	-	-	
.08	Equipment Room		200	0	0	0	-	-	-	
.09	Armory	Armor	150	0	0	0	-	-	-	non-lethal; restraint storage
	Roll-Call Room	blank	2000	1	1	1	2,000	2,000	2,000	Svcs training, Media-PR
.10	Report-Writing Area	blank	300	1	1	1	300	300	300	
.11	Mail Distribution / Announcements	blank	200	1	1	1	200	200	200	
.12	Vending	blank	300	1	1	1	300	300	300	
.13	Staff Restroom	blank	240	2	2	2	480	480	480	
.14	Staff Lockers		11	91	93	95	1,001	1,023	1,045	Incl. locker for non-sworn
.15	Staff Shower		80	4	4	4	320	320	320	Svcs training
	Reception / Waiting	Seatgng	18	8	8	8	144	144	144	ID / Badge waiting-reception
.16	ID Workstation (Staff)	Wk100	100	1	1	1	100	100	100	W/counter at workstation
.17	Photo workstation	Wk100	100	1	1	1	100	100	100	
	Subtotal Support NSF						**4,945**	**4,967**	**4,989**	
	DGSF / NSF Factor						1.16	1.16	1.16	
	Subtotal Support DGSF						**5,752**	**5,777**	**5,801**	
	Total NSF						**5,667**	**5,689**	**5,711**	
	DGSF / NSF Factor						1.19	1.19	1.18	
	Total DGSF						**6,719**	**6,743**	**6,767**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.09 Juvenile Court Security Division

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	Lieutenant	Off150	150	1	1	1	150	150	150	Shared (3 lieutenants)
.02	Secretary	Wk100	100	1	1	1	100	100	100	
.03	Intern / Hotelling Station	Wk48	48	2	2	2	96	96	96	Report writing
.04	Sworn Officres		0	35	36	38	0	0	0	
	Subtotal Personnel Quantity			**39**	**40**	**42**				
	Subtotal Personnel NSF						**346**	**346**	**346**	
	DGSF / NSF Factor						1.36	1.36	1.36	
	Subtotal Personnel DGSF						**470**	**470**	**470**	
	Support Spaces									
	Building Control Center		450	1	1	1	450	450	450	
.05	Staff Toilet	Toilet	50	1	1	1	50	50	50	
.06	Equipment Room		200	1	1	1	200	200	200	
.07	Armory	Armor	150	1	1	1	150	150	150	non-lethal; restraint storage
	Roll-Call Room		1000	1	1	1	1,000	1,000	1,000	Svcs training, Media-PR
.08	Report-Writing Area		150	1	1	1	150	150	150	
.09	Mail Distribution / Announcements		100	1	1	1	100	100	100	
.10	Vending		100	1	1	1	100	100	100	
.11	Staff Restroom		180	2	2	2	360	360	360	
.12	Staff Lockers		11	41	41	42	451	451	462	Incl. locker for non-sworn
.13	Staff Shower		80	2	2	2	160	160	160	Svcs training
	Reception / Waiting	Seatgng	18	5	5	5	90	90	90	ID / Badge waiting-reception
.14	ID Workstation (Staff)	Wk80	80	1	1	1	80	80	80	W/counter at workstation
.15	Photo workstation	Wk80	80	1	1	1	80	80	80	
	Subtotal Support NSF						**3,421**	**3,421**	**3,432**	
	DGSF / NSF Factor						1.23	1.23	1.23	
	Subtotal Support DGSF						**4,217**	**4,217**	**4,230**	
	Total NSF						**3,767**	**3,767**	**3,778**	
	DGSF / NSF Factor						1.24	1.24	1.24	
	Total DGSF						**4,687**	**4,687**	**4,700**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.10 Special Operations Admin

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Lieutenant	Off120	120	1	1	1	120	120	120	
.02	DS Sergeant	Wk100	100	1	1	1	100	100	100	CS Process; DV/ Canine
.03	DS Sergeant	Wk100	100	1	1	1	100	100	100	Warrants, CS, Tact., WP
.04	Admin Aide	Wk80	80	1	1	1	80	80	80	
.05	Intern / future	Wk64	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity			**5**	**5**	**5**				
	Subtotal Personnel NSF						**464**	**464**	**464**	
	DGSF / NSF Factor						1.37	1.37	1.37	
	Subtotal Personnel DGSF						**638**	**638**	**638**	
	Support Spaces									
.06	Division Conference Room	Conf12	300	1	1	1	300	300	300	
.07	Workarea		200	1	1	1	200	200	200	
.08	Admin Files	FileLat42	14	6	6	7	84	84	98	
.09	Copier	Copiermd	40	1	1	1	40	40	40	
.10	Printer	Prnt	20	1	1	1	20	20	20	
.11	Supplies / Storage	Storcab	15	3	3	3	45	45	45	
.12	Secure / Equipment Storage		200	1	1	1	200	200	200	
	Subtotal Support NSF						**889**	**889**	**903**	
	DGSF / NSF Factor						1.24	1.24	1.24	
	Subtotal Support DGSF						**1,105**	**1,105**	**1,124**	
	Total NSF						**1,353**	**1,353**	**1,367**	
	DGSF / NSF Factor						1.29	1.29	1.29	
	Total DGSF						**1,742**	**1,742**	**1,762**	

10 Baltimore City Sheriff's Office

10.11 Domestic Violence

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS DV Staff	Wk100	100	2	2	2	200	200	200	
.02	Civilian Clerk	Wk80	80	1	1	1	80	80	80	
	Subtotal Personnel Quantity			**3**	**3**	**3**				
	Subtotal Personnel NSF						**280**	**280**	**280**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**392**	**392**	**392**	
	Support Spaces									
.03	Printer	Prnt	20	1	1	1	20	20	20	
.04	DV Files	FileLat42	14	6	6	7	84	84	98	
.05	Copier / Workarea	Copiermd	40	1	1	1	40	40	40	
	Subtotal Support NSF						**144**	**144**	**158**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Support DGSF						**202**	**202**	**221**	
	Total NSF						**424**	**424**	**438**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Total DGSF						**594**	**594**	**613**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.12 Canine Unit

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Canine Unit	Wk100	100	2	2	2	200	200	200	In shared office (250 SF total)
	Subtotal Personnel Quantity			**2**	**2**	**2**				
	Subtotal Personnel NSF						**200**	**200**	**200**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**280**	**280**	**280**	
	Support Spaces									
.02	Printer	Prnt	20	1	1	1	20	20	20	
.03	Copier	Copiermd	40	1	1	1	40	40	40	
.04	Files	FileLat42	14	3	3	3	42	42	42	
.05	Kennel (allowance)		800	1	1	1	800	800	800	Incl. stor., jc., sleep, run areas
	Subtotal Support NSF						**902**	**902**	**902**	
	DGSF / NSF Factor						1.18	1.18	1.18	
	Subtotal Support DGSF						**1,063**	**1,063**	**1,063**	
	Total NSF						**1,102**	**1,102**	**1,102**	
	DGSF / NSF Factor						1.22	1.22	1.22	
	Total DGSF						**1,343**	**1,343**	**1,343**	

10 Baltimore City Sheriff's Office

10.13 Child Support Process Service

	Growth		
	2015	2020	2030
Key Growth Indicator	105%	110%	120%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Supervisor	Wk80	80	1	1	1	80	80	80	
.02	DS Child Support Process	Wk64	64	5	6	6	320	384	384	
.03	CS Process Svc Unit Clerk	Wk64	64	3	3	4	192	192	256	
.04	Intern	Wk64	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity			**10**	**11**	**12**				
	Subtotal Personnel NSF						**656**	**720**	**784**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**918**	**1,008**	**1,098**	
	Support Spaces									
.05	Reception - Waiting	Seatlg	10	8	9	9	80	90	90	
.06	Counter	Counter	40	1	1	1	40	40	40	
.07	CS Files	FileLat42	14	15	15	16	210	210	224	
.08	Printer	Prnt	20	2	2	2	40	40	40	
.09	Copier	Copiermd	40	1	1	1	40	40	40	
.10	Supplies / Storage	Storcab	15	3	3	3	45	45	45	
.11	Workarea	wktbl	45	2	2	2	90	90	90	
	Subtotal Support NSF						**545**	**555**	**569**	
	DGSF / NSF Factor						1.32	1.32	1.32	
	Subtotal Support DGSF						**721**	**735**	**752**	
	Total NSF						**1,201**	**1,275**	**1,353**	
	DGSF / NSF Factor						1.37	1.37	1.37	
	Total DGSF						**1,639**	**1,743**	**1,849**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.14 Witness Prot./Tactical

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Supervisor	Wk100	100	1	1	1	100	100	100	All in shared offices -- 2 per ofc
.02	DS WP Staff	Wk100	100	7	7	8	700	700	800	All in shared offices -- 2 per ofc
	Subtotal Personnel Quantity			**8**	**8**	**9**				
	Subtotal Personnel NSF						**800**	**800**	**900**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**1,120**	**1,120**	**1,260**	
	Support Spaces									
.03	Interview / Observation	Conf8	160	1	1	1	160	160	160	
.04	Observation Control		80	1	1	1	80	80	80	
.05	Reception / Waiting	seatlg	10	4	4	4	40	40	40	
.06	Files	FileLat42	14	4	4	4	56	56	56	
.07	Storage / Supplies	Storcab	15	2	2	2	30	30	30	
.08	Printer	Prnt	20	1	1	1	20	20	20	
	Subtotal Support NSF						**386**	**386**	**386**	
	DGSF / NSF Factor						1.32	1.32	1.32	
	Subtotal Support DGSF						**508**	**508**	**508**	
	Total NSF						**1,186**	**1,186**	**1,286**	
	DGSF / NSF Factor						1.37	1.37	1.38	
	Total DGSF						**1,628**	**1,628**	**1,768**	

10 Baltimore City Sheriff's Office

10.15 Armory (Weapons)

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces									
	Armory	Armor2	400	1	1	1	400	400	400	
.01	Special Weapons		0	1	1	1	0	0	0	Incl. above
.02	Ammunition		0	1	1	1	0	0	0	Incl. above
.03	Tactical equipment		0	1	1	1	0	0	0	Incl. above
	Subtotal Support NSF						**400**	**400**	**400**	
	DGSF / NSF Factor						1.20	1.20	1.20	
	Subtotal Support DGSF						**480**	**480**	**480**	
	Total NSF						**400**	**400**	**400**	
	DGSF / NSF Factor						1.20	1.20	1.20	
	Total DGSF						**480**	**480**	**480**	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.17 Transportation

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Transportation	Wk32	32	6	6	7	192	192	224	Shared ofc; in/near holding
	Subtotal Personnel Quantity			**6**	**6**	**7**				
	Subtotal Personnel NSF						**192**	**192**	**224**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**269**	**269**	**314**	
	Support Spaces									
.02	Printer	Prnt	20	1	1	1	20	20	20	
.03	Mailboxes, worktable	wktbl	45	2	2	2	90	90	90	
	Subtotal Support NSF						**110**	**110**	**110**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Support DGSF						**154**	**154**	**154**	
	Total NSF						**302**	**302**	**334**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Total DGSF						**423**	**423**	**468**	

10 Baltimore City Sheriff's Office

10.18 Circuit Court Holding

		Growth		
		2015	2020	2030
Key Growth Indicator	Criminal Filings (in 100s)	102%	104%	107%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces									
.01	Pedestrian Sallyport	blank	80	2	2	2	160	160	160	

Baltimore City Sheriff's Office

10 Baltimore City Sheriff's Office

10.17 Transportation

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	DS Transportation	Wk32	32	6	6	7	192	192	224	Shared ofc; in/near holding
	Subtotal Personnel Quantity			**6**	**6**	**7**				
	Subtotal Personnel NSF						**192**	**192**	**224**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Personnel DGSF						**269**	**269**	**314**	
	Support Spaces									
.02	Printer	Prnt	20	1	1	1	20	20	20	
.03	Mailboxes, worktable	wktbl	45	2	2	2	90	90	90	
	Subtotal Support NSF						**110**	**110**	**110**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Subtotal Support DGSF						**154**	**154**	**154**	
	Total NSF						**302**	**302**	**334**	
	DGSF / NSF Factor						1.40	1.40	1.40	
	Total DGSF						**423**	**423**	**468**	

10 Baltimore City Sheriff's Office

10.18 Circuit Court Holding

		Growth		
		2015	2020	2030
Key Growth Indicator	Criminal Filings (in 100s)	102%	104%	107%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces									
.01	Pedestrian Sallyport	blank	80	2	2	2	160	160	160	
.02	BCSO Areas									
.03	Custody/Control Workstation		200	1	1	1	200	200	200	Line-of-sight on remand hold'g
.04	Remand Holding - Group		160	4	4	4	640	640	640	
.05	Remand Holding - Individual		90	4	4	4	360	360	360	
.06	Fingerprint, Photo, Processing		360	1	1	1	360	360	360	
.07	Other officer work area		240	1	1	1	240	240	240	Svcs as mail, muster, workarea
.08	Sg. Office - Shared	Wk100	100	2	2	2	200	200	200	Shared office
.09	Report-writing station	Wk48	48	2	2	2	96	96	96	Hotelling workstation
.10	Interview / Screening Interviews	Intvsc	80	1	1	1	80	80	80	
.11	Gun-clearing area / weapon locker		80	1	1	1	80	80	80	
	Subtotal Support NSF						**2,726**	**2,726**	**2,726**	
	DGSF / NSF Factor						0.23	0.23	0.23	
	Subtotal Support DGSF						**638**	**638**	**638**	
	Total NSF						**2,726**	**2,726**	**2,726**	
	DGSF / NSF Factor						0.23	0.23	0.23	
	Total DGSF						**638**	**638**	**638**	

Office of State's Attorney

11 Office of the State's Attorney

11.01 Administration

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	State Attorney	300	1	1	1	300	300	300	
.02	Executive Assistant	150	1	1	1	150	150	150	
.03	Admin Assistant	100	1	1	1	100	100	100	
.04	Scheduler	100	1	1	1	100	100	100	
.05	Deputy State Attorney	250	3	3	3	750	750	750	
.06	Chief of Operations	200	1	1	1	200	200	200	
.07	Director of External Affairs	150	1	1	1	150	150	150	
.08	Secretary	64	4	4	4	256	256	256	
.09	Chief of Investigations	150	1	1	1	150	150	150	
.10	Special Projects	150	1	1	1	150	150	150	
.11	Chief Fiscal Officer	150	1	1	1	150	150	150	
.12	Facilities Manager	150	1	1	1	150	150	150	
.13	Chief Human Resources	150	1	1	1	150	150	150	
.14	Deputy Chief Human Resources	150	1	1	1	150	150	150	
.15	Human Resources Officers	150	1	1	1	150	150	150	
.16	Clerks/Receptionists	48	2	2	2	96	96	96	
	Subtotal Personnel Quantity		**22**	**22**	**22**				
	Subtotal Personnel NSF					**3,152**	**3,152**	**3,152**	
	DGSF / NSF Factor					1.28	1.28	1.28	
	Subtotal Personnel DGSF					**4,028**	**4,028**	**4,028**	

	Support Spaces								
.17	Executive Reception Seating	10	6	6	6	60	60	60	
.18	Executive Conference 16	320	1	1	1	320	320	320	
.19	Copier	40	1	1	1	40	40	40	
.20	Vault	24	2	2	2	48	48	48	
.21	Printer	20	3	3	3	60	60	60	
.22	Fax	20	1	1	1	20	20	20	
.23	Executive Toilet	50	1	1	1	50	50	50	
.24	Coffee Bar	40	2	2	2	80	80	80	
.25	Staff Toilet	50	2	2	2	100	100	100	
.26	Executive Files	12	15	16	16	180	186	192	*Electronic filing impact*
.27	Human Resource Files	12	6	6	6	66	66	72	*Electronic filing impact*
.28	Fiscal Files	12	6	6	6	66	66	72	*Electronic filing impact*
.29	Project Files	12	1	1	1	6	6	6	*Electronic filing impact*
.30	General Files	12	1	1	1	12	12	12	*Electronic filing impact*
	Subtotal Support NSF					**1,108**	**1,114**	**1,132**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Support DGSF					**1,451**	**1,458**	**1,482**	

	Total NSF					**4,260**	**4,266**	**4,284**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Total DGSF					**5,479**	**5,486**	**5,510**	

Office of State's Attorney

11 Office of the State's Attorney

11.02 Communication

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Deputy Division Chief	150	2	2	2	300	300	300	
.03	Director of Policy and Planning	150	1	1	1	150	150	150	
.04	Legislative Assistant	120	1	1	1	120	120	120	
.05	Administrative Assistant	64	1	1	1	64	64	64	
.06	Public Information Officer	64	1	1	1	64	64	64	
.07	Intern	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**8**	**8**	**8**				
	Subtotal Personnel NSF					**896**	**896**	**896**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**1,182**	**1,182**	**1,182**	
	Support Spaces								
.08	Reception Seating	10	4	4	4	40	40	40	
.09	Reception Counter	40	1	1	1	40	40	40	
.10	Copier	40	0	0	0	-	-	-	
.11	Filing	12	13	14	14	158	166	166	*Electronic filing impact*
	Subtotal Support NSF					**238**	**246**	**246**	
	DGSF / NSF Factor					1.27	1.26	1.26	
	Subtotal Support DGSF					**302**	**312**	**312**	
	Total NSF					**1,134**	**1,142**	**1,142**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Total DGSF					**1,484**	**1,494**	**1,494**	

11 Office of the State's Attorney

11.03 Forensics (projected)

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Chief Asst States Attorney	150	1	1	1	150	150	150	
.02	Assistant States Attorney	120	2	2	2	240	240	240	
.03	Law Clerk	64	1	1	1	64	64	64	
.04	Secretary	64	1	1	1	64	64	64	
.05	Investigation	64	1	1	1	64	64	64	
.06	Paralegal	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**646**	**646**	**646**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**865**	**865**	**865**	
	Support Spaces								
.07	Trial Prep	320	1	1	1	320	320	320	
.08	Filing	12	16	16	17	192	192	204	
.09	Library	12	14	14	15	168	168	180	
	Subtotal Support NSF					**680**	**680**	**704**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Subtotal Support DGSF					**816**	**816**	**845**	
	Total NSF					**1,326**	**1,326**	**1,350**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**1,681**	**1,681**	**1,710**	

Office of State's Attorney

11 Office of the State's Attorney

11.04 M.I.S.

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Network Engineer	64	1	1	1	64	64	64	
.03	Help Desk	48	2	2	2	96	96	96	
.04	Data Manager	64	1	1	1	64	64	64	
.05	Graphics Designer	80	2	2	2	160	160	160	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**534**	**534**	**534**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Subtotal Personnel DGSF					**733**	**733**	**733**	
	Support Spaces								
.06	Reception Counter	40	1	1	1	40	40	40	
.07	Copier	40	2	2	2	80	80	80	Graphics Plotters
.08	Graphics Work Area	45	3	3	3	135	135	135	Graphics work area
.09	Filing	12	1	1	1	12	12	12	
.10	Storage	15	8	8	8	120	120	120	
.11	MDF Computer Room	30	10	10	11	300	300	330	
.12	MDF Computer Room	60	2	2	2	120	120	120	
	Subtotal Support NSF					**807**	**807**	**837**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Support DGSF					**1,118**	**1,118**	**1,160**	
	Total NSF					**1,341**	**1,341**	**1,371**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**1,850**	**1,850**	**1,892**	

11 Office of the State's Attorney

11.05 Police Investigation

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Sergeant	120	1	1	1	120	120	120	
.02	Detectives - Executive Protection	64	5	5	5	320	320	320	
.03	Detectives - Summons	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**504**	**504**	**504**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Personnel DGSF					**694**	**694**	**694**	
	Support Spaces								
.04	Firearms Vault	24	1	1	1	24	24	24	
	Subtotal Support NSF					**24**	**24**	**24**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**34**	**34**	**34**	
	Total NSF					**528**	**528**	**528**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**727**	**727**	**727**	

Office of State's Attorney

11 Office of the State's Attorney

11.06 Police Misconduct

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	ASA	120	1	1	1	120	120	120	
.03	Investigator	100	2	2	2	200	200	200	
.04	Administration Assistant	100	1	1	1	100	100	100	
	Subtotal Personnel Quantity		**5**	**5**	**5**				
	Subtotal Personnel NSF					**570**	**570**	**570**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Subtotal Personnel DGSF					**771**	**771**	**771**	
	Support Spaces								
.05	Reception Seating	10	4	4	4	40	40	40	
.06	Reception Counter	40	1	1	1	40	40	40	
.07	Conference 8	160	1	1	1	160	160	160	
.08	Interview	120	1	1	1	120	120	120	
.09	Copier	40	1	1	1	40	40	40	
.10	Filing	12	8	8	8	96	96	96	
.11	Storage	15	2	2	2	30	30	30	
.12	Printer	20	1	1	1	20	20	20	
.13	Coffee Bar	40	1	1	1	40	40	40	
.14	Staff Toilet	50	2	2	2	100	100	100	
	Subtotal Support NSF					**686**	**686**	**686**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Support DGSF					**916**	**916**	**916**	
	Total NSF					**1,256**	**1,256**	**1,256**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**1,687**	**1,687**	**1,687**	

Office of State's Attorney

11 Office of the State's Attorney

11.07 Training

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Director	150	1	1	1	150	150	150	
.02	Attorney	120	2	2	2	240	240	240	
.03	Law Clerk	64	2	2	2	128	128	128	
.04	Executive Assistant	120	1	1	1	120	120	120	
.05	Administrative Assistant	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**702**	**702**	**702**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Subtotal Personnel DGSF					**932**	**932**	**932**	
	Support Spaces								
.06	Reception Seating	10	2	2	2	20	20	20	
.08	Copier	40	1	1	1	40	40	40	
.09	Work Area	45	1	1	1	45	45	45	Training Binder Preparation
.10	Storage	15	8	8	8	120	120	120	
.11	Library	12	12	12	13	144	144	156	
.12	Computer Lab	600	1	1	1	600	600	600	
.13	Large Classroom	1200	1	1	1	1,200	1,200	1,200	Training Binder Preparation
.14	Moot Courtroom	800	4	4	4	3,200	3,200	3,200	
.15	Coffee Bar	40	1	1	1	40	40	40	
.16	Staff Toilet	50	2	2	2	100	100	100	
	Subtotal Support NSF					**5,509**	**5,509**	**5,521**	
	DGSF / NSF Factor					1.16	1.16	1.15	
	Subtotal Support DGSF					**6,376**	**6,376**	**6,376**	
	Total NSF					**6,211**	**6,211**	**6,223**	
	DGSF / NSF Factor					1.18	1.18	1.17	
	Total DGSF					**7,308**	**7,308**	**7,308**	

11 Office of the State's Attorney

11.08 Circuit Court Domestic Violence

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	ASA	120	4	4	5	480	480	600	
.02	Law Clerk	64	1	1	1	64	64	64	
.03	Social Worker	80	1	1	1	80	80	80	
	Subtotal Personnel Quantity		**6**	**6**	**7**				
	Subtotal Personnel NSF					**624**	**624**	**744**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**826**	**826**	**982**	
	Support Spaces								
.04	Reception Seating	10	6	6	7	60	60	70	
.05	Reception Counter	40	1	1	1	40	40	40	
.06	Play Area	10	3	3	3	30	30	30	
.07	Conference	0	0	0	0	-	-	-	shared
.08	Trial Prep / Client Conference	160	1	1	1	160	160	160	
.09	Interview	120	1	1	1	120	120	120	
.11	Filing	12	4	4	5	48	48	55	*Electronic filing impact*
	Subtotal Support NSF					**458**	**458**	**475**	
	DGSF / NSF Factor					1.30	1.30	1.31	
	Subtotal Support DGSF					**597**	**597**	**622**	
	Total NSF					**1,082**	**1,082**	**1,219**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Total DGSF					**1,422**	**1,422**	**1,603**	

Office of State's Attorney

11 Office of the State's Attorney

11.09 Auto Forfeiture (civil)

	Growth		
	2015	2020	2030
Key Growth Indicator	104%	108%	113%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	ASA	120	1	1	1	120	120	120	
.03	Law Clerk	64	1	1	1	64	64	64	
.04	Forfeiture Coordinator	48	1	1	1	48	48	48	
.05	Administrative Assistant	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**5**	**5**	**5**				
	Subtotal Personnel NSF					**446**	**446**	**446**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**597**	**597**	**597**	
	Support Spaces								
.06	Reception Seating	10	2	2	2	20	20	20	
.07	Reception Counter	40	1	1	1	40	40	40	
.08	Cashier	40	1	1	1	40	40	40	Attack/bullet resistant
.09	Filing	12	7	7	7	79	87	87	*Electronic filing impact*
.10	Storage	15	2	2	2	30	30	30	
.11	Vault	24	1	1	1	24	24	24	Checks, Titles
.12	Scanner	40	1	1	1	40	40	40	
.13	Mail	40	1	1	1	40	40	40	Case Files
	Subtotal Support NSF					**313**	**321**	**321**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**438**	**450**	**450**	
	Total NSF					**759**	**767**	**767**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Total DGSF					**1,036**	**1,047**	**1,047**	

11 Office of the State's Attorney

11.10 Collateral

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Team Captain	120	1	1	1	120	120	120	
.02	ASA	120	5	5	5	600	600	600	
.03	ASA VCRS	120	1	1	1	120	120	120	
.04	Secretary	64	2	2	2	128	128	128	
.05	Paralegal / Law Clerk	64	1	1	1	64	64	64	
.06	Secretary	64	1	1	1	64	64	64	
.07	Intern / Volunteer	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**12**	**12**	**12**				
	Subtotal Personnel NSF					**1,144**	**1,144**	**1,144**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Subtotal Personnel DGSF					**1,518**	**1,518**	**1,518**	
	Support Spaces								
.08	Trial Prep / Client Conference	160	1	1	1	160	160	160	
.10	Filing	12	5	5	5	63	63	63	*Electronic filing impact*
	Subtotal Support NSF					**223**	**223**	**223**	
	DGSF / NSF Factor					1.26	1.26	1.26	
	Subtotal Support DGSF					**281**	**281**	**281**	
	Total NSF					**1,367**	**1,367**	**1,367**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Total DGSF					**1,798**	**1,798**	**1,798**	

Office of State's Attorney

11 Office of the State's Attorney

11.11 District Court Domestic Violence

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Chief	200	1	1	1	200	200	200	
.02	ASA District	120	4	4	5	480	480	600	
.03	Social Worker	100	1	1	1	100	100	100	
.04	Advocate	100	2	2	2	200	200	200	
.05	Investigator	64	1	1	1	64	64	64	
.06	Law Clerk	64	1	1	1	64	64	64	
.07	Intern	48	2	2	2	96	96	96	
	Subtotal Personnel Quantity		**12**	**12**	**13**				
	Subtotal Personnel NSF					**1,204**	**1,204**	**1,324**	
	DGSF / NSF Factor					1.33	1.33	1.32	
	Subtotal Personnel DGSF					**1,598**	**1,598**	**1,754**	
	Support Spaces								
.08	Reception Seating	10	10	11	12	100	110	120	
.09	Reception Counter	40	1	1	1	40	40	40	
.10	Play Area	150	1	1	1	150	150	150	
.11	Trial Prep / Client Conference	160	1	1	1	160	160	160	
.12	Interview	120	1	1	1	120	120	120	with recording
.14	Filing	14	11	11	11	148	148	157	*Electronic filing impact*
	Subtotal Support NSF					**718**	**728**	**747**	
	DGSF / NSF Factor					1.30	1.28	1.26	
	Subtotal Support DGSF					**931**	**934**	**943**	
	Total NSF					**1,922**	**1,932**	**2,071**	
	DGSF / NSF Factor					1.32	1.31	1.30	
	Total DGSF					**2,529**	**2,532**	**2,697**	

11 Office of the State's Attorney

11.12 Economic Crimes

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	ASA	120	6	6	6	720	720	720	
.03	Paralegal	64	1	1	1	64	64	64	
.04	Legal Assistant	64	1	1	1	64	64	64	
.05	Investigator	64	3	3	3	192	192	192	
.06	Auditor/Forensic Accountant	64	1	1	1	64	64	64	
.07	Identity Theft Assistant States Attorney	120	1	1	1	120	120	120	
.08	Identify Theft Investigators	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**15**	**15**	**15**				
	Subtotal Personnel NSF					**1,438**	**1,438**	**1,438**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Subtotal Personnel DGSF					**1,914**	**1,914**	**1,914**	
	Support Spaces								
.10	Filing	12	20	20	21	238	246	253	*Electronic filing impact*
.12	Vault	24	3	3	3	72	72	72	
.13	Shelving	20	24	24	25	488	488	502	*Electronic filing impact*
	Subtotal Support NSF					**798**	**806**	**827**	
	DGSF / NSF Factor					1.22	1.22	1.19	
	Subtotal Support DGSF					**972**	**982**	**982**	
	Total NSF					**2,236**	**2,244**	**2,265**	
	DGSF / NSF Factor					1.29	1.29	1.28	
	Total DGSF					**2,886**	**2,896**	**2,896**	

Office of State's Attorney

11 Office of the State's Attorney

11.13 Felony Family Violence

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	ASA	120	5	6	6	600	720	720	
.03	ASA Early Intervention	120	1	1	1	120	120	120	
.04	Investigator	64	2	2	2	128	128	128	
.05	Social Worker Supervisor	120	2	2	2	240	240	240	
.06	Social Worker	80	1	1	1	80	80	80	
.07	Victim Advocate	64	9	10	11	576	640	704	
.08	Victim Advocate On Call	64	1	1	1	64	64	64	
.09	Law Clerk	64	1	1	1	64	64	64	*Electronic filing impact*
	Subtotal Personnel Quantity		**23**	**25**	**26**				
	Subtotal Personnel NSF					**2,022**	**2,206**	**2,270**	
	DGSF / NSF Factor					1.35	1.34	1.35	
	Subtotal Personnel DGSF					**2,720**	**2,965**	**3,055**	
	Support Spaces								
.10	Reception Seating	10	8	9	9	80	90	90	
.11	Reception Counter	40	1	1	1	40	40	40	
.12	Play Area	10	3	3	3	30	30	30	
.13	Trial Prep / Client Conference	160	1	1	1	160	160	160	
.14	Interview	120	2	2	2	240	240	240	
.15	Filing	12	24	25	27	285	301	325	*Electronic filing impact*
.18	Shelving	20	3	3	3	60	60	60	
.19	Video Monitoring Room	20	1	1	1	20	20	20	
.20	Child Interview	160	1	1	1	160	160	160	
	Subtotal Support NSF					**1,075**	**1,101**	**1,125**	
	DGSF / NSF Factor					1.27	1.27	1.26	
	Subtotal Support DGSF					**1,360**	**1,393**	**1,422**	
	Total NSF					**3,097**	**3,307**	**3,395**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Total DGSF					**4,080**	**4,359**	**4,477**	

Office of State's Attorney

11 Office of the State's Attorney

11.14 F.I.V.E.

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Deputy Division Chief	150	1	1	1	150	150	150	
.03	Team Captain ASA	120	2	2	2	240	240	240	
.04	ASA	120	13	13	14	1,560	1,560	1,680	
.05	Law Clerk	64	0	0	0	-	-	-	
.06	Victim / Witness Coordinator	64	2	2	2	128	128	128	
.07	Secretary	64	3	3	3	192	192	192	
	Subtotal Personnel Quantity		**22**	**22**	**23**				
	Subtotal Personnel NSF					**2,420**	**2,420**	**2,540**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Personnel DGSF					**3,178**	**3,178**	**3,334**	
	Support Spaces								
.08	Interview	120	4	4	4	480	480	480	
.09	Filing	12	60	61	63	721	737	752	*Electronic filing impact*
.11	Printer	20	0	0	0	-	-	-	
.12	Shelving	20	20	20	21	396	409	422	*Electronic filing impact*
	Subtotal Support NSF					**1,597**	**1,626**	**1,655**	
	DGSF / NSF Factor					1.21	1.21	1.21	
	Subtotal Support DGSF					**1,928**	**1,962**	**1,996**	
	Total NSF					**4,017**	**4,046**	**4,195**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**5,106**	**5,140**	**5,330**	

11 Office of the State's Attorney

11.15 Gang (projected)

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief ASA	150	1	1	1	150	150	150	
.02	ASA - District Court	120	2	2	2	240	240	240	
.03	ASA-Circuit Court	120	2	2	2	240	240	240	
.04	Law Clerk	64	1	1	1	64	64	64	
.05	Investigator	64	1	1	1	64	64	64	
.06	Secretary	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**8**	**8**	**8**				
	Subtotal Personnel NSF					**822**	**822**	**822**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**1,088**	**1,088**	**1,088**	
	Support Spaces								
.07	Private Reception	10	2	2	2	20	20	20	
.08	Interview	120	1	1	1	120	120	120	
.10	Filing	12	12	13	13	143	150	150	*Electronic filing impact*
	Subtotal Support NSF					**283**	**290**	**290**	
	DGSF / NSF Factor					1.31	1.26	1.26	
	Subtotal Support DGSF					**369**	**365**	**365**	
	Total NSF					**1,105**	**1,112**	**1,112**	
	DGSF / NSF Factor					1.32	1.31	1.31	
	Total DGSF					**1,457**	**1,452**	**1,452**	

Office of State's Attorney

11 Office of the State's Attorney

11.16 General Trial

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Team Captain ASA	120	2	2	2	240	240	240	
.03	Screening ASA	120	6	6	6	720	720	720	
.04	Screening Secretary	64	3	3	3	192	192	192	
.05	Office Supervisor	80	1	1	1	80	80	80	
.06	Investigator	64	1	1	1	64	64	64	
.07	ASA Circuit Court	120	10	10	11	1,200	1,200	1,320	
.08	Law Clerk	64	2	2	2	128	128	128	*Electronic filing impact*
.09	Circuit Court Secretary	64	3	3	3	192	192	192	
	Subtotal Personnel Quantity		**29**	**29**	**30**				
	Subtotal Personnel NSF					**2,966**	**2,966**	**3,086**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**3,921**	**3,921**	**4,077**	
	Support Spaces								
.10	Interview	120	2	2	2	240	240	240	
.11	Filing	12	67	68	70	800	816	840	*Electronic filing impact*
	Subtotal Support NSF					**1,040**	**1,056**	**1,080**	
	DGSF / NSF Factor					1.18	1.18	1.18	
	Subtotal Support DGSF					**1,232**	**1,250**	**1,277**	
	Total NSF					**4,006**	**4,022**	**4,166**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Total DGSF					**5,153**	**5,172**	**5,355**	

11 Office of the State's Attorney

11.17 Homicide

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Team Captain ASA	120	3	3	3	360	360	360	
.03	Trial Attorney ASA	120	13	13	14	1,560	1,560	1,680	
.04	Secretary	64	5	5	5	320	320	320	
.05	Law Clerk	64	6	6	6	384	384	384	*Electronic filing impact*
	Subtotal Personnel Quantity		**28**	**28**	**29**				
	Subtotal Personnel NSF					**2,774**	**2,774**	**2,894**	
	DGSF / NSF Factor					1.33	1.33	1.32	
	Subtotal Personnel DGSF					**3,677**	**3,677**	**3,833**	
	Support Spaces								
.06	Vault	24	4	4	4	96	96	96	
.07	Library	12	6	6	6	72	72	72	
	Subtotal Support NSF					**168**	**168**	**168**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Support DGSF					**235**	**235**	**235**	
	Total NSF					**2,942**	**2,942**	**3,062**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Total DGSF					**3,912**	**3,912**	**4,068**	

Office of State's Attorney

11 Office of the State's Attorney

11.18 Misdemeanor

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Team Captain ASA	120	2	2	2	240	240	240	
.03	ASA	120	15	16	16	1,800	1,920	1,920	
.04	Law Clerk	64	2	2	2	128	128	128	
.05	Secretary	64	2	2	2	128	128	128	
.06	Investigator	64	2	2	2	128	128	128	
.07	File Clerk	48	0	0	0	-	-	-	*Electronic filing impact*
	Subtotal Personnel Quantity		**24**	**25**	**25**				
	Subtotal Personnel NSF					**2,574**	**2,694**	**2,694**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Personnel DGSF					**3,385**	**3,541**	**3,541**	
	Support Spaces								
.09	Filing	12	34	34	35	404	404	420	*Electronic filing impact*
	Subtotal Support NSF					**404**	**404**	**420**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Subtotal Support DGSF					**485**	**485**	**504**	
	Total NSF					**2,978**	**3,098**	**3,114**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**3,869**	**4,025**	**4,044**	

11 Office of the State's Attorney

11.19 Narcotics

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Deputy Division Chief	150	1	1	1	150	150	150	
.03	Team Captain ASA	120	3	3	3	360	360	360	
.04	ASA	120	13	13	14	1,560	1,560	1,680	
.05	Paralegal / Law Clerk	64	2	2	2	128	128	128	
.06	Investigation Senior ASA	120	1	1	1	120	120	120	
.07	Investigation Team Captain ASA	120	1	1	1	120	120	120	
.08	Investigation ASA	120	8	8	9	960	960	1,080	
.09	Investigation ASA Special	120	2	2	2	240	240	240	
.10	Support Staff	48	4	4	4	192	192	192	
.11	Grand Jury Secretary	64	1	1	1	64	64	64	
.12	Intern	48	1	1	1	48	48	48	
.13	ASA	120	3	3	3	360	360	360	
.14	Support Staff	48	2	2	2	96	96	96	*Electronic filing impact*
.15	Law Clerk	64	1	1	1	64	64	64	
.16	Paralegal	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**45**	**45**	**47**				
	Subtotal Personnel NSF					**4,676**	**4,676**	**4,916**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Personnel DGSF					**6,144**	**6,144**	**6,456**	
	Support Spaces								
.18	Filing	12	50	51	52	602	610	626	*Electronic filing impact*
	Subtotal Support NSF					**602**	**610**	**626**	
	DGSF / NSF Factor					1.15	1.15	1.15	
	Subtotal Support DGSF					**692**	**701**	**720**	
	Total NSF					**5,278**	**5,286**	**5,542**	
	DGSF / NSF Factor					1.30	1.30	1.29	
	Total DGSF					**6,837**	**6,846**	**7,176**	

Office of State's Attorney

11 Office of the State's Attorney

11.20 Numbering

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Clerk Team Leader	80	1	1	1	80	80	80	
.02	Numbering Clerk	48	2	2	2	96	96	96	*Electronic filing impact*
	Subtotal Personnel Quantity		**3**	**3**	**3**				
	Subtotal Personnel NSF					**176**	**176**	**176**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**246**	**246**	**246**	
	Support Spaces								
.03	Reception Counter	40	1	1	1	40	40	40	
.05	Transmittal Filing	12	4	4	4	48	48	48	
.07	Shelving	20	17	17	17	330	343	343	*Electronic filing impact*
	Subtotal Support NSF					**418**	**431**	**431**	
	DGSF / NSF Factor					1.24	1.24	1.24	
	Subtotal Support DGSF					**519**	**535**	**535**	
	Total NSF					**594**	**607**	**607**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Total DGSF					**766**	**781**	**781**	

11 Office of the State's Attorney

11.21 Sex Offense

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Chief ASA	150	1	1	1	150	150	150	
.02	Deputy Chief ASA	150	1	1	1	150	150	150	
.03	ASA	120	4	4	4	480	480	480	
.04	ASA Team Leader	120	2	2	2	240	240	240	
.05	Investigator	64	2	2	2	128	128	128	
.06	Office Supervisor	80	1	1	1	80	80	80	
.08	Clerk	48	1	1	1	48	48	48	*Electronic filing impact*
.09	Victim Advocate	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**13**	**13**	**13**				
	Subtotal Personnel NSF					**1,340**	**1,340**	**1,340**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**1,774**	**1,774**	**1,774**	
	Support Spaces								
.09	Reception Seating	10	10	10	11	100	100	110	
.10	Reception Counter	40	1	1	1	40	40	40	
.11	Child Waiting/Play	10	4	4	4	40	40	40	
.12	Trial Prep / Client Conference	160	1	1	1	160	160	160	
.13	Interview	120	1	1	1	120	120	120	
.14	Filing	12	13	14	14	158	166	166	*Electronic filing impact*
.15	Shelving	20	5	5	5	106	106	106	*Electronic filing impact*
	Subtotal Support NSF					**724**	**732**	**742**	
	DGSF / NSF Factor					1.28	1.28	1.27	
	Subtotal Support DGSF					**927**	**937**	**940**	
	Total NSF					**2,064**	**2,072**	**2,082**	
	DGSF / NSF Factor					1.31	1.31	1.30	
	Total DGSF					**2,701**	**2,711**	**2,714**	

Office of State's Attorney

11 Office of the State's Attorney

11.22 VCRS (projected)

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Team Captain	120	3	3	3	360	360	360	
.03	ASA	120	3	3	3	360	360	360	
.04	Secretary	64	1	1	1	64	64	64	
.05	Law Clerk	64	1	1	1	64	64	64	
.06	Investigator	64	1	1	1	64	64	64	
.07	Analyst	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**11**	**11**	**11**				
	Subtotal Personnel NSF					**1,126**	**1,126**	**1,126**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**1,489**	**1,489**	**1,489**	
	Support Spaces								
.09	Filing	12	13	14	14	158	166	166	*Electronic filing impact*
.13	Shelving	20	7	7	7	132	132	145	*Electronic filing impact*
	Subtotal Support NSF					**290**	**298**	**312**	
	DGSF / NSF Factor					1.25	1.24	1.25	
	Subtotal Support DGSF					**362**	**371**	**388**	
	Total NSF					**1,416**	**1,424**	**1,438**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Total DGSF					**1,851**	**1,861**	**1,878**	

Office of State's Attorney

11 Office of the State's Attorney

11.23 Victim / Witness Services

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Deputy Division Chief	150	1	1	1	150	150	150	
.03	Victim Specialist	64	1	1	1	64	64	64	
.04	Bilinqual Specialist	100	1	1	1	100	100	100	
.05	Office Assistant	48	1	1	1	48	48	48	
.06	Witness Assistance Coordinator	64	2	2	2	128	128	128	
.07	Victim Services Counselor	64	1	1	1	64	64	64	
.08	Assigned Staff	48	0	0	0	-	-	-	*Electronic filing impact*
	Subtotal Personnel Quantity		**8**	**8**	**8**				
	Subtotal Personnel NSF					**704**	**704**	**704**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Personnel DGSF					**956**	**956**	**956**	
	Support Spaces								
.09	Reception Seating	10	81	82	84	810	820	840	
.10	Reception Counter	40	2	2	2	80	80	80	
.11	Private Seating	10	8	8	8	80	80	80	
.12	Conference 16	320	1	1	1	320	320	320	
.13	Conference 8	160	1	1	1	160	160	160	
.14	Interview	120	1	1	1	120	120	120	
.15	Copier	40	1	1	1	40	40	40	
.16	Filing	12	34	34	35	404	404	420	*Electronic filing impact*
.17	Vault	24	2	2	2	48	48	48	
.18	Diaper Storage	20	2	2	2	40	40	40	
	Subtotal Support NSF					**2,102**	**2,112**	**2,148**	
	DGSF / NSF Factor					1.21	1.21	1.21	
	Subtotal Support DGSF					**2,551**	**2,563**	**2,605**	
	Total NSF					**2,806**	**2,816**	**2,852**	
	DGSF / NSF Factor					1.25	1.25	1.25	
	Total DGSF					**3,507**	**3,519**	**3,561**	

Office of State's Attorney

11 Office of the State's Attorney

11.24 Family Bereavement

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Director Therapist Counselor	150	1	1	1	150	150	150	
.02	Therapist / Counselor	120	1	1	1	120	120	120	
.03	Victim Advocate	64	2	2	2	128	128	128	
.04	Program Assistant	64	1	1	1	64	64	64	
.05	Intern	48	0	0	0	-	-	-	*Electronic filing impact*
	Subtotal Personnel Quantity		**5**	**5**	**5**				
	Subtotal Personnel NSF					**462**	**462**	**462**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**620**	**620**	**620**	
	Support Spaces								
.06	Reception Seating	10	15	15	16	150	150	160	
.07	Reception Counter	40	1	1	1	40	40	40	
.08	Play Area	150	1	1	1	150	150	150	
.09	Conference 16	320	1	1	1	320	320	320	
.10	Copier	40	1	1	1	40	40	40	
.11	Filing	12	10	10	11	119	119	127	*Electronic filing impact*
.12	Storage	15	4	4	4	60	60	60	
	Subtotal Support NSF					**879**	**879**	**897**	
	DGSF / NSF Factor					1.28	1.28	1.26	
	Subtotal Support DGSF					**1,124**	**1,124**	**1,132**	
	Total NSF					**1,341**	**1,341**	**1,359**	
	DGSF / NSF Factor					1.30	1.30	1.29	
	Total DGSF					**1,744**	**1,744**	**1,752**	

11 Office of the State's Attorney

11.25 Team Core Support Units

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Reception Seating	10	62	63	66	620	630	660	6 @ each of 10 separate cores
.02	Reception Counter	40	1	1	1	40	40	40	1 @ each of 10 separate cores
.03	Conference 8	160	20	21	22	3,200	3,360	3,520	2 @ each of 10 separate cores
.04	Copier	40	10	11	11	400	440	440	1 @ each of 10 separate cores
.05	Storage	15	31	32	33	465	480	495	3 @ each of 10 separate cores
.06	Mail Station	40	10	11	11	400	440	440	1 @ each of 10 separate cores
.07	Telephone Equipment Rooms	80	6	6	7	480	480	560	1 @ each of 10 separate cores
.08	Electronic Equipment Rooms	120	6	6	7	720	720	840	1 @ each of 10 separate cores
.09	Coffee Bar	40	6	6	7	240	240	280	1 @ each of 10 separate cores
.10	Staff Toilet	50	21	21	22	1,050	1,050	1,100	2 @ each of 10 separate cores
	Subtotal Support NSF					**7,615**	**7,880**	**8,375**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Subtotal Support DGSF					**9,701**	**10,035**	**10,673**	
	Total NSF					**7,615**	**7,880**	**8,375**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Total DGSF					**9,701**	**10,035**	**10,673**	

Office of State's Attorney

11 Office of the State's Attorney

11.26 Cluster Core Support Units

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Reception Seating	10	41	42	44	410	420	440	10 @ each of 4 clusters
.02	Reception Counter	40	4	4	4	160	160	160	1 @ each of 4 clusters
.03	Conference 16	320	4	4	4	1,280	1,280	1,280	1 @ each of 4 clusters
.04	Conference 8	160	4	4	4	640	640	640	1 @ each of 4 clusters
.05	Large Conference	1000	1	1	1	1,000	1,000	1,000	1 area per Department
.06	Library	14	8	8	9	112	112	126	1 area per Department
.07	Mail Center	40	3	3	3	120	120	120	
.08	Data Systems Room	30	3	3	3	90	90	90	
.09	Break Room	100	4	4	4	400	400	400	1 @ each of 4 clusters
.10	Break Seating	16	98	101	105	1,568	1,616	1,680	24 seats @ each of 4 clusters
.11	Staff Toilet	50	4	4	4	200	200	200	2 @ each of 4 clusters
	Subtotal Support NSF					**5,980**	**6,038**	**6,136**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Subtotal Support DGSF					**7,174**	**7,239**	**7,352**	

	Total NSF					**5,980**	**6,038**	**6,136**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Total DGSF					**7,174**	**7,239**	**7,352**	

11 Office of the State's Attorney

11.27 Department Filing

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Filing	12	81	83	86	974	998	1,038	*Electronic filing impact*
.02	Shelving	20	576	590	614	11,510	11,801	12,276	*Electronic filing impact*
	Subtotal Support NSF					**12,485**	**12,799**	**13,314**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Subtotal Support DGSF					**13,782**	**14,128**	**14,645**	

	Total NSF					**12,485**	**12,799**	**13,314**	
	DGSF / NSF Factor					1.10	1.10	1.10	
	Total DGSF					**13,782**	**14,128**	**14,645**	

Office of State's Attorney

11 Office of the State's Attorney

11.28 Juvenile Courts Division

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	Deputy Division Chief	150	1	1	1	150	150	150	
.03	Team Captain Trial	120	3	3	3	360	360	360	
.04	ASA Trial	120	16	17	18	1,920	2,040	2,160	
.05	Law Clerk Trial	64	5	5	6	320	320	384	
.06	Office Manager	120	1	1	1	120	120	120	
.07	Victim / Witness Coordinator	64	2	2	2	128	128	128	
.08	Docket Clerk	48	3	3	3	144	144	144	*Electronic filing impact*
.09	SAVE Clerk	48	1	1	1	48	48	48	
.10	Receptionist	48	1	1	1	48	48	48	
.11	Investigator	64	2	2	2	128	128	128	
.12	Police Liaison	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**37**	**38**	**40**				
	Subtotal Personnel NSF					**3,580**	**3,700**	**3,884**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Personnel DGSF					**4,742**	**4,898**	**5,144**	
	Support Spaces								
.13	Reception Seating	10	20	21	22	200	210	220	
.14	Reception Counter	40	2	2	2	80	80	80	
.15	Interview	120	3	3	3	360	360	360	
.16	Copier	40	2	2	2	80	80	80	
.17	Filing	12	13	14	15	158	166	174	*Electronic filing impact*
.18	Storage	15	4	4	4	60	60	60	
	Subtotal Support NSF					**938**	**956**	**974**	
	DGSF / NSF Factor					1.29	1.28	1.28	
	Subtotal Support DGSF					**1,206**	**1,228**	**1,249**	
	Total NSF					**4,518**	**4,656**	**4,858**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Total DGSF					**5,948**	**6,126**	**6,393**	

11 Office of the State's Attorney

11.29 Juvenile Intake Unit

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Team Captain ASA	120	1	1	1	120	120	120	
.02	ASA	120	3	3	3	360	360	360	
.03	Law Clerk	64	1	1	1	64	64	64	
.04	Paternity Law Clerk	64	1	1	1	64	64	64	
.05	Paternity Clerk	48	3	3	3	144	144	144	
	Subtotal Personnel Quantity		**9**	**9**	**9**				
	Subtotal Personnel NSF					**752**	**752**	**752**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**1,005**	**1,005**	**1,005**	
	Total NSF					**752**	**752**	**752**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**1,005**	**1,005**	**1,005**	

Office of State's Attorney

11 Office of the State's Attorney

11.30 PFL

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Program Manager	150	1	1	1	150	150	150	
.02	Educational Specialist	120	1	1	1	120	120	120	
	Subtotal Personnel Quantity		**2**	**2**	**2**				
	Subtotal Personnel NSF					**270**	**270**	**270**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Subtotal Personnel DGSF					**351**	**351**	**351**	

	Total NSF					**270**	**270**	**270**	
	DGSF / NSF Factor					1.30	1.30	1.30	
	Total DGSF					**351**	**351**	**351**	

11 Office of the State's Attorney

11.31 Cyber Crimes Unit

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Division Chief	150	1	1	1	150	150	150	
.02	ASA	120	2	2	2	240	240	240	
.03	Secretary	64	1	1	1	64	64	64	
.04	Forensics Examiner	64	2	2	2	128	128	128	
	Subtotal Personnel Quantity		**6**	**6**	**6**				
	Subtotal Personnel NSF					**582**	**582**	**582**	
	DGSF / NSF Factor					1.33	1.33	1.33	
	Subtotal Personnel DGSF					**776**	**776**	**776**	

	Support Spaces								
.05	Interview	120	1	1	1	120	120	120	
.06	Copier	40	1	1	1	40	40	40	
.07	Electronics Lab	45	4	4	4	180	180	180	
	Subtotal Support NSF					**340**	**340**	**340**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Support DGSF					**464**	**464**	**464**	

	Total NSF					**922**	**922**	**922**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**1,240**	**1,240**	**1,240**	

Department of Public Safety & Correctional Services

12 Dept. of Public Safety Corr. Svcs

12.01 Adult Central Holding

		Growth		
		2015	2020	2030
Key Growth Indicator	Criminal Filings (in 100s)	102%	104%	107%

ID	Name / Function	Std	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces									
.01	BCDSCS Major	Off120	120	1	1	1	120	120	120	
.02	BCDSCS Sergeant	Wk80	80	4	4	4	320	320	320	Open
.03	DOC	Off100	100	1	1	1	100	100	100	
	Subtotal Personnel Quantity			**6**	**6**	**6**				
	Subtotal Personnel NSF						**540**	**540**	**540**	
	DGSF / NSF Factor						1.38	1.38	1.38	
	Subtotal Personnel DGSF						**744**	**744**	**744**	
	Support Spaces									
.04	Vehicle Sallyport	SallyV	1600	2	2	2	3,200	3,200	3,200	
.05	Pedestrian Sallyport	SallyP	160	3	3	3	480	480	480	
.06	Restraint Storage	SecStor	15	20	21	21	300	315	315	
.07	Search Room	Intvsc	80	1	1	1	80	80	80	
.08	Large Group Holding	Hold10	180	6	6	6	1,080	1,080	1,080	
.09	Medium Group Holding	Hold8	120	8	8	8	960	960	960	
.10	Small Group Holding	Hold4	80	20	21	21	1,600	1,680	1,680	
.11	Individual Holding	Hold1	40	41	41	42	1,640	1,640	1,680	
.12	Galley	break	100	1	1	1	100	100	100	
.13	Control Room	CtrCtrl	175	2	2	2	350	350	350	
.14	Galley	coffee	40	1	1	1	40	40	40	
.15	Toilet	Toilet	50	1	1	1	50	50	50	
.16	Male Staff Lockers	Lckrlg	12	76	77	79	912	924	948	
.17	Male Staff Toilet	Toilet	50	3	3	3	150	150	150	
.18	Male Staff Shower	Shwr	20	1	1	1	20	20	20	
.19	Female Staff Lockers	Lckrlg	12	20	21	21	240	252	252	
.20	Female Staff Toilet	Toilet	50	2	2	2	100	100	100	
.21	Female Staff Shower	Shwr	20	1	1	1	20	20	20	
.22	Meeting Room	Conf50	1000	1	1	1	1,000	1,000	1,000	
.23	Storage	Storcab	15	6	6	6	90	90	90	
.24	Coffee Bar	coffee	40	1	1	1	40	40	40	
.25	Break Room	break	100	1	1	1	100	100	100	
.26	Break Seating	Seatdin	16	8	8	8	128	128	128	
.27	Staff Toilet	Toilet	50	1	1	1	50	50	50	
	Subtotal Support NSF						**12,730**	**12,849**	**12,913**	
	DGSF / NSF Factor						1.51	1.51	1.51	
	Subtotal Support DGSF						**19,170**	**19,378**	**19,484**	
	Total NSF						**13,270**	**13,389**	**13,453**	
	DGSF / NSF Factor						1.50	1.50	1.50	
	Total DGSF						**19,914**	**20,122**	**20,228**	

Building Support

13 Building Support

13.04 Distributed Housekeeping

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Janitorial Closet	40	51	53	55	2,040	2,120	2,200	.04/20K DGSF
	Subtotal Support NSF					**2,040**	**2,120**	**2,200**	
	DGSF / NSF Factor					1.64	1.64	1.64	
	Subtotal Support DGSF					**3,346**	**3,477**	**3,608**	
	Total NSF					**2,040**	**2,120**	**2,200**	
	DGSF / NSF Factor					1.64	1.64	1.64	
	Total DGSF					**3,346**	**3,477**	**3,608**	

13 Building Support

13.05 Central Housekeeping

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Central Storage (dry / bulk)	100	10	11	11	1,000	1,100	1,100	.1KSF per 100K DGSF
.02	Central Storage (chemicals)	50	10	11	11	500	550	550	..05KSF per 100K DGSF
.03	Contractor Office / Storage	150	2	2	2	300	300	300	
.04	Building Office - Check-in	120	3	3	3	360	360	360	
.05	Staff Locker	200	3	3	3	600	600	600	Contract Staff
.06	Staff Restroom	50	6	6	7	300	300	350	Contract Staff
.07	Staff Lunchroom / Break	100	6	6	7	600	600	700	Contract Staff
.08	Trash Compactor	280	3	3	3	840	840	840	1 per building
.09	Trash Room	200	3	3	3	600	600	600	1 per building
	Subtotal Support NSF					**5,100**	**5,250**	**5,400**	
	DGSF / NSF Factor					1.42	1.43	1.43	
	Subtotal Support DGSF					**7,253**	**7,499**	**7,709**	
	Total NSF					**5,100**	**5,250**	**5,400**	
	DGSF / NSF Factor					1.42	1.43	1.43	
	Total DGSF					**7,253**	**7,499**	**7,709**	

13 Building Support

13.06 Central Maintenance

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Maintenance Staff Work Area	150	3	3	3	450	450	450	
.02	Electrical Shop	35	10	11	11	350	385	385	.035KSF per 100K DGSF
.03	Mechanical Shop	50	10	11	11	500	550	550	.05KSF per 100K DGSF
.04	Locks/ Misc Shop	15	10	11	11	150	165	165	.015KSF per 100K DGSF
.05	Furniture Storage	50	10	11	11	500	550	550	.05KSF per 100K DGSF
.06	Parts / Supplies Storaage	100	10	11	11	1,000	1,100	1,100	.1KSF per 100K DGSF
	Subtotal Support NSF					**2,950**	**3,200**	**3,200**	
	DGSF / NSF Factor					1.61	1.60	1.60	
	Subtotal Support DGSF					**4,742**	**5,123**	**5,123**	
	Total NSF					**2,950**	**3,200**	**3,200**	
	DGSF / NSF Factor					1.61	1.60	1.60	
	Total DGSF					**4,742**	**5,123**	**5,123**	

Building Support

13 Building Support

13.07 Central Mail-Supply

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Central Mail Intake / Screening	50	10	11	11	500	550	550	.05KSF per 100K DGSF
.02	Central CB Mail Room	100	10	11	11	1,000	1,100	1,100	.1KSF per 100K DGSF
.03	Central USPS Mail Room	50	10	11	11	500	550	550	.05KSF per 100K DGSF
.04	Mail / Package Drop Location	20	10	11	11	200	220	220	.02KSF per 100K DGSF
.05	CB Supply Room	100	10	11	11	1,000	1,100	1,100	.1KSF per 100K DGSF
	Subtotal Support NSF					**3,200**	**3,520**	**3,520**	
	DGSF / NSF Factor					1.62	1.62	1.62	
	Subtotal Support DGSF					**5,184**	**5,702**	**5,702**	
	Total NSF					**3,200**	**3,520**	**3,520**	
	DGSF / NSF Factor					1.62	1.62	1.62	
	Total DGSF					**5,184**	**5,702**	**5,702**	

13 Building Support

13.08 Central Loading / Bulk / Dept. Storage

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Loading Dock - 2 bay gen use	500	3	3	3	1,500	1,500	1,500	2 bays per 400K DGSF
.02	Staging / Holding	250	3	3	3	750	750	750	
.03	Trash Dock - 1 bay	250	3	3	3	750	750	750	1 bay per 400K DGSF Crt svd
.04	FS Dock - 1 bay if provided	250	3	3	3	750	750	750	1 bay per 400K DGSF Crt svd
.05	Dept. bulk storage	50	10	11	11	500	550	550	.05KSF per 100K DGSF
.06	Water bottle stage / storage	200	10	11	11	2,000	2,200	2,200	.2KSF per 100K DGSF
	Subtotal Support NSF					**6,250**	**6,500**	**6,500**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Subtotal Support DGSF					**8,410**	**8,756**	**8,756**	
	Total NSF					**6,250**	**6,500**	**6,500**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Total DGSF					**8,410**	**8,756**	**8,756**	

13 Building Support

13.09 Central Staff Lockers/ Restrooms

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Staff Lockers	10	62	63	66	620	630	660	
.02	Staff Shower	100	6	6	7	600	600	700	
.03	Staff Toilet	50	6	6	7	300	300	350	
.04	Staff Equipment Rm	600	3	3	3	1,800	1,800	1,800	1 per bldg; near security
	Subtotal Support NSF					**3,320**	**3,330**	**3,510**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Support DGSF					**4,043**	**4,055**	**4,299**	
	Total NSF					**3,320**	**3,330**	**3,510**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Total DGSF					**4,043**	**4,055**	**4,299**	

Building Support

13 Building Support

13.11 Food Service

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	B uilding Fooc Service - Allowance	12000	1	1	1	12,000	12,000	12,000	600-1,000 meals
.02	Vending / Shop	150	10	11	11	1,500	1,650	1,650	.150KSF per 100K DGSF
.03	Vending Machine	50	10	11	11	500	550	550	.05KSF per 30K DGSF
	Subtotal Support NSF					**14,000**	**14,200**	**14,200**	
	DGSF / NSF Factor					1.13	1.13	1.13	
	Subtotal Support DGSF					**15,850**	**16,115**	**16,115**	
	Total NSF					**14,000**	**14,200**	**14,200**	
	DGSF / NSF Factor					1.13	1.13	1.13	
	Total DGSF					**15,850**	**16,115**	**16,115**	

13 Building Support

13.12 Entry - Screening - Lobby

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Pre-Screening Queue	200	10	11	11	2,000	2,200	2,200	.2KSF per 100K DGSF
.02	Primary Screening Checkpoint	150	10	11	11	1,500	1,650	1,650	.150KSF per 100K DGSF
.03	Secondary Checkpoint	75	10	11	11	750	825	825	.075KSF per 100K DGSF
.04	Private Screening	25	10	11	11	250	275	275	.025KSF per 100K DGSF
.05	Building Security Station	250	3	3	3	750	750	750	At Checkpoint(s)
.06	Building Control Center	300	3	3	3	900	900	900	
.07	Staff Toilet	45	3	3	3	135	135	135	
.08	Equipment Room	150	3	3	3	450	450	450	
.09	Armory	100	3	3	3	300	300	300	non-lethal; restraint storage
.10	General Lobby	1000	10	11	11	10,000	11,000	11,000	1KSF per 100K DGSF
	Subtotal Support NSF					**17,035**	**18,485**	**18,485**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Subtotal Support DGSF					**20,424**	**22,149**	**22,149**	
	Total NSF					**17,035**	**18,485**	**18,485**	
	DGSF / NSF Factor					1.20	1.20	1.20	
	Total DGSF					**20,424**	**22,149**	**22,149**	

Baltimore City Police

14 Baltimore City Police

14.01 Family Crimes Unit

	Growth		
	2015	2020	2030
Key Growth Indicator	102%	104%	107%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Lieutenant	150	1	1	1	150	150	150	
.02	Sergeant	64	1	1	1	64	64	64	
.03	Detective Shift 1	64	6	7	7	384	448	448	
.04	Detective Shift 2	64	3	3	4	192	192	256	
.05	Detective Shift 3	64	14	14	16	896	896	1,024	
.06	Warrants Officer	64	5	6	6	320	384	384	
.07	Specialist	64	4	4	5	256	256	320	
.08	Community Services Officer	64	5	6	6	320	384	384	
.09	Victims Advocate	120	1	1	1	120	120	120	
.10	Secretary	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**41**	**44**	**48**				
	Subtotal Personnel NSF					**2,766**	**2,958**	**3,214**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Personnel DGSF					**3,845**	**4,114**	**4,473**	
	Support Spaces								
.11	Reception Seating	10	8	9	9	80	90	90	
.12	Reception Counter	40	1	1	1	40	40	40	
.13	Play Room	150	1	1	1	150	150	150	
.14	Conference 2	300	1	1	1	300	300	300	
.15	Interview	120	2	2	2	240	240	240	
.16	Filing	12	12	13	14	144	156	168	
.17	Storage	15	4	4	5	60	60	75	
.18	Weapons Vault	24	1	1	1	24	24	24	
.19	Video Recording for Interviews	40	1	1	1	40	40	40	
	Subtotal Support NSF					**1,078**	**1,100**	**1,127**	
	DGSF / NSF Factor					1.29	1.28	1.28	
	Subtotal Support DGSF					**1,396**	**1,410**	**1,445**	
	Total NSF					**3,844**	**4,058**	**4,341**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Total DGSF					**5,241**	**5,524**	**5,918**	

Juvenile Justice Center

15 Juvenile Justice Center

15.01 Courts and Miscellaneous

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Position 1	150	0	0	0	-	-	-	Incl. in Circuit Court, above
	Subtotal Personnel Quantity		**0**	**0**	**0**				
	Subtotal Personnel NSF					**-**	**-**	**-**	
	DGSF / NSF Factor					1.00	1.00	1.00	
	Subtotal Personnel DGSF					**-**	**-**	**-**	

	Total NSF					**-**	**-**	**-**	
	DGSF / NSF Factor					1.00	1.00	1.00	
	Total DGSF					**-**	**-**	**-**	

15 Juvenile Justice Center

15.02 Juvenile Holding Area

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Holding Cells - Small	40	6	6	6	240	240	240	
.02	Holding Cells - Large	120	6	6	6	720	720	720	
.03	Secure Toilet	50	3	3	3	150	150	150	
.04	Staff Toilet	50	3	3	3	150	150	150	
.05	Interview Room	80	3	3	3	240	240	240	
.06	File/Storage	80	3	3	3	240	240	240	
.07	Attorney Interview	80	3	3	3	240	240	240	
	Subtotal Support NSF					**1,980**	**1,980**	**1,980**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Subtotal Support DGSF					**2,700**	**2,700**	**2,700**	

	Total NSF					**1,980**	**1,980**	**1,980**	
	DGSF / NSF Factor					1.36	1.36	1.36	
	Total DGSF					**2,700**	**2,700**	**2,700**	

Juvenile Justice Center

15 Juvenile Justice Center

15.03 Adult Holding Area

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Control Center Office	100	1	1	1	100	100	100	Verify if needed in Consol.Loc
	Subtotal Personnel Quantity		**1**	**1**	**1**				
	Subtotal Personnel NSF					**100**	**100**	**100**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**140**	**140**	**140**	
	Support Spaces								
.02	Holding Cells	240	1	1	1	240	240	240	Verify if needed in Consol.Loc
.03	Small Holding Cells	80	2	2	2	160	160	160	Verify if needed in Consol.Loc
.04	Staff Toilet	50	1	1	1	50	50	50	Verify if needed in Consol.Loc
.05	Interview Room	80	1	1	1	80	80	80	Verify if needed in Consol.Loc
	Subtotal Support NSF					**530**	**530**	**530**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Support DGSF					**694**	**694**	**694**	
	Total NSF					**630**	**630**	**630**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Total DGSF					**834**	**834**	**834**	

15 Juvenile Justice Center

15.04 CINA Support

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Attorney Drop In Workstatations	32	20	20	20	640	640	640	
.02	Educational Liaison	120	1	1	1	120	120	120	
.03	Social Worker Drop in Workstations	80	4	4	4	320	320	320	
	Subtotal Personnel Quantity		**25**	**25**	**25**				
	Subtotal Personnel NSF					**1,080**	**1,080**	**1,080**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Personnel DGSF					**1,500**	**1,500**	**1,500**	
	Support Spaces								
.04	Central/Parent Waiting	15	15	15	15	225	225	225	
.05	Playroom	25	10	10	10	250	250	250	
.06	Older Child Waiting	25	6	6	6	150	150	150	
.07	Interview Room - Large	200	1	1	1	200	200	200	
.08	Interview Room - Medium	120	1	1	1	120	120	120	
.09	Interview Room - Small	100	5	5	5	500	500	500	
.10	Copier/Fax/Mail Room (Support)	200	1	1	1	200	200	200	
.11	Attorney Lockers	4	20	21	22	80	84	88	
.12	Staff Toilet	50	2	2	2	100	100	100	
.13	Social Worker Waiting	10	20	20	20	200	200	200	
.14	Kitchen	100	1	1	1	100	100	100	
.15	Reading Room	120	1	1	1	120	120	120	
	Subtotal Support NSF					**2,245**	**2,249**	**2,253**	
	DGSF / NSF Factor					1.32	1.32	1.32	
	Subtotal Support DGSF					**2,954**	**2,960**	**2,965**	
	Total NSF					**3,325**	**3,329**	**3,333**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**4,454**	**4,460**	**4,465**	

Juvenile Justice Center

15 Juvenile Justice Center

15.05 Mediation Project

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Office	100	3	3	3	300	300	300	
.02	Support Staff	64	2	2	2	128	128	128	
	Subtotal Personnel Quantity		**5**	**5**	**5**				
	Subtotal Personnel NSF					**428**	**428**	**428**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**599**	**599**	**599**	
	Support Spaces								
.03	Conference Room - Large	300	2	2	2	600	600	600	
.04	Conference Room - Medium	120	2	2	2	240	240	240	
	Subtotal Support NSF					**840**	**840**	**840**	
	DGSF / NSF Factor					1.23	1.23	1.23	
	Subtotal Support DGSF					**1,032**	**1,032**	**1,032**	
	Total NSF					**1,268**	**1,268**	**1,268**	
	DGSF / NSF Factor					1.29	1.29	1.29	
	Total DGSF					**1,631**	**1,631**	**1,631**	

15 Juvenile Justice Center

15.06 Partnership for Learning

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Director	200	1	1	1	200	200	200	
.02	Education Specialist	64	1	1	1	64	64	64	
.03	Development Coordinator	48	1	1	1	48	48	48	
.04	Volunteer Coordinator	48	2	2	2	96	96	96	
.05	Receptionist	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**6**	**6**	**6**				
	Subtotal Personnel NSF					**456**	**456**	**456**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Personnel DGSF					**598**	**598**	**598**	
	Support Spaces								
.06	Waiting Area	150	1	1	1	150	150	150	
.07	Screening Rooms	80	3	3	3	240	240	240	
.08	Staff Toilet (Unisex)	50	1	1	1	50	50	50	
	Subtotal Support NSF					**440**	**440**	**440**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Subtotal Support DGSF					**601**	**601**	**601**	
	Total NSF					**896**	**896**	**896**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**1,199**	**1,199**	**1,199**	

Juvenile Justice Center

15 Juvenile Justice Center

15.07 Court Medical Evaluation Team

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Lead Physician	150	1	1	1	150	150	150	
.02	Psychologist	150	4	4	4	600	600	600	
.03	Project Manager	80	1	1	1	80	80	80	
.04	Medical Secretary	48	1	1	1	48	48	48	
	Subtotal Personnel Quantity		**7**	**7**	**7**				
	Subtotal Personnel NSF					**878**	**878**	**878**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Personnel DGSF					**1,154**	**1,154**	**1,154**	
	Support Spaces								
.05	Waiting Area	80	4	4	4	320	320	320	
.06	Conference Room	200	1	1	1	200	200	200	
.07	File Room	7	20	21	22	140	147	154	
.08	Toilet	50	1	1	1	50	50	50	
	Subtotal Support NSF					**710**	**717**	**724**	
	DGSF / NSF Factor					1.32	1.32	1.30	
	Subtotal Support DGSF					**940**	**949**	**943**	
	Total NSF					**1,588**	**1,595**	**1,602**	
	DGSF / NSF Factor					1.32	1.32	1.31	
	Total DGSF					**2,094**	**2,103**	**2,097**	

15 Juvenile Justice Center

15.08 Juvenile Court Early Intervention Program

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Program Manager	100	1	1	1	100	100	100	
.02	Addiction Assessment Counselors	120	2	2	2	240	240	240	
.03	Administrative Assistant	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**4**	**4**	**4**				
	Subtotal Personnel NSF					**404**	**404**	**404**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Personnel DGSF					**542**	**542**	**542**	
	Support Spaces								
.04	Wait Area	80	1	1	1	80	80	80	
.05	Urinalysis Lab & Toilet	120	1	1	1	120	120	120	
.06	Secure Files	12	10	10	10	120	120	120	
.07	Shredder	20	1	1	1	20	20	20	
.08	Storage	15	2	2	2	30	30	30	
	Subtotal Support NSF					**370**	**370**	**370**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Subtotal Support DGSF					**494**	**494**	**494**	
	Total NSF					**774**	**774**	**774**	
	DGSF / NSF Factor					1.34	1.34	1.34	
	Total DGSF					**1,036**	**1,036**	**1,036**	

Juvenile Justice Center

15 Juvenile Justice Center

15.09 Court Appointed Special Advocate

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Office	100	1	1	1	100	100	100	
	Subtotal Personnel Quantity		**1**	**1**	**1**				
	Subtotal Personnel NSF					**100**	**100**	**100**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**140**	**140**	**140**	

	Total NSF					**100**	**100**	**100**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Total DGSF					**140**	**140**	**140**	

15 Juvenile Justice Center

15.10 Court Support Services - Volunteers

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Volunteers	48	4	4	4	192	192	192	
	Subtotal Personnel Quantity		**4**	**4**	**4**				
	Subtotal Personnel NSF					**192**	**192**	**192**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Subtotal Personnel DGSF					**269**	**269**	**269**	

	Total NSF					**192**	**192**	**192**	
	DGSF / NSF Factor					1.40	1.40	1.40	
	Total DGSF					**269**	**269**	**269**	

Juvenile Justice Center

16

16.01 Intake Offices

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Intake Administrator	120	1	1	1	120	120	120	
.02	Intake Supervisor	100	4	4	4	400	400	400	
.03	Intake Case workers	64	20	20	20	1,280	1,280	1,280	
.04	Clerks	64	4	4	4	256	256	256	
.05	JDAI	64	2	2	2	128	128	128	
.06	CINS Volunteers	48	3	3	3	144	144	144	
.07	Secretary	64	1	1	1	64	64	64	
	Subtotal Personnel Quantity		**35**	**35**	**35**				
	Subtotal Personnel NSF					**2,392**	**2,392**	**2,392**	
	DGSF / NSF Factor					1.39	1.39	1.39	
	Subtotal Personnel DGSF					**3,337**	**3,337**	**3,337**	
	Support Spaces								
.08	Intake Waiting Area	10	16	16	16	160	160	160	
.09	Secure File Room	12	20	20	20	240	240	240	
.10	Secure Waiting/Holding	40	1	1	1	40	40	40	
	Subtotal Support NSF					**440**	**440**	**440**	
	DGSF / NSF Factor					1.22	1.22	1.22	
	Subtotal Support DGSF					**536**	**536**	**536**	
	Total NSF					**2,832**	**2,832**	**2,832**	
	DGSF / NSF Factor					1.37	1.37	1.37	
	Total DGSF					**3,873**	**3,873**	**3,873**	

16 Department of Juvenile Justice

16.02 Court Liaison Office

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Supervisor	120	1	1	1	120	120	120	
.02	Clerical	48	1	1	1	48	48	48	
.03	Case Managers	64	8	8	8	512	512	512	
	Subtotal Personnel Quantity		**10**	**10**	**10**				
	Subtotal Personnel NSF					**680**	**680**	**680**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Personnel DGSF					**940**	**940**	**940**	
	Total NSF					**680**	**680**	**680**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Total DGSF					**940**	**940**	**940**	

Department of Juvenile Justice

16 Department of Juvenile Justice

16.03 Assignment

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Personnel and Personnel Spaces								
.01	Supervisor	120	1	1	1	120	120	120	
.02	Youth Advisors	80	3	3	3	240	240	240	
.03	Clerical	48	2	2	2	96	96	96	
.04	Community Detention	80	1	1	1	80	80	80	
.05	Transportation	80	1	1	1	80	80	80	
	Subtotal Personnel Quantity		**8**	**8**	**8**				
	Subtotal Personnel NSF					**616**	**616**	**616**	
	DGSF / NSF Factor					1.38	1.38	1.38	
	Subtotal Personnel DGSF					**850**	**850**	**850**	
	Support Spaces								
.06	Public Waiting	10	4	4	4	40	40	40	
.07	Transportation Waiting	12	4	4	4	48	48	48	
.08	Files	12	13	14	14	156	168	168	
	Subtotal Support NSF					**244**	**256**	**256**	
	DGSF / NSF Factor					1.27	1.27	1.27	
	Subtotal Support DGSF					**310**	**325**	**325**	
	Total NSF					**860**	**872**	**872**	
	DGSF / NSF Factor					1.35	1.35	1.35	
	Total DGSF					**1,161**	**1,175**	**1,175**	

16 Department of Juvenile Justice

16.04 Team Core Support Units

	Growth		
	2015	2020	2030
Key Growth Indicator	103%	106%	112%

ID	Name / Function	Std Area	Room Quantity 2015	Room Quantity 2020	Room Quantity 2030	Area Sum 2015	Area Sum 2020	Area Sum 2030	Comments
	Support Spaces								
.01	Conference 8	160	2	2	2	320	320	320	2 @ a single core
.02	Copier	40	2	2	2	80	80	80	2 @ a single core
.03	Storage	15	5	5	5	75	75	75	5 @ a single core
.04	Mail Station	40	1	1	1	40	40	40	1 @ a single core
.05	Telephone Equipment Rooms	80	1	1	1	80	80	80	1 @ a single core
.06	Electronic Equipment Rooms	120	1	1	1	120	120	120	1 @ a single core
.07	Coffee Bar	40	1	1	1	40	40	40	1 @ a single core
.08	Staff Toilet	50	2	2	2	100	100	100	2 @ a single core
	Subtotal Support NSF					**855**	**855**	**855**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Subtotal Support DGSF					**1,121**	**1,121**	**1,121**	
	Total NSF					**855**	**855**	**855**	
	DGSF / NSF Factor					1.31	1.31	1.31	
	Total DGSF					**1,121**	**1,121**	**1,121**	

END OF CHAPTER

C

Criminal Case Improvement Study

Results of the Criminal Court Improvement Study

The Circuit Court for Baltimore City, like courts everywhere, has experienced increased complexity in its workload. As courts take on more post-disposition services and coordinate the activities of multiple agencies, further needs arise to examine traditional practices and suggest adjustments, as necessary. Most important , the type and amount of work required of non-judicial support staff has changed, no matter what the number of cases come through its doors today. The structure of court operations has changed and the processes affecting those operations have become complex. The workflow of most courts in this day and age also deserves examination in light of constituency needs and expectations. It is timely now to examine the processes of the Court to ensure that they all add value to the disposition of each case and that they also maximize the use of the court's limited resources.

This need is particularly urgent given the court's critical need to move into improved quarters. The work processes that will be moved into a new facility should be those that have been carefully reviewed for relevance, efficiency, and effectiveness. Processes that have served the organization well in the past may not work the same way in the future. It is there prudent to discover and plan for changes in advance of any move.

When planning for such a significant investment it is always wise to examine how the existing organization functions. This strategy will help to ensure that when the criminal courts move into a new facility the process won't simply, in the words of Michael Hammer, "paved over the cow path." Careful planning will not waste physical space or build a facility bigger than necessary by importing functions and processes no longer adding value to the effective dispensing of justice. Hence, the court needs to analyze how it does business and to look for ways that combine, bypass, or eliminate inefficient and ineffective activities. A new facility also presents the rare opportunity to innovate through the use of information systems and other technologies, laying a solid foundation for long-term facility use and productivity.

The court needs to achieve economy and efficiency in processes while improving access to justice, expedition and timeliness of court operations, equality, fairness and integrity of court decisions, independence and accountability of the court in the wider government context, resulting in higher levels of public trust and confidence. To that end, change is needed on multiple fronts. The processes, the organization's structure and focus, as well as its use of automation and, most importantly,it's culture must change. Some of these changes are simple and will require little organizational and staff will whereas others will require foundational alterations in the existing

structure, changes in rules and procedures, and planning for implementation of complex information system infrastructures.

In this context, Straub&Associates was engaged by the court to conduct a Process Improvement Study of the Criminal Division. The study of court operations was designed to create a strategic roadmap for the successful transition of the division to a higher level of effectiveness. In short, the key study objectives were:

- To document existing processes employed by the division to manage individual cases from filing to disposition, i.e., the creation of the "AS IS" workflow

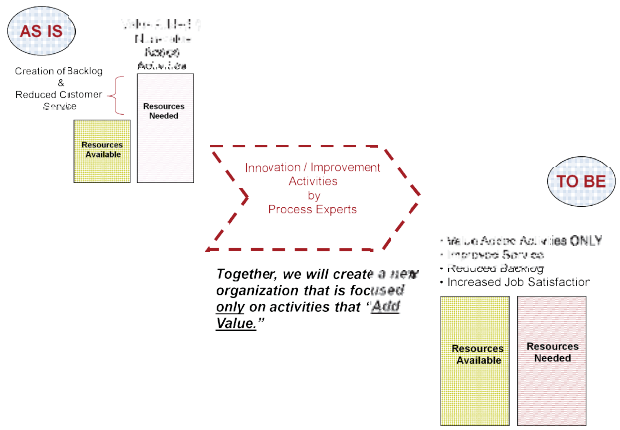
- To work with employees of the division and related organizations to eliminate duplication, overlap and gaps, i.e., the creation of the "TO BE" workflow

- To create transition guidelines for moving the division from the AS-IS to the TO-BE system as smoothly and rationally as possible

This report offers recommendations with respect to process improvement, innovation and redesign. Additionally, the interactive approach to the development of recommendations, involving staff members from the Circuit Court, State's Attorney Office (SAO), and Office of the Public Defender (OPD), has laid the groundwork for change in the organization's culture.

This report is accompanied by a databook that offers detailed information about each process in the Criminal Division. It displays a step-by-step narrative of each process as it is intended to be implemented. The report is also accompanied by the PDS (Perfect Delivery System) software tailored to the specific needs of the Circuit Court for Baltimore City and designed to support continuous improvement and effective organizational transformation.

Process Innovation - Approach



The diagram above depicts the conceptual approach: to develop a model of the way the Baltimore City Circuit Court does business today ("AS IS"), to evaluate the workflow model by identifying non-value added activities, and to re-design the work processes to create the "TO BE" workflow model. Using high levels of staff participation and consensus about the changes to be made, this model helps to ensure acceptance of change by the entire organization. Starting with disparate needs and resources, the improvement planning team was charged to use this model to find better results for eliminating the time and activity from the system that does not add value to the organization's purpose and ultimate goals.

Methodology

The overall project approach was based uponthe simple concepts that:

- Solutions had to be aligned and consistent with the institutional goals of the court,
- Stakeholders and employees should, to the extent possible, be an integral part of the project,
- Recommendations should be fact-based, consensus-driven and able to be implemented, and
- Outcomes should provide the court with a foundation for continuous improvement.

The project approach was also greatly influenced by the fundamental belief that "all courts are not created equal" and, therefore, solutions must fit the unique needs and culture of the Baltimore City Circuit Court. The Big Picture

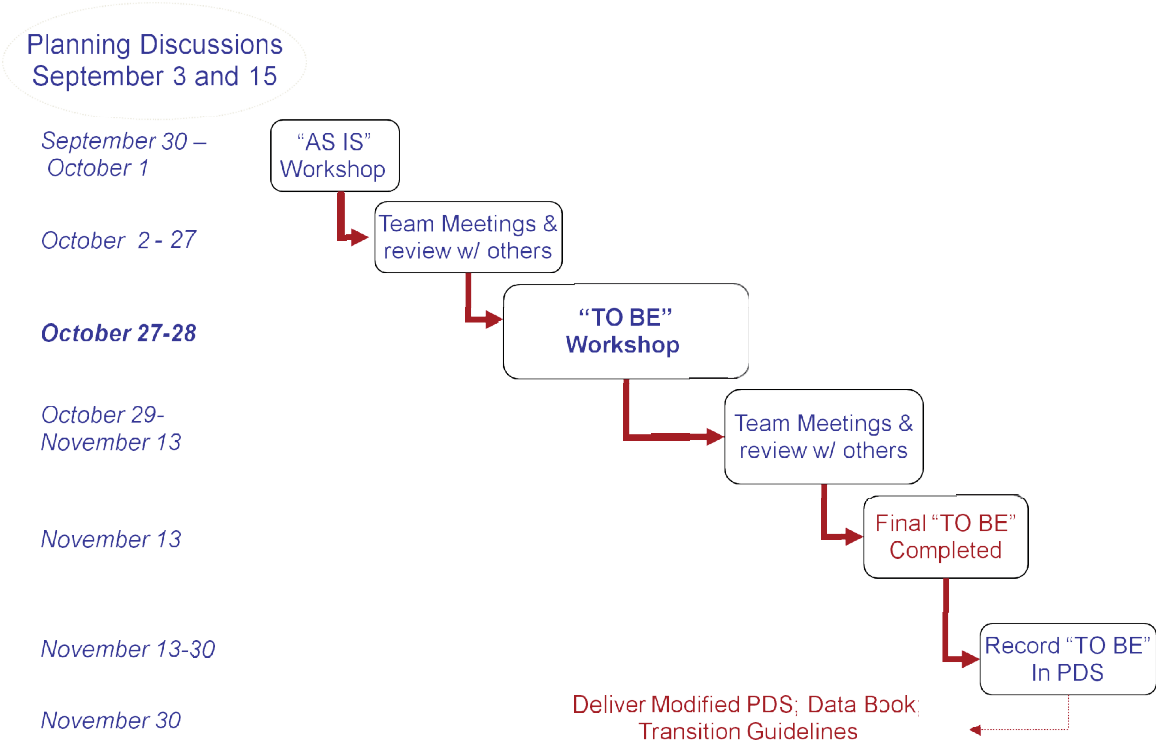
To achieve maximum consistency in recommendations, the project framework was aligned with the vision for the third branch of government provided by the Trial Court Performance Standards. This vision requires the courts to serve the citizens of Baltimore by maximizing:

- Access to Justice,
- Expedition and Timeliness,
- Equality, Fairness and Integrity, and,
- Independence and Accountability,

thereby achieving the highest level of public trust and confidence.

A great deal of hard work, completed under a tight timeframe, yielded the following strategy for improving the processes within this vision of change.

The diagram below reflects the sequence of how key project activities were completed in this process.



The results, findings, and improvements created through process planning activities and the general recommendations generated by the project team were consolidated in this report. The report also includes a transition guide that provides a road map for process improvement and organizational enhancement.

Parallel Objectives

Throughout the project, in addition to the stated project goals, a series of parallel objectives were also pursued. These objectives included:

- Continuous expression of the need to change,
- Building consensus at every level,
- Creating an environment for continuous improvement,
- • Building a trust based foundation for implementing change, and
- Establishing a sense of urgency for change.

Achieving these "softer" less quantifiable objectives is often critical in increasing the overall effectiveness of the Court's operations. Transforming the organization's environment and attitude to embrace change is also an important element in securing the long-term success of this project.

It was crucial that the team formulate effective solutions for process improvement. However, it was equally important to ensure that their recommendations would be easily embraced by staff and effectively implemented. The parallel project objectives were focused on increasing the overall long-term probability of project success by framing the solutions with consensus.

Approach to Work Redesign

The effort to improve process and design began with a series of workshops involving staff experts from all Criminal functions in the court as well as related agencies in the justice system. The purpose was to permit those who are responsible for certain functional aspects an opportunity to discuss existing procedures with their counterparts from other organizations and for them together to search for innovative improvements.

A team of some twenty-two people was created from the various specialties in the Criminal Division and related organizations,representing a cross-section of criminal operations. Team members were chosen based on their process expertise.

For each function, the first work sessions focused on the production a picture of the way work is done today: the "AS IS" process document. Staff experts discussed current processes and explored opportunities for improvement.

The operational teams used a standard framework (New Filings, Pre-Judgment, Calendaring, Courtroom, Judgment, and Post-Judgment) to catalog activities. By using this framework, the functions at each unit could be easily compared. The intent was to urge the team to examine activities from a process perspective as opposed to the existing organization structure. This strategy also allowed a discussion of processes regardless of task assignment differences imposed by current staff assignment patterns.

Using this "AS IS" workflow as a point of departure, the team then participated in a workshop aimed at eliminating non-value-added activities from the workflow and creating, where applicable, a new, more streamlined and standardized workflow. Other related workshops followed.

At the outset of these workshops, the team attended a training session on process reengineering and concepts of continuous improvement. Thereafter, the agenda focused specifically on a discussion of process reengineering techniques and tools, process mapping methods and applications, cycle-time analysis, analysis of handoffs, process control points, as well as approaches to early error detection and elimination.

The time between the first and second set of workshops was used by team members for additional research, refinement of the "AS IS" workflow and documentation of possible improvement opportunities. Workshop participants also involved the remainder of the "back home" staff in the work redesign process. They discussed the issues raised during the first work sessions with their colleagues and solicited their input. The process improvement teams thus benefited from the experience and knowledge of the entire organization.

The second set of work sessions focused on developing the "TO BE" workflow, with the objective being application of concepts and methods learned during the training session. A three-step screening and evaluation method was utilized. First, the team examined every activity and with an innovation test identified activities that needed to be improved or undergo some degree of innovation. The second step evaluated each task for every activity to determine its organizational value. Cycle time analysis was utilized. The third step involved process mapping and evaluation of the need for handoffs and control points by staff.

Utilizing these three steps the team identified processes needing improvements innovation, including reassignment of responsibilities, combination of activities, or prioritization of eliminating non-value-added work. Again, other court staff (i.e., non-team members) were solicited for their input and suggestions.

In addition to the improvement recommendations, team members were directed to discuss other opportunities for organizational enhancement with their colleagues. Discussions resulted in a series of general recommendations with defined actions and objectives that are included as part of this report.

Approach to Managing the Transition

During the course of the project, participants identified some 126 work processes and suggested improvement in 43 of them. Additionally, 93 general recommendations were developed.

	TOTAL PROCESSES Identified for Improvement or Change	NUMBER OF PROCESSES TO BE IMPROVED
-	126	43
Calendar	15	14
Courtroom	1	1
Judgment	5	0
New Filings	14	8
Post Judgment	48	9
Pre-Judgment	34	5
Administration	9	6

In these results, subgroups also became apparent, such as activities to be improved (43), in which, some were marked urgent (7), some were identified as important yet easy to implement (4), and others were identified for improvement within a target date of one month (4). . . .

In this dynamic process of organizational change, it is important to plan for the orderly implementation of these suggested improvements. This transition will not occur overnight. Rather, smooth step-by-step actions should be taken to ensure effective and orderly implementation.

The transition guidelines provided here are intended to be a source that can be used by a transition team to further evaluate the feasibility of the recommendations of the report and carry them through to fruition. The PDS (Perfect Delivery System) software accompanying this report is the electronic transition plan that, coupled with this transition guide, can be used by the transition team. The team will be able to rank recommendations by suggested dates of implementation and also rank their importance, urgency and ease of implementation.

We suggest that four criteria be used in selecting recommendations for implementation:

- Significance to the organization: the highest should be implemented when combined with
- Likelihood of a successful solution: the highest should be implemented when combined with
- Ability to have impact over the outcome: the highest should be implemented when combined with
- Time/Cost requirements: the lowest should be implemented when combined with those above.

Any recommendation meeting all four of these criteria will be a candidate for immediate implementation. Those not meeting these standards qualify for further analysis to discover obstacles that may lay in their path to being realized.

Reengineering of Processess

This evaluation and concurrent recommendations included suggestions on unit-wide changes to customer service and support, physical case tracking, and information systems enhancements. Many have facilities implications.

The following table presents the complete project findings of recommendations about the reengineering of processes and other recommendations. Evaluation of the recommendations for time, resource and legal feasibility will be the mission of the transition team in charge of implementation.
Outcomes of Reengineering of Processes

The detailed “TO BE” court processes are documented in a databook accompanying this report. This book contains the workflow and activities identified for all functional areas of the Criminal Division.

The needs and improvements recommended for each activity are documented using a standard format and contained in the PDS software program. The standard detailed PDS report offers information about the following:

- Main characteristics, including the type of activity, the primary desk assignment, performance time constraints, definition of staff category currently performing the activity, and jurisdictional relationships
- Other characteristics, any additional items needed for completion of the activity (e.g. forms)
- Facilities expectations, including constraints, needs, and the location where the activity is performed
- Automation expectations, including requirements, impacts, and any available data

on systems and platforms

- Improvement / Innovation test results indicating if and why an activity was identified for improvement or, alternately, not revised
- Requirements for change and overcoming its obstacles, including improvement / innovation target dates, implementation complexity (easy or hard), implementation urgency / importance, and identified obstacles (such as training, third-party approval, judicial approval, facilities or automation, and existing policies)

PDS activity reports also include any general comments offered by the process improvement team, a listing and description of "AS IS" and "TO BE" processes/ tasks where appropriate and available process maps.

The portion of this report entitled "The Transition Process" includes advice on how best to implement change, ensuring that the improvements become part of the permanent culture of the Criminal Division.

General Recommendations

During the course of the process of reengineering, the improvement team periodically identified areas of operation that might benefit from change. These opportunities were not necessarily related to workflow and likely would be missed by other attempts to modify the court's processes. Therefore, each member of the work group was asked to create a log of general recommendations that arose out of discussions submitted by other court staff and that otherwise might have been ignored.

Of the 93 recommendations, some are unit-wide in scope and others impact only a single function. Some are simple recommendations requiring only an increased awareness about more complicated solutions calling for systemic change. Collectively, they will improve customer service, minimize errors, eliminate non-value added time and activity, perform duties more efficiently, use resources more effectively and streamline court processes.

Many of these recommendations are feasible and can be implemented immediately at little or no cost. Others may not be as realistic, including costs unforeseen by the reengineering team that suggested them. It will be up to the transition management team to examine each of the recommendations and to prepare an action plan for their implementation. This plan should be shared with those who made the recommendations originally so that they will learn about the eventual disposition of their efforts, even if no action can be taken on them.

Recommendation for Improvements	Objective
Facility-related	
1. Build public counters.	To improve safety of personnel and create an environment conducive to better public relations.
2. Keep personnel and prisoners apart in walking space in courtroom and hallways.	To improve safety of judges, staff, jurors, and the public.
3. Create male and female bathrooms for personnel separate from public bathrooms.	To provide appropriate restroom spaces for staff use only.
4. Establish larger workspace and work areas.	To provide adequate work space, avoiding overcrowding.
5. Provide reduced rate parking for employees	To improve estaff safety and morale.
6. Create an office space for the new courtroom clerk..	To improve office morale.
7. Create a check-in area in same building as the agency	To increase staff efficiency.
8. Create a new courthouse entirely	To improve public perception of the Circuit Court and the justice it dispenses.

Recommendation for Improvements	Objective
9. Create a better, improved courtroom for the Clerk of the Court (CoC) division.	To improve morale.
10. Heat office and work space at more comfortable temperatures.	To improve working conditions for all.
11. Have more efficient, working elevators in the courts buildings.	To improve public safety and working conditions.
12. Condense all criminal courts processes iln one building.	To reduce confusion within the division and increase efficiency.
13. Have each criminal tram directly connect to both the court and the lock-up areas.	▪ To increase the safety of personnel and the public. ▪ To increase convenience and time- effectiveness for the court.
14. Designate certain entrances for courthouse personnel only .	To reduce or eliminate lateness among employees; to allow employees to gainback half of their lunch break..
15. Unseal windows , install proper window coverings, and clean vents monthly.	To improve indoor air quality (IAQ) in offices and to discourage employees from using portable heaters and fans to make their work environment comfortable enough for working.
16. Establish a new workstation floor plan.	To improve the ability of all employees to see and help everyone entering the office, thereby increasing productivity.
17. Establish markedly better indoor air quality (IAQ). Eliminate heat coming out of vents in the summer and cold air in winter.	To help prevent employee sinus and allergy problems, especially for those who never had these types of health issues before.
18. Light courtrooms and offices adequately.	To eliminate work errors and reduce employee eye-strain.
19. Establish separate elevators and entrances for the transportation of inmates.	To improve the safety of courthouse personnel and the public.
20. Stop "bath-fitter"-type improvements of offices that have been vacant for years, which just covers up maintenance issues that should be addressed.	To eliminate major problems, such as flooding, leaking ceilings, asbestos, mold, and, consequently, dangerous working conditions for employees.
21. Re-create a new floor plan for the cubicles in the criminal assignment office.	To help staff serve the public effectively and not just a select few. To eliminate favoritism and separation within the office, which will also improve work production and morale.
22. Designate courtrooms with access directly to lock-ups for arraignment and reception courts.	To improve security for staff and the general public.
23. Designate elevators that must be used by security to transport inmates.	To improve safety for everyone.
24. Provide all designated criminal courts access to lock-ups.	To improve safety. Inmates should not be interacting with the general public as they currently sometimes do, which can create a dangerous situation.
25. Provide larger courtrooms for designate arraignment and reception courts.	To eliminate overflow into hallways.
26. Improve seasonal air quality.	To improve health among the staff; to reduce employee absenteeism due to health issues.
27. Improve lighting in all work areas.	To protect staff from health issues resulting from eye strain and stress.
28. Provide each courthouse with designated entrances for court employees only.	To provide a safer environment for staff as well as eliminate unnecessary waiting time for employees when inmates are brought into buildings.
29. Provide both arraignment courts in adequately-sized courtrooms.	To improve the safety of the courtroom for the staff and public, the sheriff/security staff's view of the courtroom, and make a comfortable work environment for every user of the building.
30. Provide new offices with safe and adequate ventilation to combat the problem of bad odors in a poorly functioning ventilation system; replace old carpets.	To improve the health and morale of employees.
31. Position desks to face clients when they enter office, particularly in areas of public interface.	To improve interactions between the staff and the public.
32. Provide a café or catering for each courthouse.	To provide convenience for all courthouse staff, including judges,, when mealtimes are limited or there is inclement weather.
33. Designate restrooms for public use or private restrooms for each office.	To offer a cleaner and more sanitary environment for courthouse personnel and the public.
34. Offer an on-site child care facility staffed by certified personnel.	To decrease employee absenteeism due to school closings, inclement weather, and professional study days, or inadequate child care and to increase work production.

Recommendation for Improvements	Objective
35. Offer to all employees an on-site fitness room and program before and after work (or even lunchtime, if possible).	**To improve and promote better physical health among courthouse staff and to help reduce stress.**
36. Provide special parking for staff that is free or discounted, offer subsidized passes for public transportation.	**To improve morale and attendance among employees (specifically during bad weather i.e. ice/snow).**
37. Establish one central location for all files.	**To improve work effectiveness and communication with the public and clients as to judicial matters.**
Automation	
Recommendation for Improvements	Objective
38. Computerize courtrooms and the management systems supporting them..	**To improve accuracy, save time, offer instant uploading onto a mainframe, eliminating the need for data entry clerks; To provide the public with immediate verification of case outcomes; and to eliminate numerous forms, redundant information, allow immediate interface with other agencies, and alleviate scheduling problems (such as court assignments in two different spaces on the same day)**
39. Offer some type of scanning process for new cases, motions, petitions, and file tracking.	**To improve management system's effectiveness.**
40. Set up e-mail through all processes of the court: from court rooms to docket preparation.	**To improve written communication instead of relying upon leaving phone messages.**
41. Provide e-mail for all employees.	**To help improve communication between all departments and agencies.**
42. Use computer systems to integrate various jurisdictions.	**To improve communication, and, ultimately accuracy of particular departments.**
43. Provide computer access to all court systems.	**To improve access to district, federal, and all other circuit courts for establishing better communication between these jurisdictions.**
44. Interface the main frame to "smart systems" for the courts.	**To use appropriate codes instead of communication**
45. Computerize forms.	**To avoide constant need to order forms and have a ready inventory of forms available at all times.**
46. Use uptodate hardware and software throughout courthouse, in every office, not just designated offices.	**To improve productivity, reliability, and communication throughout the court system.**
47. Computerize time sheets.	**To reduce the time and need spent making manual corrections..**
Maintenance	
48. Clean black soot from vents.	**To decrease employee respiratory problems.**
49. To have housekeeping to do spot checks of all bathrooms and trash cans during the course of each week day.	**To make the courthouse more clean & sanitary, which will help to decrease the problem of roaches, rats & mice dealt with by employees daily.**
50. Replace old, rancid carpet.	**To improve the environmental conditions, safety, and appearance of the courthouse.**
51. Clean offices with green liquid, including all walls and ceilings.	**To reduce employee absenteeism.**
52. Provide a lunchroom with running hot and cold.	**To provide sanitary conditions for employees.**
53. Call in an exterminator for mice, rats, and roaches on a weekly basis to exterminate vermin until problem is under control and then call in vendor once monthly to maintain this status.	**To improve the health conditions and cleanliness of offices and the courthouse; to improve work production.**
Staffing/Training	
54. Have a time cut-off for the court day.	**To improve the safety of courtroom clerks (e.g., some judges do not get leave the Bench until 7pm or later, which puts clerks in the position of having to catch the bus or walk 4-5 blocks to their parked cars in the dark at a time of day when downtown is desolate).**
55. Offer training seminars held at local facilities rather than those in Annapolis.	**To be more respectful of employees who do not have access to transportation.**

Staffing/Training	
55. Offer training seminars held at local facilities rather than those in Annapolis.	To be more respectful of employees who do not have access to transportation.
56. Give state employees a choice of using personal leave days or furlough days.	To alleviate the stress of single-parent families or even two-parent families who are keenly dependent on their salaries to make ends meet (i.e., offering personal time will eliminate a reduction in an employee's salary, but still fulfill the furlough requirement of each employer.
57. Offer flex–time work schedules.	To improve working conditions for employees (i.e., alleviate unnecessarily long commutes for workers).
58. Offer contractual positions.	To provide time and financial flexibility to employees.
59. Secure another employee to "float" to whatever criminal area needs help.	To prevent regularly-assigned staff from falling behind in wor, especially in time-sensitive areas.
60. Offer part-time employment.	To provide flexibility to employees.
61. Hire more judges and clerks.	To process cases more quickly.
Safety	
62. Have jail personnel take summonses down to lock-up to be signed in (because that personnel are trained to handle hostile inmates.)	To increase the safety of courtroom personnel; to eliminate direct contact with inmates, especially those who are dangerous and hostile.
63. Intall panic buttons.	To increase the safety of all.
64. Make sure high profile cases are monitored with adequate security. Also, arrange for such cases to be placed in designated court rooms with direct access to lock-up areas.	To promote increased security and safety within the courthouse and in each courtroom and to provide adequate accommodations for staff, media, the public, and family members.
65. Eliminate cell phones from being brought to court by members of the public; require the Sheriff on duty at the front entrance to announce this restriction (e.g., use the restrictions implemented at the Lawson Courthouse as a model).	To increase the safety and security in the courthouse by protecting witnesses, personnel, and the public.
66. Install flexi-glass window and/or alert button.	To buffer dealing with aggressive customers.
Communications	
67. Update the phone system with more automation.	To improve communications.
68. Automatic voice activated phone system for each office and each dept. w/in that office w/ caller ID.	To help alleviate multiple transfers of callers trying to get correct information; to monitor prank or threatening phone calls.
69. Removal of intercoms.	To eliminate constant chit-chat amongst some staff throughout the work day.
Other	
70. Provide discounted childcare for staff.	To help staff with children, particularly in these challenging economic times.
71. Provide reduced-rate parking or public transportation passes for courthouse employees.	▪ To boost morale of each employee and lessen the stress due to extra financial expenses. ▪ To improve attendance and cut down on lateness.
72. Substitute exhibitions with photos.	To provide a more inviting and pleasant work environment and public space for the building's users.
73. Arrange for the sending of case files to the relevant courtroom.	To reduce the time spent going to get files.
74. Allow for turning in docket in either building.	To avoid rushing to drop off in the morning.
75. Improve the quality of the file carts.	To improve work efficiency, since the carts currently (and frequently) break down in the middle of the street and on the elevators.)
76. Arrange for the docket in a given courthouse to be located in that courthouse.	To prevent courtroom clerks from running back and forth in all types of weather.
77. Eliminate the use of summons at arraignment hearings when a scheduling order is signed by defendants.	To eliminate unnecessary paperwork since the summons and scheduling order both have the dates on them.
78. Make special assignment of all high-profile cases.	To create better, more succinct communication between staff and the general public (particularly the news and print media).
79. Have a time clock located in all courthouse buildings.	To improve safety and convenience of the clerks (e.g., it is unsafe togo to one's car or public transit in the dark late in the day.)

Recommendation for Improvements	Objective
80. Enforce a stricter dress code for the public and do not allow inappropriate attire or obscene language.	To increase respect of and in the court, the judges, and the public themselves.
81. Have juvenile waivers and administrative court assigned to specific and separate judges (not arraignment judges).	To not rush juvenile waivers and admininistrative court situations since they are time consuming due to the special considerations each case needs and deserves. They should be treated with care and respects because the arraignment court has a heavy docket. To help each case (arraingment, administrative, juvenile waiver) receive an adequate time to be heard, with the possibility of working things out for the best of all parties involved.
82. Make sure that summons is signed by the prisoner in lockup only.	To decrease time spent on putting on and taking off handcuffs on inmates.
83. Arrange for the same clerk to enter and edit cases.	To reduce mistakes and allow a more thorough review when editing.
84. Set a cpecific time for the office to close at lunchtime.	To improve work efficiency, i.e., everyone would be expected to return to work at the same time, thus eliminating the need for a lunch schedule and having to worry about coverage if positions are already short-staffed.
85. Install appliances that work.	To reduced time wasted on applicances that are often malfunctioning or broken.
86. Limit change of docket requests (otherwise known as "add-ons").	To limit extra work for personnel in many departments.
87. Implement more uniform guidelines for the transportation of prisoners, such as restricting movement to only certain days.	To create more safe and more fair working conditions for employees.
88. Require ten (10) minutes of stretching in morning.	To improve the health and mindset of employees and more them more productive.
89. Access to miles	To aid in finding department locations
90. Keep all drug treatment cases on computer and remove/cancel ones not needed.	To reduce the heavy flow of change-of-docket request.
91. Provide the institution the transportation list and let them send us the information about releases.	To cut down on timely processing of list and errors of releases.
92. Reduce and/or eliminate manual handling or forms, such as writs or jail cards.	To improve work efficiency and provide better communication amongst court administration.
93. Reduce/eliminate unnecessary clerical duties (i.e., grand jury subpoenas, medical records subpoenas, true test).	To improve work efficiency.

Although the above recommendations should be carefully evaluated for feasibility of implementation, they offer an excellent platform for initiating positive change. They should be evaluated by the transition team using the four guidelines listed in the previous section, i.e., significance to the organization, likelihood of a successful solution, ability to impact the outcome, and time/cost considerations.

It will be important for the transition team to use this list as a source of "Short-Term Wins" for the Criminal Division. Visible, immediate results are excellent feedback to the organization that positive change has begun to happen as a result of this process.

THE TRANSITION PROCESS

Major organizational change does not occur overnight. The existing culture and practices took years to form and will take some time to replace. Edgar Schein has defined organizational culture as:

> "A pattern of shared basic assumptions that the group learned as it solved its problems of external adaptation and internal integration that has worked well enough to be considered valid and, therefore, to be taught to new members as the correct way to perceive, think and feel in relation to those problems."

This culture is only partly formal. Much of it is informal, consisting of habits and ways of doing things that the court has accumulated over the years. It is often displayed in

ways such as newer employees "learning the ropes" at the hand of those who have been around longer. The reason that all of this is so difficult to change is that it occurs simultaneously on three levels: artifacts, espoused values, and basic underlying assumptions.

Artifacts are all the phenomena that one sees, hears and feels when encountering an organization for the first time. It includes the visible products of the organization such as the architecture of its physical environment, its language, dress codes, published lists of values and the "look of the place". Artifacts include all of the visible structures and processes of the court organization that communicate a message to those using and working in it about what kind of organization it is. Artifacts have always been an important part of the symbolic message the court sends to its users concerning the seriousness and importance of court business.

Espoused values include all the court's strategies, goals, philosophies, mission statements and vision statements. It includes all those published messages about who we are as an institution, what we do and how we intend to do it. All organizational activity ultimately reflects someone's original values, i.e., their sense of what ought to be as distinct from what is. The communication of these values is important because it reduces the uncertainty in critical areas of the organization's functioning. They serve the function of guiding members in how to deal with certain key situations as well as in training new members on how to behave. "Individual justice in individual cases,"-, "innocent until proven guilty," and "justice delayed is justice denied" are examples of espoused values in the courts.

A practical problem in changing court culture is that sometimes there is a difference between what we say and what we do. The espoused value may claim that people are innocent until proven guilty, but in practice court employees treat everyone coming to the public window as if they were guilty of something. "We don't have 'customers.' We have 'violators.'" The court may say that it values its people and has a high standard of excellence in service, but everyone's daily experience might prove otherwise. Espoused values are an important ingredient in determining whether an organization "walks its talk."

Basic underlying assumptions are those patterns of thought and behavior that are so ingrained that no one questions them and they are essentially taken for granted. Since we neither confront nor debate these things, they are very difficult to change. Further, if people are treated consistently in terms of certain basic assumptions, they eventually come to behave according to those assumptions in order to make their situation stable and predictable. These assumptions deal with the fundamentals such as human nature, the importance of work, the way people ought to relate to one another, the nature of truth and how it should be discovered and the proper roles of men and women. Whether we assume that people are basically lazy or not will drive the way the court treats employees and customers alike. Whether we assume the adversary process to be the only way to discover truth will determine how we handle cases such as those in Domestic Violence.

The combination of these three variables (artifacts, espoused values and basic underlying assumptions) makes the creation and management of sustainable organizational change so difficult. It is easy to change one but not the others. It is easy to change the image but not the values and then wonder why people maintain the old ways of doing things. It is easy to seriously develop and announce a new vision, mission and structure for the court organization but then find numerous "disconnects" between it and the way people behave. It is for reasons such as these that most major attempts at organizational transformation fail.

Why Transformation Efforts Fail?

It takes time to manage successful organizational transformation. Most success stories involve continuous time and attention for periods of five to ten years. Old habits die hard. New ways of doing things take time for people to learn, embrace and make part of their routine behavior as "the way things are done around here." There are eight reasons why efforts to transform organizations typically come up short. All can be identified and minimized or eliminated with proper strategic attention.

Attempts to lead change customarily fail due to the following errors:

- Not establishing a great enough sense of urgency
- Not creating a powerful enough guiding coalition
- Lacking a vision
- "Undercommunicating" the vision
- Not removing obstacles to the new vision
- Not systematically planning for and creating short-term wins
- Declaring victory too soon
- Not anchoring changes in the organization's culture.

Obviously, success can be enhanced by overcoming these errors in the change management process. This means that the Baltimore City Circuit Court must:

- Establish a sense of urgency in the eyes of all who must participate in making the change
- Form a guiding coalition powerful enough to make it happen (including some who are outside the boundaries of the court itself)
- Create a vision that accurately describes the new court, its values and its future
- Communicate that vision by every means possible until all have "caught" it and incorporated it in their individual behavior
- Empower everyone to act on the vision by removing all obstacles to its achievement including structures, processes, authority, training, tools and, if necessary, people
- Plan for and create short-term wins so that all can see the results of their effort in achieving the new court organization
- Consolidate improvements so that they can serve as the springboard for producing still more change
- Institutionalize new approaches so that the *artifacts, espoused values, and basic underlying assumptions* of the new court organization are all in alignment.

Making the Transition

The creation of a reengineered workflow is but the beginning of a long-term process of organizational transformation. The way in which the new work processes and recommendations of the reengineering team are implemented will have critical implications for the eventual success of the effort. There is more art than science to the creation of a new, productive institution. The following steps are suggested:

1.*Begin with vision*. All of the reengineering work must be tied to a concise, understandable vision for the new organization. Fortunately, the problem of vision has been solved for courts by the adoption of the Trial Court Performance Standards developed by The National Center for State Courts. These standards specify the outcomes expected from all courts. They specify an appropriate vision for each function of this court. This vision has proved to be an excellent foundation upon which to build an effective court. It should be used to guide and check all further improvements resulting from the transition process.

2.*Form an Effective Transition Coalition.* A transition team should be created to manage the transition process. The team has an immediate function. The Transition Management and Implementation Team will manage the specifics of work process revision and implementation of the general recommendations generated by the reengineering team. It should include members of management and supervision of the Criminal Division. Some members of the reengineering team should be included as members of this team as well. The team should be small enough to move with speed, but large enough to represent all necessary stakeholders in the implementation process, e.g., six to eight members.

Ideally, the Transition Management and Implementation Team would begin meeting immediately upon acceptance of this report and begin an action planning process for its effective implementation. The life of this team will probably be one year. It should be extended if during the action planning process it is decided to take on other projects of sufficient scope to require input and direction from all functional areas, e.g., development of new automation.

3.*Manage the Transition Plan.* The Perfect Delivery System (PDS) software and databook serve as a roadmap for implementing the improved court processes and general recommendations offered by the reengineering team. It will likely be altered by other constraints facing the implementation team, but it provides an excellent foundation for effective transition management.

4.*Manage for Immediate Results*. The best insurance for the long-term success of an undertaking of this magnitude is to produce visible short-term results. The significance of successfully completing these activities cannot be overstated. They are visible reminders of progress to all who participate in the change-making process. Aside from what they accomplish substantively, they serve as solid motivators, imparting energy to future achievement.

5.*Create Mechanisms for Continuous Communication.* The experts on change management tell us that in the average attempt to make organizational transformation, leaders undercommunicate the vision and need for change by a factor of ten. This means that even the use of every communication technique customarily employed may fall short of getting people to buy into what is happening. Therefore, it is important that the Transition Management and Implementation Team develop means for keeping the entire workforce informed about how the transition is coming along, while simultaneously allowing them an opportunity for feedback, suggestion and genuine input to the process. As a minimum, the following should be used:

- A “Transition Times” newsletter produced on at least a monthly basis
- Routinely held staff meetings and focus groups with transition implementation as the only item on the agenda
- Frequent, random, non-routine visits by top management to inform staff and answer questions about the transformation
- Space on the court web page for quickly delivering transition information and coping with the rumor mill (e-mail and fax can be used in the same way)
- Open meetings of the transition team, allowing some structured time for feedback on progress
- Frequent meetings of management and supervision with the transition team so that an accurate message can be cascaded through the entire court organization; and,
- Training for all lead workers, supervisors and managers on the vision, mission, values and priorities of the court

6.*Develop a Process for Continuous Use of the PDS Software*. As part of the overall reengineering process, the court has been provided with the software known as Perfect Delivery System (PDS). This software has been loaded with all of the reengineering team's recommended work processes. Using this as a starting point, the court can now carry out additional "reengineering on the fly" as requirements and work processes change over time. Individual supervisors and managers can change their work processes as needed to more effectively serve their customers and top management can explore better ways to organize the activities of the court. It will be best to assign overall responsibility for PDS management and maintenance to someone, or some unit, at the courtwide staff level so that its contents always reflect the current condition of the court.

The PDS allows the court to effectively and continually manage the progress of change. It helps the transition team identify established implementation priorities and revise them as necessary, create dynamic reports for distribution to third party stakeholders, provide change implementers with a road map, document automation and facilities implications on change, and more.

Appendix

The Criminal Courts Process Improvement Team

Circuit Court Judges
Hon. John C. Miller
Hon. M. Brooke Murdock

Criminal Division
Marian Soto
Mattie Jackson
Candy Young
Rosemary Mechlinski
Sarah Mackey
Kimberly Foxworth
Juanita Seling
Lisa Hudgins

Criminal Assignment
Robert Ignatowski
Julie Perkins
Loretta Smith

Administrator of the Criminal Docket
Rafael Ortiz

Courtroom Clerks
Michael Mack
Daniel Smith
Jackie Hinton
Gregory White

State's Attorney Office (SAO) (2)

Office of the Public Defender (OPD) (2)

END OF CHAPTER

D

Limited Environmental Study

LIMITED HAZARDOUS MATERIALS SURVEY

LIMITED HAZARDOUS MATERIALS SURVEY

CLARENCE M. MITCHELL, JR. COURTHOUSE
100 N. CALVERT STREET
BALTIMORE, MARYLAND 21202

Prepared for:

AECOM Services, Inc.,
dba AECOM Design
3101 Wilson Boulevard, Suite 900
Arlington, Virginia 22201

Prepared by:

EBA Engineering, Inc.
4813 Seton Drive
Baltimore, MD 21215
Telephone: (410) 358-7171
Fax: (410) 358-7213

EBA Project No. 3665-00-000

March 5, 2010

LIMITED HAZARDOUS MATERIALS SURVEY

CLARENCE M. MITCHELL, JR. COURTHOUSE
100 N. CALVERT STREET
BALTIMORE, MARYLAND 21202

EBA PROJECT NO.: 3665-00-000

MARCH 5, 2010

Submitted To: Kenneth Jandura, AIA
AECOM Services, Inc.,
dba AECOM Design
3101 Wilson Boulevard, Suite 900
Arlington, Virginia 22201

Submitted By: _____
Andrew L. Korch
Environmental Scientist
EBA Engineering, Inc.
4813 Seton Drive
Baltimore, Maryland 21215

Reviewed By: _____
Mr. James P. Sines, CHMM
EBA Engineering, Inc.

CERTIFIED HAZARDOUS MATERIALS MANAGER
JAMES P. SINES
13615
CHMM

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Executive Summary

EBA Engineering, Inc. (EBA) was retained by **AECOM Services, Inc., dba AECOM Design,** herein referred to as the Client, to perform a limited Hazardous Materials Survey of the Clarence M. Mitchell, Jr. Courthouse facility (herein referred to as the Subject Property) located at 100 N. Calvert Street, Baltimore, Maryland 21202.

Construction of the Clarence M. Mitchell, Jr. Courthouse occurred between 1895 and 1899 and was dedicated at a public ceremony in 1900. In 1946 the courthouse was expanded and renovated to serve modern judicial needs. In 1985, the courthouse was rededicated in honor of Baltimore's Clarence M. Mitchell, Jr.

The courthouse currently serves Baltimore City and the State of Maryland in the areas of criminal, civil and family courts. The Clarence M. Mitchell, Jr. Courthouse also contains the Office of the State's Attorney for Baltimore City, the Clerk of the Court, the Baltimore City Law Library, the Sheriff's Office, the Baltimore Courthouse and Law Museum, the Pretrial Release Division of the Maryland Division of Corrections, several pretrial detention lockups, jury assembly rooms, conducts civil marriage services, and houses land records for Baltimore City.

The Clarence M. Mitchell, Jr. Courthouse occupies approximately fifty-nine thousand and twenty-five square feet (59,025ft^2) in area of an entire city block. Eight Ionic columns support the base of the roof facing Calvert Street. These columns are among the largest monolithic columns in the world, cut from single blocks of marble, each weighing 35 tons and measuring over 31 feet. Granite wraps the basement level and provides a solid base for the white marble-six story courthouse facade. The roof is of built-up materials and bordered by a balustrade of the entire perimeter.

The limited hazardous materials survey (LHMS) focused on the following materials; Asbestos Containing Building Materials, Lead Based Paints, Polychlorinated Biphenyl Containing Equipment, Universal Wastes, Ozone Depleting Compounds, and Miscellaneous Materials throughout the building.

The results of the LHMS have identified hazardous materials located within the Subject Property. Renovation/ demolition activities performed in the future may disturb such hazardous materials. These materials are summarized below:

Asbestos Containing Building Materials

The results of the survey show that asbestos containing building materials (ACBM) are present at the Subject Property. The OSHA “Asbestos in Construction Standard” 29 CFR 1926.1101 imposes restrictions on the disturbance of asbestos during renovation activities. Removal of the following item identified in the building is considered Class I asbestos work by the OSHA regulation:

- Tank, Thermal System Insulation, Gray

- Pipe, Thermal System Insulation, White/Gray
- Pipe, Elbows and Fittings, White
- Fire Doors (Basement), White

Removal of the following items identified in the building are considered Class II asbestos work by the OSHA regulation:

- Cove Molding, Black
- Cove Molding Mastic, Multiple Colors
- Door Caulking
- Floor Tile, Multiple Sizes and Colors
- Floor Tile Mastic, Multiple Sizes and Colors.
- Electrical Wiring Insulation (Presumed)
- Elevator Brakes (Presumed)
- Exterior Window Caulking (Presumed)
- Pipe and Tank Gaskets (Presumed)
- Roofing Materials (Presumed)
- Roof Top Chiller Transite Paneling (Presumed)

Class I & Class II asbestos work must be performed by trained employees using work practices required by the OSHA standard.

Electrical wires, elevator brakes, exterior window caulk, fire doors, pipe and tank gaskets, and roofing materials were presumed to contain asbestos to avoid damage of the system and eliminate undue risk to personnel safety. It may be cost effective to have these materials sampled and analyzed at an appropriate time to allow for them to be definitively categorized.

Quantities for Positive ACBMs		
Material Type	**Quantity**	**Unit of Measure**
Boiler Tank TSI	100	Square Feet
Chiller Tank TSI	300	Square Feet
Cove Molding	8478	Linear Feet
Door Caulking	3322	Linear Feet
Basement Fire Doors	17	Each
Flooring	255610	Square Feet
Pipe TSI	7773	Linear Feet
Pipe Fitting/Elbows	825	Each

In any situation where ACBM remains in the building, it should be managed under a comprehensive operations and maintenance (O&M) program. The procedures and guidelines described in an O&M program should be followed whenever building maintenance activities will disturb any asbestos materials present in the building.

Lead-Based Paints

The presence of lead based paints triggers EPA and OSHA regulatory standards (29 CFR 1926.62).

Lead-based paints (LBP) were identified throughout the Subject Property atop exterior and interior building components. Furthermore, LBP was identified atop plaster, masonry, metal, and wood substrates.

It is recommended that damaged LBP be repaired using methods recommended by the Maryland Department of the Environment.

Demolition debris with LBP atop hand railings, posts, valves, valve handles, piping, and other elements may be disposed of in a Construction and Debris (C&D) landfill provided the material is not classified as a hazardous waste in accordance with 40 CFR Part 261 and SW-846 (Test Methods for Evaluating Solid Waste Physical/Chemical). Metal objects containing LBP can be recycled.

PCB Containing Equipment

EBA did not identify any ballasts suspected of containing Polychlorinated Biphenyls (PCBs) at the Subject Property as none of these ballasts appeared without the “No-PCBs” stamp. However, some of these ballasts may still be present at the Subject Property. The approximate quantities of PCB and non-PCB ballasts are detailed in the table below.

Quantities for PCBs		
Equipment Type	**Quantity**	**Unit of Measure**
Ballasts with “No PCBs” Stamp	4436	EA
Ballasts without “No PCBs” Stamp	0	EA
Hilco Hyflow Oil Filters	4	EA

EBA identified four (4) double chamber Hilco Hyflow Oil Filters located in the basement of the Subject Property. These oil filters are associated with the ‘wheel house’ heating system and filter the hydraulic fluid used to operate the hydraulic air intakes and exhausts. Based on the age and use for these oil filters, they are suspected of containing PCB oils.

Maryland regulations for PCBs state that > 50 ppm are considered a Controlled Hazardous Substance. In Maryland PCB levels between 50 – 500 ppm have the waste code MT01 and levels >500 ppm have the waste is M001.

PCB containing equipment becomes a concern if they are leaking or they will be removed and disposed of as hazardous waste. According to EPA Toxic Substances Control regulations (TSCA) in 40 CFR Part 761, the material must be incinerated.

PCB ballast disposal does not require that the entire lighting fixture be specially handled and disposed of as long as the ballast is not leaking. The non-leaking ballasts can be removed and recycled or disposed of properly. Ballasts that have been removed from service and the containers that they are stored in must be labeled according to EPA labeling requirements specified in 40 CFR Part 262 Subpart C (Jacobson, 2006).

Ballasts manufactured between 1979 and 1991 may also contain another dielectric fluid, Di (2-ethylhexyl) phthalate (or DEHP). DEHP in its raw form is a listed hazardous waste under RCRA and classified as a U028 characteristic hazardous waste. DEHP found within lighting ballasts that have been used is spent and therefore no longer considered hazardous (40 CFR 261.33). Used ballasts containing DEHP meant for disposal can be recycled (preferred), land filled, or incinerated.

Before PCB TSCA regulated waste is shipped off-site from a generator facility to a licensed TSDF, the facility shipping the PCB TSCA regulated waste must ensure that the waste is labeled in accordance with USDOT regulations. Even if a disposal vendor usually prepares the facility waste for shipment, the facility or site manager responsible for compliance is ultimately responsible for ensuring that all labeling requirements are met.

Ozone-Depleting Compounds

Class I and Class II ozone-depleting compounds were identified in the form of household refrigerators/freezer units, commercial refrigerator/freezer/vending units, commercial central air cooling units, window air cooling units, water fountains, water cooler units, and containers of refrigerant. Under EPA's rule, equipment that is typically dismantled on-site before disposal (e.g., retail food refrigeration, central residential air-conditioning, chillers, and industrial process refrigeration) has to have the refrigerant recovered in accordance with EPA's requirements for servicing. However, equipment that typically enters the waste stream with the charge intact (e.g., motor vehicle air conditioners, household refrigerators, household freezers, and room air conditioners) is subject to special safe disposal requirements.

Under the safe disposal requirements, the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) is responsible for ensuring that refrigerant is recovered from equipment before the final disposal of the equipment. However, persons "upstream" can remove the refrigerant and provide documentation of its removal to the final person if this is more cost-effective. If the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) accepts appliances that no longer hold a refrigerant charge, that person is responsible for maintaining a signed statement from whom the appliance(s) is being accepted. The signed statement must include the name and address of the person who recovered the refrigerant, and the date that the refrigerant was recovered, or a copy of a contract stating that the refrigerant will be removed prior to delivery.

Universal Wastes

Universal wastes in the form of mercury containing compact fluorescent light bulbs, fluorescent light tubes, HID bulbs, thermometers, thermostats, pressure/temperature switches; lead-acid battery containing emergency lighting units and 'Exit' signs.

Quantities for Universal Waste		
Equipment Type	**Quantity**	**Unit of Measure**
Thermostats	21	Each
Mercoid Pressure/Temperature Switches	5	Each
Mercury Vapor Light Bulbs	12343	Each
Lead-Acid Batteries	142	Each
Thermometers	2	Each

All waste is to be placed in a container that: is structurally sound, will prevent damage to the contents, is compatible with its contents, and kept closed at all times (except when adding to or removing from the container). The container must be without damage, or evidence of spillage, that could lead to leakage of the waste contained inside. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

Miscellaneous Materials

Fire extinguishers were observed throughout the accessible areas. Should these fire extinguishers be permanently removed from service during renovation activities, It is recommended to dispose of fire extinguishers in accordance with "Guide to the Disposal of Condemned Fire Extinguishers" published by the Fire Extinguishing Trades Association, Fact File No. 108 dated February 2004.

Lubricants/Oils, Coatings/Paints, and Solvents (aerosols and varying capacity containers) were noted throughout the Subject Property. It is recommended that all items be collected, separated, and categorized in accordance to hazardous and non-hazardous waste. The disposal of hazardous waste is regulated by the EPA in 40 CFR 266. Non-hazardous materials can be disposed of in a municipal C&D facility.

Compressed gas cylinders were observed throughout the Subject Property. Cylinders should be returned to the compressed gas distributor when emptied or no longer used. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

Ionization Smoke Detectors were observed throughout the Subject Property. These ionization smoke detectors may contain low-level radioactive materials, i.e. Americium. Where applicable all ionization smoke detectors shall be removed throughout the building and returned to the Manufacturer. If a manufacturer cannot be clearly identified then the low-level radioactive material shall be treated as low-level radioactive waste (LLRW) and its disposal shall be handled in accordance with

Title 26, Subtitle 12 in the Code of Maryland Regulations (COMAR 26.12) Control of Ionizing Radiation.

Unknown drums of liquids were observed in the basement of the Subject Property. If these liquids are known then these should be properly labeled in order to classify the type of hazardous material (if applicable). If the liquids are unknown then these liquids should be subjected to further laboratory testing in order to identify the material. After the material has been identified, proper waste disposal requirements should be followed in accordance with all Federal, State, and Local guidelines.

Water treatment chemical were observed in the basement of the Subject Property. These liquids should be returned to the chemical distributor when emptied or no longer used. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

END OF SECTION

1.0 Introduction

Interior areas of the building at the Subject Property were inspected to identify certain potentially hazardous materials that may be affected by building demolition and/or renovation activities. Potentially hazardous materials include Asbestos Containing Building Materials (ACBM), Lead-Based Paints (LBP), Polychlorinated Biphenyls-DEHP (PCB's), and Universal Wastes. Photographs obtained during the survey are included in **Appendix A**. Building plans are referenced throughout the survey are included in **Appendix B.**

1.1 Asbestos Containing Building Materials

Asbestos means the asbestiform varieties of: chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Asbestos containing building material (ACBM) means any material or product, which contains greater than one percent (1%) asbestos. ACBM is divided into three categories. These categories are thermal system insulation, surfacing materials, and miscellaneous materials. Each shall be discussed in turn:

- Thermal system insulation (TSI) materials are those materials applied to pipes, fittings, boilers, breeching tanks, duct, or other interior structural components to prevent heat loss or gain, or water condensation, or for other purposes of maintaining temperatures.

- Surfacing materials include those materials sprayed on, troweled-on, or otherwise applied to surfaces, such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, or other purposes.

- Miscellaneous materials include interior building material on structural or interior components, such as fixtures, floor and ceiling tiles, interior plasters, and does not include surfacing material or thermal system insulation.

EPA requires that Regulated Asbestos Containing Materials (RACM) be removed before demolition / renovation begins in accordance with the “National Emission Standards for Hazardous Air Pollutants” (NESHAP) 40 CFR 61 and Code of Maryland Regulations (COMAR) 26.11.21.

RACM includes the following:

- Friable ACM
- Category I non-friable ACM (flooring, roofing, packing’s, gaskets) that becomes friable
- Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading

- Category II non-friable ACM (non-friable other than Cat. I) that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by demolition activities.

Asbestos is further classified as either 'Friable' or 'Non-Friable'. Friable asbestos material is defined as more than 1% asbestos that, when dry, can be crumbled, pulverized or reduced to powder by hand pressure. Non-friable asbestos materials are also subcategorized as Category I and Category II where Category I includes resilient floor covering, mastic, asphalt roofing, packing, and gaskets. Category II includes all other non-friable asbestos materials.

1.2 Lead Based Paints

The Maryland Department of Environment (MDE) definition of lead-based paint (LBP) is used as the basis for this screening. Lead-based paint is defined as paint or coating that contains lead greater than 0.7 milligram per square centimeter, as determined by an X-Ray Fluorescence (XRF) instrument.

XRF is a common analytical technique used to quantitatively measure the concentration level of elements in solid or liquid materials. In this technique, the sample is bombarded by some form of ionizing radiation such as X-rays, or gamma-rays, which can cause the atoms of the sample to emit characteristic X-rays. These characteristic X-rays from the sample, known as the fluorescent X-rays, can be detected and analyzed to provide information as to what concentration of atoms are contained in the sample. Since this technique does not harm the sample in any way, it is considered a nondestructive testing technique.

2010 Study Revisions to Provided
Needs Assessment Space Listings

Lead Based Paint is also defined by the MDE as paint chips containing greater than 0.5% by weight, as determined through laboratory analysis Method SW846-7420. Since removal of paint chips are required, this method is considered as a destructive testing technique.

1.3 PCB Containing Equipment

Polychlorinated Biphenyls (PCBs) are mixtures of synthetic organic chemicals with the same basic chemical structure and similar physical properties ranging from oily liquids to waxy solids. They are produced by attaching one or more chlorine atoms to a biphenyl molecule. Due to their non-flammability, chemical stability, high boiling point and electrical insulating properties, PCBs were used in hundreds of industrial and commercial applications including electrical, heat transfer, and hydraulic equipment; as plasticizers in paints, plastics and rubber products; in pigments, dyes and carbonless copy paper and many other applications. More than 1.5 billion pounds of PCBs were manufactured in the United States prior to cessation of production in 1977 (EPA, 2005).

Concern over the toxicity and persistence in the environment of Polychlorinated Biphenyls (PCBs) led Congress in 1976 to enact §6(e) of the Toxic Substances Control Act (TSCA) that included among other things, prohibitions on the manufacture, processing, and distribution in commerce of PCBs. Thus, TSCA legislated true "cradle to grave" (i.e., from manufacture to disposal) management of PCBs in the United States (EPA, 2005).

PCB Concentration in Material is defined by the EPA as containing greater than 50 parts per million (>50 ppm). PCBs were commonly sold in the United States of America under the trade name "Arocolor." However, companies that used PCBs in the manufacture of transformers and capacitors often used other trade names. According to the U.S. EPA, all ballasts manufactured prior to July 1978 have a greater than 50% chance of containing PCBs at 50 ppm or greater. Ballasts manufactured after July 1978 are required to bear a “No PCBs” label indicating they do not contain PCBs.

1.4 Universal Wastes

A universal waste is a common product, found in considerable quantities, that exhibits low-level hazards. Universal wastes include batteries, pesticides, thermostats, and lamps. All universal waste must be handled in a way as to prevent the release of the hazardous waste into the environment, contained in a secure manor, labeled, and safely transported to a destination facility. Definitions of universal waste are detailed in 40 CFR 273.9.

A battery is an electrochemical cell that receives, stores, and delivers electric energy. Batteries and thermostats containing mercury can be disassembled into cells and ampoules before removal and transportation as described in 40 CFR 273.13 (small quantity handlers) and 40 CFR 273.33 (large quantity handlers).

A universal waste lamp is bulb/tube part of an electric lighting device, including fluorescent, neon, mercury vapor, metal halide, and a variety of other lamps.

Pesticides are any substance/chemical designed to control and manage pests.

Thermostats are typically used to control a heating or cooling system. A thermostat is an electro-mechanical on/off switch that is activated by temperature changes. The sensing element is usually a spiral bimetallic strip that coils and uncoils in response to temperature changes because of differential expansion of the two bonded metals. In a mercury-switch thermostat, a ball of mercury rolls between contacts in one or more sealed glass ampoules, which are attached to a metal strip. The switch works when the mercury makes or breaks an electrical circuit, which creates a signal for heating or cooling from a furnace or central air conditioning system. Each glass ampoule contains approximately three grams of mercury, which is about the size of a dime. Mercury’s unique properties, high conductivity, high surface tension and

liquidity at room temperature, have made it a useful component in many electric switches (NEWMOA, 2006).

1.5 Miscellaneous Materials

Other hazardous materials that may be present include aboveground and underground storage tanks, pressurized cylinders, paints, solvent, and lubricants.

1.6 Limitations

EBA attempted to access all areas of the Subject Property as defined by the Client during the inspection process. Areas above and behind fixed substrates, (plaster, drywall, masonry block, concrete, etc.) were not accessed as the survey was limited to non-intrusive measures. Areas that were not accessed due to health and safety concerns are detailed below:

- Elevator Shafts.
- Basement, Storage and Archival Room

END OF SECTION

2.0 Asbestos Containing Building Materials

The National Emission Standard for Hazardous Air Pollutants (NESHAP) requires the building owner/operator to perform an asbestos inspection of affected portion(s) of facilities prior to demolition or renovation. This inspection must be performed by an AHERA-accredited building inspector.

Asbestos Hazard Emergency Response Act (AHERA) and State of Maryland accredited Asbestos Inspectors performed asbestos inspections of accessible interior and exterior portions of the Subject Property. Certificates of the inspectors are included in **Appendix C.**

2.1 Inspection and Analytical Methodology

The inspection consisted of performing a records review followed by a non-intrusive investigation to identify suspect asbestos-containing building materials in accessible building areas.

2.1.1 Research Review

Records review consists of reviewing previous asbestos inspections, reports, abatement records, and/or as-builts associated with the facility.

2.1.2 Onsite Investigation

The onsite investigation involved a combination of visual assessments and destructive sampling methodologies. Visual assessments primarily focused on identifying materials to be assessed. Destructive sampling was only employed where suspect ACBM was identified. Samples from non-friable materials were taken from inconspicuous locations. Samples from suspect friable materials were patched in a manner to limit the release of potential asbestos fibers.

2.1.3 Sample Collection and Analysis

EBA collected samples of materials that were suspected of containing asbestos in accordance to the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 Subpart E. All areas that consisted of the same color and texture were grouped into homogeneous areas and sampled according to the AHERA asbestos sampling protocol as shown in **Table 1** below.

Table 1: AHERA Asbestos Sampling Protocol		
Surfacing Materials	**Thermal System Insulation**	**Miscellaneous Materials**
3 samples per area ≤ 1,000 ft^2	3 samples for TSI	Sample in a manner sufficient to determine (Note – EBAs Standard Operating Procedures are to collect at least 2 samples per homogenous area)
5 samples per area > 1,000 ft^2	1 sample per area of patched insulation (<6 linear or squared feet)	
7 samples per area > 5,000 ft^2	Sample in a manner sufficient per mechanical system not assumed to be ACBM where cement or plaster is used on fittings such as tees, elbows, or valves	

Samples were submitted to Scientific Analytical Institute (SAI) for analysis by Polarized Light Microscopy (PLM) in accordance with the EPA Method for the Determination of Bulk Asbestos Samples (EPA 600M4-82-020).

In the event sample results were reported as "trace" by the PLM method, further analysis would be performed by Transition Electron Microscopy (TEM). There were no samples that required further analysis by TEM for the Subject Property.

SAI is accredited by the National Voluntary Accreditation Program (NVLAP) for the analysis of airborne asbestos by TEM and for the analysis of bulk asbestos by PLM (NVLAP Lab Code: 200664-0). Additionally, SAI is a fully-accredited AIHA Industrial Hygiene Laboratory (IHLAP) for asbestos analyses, including PCM, PLM, and TEM (AIHA IHPAT Lab ID: 173190).

2.2 Results

2.2.1 Records Review

The available records did not indicate the presence of ACBM.

2.2.2 Suspect Samples Collected & Analyzed

Asbestos Containing Building Materials were identified at the Subject Property during the survey. **Table 2** provided below denotes all of the positive ACBM materials while **Appendix D** provides a listing of all samples collected at the Subject Property. Laboratory analytical results are included in **Appendix E**.

Table 2: ACBM Positive Sample Listing and Results for Courthouse East								
Sample No.	**Result**	**Material Description**	**Floor**	**Room**	**RACM**	**Damaged**	**Friable**	**Material Type**
MC-01	8% Chrysotile	9x9 FT Maroon w/Offwhite & Red Streaks	6	613	3	Gouges	No	Misc
MC-01A	10% Chrysotile	FT Mastic for MC-01	6	613	3	Gouges	No	Misc
MC-02	8% Chrysotile	9x9 FT Beige w/Red Streaks	6	613	3	Gouges	No	Misc

Table 2: ACBM Positive Sample Listing and Results for Courthouse East

Sample No.	Result	Material Description	Floor	Room	RACM	Damaged	Friable	Material Type
MC-02A	10% Chrysotile	FT Mastic for MC-02	6	613	3	Gouges	No	Misc
MC-03	3% Chrysotile	Cove Molding Black	6	613	3	Gouges	No	Misc
MC-03A	3% Chrysotile	Tan Cove Mastic for MC-03	6	613	3	Gouges	No	Misc
MC-04	8% Chrysotile	24x24 FT Black	6	613	3	Gouges	No	Misc
MC-05A	3% Chrysotile	Yellow FT Mastic for MC-05	6	613	3	Gouges	No	Misc
MC-12	15% Chrysotile 20% Amosite	Boiler Tank Insulation	RF	Centr Build	1	Debris	Yes	TSI
MC-15	5% Chrysotile	Black Flooring (Tile)	6	636 Courtrm	4	No Damage	No	Misc
MC-17A	10% Chrysotile	Black FT Mastic for MC-17	6	610	3	Exposed	No	Misc
MC-20	5% Chrysotile	12x12 FT Beige w/Brown Specs	6	606	3	Exposed	No	Misc
MC-20A	8% Chrysotile	Black FT Mastic for MC-20	6	606	3	Exposed	No	Misc
MC-21	5% Chrysotile	12x12 FT Brown w. Black&Offwhite Specs	6	606	3	Exposed	No	Misc
MC-21A	10% Chrysotile	Black FT Mastic for MC-21	6	606	3	Exposed	No	Misc
MC-25	8% Chrysotile	9x9 FT Maroon w/Offwhite & Red Streaks	6	Sub Lev 2	3	Aging	No	Misc
MC-25A	10% Chrysotile	Black Mastic for MC-25	6	Sub Lev 2	3	Aging	No	Misc
MC-27	5% Crocidolite 20% Chrysotile	4" White Pipe TSI	6	618Sub2S prlS	3	Aging	Yes	TSI
MC-27	10% Chrysotile 10% Amosite	4" White Pipe TSI	5	502	4	No Damage	Yes	TSI
MC-28	30% Chrysotile	White TSI Pipe Elbow	5	502	4	No Damage	Yes	TSI
MC-40	3% Chrysotile	12x12 FT Off white w/Gray streaks	1	145	3	Gouges	No	Misc
MC-53A	10% Chrysotile	Dark Brown Mastic for MC-53	1	125C	3	Gouges	No	Misc
MC-44	20% Chrysotile	TSI Pipe Insulation - White Pipe Jacket	B	697	4	Aging	No	TSI

Table 2: ACBM Positive Sample Listing and Results for Courthouse East

Sample No.	Result	Material Description	Floor	Room	RACM	Damaged	Friable	Material Type
MC-44	10% Chrysotile 10% Amosite	TSI Pipe Insulation - White Pipe Jacket	B	1189	4	Aging	No	TSI
MC-44A	20% Chrysotile	TSI Pipe Insulation	B	697	4	Aging	No	TSI
MC-44A	10% Chrysotile 10% Amosite	TSI Pipe Insulation	B	1189	4	Aging	No	TSI
MC-47	30% Chrysotile	Pipe Elbow	B	619	4	Aging	No	TSI
MC-48	30% Chrysotile	Pipe 'T' Fitting	B	619	4	Aging	No	TSI
MC-04A	8% Chrysotile	FT Mastic for MC-04	6	613	3	Gouges	No	Misc
MC-23A	8% Chrysotile	FT Brown beneath MC-23	6	Phone Booth	4	No Damage	No	Misc
MC-42B	10% Chrysotile	Black Sponge Insulation Mastic	B	1491	3	Gouges	No	Misc
MC-58	60% Chrysotile	Fire Doors Insulation	B	1491	3	Exposed	Yes	TSI
MC-59	4% Chrysotile	Exterior Door Caulk	5	Large Court	4	Aging	No	Misc

2.2.3 Presumed Asbestos Containing Materials

The following type of building materials on the Subject Property must be presumed asbestos containing unless specific testing is performed to disprove its presence.

- Electrical Wiring Insulation (Presumed)
- Elevator Brakes (Presumed)
- Exterior Window Caulking (Presumed)
- Pipe and Tank Gaskets (Presumed)
- Roofing Materials (Presumed)
- Roof Top Chiller Transite Paneling (Presumed)

2.2.4 Quantities for Positive ACBM

Table 3 provided below is a summation of the positive ACBM grouped by the material (i.e. Pipe TSI) with the estimated quantities present at the Subject Property.

Table 3 Quantities for Positive ACBMs		
Material Type	**Quantity**	**Unit of Measure**
Boiler Tank TSI	100	Square Feet
Chiller Tank TSI	300	Square Feet
Cove Molding	8478	Linear Feet
Door Caulking	3322	Linear Feet
Basement Fire Doors	17	Each
Flooring	255610	Square Feet
Pipe TSI	7773	Linear Feet
Pipe Fitting/Elbows	825	Each

Photographs of positive ACBMs are included in **Appendix A**.

END OF SECTION

3.0 Lead Based Paint Inspection

Lead Based Paint Inspectors, as certified through Maryland Department of Environment, performed LBP inspections of accessible interior and exterior portions of the Subject Property. Certificates of the inspectors are included in **Appendix F.**

3.1 Inspection and Analytical Methodology

EBA performed a limited (screening) survey to identify locations of LBP that may be disturbed by renovation/demolition activities. The survey was intended to determine:

- Whether lead-based paint is present in the structure including the exterior surfaces; and,
- If present, which building components contain lead-based paint.

Subject Property areas and components that appear to have a similar painting history and substrate shall be grouped together for sampling purposes. This survey was not intended to be comprehensive surface-by-surface inspection (i.e. HUD level inspection) survey of the Subject Property, nor is a survey of that type necessary or required. The inspection consisted of areas that are readily accessible.

3.1.1 XRF Instrumentation

Direct reading X-Ray Fluorescence (XRF) instrumentation was used to identify LBP. Specifically, the Lead Paint Analysis-1 instrument manufactured by RMD, Inc. was utilized. Surface coatings were considered LBP if the XRF result exceeds the State of Maryland definition of LBP of 0.7 milligrams per square centimeter (> 0.7mg/cm^2). An XRF performance characteristic sheet is included in **Appendix G**. The performance characteristic sheet specifies calibration tolerances, XRF indices for positive, negative, and inclusive results, and modes of operation.

3.1.2 Paint Chip Analysis

Lead Based Paint is also defined by the MDE as paint chips containing greater than 0.5% by weight, as determined through laboratory analysis Method SW846-7420. In the event readings from the XRF were reported as inconclusive, paint chip samples were collected and analyzed. Paint chip samples were also obtained in the event there was limited access to or irregular shaped surfaces of the substrate.

3.2 Results

3.2.1 XRF Results

Lead-based paints were identified at the Subject Property during the survey atop following Substrates:

- Exterior
  - Window Components, Wood
- Interior
  - Throughout
    - Ceiling Supports, Concrete and Wood
    - Door Components, Metal and Wood
    - Stair Components, Concrete and Metal
    - Structural Support Beams/Columns, Angle and 'I' Beams, Metal
    - Vertical Support Columns, Concrete
    - Walls/Ceiling, Plaster
    - Wall Trim (Baseboards, Crown Molding, Chair Rails, etc.), Wood
    - Windows Components, Metal and Wood

Appendix H contains the data sheets from all suspect LBP materials.

3.2.2 Paint Chip Analysis

Paint chips were neither collected nor analyzed from the Subject Property.

END OF SECTION

4.0 PCB Containing Equipment

The onsite inspectors investigated the Subject Property for potential PCB containing equipment during the course of the survey.

4.1 Inspection and Analytical Methodology

The Subject Property was inspected for historically known PCB containing equipment. Such equipment commonly includes light ballasts located within fluorescent light fixtures, electrical transformers, and hydraulic equipment. No analysis was performed in association with PCB containing equipment.

4.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain PCBs. If required, EBA performed limited dismantling of the equipment in order to visually confirm the presence or absence of PCBs.

4.1.2 Manufacturer Review

If the presence or absence of suspected PCB containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and/or obtaining information on the suspected equipment from other sources.

4.2 Results

4.2.1 Onsite Investigation

4.2.1.1 Hilco Hyflow Oil Filters

EBA identified four (4) double chamber Hilco Hyflow Oil Filters located in the basement of the Subject Property. These oil filters are associated with the ‘wheel house’ heating system and filter the hydraulic fluid used to operate the hydraulic air intakes and exhausts. Based on the age and use for these oil filters, they are suspected of containing PCB oils.

4.2.1.2 Ballasts

EBA did not identify any ballasts suspected of containing Polychlorinated Biphenyls (PCBs) at the Subject Property as none of these ballasts appeared without the “No-PCBs” stamp. However, some of these ballasts may still be present at the Subject Property. **Table 4** details the estimated quantity of ballasts at the Subject Property

Table 4 –Ballast Information		
Equipment Type	**Quantity**	**Unit of Measure**
Ballasts with “No PCBs” Stamp	4436	EA
Ballasts without “No PCBs” Stamp	0	EA

4.2.2 Manufacturer Review

EBA did not identify any suspected PCB containing equipment at the Subject Property that required this type of review.

Example photos of the suspected PCB containing equipment are included in **Appendix A**.

END OF SECTION

5.0 Ozone Depleting Compounds

The onsite inspectors investigated the Subject Property for equipment historically known to contain Ozone-Depleting Compounds during the course of the survey. Ozone-depleting compounds contain molecules of chlorine, fluorine, or bromine. Title VI of the United States Clean Air Act Amendments (CAA) of 1990 has defined ozone-depleting substances as belonging to Class I (most harmful) and Class II (less harmful).

5.1 Inspection and Analytical Methodology

The Subject Property was inspected for historically known Ozone-Depleting Compounds containing equipment. Such equipment commonly includes Chlorofluorocarbons (CFCs) within refrigerators, window air conditioning units, water fountains, and chillers. No analysis was performed in association with equipment containing Ozone-Depleting Compounds.

5.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain Ozone Depleting Compounds.

5.1.2 Manufacturer Review

If the presence or absence of suspected Ozone Depleting Compound containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and/or obtaining information on the suspected equipment from other sources.

5.2 Results

Potential Ozone-depleting compounds were identified throughout the Subject Property in the following forms:

- Household Refrigerators/Freezer Units /Vending Machines – Sixty-seven (67) refrigerator/freezer units were observed, some of which contained refrigerants such as R12, R22, R134A, and R404. Based upon the working condition of these units, it is anticipated that these units still contain ozone-depleting compounds. These refrigerants have low ozone depletion potential.

- Water Cooler Units – Eighty-five (85) free-standing water cooler units were observed, some of which contained the refrigerant R134A. Based upon the working condition of these units, it is anticipated that these units still contain ozone-depleting compounds. R134A is a refrigerant with low ozone depletion potential.

- A/C Units – Forty-five (45) units were observed. Some of these units were identified as containing R22 Refrigerant. R22, also known as HCFC-22, is a single component HCFC refrigerant with low ozone depletion potential.

- Central Chiller Units – Six (6) chiller unit was observed. Some of these units were identified as containing R22 Refrigerant. R22, also known as HCFC-22, is a single component HCFC refrigerant with low ozone depletion potential.

- R11 Refrigerant – Approximately fifty (50) gallons of liquid Trichloromonofluoromethane (R11) where observed. R11 also known as CFC-11 has a high ozone depletion potential.

5.2.1 Manufacturer Review

EBA did not identify any potential ozone depleting compounds at the Subject Property that required this type of review.

Example photos of the equipment or items containing ozone depleting compounds are included in **Appendix A**.

END OF SECTION

6.0 Universal Wastes

The onsite inspector investigated the Subject Property for items classified as Universal Wastes during the course of the survey.

6.1 Inspection and Analytical Methodology

The building was inspected for historically known equipment classified as Universal Wastes. Such equipment commonly includes mercury containing light fixtures, mercury containing thermostats, batteries, and pesticides. No analysis was performed in association with Universal Wastes.

6.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain universal wastes. If required, EBA performed limited dismantling of the equipment in order to visually confirm the presence or absence of a universal waste.

6.1.2 Manufacturer Review

If the presence or absence of suspected universal waste containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and obtaining information on the suspected equipment.

6.2 Results

6.2.1 Onsite Investigation

EBA identified suspected universal waste containing equipment at the Subject Property. **Table 7** provides the estimated quantities located at the Subject Property:

Table 7: Estimated Quantities for Universal Waste

Equipment Type	Quantity	Unit of Measure
Thermostats	21	Each
Mercoid Pressure/Temperature Switches	5	Each
Mercury Vapor Light Bulbs	12343	Each
Lead-Acid Batteries	142	Each
Thermometers	2	Each

6.2.2 Manufacturer Review

EBA did not identify any suspected universal waste at the Subject Property that required this type of review.

Example photos of the universal wastes are included in **Appendix A**.

END OF SECTION

7.0 Miscellaneous Materials

The onsite inspector investigated the Subject Property for items classified as Miscellaneous Materials during the course of the survey.

7.1 Inspection and Analytical Methodology

The Subject Property was inspected for items that may be hazardous but not necessarily fit into prior classifications. Such miscellaneous materials include aboveground storage tanks, and underground storage tanks, cylinders, paints, and lubricants. No analysis was performed in association with Miscellaneous Materials.

7.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of the area for miscellaneous materials that may be regulated under RCRA.

7.2 Results

Miscellaneous materials were observed at the Subject Property in the following forms:

- Lead Component Materials:
  - Roof top lead vent pipes (Presumed)
  - Wall-mounted water fountain metal pans (Presumed)

- Lubricants/Oils, Coatings/Paints, and Solvent:
  - Ten (10) gallons of paints of various sizes and containers
  - One hundred (100) gallons of solvents
  - Eighty-two (82) gallons lubricants/oils in drums and containers
  - Five (5) gallons of gasoline
  - Five (5) gallons of non-asbestos floor mastic

- Pressurized Cylinders:
  - Fire extinguishers. - Seventy (70)
  - Gas (unlabeled) cylinders - One (1)

- Smoke detectors
  - Sixty-three (63) ionization smoke detectors. These ionization smoke detectors typically have an Americium radioactive source

- Various Cleaners, Strippers, Degreasers
  - Eighty-seven (87) gallons

- Various Water Treatment Chemicals

- One hundred and eighty-five (185) gallons of ARC Condenser Water Treatment.
- Forty-five (45) gallons of FTS Cooling Water Treatment.
- Fifty-five (55) gallons of ChemTreat Cooling Water Corrosion Inhibitor.
- Fifty-five (55) gallons of ChemTreat Steam Line Treatment

It was reported that the miscellaneous materials identified above were utilized throughout the year in support of onsite activities. As such, day to day quantities are subject to change.

Example photos of the miscellaneous wastes are included in **Appendix A**.

END OF SECTION

8.0 Recommendations/Conclusions

The results of the survey indicate hazardous materials do exist within the limits of the building and will trigger Federal, State, and Local regulations during future renovation activities.

8.1 Asbestos Containing Building Materials

The results of the survey show that asbestos containing building materials (ACBM) are present at the Subject Property. The OSHA "Asbestos in Construction Standard" 29 CFR 1926.1101 imposes restrictions on the disturbance of asbestos during renovation activities. Removal of the following item identified in the building is considered Class I asbestos work by the OSHA regulation:

- Tank, Thermal System Insulation, Gray
- Pipe, Thermal System Insulation, White/Gray
- Pipe, Elbows and Fittings, White
- Fire Doors (Basement), White

Removal of the following items identified in the building are considered Class II asbestos work by the OSHA regulation:

- Cove Molding, Black
- Cove Molding Mastic, Multiple Colors
- Door Caulking
- Floor Tile, Multiple Sizes and Colors
- Floor Tile Mastic, Multiple Sizes and Colors.
- Electrical Wiring Insulation (Presumed)
- Elevator Brakes (Presumed)
- Exterior Window Caulking (Presumed)
- Pipe and Tank Gaskets (Presumed)
- Roofing Materials (Presumed)
- Roof Top Chiller Transite Paneling (Presumed)

Class I & Class II asbestos work must be performed by trained employees using work practices required by the OSHA standard.

Electrical wires, elevator brakes, exterior window caulk, fire doors, pipe and tank gaskets, and roofing materials were presumed to contain asbestos to avoid damage of the system and eliminate undue risk to personnel safety. It may be cost effective to have these materials sampled and analyzed at an appropriate time to allow for them to be definitively categorized.

Quantities for Positive ACBMs		
Material Type	**Quantity**	**Unit of Measure**
Boiler Tank TSI	100	SF
Chiller Tank TSI	300	SF
Cove Molding	8478	LF
Door Caulking	3322	LF
Basement Fire Doors	17	EA
Flooring	255610	SF
Pipe TSI	7773	LF
Pipe Fitting/Elbows	825	EA

In any situation where ACBM remains in the building, it should be managed under a comprehensive operations and maintenance (O&M) program. The procedures and guidelines described in an O&M program should be followed whenever building maintenance activities will disturb any asbestos materials present in the building.

8.2 Lead-Based Paints

The presence of lead based paints triggers EPA and OSHA regulatory standards (29 CFR 1926.62).

Lead-based paints (LBP) were identified throughout the Subject Property atop exterior and interior building components. Furthermore, LBP was identified atop plaster, masonry, metal, and wood substrates.

Demolition debris with LBP atop hand railings, posts, valves, valve handles, piping, and other elements may be disposed of in a Construction and Debris (C&D) landfill provided the material is not classified as a hazardous waste in accordance with 40 CFR Part 261 and SW-846 (Test Methods for Evaluating Solid Waste Physical/Chemical). Metal objects containing LBP can be recycled.

8.3 PCB Containing Equipment

EBA did not identify any ballasts suspected of containing Polychlorinated Biphenyls (PCBs) at the Subject Property as none of these ballasts appeared without the “No-PCBs” stamp. However, some of these ballasts may still be present at the Subject Property. The approximate quantities of PCB and non-PCB ballasts are detailed in the table below.

Quantities for PCBs		
Equipment Type	**Quantity**	**Unit of Measure**
Ballasts with “No PCBs” Stamp	4436	EA
Ballasts without “No PCBs” Stamp	0	EA
Hilco Hyflow Oil Filters	4	EA

EBA identified four double chamber Hilco Hyflow Oil Filters located in the basement of the Subject Property. These oil filters are associated with the 'wheel house' heating system and filter the hydraulic fluid used to operate the hydraulic air intakes and exhausts. Based on the age and use for these oil filters, they are suspected of containing PCB oils.

Maryland regulations for PCBs state that > 50 ppm are considered a Controlled Hazardous Substance. In Maryland PCB levels between 50 – 500 ppm have the waste code MT01 and levels >500 ppm have the waste is M001.

PCB containing equipment becomes a concern if they are leaking or they will be removed and disposed of as hazardous waste. According to EPA Toxic Substances Control regulations (TSCA) in 40 CFR Part 761, the material must be incinerated.

PCB ballast disposal does not require that the entire lighting fixture be specially handled and disposed of as long as the ballast is not leaking. The non-leaking ballasts can be removed and recycled or disposed of properly. Ballasts that have been removed from service and the containers that they are stored in must be labeled according to EPA labeling requirements specified in 40 CFR Part 262 Subpart C (Jacobson, 2006).

Ballasts manufactured between 1979 and 1991 may also contain another dielectric fluid, Di (2-ethylhexyl) phthalate (or DEHP). DEHP in its raw form is a listed hazardous waste under RCRA and classified as a U028 characteristic hazardous waste. DEHP found within lighting ballasts that have been used is spent and therefore no longer considered hazardous (40 CFR 261.33). Used ballasts containing DEHP meant for disposal can be recycled (preferred), land filled, or incinerated.

Before PCB TSCA regulated waste is shipped off-site from a generator facility to a licensed TSDF, the facility shipping the PCB TSCA regulated waste must ensure that the waste is labeled in accordance with USDOT regulations. Even if a disposal vendor usually prepares the facility waste for shipment, the facility or site manager responsible for compliance is ultimately responsible for ensuring that all labeling requirements are met.

8.4 Ozone-Depleting Compounds

Class I and Class II ozone-depleting compounds were identified in the form of household refrigerators/freezer units, commercial refrigerator/freezer/vending units, commercial central air cooling units, window air cooling units, water fountains, water cooler units, and containers of refrigerant. Under EPA's rule, equipment that is typically dismantled on-site before disposal (e.g., retail food refrigeration, central residential air-conditioning, chillers, and industrial process refrigeration) has to have the refrigerant recovered in accordance with EPA's requirements for servicing. However, equipment that typically enters the waste stream with the charge intact

(e.g., motor vehicle air conditioners, household refrigerators, household freezers, and room air conditioners) is subject to special safe disposal requirements.

Under the safe disposal requirements, the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) is responsible for ensuring that refrigerant is recovered from equipment before the final disposal of the equipment. However, persons "upstream" can remove the refrigerant and provide documentation of its removal to the final person if this is more cost-effective. If the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) accepts appliances that no longer hold a refrigerant charge, that person is responsible for maintaining a signed statement from whom the appliance(s) is being accepted. The signed statement must include the name and address of the person who recovered the refrigerant, and the date that the refrigerant was recovered, or a copy of a contract stating that the refrigerant will be removed prior to delivery.

8.5 Universal Wastes

Universal wastes in the form of mercury containing compact fluorescent light bulbs, fluorescent light tubes, HID bulbs, thermometers, thermostats, pressure/temperature switches; lead-acid battery containing emergency lighting units and ‘Exit’ signs; and,.

Universal Waste Estimated Quantities	
Equipment Type	**Estimated Quantity (EA)**
Thermostats	21
Mercoid Pressure/Temperature Switches	5
Mercury Vapor Lighting Bulbs	12343
Lead-Acid Batteries	142
Thermometers	2

All waste is to be placed in a container that: is structurally sound, will prevent damage to the contents, is compatible with its contents, and kept closed at all times (except when adding to or removing from the container). The container must be without damage, or evidence of spillage, that could lead to leakage of the waste contained inside. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

8.6 Miscellaneous Materials

Fire extinguishers were observed throughout the accessible areas. Should these fire extinguishers be permanently removed from service during renovation activities, It is recommended to dispose of fire extinguishers in accordance with "Guide to the Disposal of Condemned Fire Extinguishers" published by the Fire Extinguishing Trades Association, Fact File No. 108 dated February 2004.

Lubricants/Oils, Coatings/Paints, and Solvents (aerosols and varying capacity containers) were noted throughout the Subject Property. It is recommended that all items be collected, separated, and categorized in accordance to hazardous and non-

hazardous waste. The disposal of hazardous waste is regulated by the EPA in 40 CFR 266. Non-hazardous materials can be disposed of in a municipal C&D facility.

Compressed gas cylinders were observed throughout the Subject Property. Cylinders should be returned to the compressed gas distributor when emptied or no longer used. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

Ionization Smoke Detectors were observed throughout the Subject Property. These ionization smoke detectors may contain low-level radioactive materials, i.e. Americium. Where applicable all ionization smoke detectors shall be removed throughout the building and returned to the Manufacturer. If a manufacturer cannot be clearly identified then the low-level radioactive material shall be treated as low-level radioactive waste (LLRW) and its disposal shall be handled in accordance with Title 26, Subtitle 12 in the Code of Maryland Regulations (COMAR 26.12) Control of Ionizing Radiation.

Water treatment chemical were observed in the basement of the Subject Property. These liquids should be returned to the chemical distributor when emptied or no longer used. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

END OF SECTION

LIMITED HAZARDOUS MATERIALS SURVEY

LIMITED HAZARDOUS MATERIALS SURVEY

COURTHOUSE EAST
111 N. CALVERT STREET
BALTIMORE, MARYLAND 21202

Prepared for:

AECOM
3101 Wilson Boulevard, Suite 900
Arlington, Virginia 22201

Prepared by:

EBA Engineering, Inc.
4813 Seton Drive
Baltimore, MD 21215
Telephone: (410) 358-7171
Fax: (410) 358-7213

EBA Project No. 3665-00-000

March 5, 2010

LIMITED HAZARDOUS MATERIALS SURVEY

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MARCH 5, 2010

Submitted To: Kenneth Jandura, AIA
AECOM
3101 Wilson Boulevard, Suite 900
Arlington, Virginia 22201

Submitted By: _____
Andrew L. Korch
Environmental Scientist
EBA Engineering, Inc.
4813 Seton Drive
Baltimore, Maryland 21215

Reviewed By: _____
Mr. James P. Sines, CHMM
EBA Engineering, Inc.

CERTIFIED HAZARDOUS MATERIALS MANAGER
JAMES P. SINES
13615
CHMM

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Executive Summary

EBA Engineering, Inc. (EBA) was retained by **AECOM Services, Inc., dba AECOM Design,** herein referred to as the Client, to perform a limited Hazardous Materials Survey of the Courthouse East facility (herein referred to as the Subject Property) located at 111 N. Calvert Street, Baltimore, Maryland 21202.

Courthouse East was formerly part of the combined old Baltimore City Post Office and Federal Courthouse originally constructed in 1932. The courthouse currently serves Baltimore City and the State of Maryland in the areas of criminal, civil and family courts. Courthouse East also contains a portion of the Office of the State's Attorney for Baltimore City, the Clerk of the Court, several pretrial detention lockups, jury assembly rooms, and Masters hearing rooms.

Courthouse East occupies approximately sixty-six thousand nine hundred and twenty square feet (66,920ft^2) in area of an entire city block; is of steel frame construction with concrete floors, roofing with section of tile, built-up, and stone; a basement of granite; and, outer walls of white Indiana limestone. Courthouse has is considered to be six stories in height with a penthouse, basement, and sub-basement. In 1990, portions of the courthouse underwent an interior renovation.

The limited hazardous materials survey (LHMS) focused on the following materials; Asbestos Containing Building Materials, Lead Based Paints, Polychlorinated Biphenyl Containing Equipment, Universal Wastes, Ozone Depleting Compounds, and Miscellaneous Materials throughout the building.

The results of the LHMS have identified hazardous materials located within the Subject Property. Renovation/ demolition activities performed in the future may disturb such hazardous materials. These materials are summarized below:

Asbestos Containing Building Materials

The results of the survey show that asbestos containing building materials (ACBM) are present at the Subject Property. The OSHA “Asbestos in Construction Standard” 29 CFR 1926.1101 imposes restrictions on the disturbance of asbestos during renovation activities. Removal of the following item identified in the building is considered Class I asbestos work by the OSHA regulation:

- Exterior window glazing compound
- Ventilation Ducting, Fabric Wrapping, Silver
- Tank, Thermal System Insulation, Gray
- Pipe, Thermal System Insulation, White/Gray
- Pipe, Elbows and Fittings, White
- Fire Brick, White

Removal of the following items identified in the building are considered Class II asbestos work by the OSHA regulation:

- Pipe Packing
- Floor Tile and Floor Tile Mastic, Multiple Sizes and Colors
- Chalk Board Mastic (Presumed)
- Electrical Wiring Insulation (Presumed)
- Elevator Brakes (Presumed)
- Fire Doors (Presumed)
- Pipe and Tank Gaskets (Presumed)
- Roofing Materials (Presumed)

Class I & Class II asbestos work must be performed by trained employees using work practices required by the OSHA standard.

Electrical wires, elevator brakes, fire doors, pipe and tank gaskets, and roofing materials were presumed to contain asbestos to avoid damage of the system and eliminate undue risk to personnel safety. It may be cost effective to have these materials sampled and analyzed at an appropriate time to allow for them to be definitively categorized.

Quantities for Positive ACBMs		
Material Type	**Quantity**	**Unit of Measure**
Flooring	16190	Square Feet
Window Glazing Compound	49680	Linear Feet
HVAC Duct Wrap	1440	Square Feet
Chiller Tank TSI	300	Square Feet
Steam Tank TSI	184	Square Feet
Pipe TSI	9537	Linear Feet
Pipe Packing	200	Linear Feet
Pipe Fitting/Elbows	525	Each
Fire Brick	1840	Square Feet
Chalk Boards with/Mastic	3	Each

In any situation where ACBM remains in the building, it should be managed under a comprehensive operations and maintenance (O&M) program. The procedures and guidelines described in an O&M program should be followed whenever building maintenance activities will disturb any asbestos materials present in the building.

Lead-Based Paints

The presence of lead based paints triggers EPA and OSHA regulatory standards (29 CFR 1926.62).

Lead-based paints (LBP) were identified throughout the Subject Property atop exterior and interior building components. Furthermore, LBP was identified atop plaster, masonry, metal, and wood substrates.

It is recommended that damaged LBP be repaired using methods recommended by the Maryland Department of the Environment.

Demolition debris with LBP atop hand railings, posts, valves, valve handles, piping, and other elements may be disposed of in a Construction and Debris (C&D) landfill provided the material is not classified as a hazardous waste in accordance with 40 CFR Part 261 and SW-846 (Test Methods for Evaluating Solid Waste Physical/Chemical). Metal objects containing LBP can be recycled.

PCB Containing Equipment

EBA identified three types of ballasts suspected of containing PCBs at the Subject Property as none of these ballasts contained the “No-PCBs” stamp. The approximate quantities of PCB and non-PCB ballasts are detailed in the table below

Quantities for PCBs		
Equipment Type	**Quantity**	**Unit of Measure**
Ballasts with “No PCBs” Stamp	3815	Each
Ballasts without “No PCBs” Stamp	31	Each

PCB containing equipment becomes a concern if they are leaking or they will be removed and disposed of as hazardous waste. According to EPA Toxic Substances Control regulations (TSCA) in 40 CFR Part 761, the material must be incinerated.

PCB ballast disposal does not require that the entire lighting fixture be specially handled and disposed of as long as the ballast is not leaking. The non-leaking ballasts can be removed and recycled or disposed of properly. Ballasts that have been removed from service and the containers that they are stored in must be labeled according to EPA labeling requirements specified in 40 CFR Part 262 Subpart C (Jacobson, 2006).

Ballasts manufactured between 1979 and 1991 may also contain another dielectric fluid, Di (2-ethylhexyl) phthalate (or DEHP). DEHP in its raw form is a listed hazardous waste under RCRA and classified as a U028 characteristic hazardous waste. DEHP found within lighting ballasts that have been used is spent and therefore no longer considered hazardous (40 CFR 261.33). Used ballasts containing DEHP meant for disposal can be recycled (preferred), land filled, or incinerated.

Before PCB TSCA regulated waste is shipped off-site from a generator facility to a licensed TSDF, the facility shipping the PCB TSCA regulated waste must ensure that the waste is labeled in accordance with USDOT regulations. Even if a disposal vendor usually prepares the facility waste for shipment, the facility or site manager

responsible for compliance is ultimately responsible for ensuring that all labeling requirements are met.

Ozone-Depleting Compounds

Class I and Class II ozone-depleting compounds were identified in the form of household refrigerators/freezer units, commercial refrigerator/freezer/vending units, commercial central air cooling units, window air cooling units, water fountains, water cooler units, and containers of refrigerant. Under EPA's rule, equipment that is typically dismantled on-site before disposal (e.g., retail food refrigeration, central residential air-conditioning, chillers, and industrial process refrigeration) has to have the refrigerant recovered in accordance with EPA's requirements for servicing. However, equipment that typically enters the waste stream with the charge intact (e.g., motor vehicle air conditioners, household refrigerators, household freezers, and room air conditioners) is subject to special safe disposal requirements.

Under the safe disposal requirements, the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) is responsible for ensuring that refrigerant is recovered from equipment before the final disposal of the equipment. However, persons "upstream" can remove the refrigerant and provide documentation of its removal to the final person if this is more cost-effective. If the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) accepts appliances that no longer hold a refrigerant charge, that person is responsible for maintaining a signed statement from whom the appliance(s) is being accepted. The signed statement must include the name and address of the person who recovered the refrigerant, and the date that the refrigerant was recovered, or a copy of a contract stating that the refrigerant will be removed prior to delivery.

Universal Wastes

Universal wastes in the form of mercury containing compact fluorescent light bulbs, fluorescent light tubes, HID bulbs, thermometers, thermostats, pressure/temperature switches; lead-acid battery containing emergency lighting units and ‘Exit’ signs; and, the biocide Metaline.

Quantities for Universal Waste		
Equipment Type	**Quantity**	**Unit of Measure**
Thermostats	15	Each
Mercoid Pressure/Temperature Switches	17	Each
Mercury Vapor Light Bulbs	13659	Each
Lead-Acid Batteries	313	Each
Metaline Biocide (55 Gallon Drum)	1	Each

All waste is to be placed in a container that: is structurally sound, will prevent damage to the contents, is compatible with its contents, and kept closed at all times (except when adding to or removing from the container). The container must be without damage, or evidence of spillage, that could lead to leakage of the waste contained

inside. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

Miscellaneous Materials

Fire extinguishers were observed throughout the accessible areas. Should these fire extinguishers be permanently removed from service during renovation activities, It is recommended to dispose of fire extinguishers in accordance with "Guide to the Disposal of Condemned Fire Extinguishers" published by the Fire Extinguishing Trades Association, Fact File No. 108 dated February 2004.

Lubricants/Oils, Coatings/Paints, Printing Supplies, and Solvents (aerosols and varying capacity containers) were noted throughout the Subject Property. It is recommended that all items be collected, separated, and categorized in accordance to hazardous and non-hazardous waste. The disposal of hazardous waste is regulated by the EPA in 40 CFR 266. Non-hazardous materials can be disposed of in a municipal C&D facility.

Propane and Acetylene cylinders were observed throughout the Subject Property. Cylinders should be returned to the compressed gas distributor when emptied or no longer used. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

Ionization Smoke Detectors were observed throughout the Subject Property. These ionization smoke detectors may contain low-level radioactive materials, i.e. Americium. Where applicable all ionization smoke detectors shall be removed throughout the building and returned to the Manufacturer. If a manufacturer cannot be clearly identified then the low-level radioactive material shall be treated as low-level radioactive waste (LLRW) and its disposal shall be handled in accordance with Title 26, Subtitle 12 in the Code of Maryland Regulations (COMAR 26.12) Control of Ionizing Radiation.

Unknown drums of liquids were observed in the basement of the Subject Property. If these liquids are known then these should be properly labeled in order to classify the type of hazardous material (if applicable). If the liquids are unknown then these liquids should be subjected to further laboratory testing in order to identify the material. After the material has been identified, proper waste disposal requirements should be followed in accordance with all Federal, State, and Local guidelines.

Additional Potential Health Concerns

During the survey EBA identified additional potential health concerns in the form of mold and printing solvents.

There are no health based standards for acceptable mold spore levels in air. Mold spores are present virtually everywhere. Effects of mold exposures on human health

are well-documented and include minor allergic reactions (such as the development of a runny nose, eye irritation, coughing, congestion, and the aggravation of asthma), toxic effects, and infections.

The South Hallway located in the Sub-Basement has over three hundred square feet (300ft^2) of mold damaged drywall. The New York City Department of Health and Mental Hygiene has prepared a guidance document for mold remediation (see http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml for the full document). For large areas (>100 square feet), the New York guidelines recommend that the mold be abated by a trained mold abatement contractor. The mold abatement should be designed by a Certified Industrial Hygienist and include the use of appropriate controls and work practices.

Water damaged ceiling tiles were identified throughout the Subject Property. Water damage is a risk factor for mold growth and these affected ceiling tiles should be replaced.

Water damaged plaster was observed along the north wall of room 409. No mold growth was observed on the exterior surface. The interior wall cavity was not inspected and may contain hidden mold growth. It is recommended that a more extensive investigation be performed.

To prevent mold growth, it is important to stop water damage. It is recommended that sources of water be identified and remediated.

The Print Area contained a readily apparent odor. EBA recommends that an indoor air quality survey be conducted in the Print Area. The survey should include a review of materials being used, testing the air, and an evaluation of engineering controls.

END OF SECTION

1.0 Introduction

Interior areas of the building at the Subject Property were inspected to identify certain potentially hazardous materials that may be affected by building demolition and/or renovation activities. Potentially hazardous materials include Asbestos Containing Building Materials (ACBM), Lead-Based Paints (LBP), Polychlorinated Biphenyls-DEHP (PCB's), and Universal Wastes. Photographs obtained during the survey are included in **Appendix A**. Building plans are referenced throughout the survey are included in **Appendix B.**

1.1 Asbestos Containing Building Materials

Asbestos means the asbestiform varieties of: chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Asbestos containing building material (ACBM) means any material or product, which contains greater than one percent (1%) asbestos. ACBM is divided into three categories. These categories are thermal system insulation, surfacing materials, and miscellaneous materials. Each shall be discussed in turn:

- Thermal system insulation (TSI) materials are those materials applied to pipes, fittings, boilers, breeching tanks, duct, or other interior structural components to prevent heat loss or gain, or water condensation, or for other purposes of maintaining temperatures.

- Surfacing materials include those materials sprayed on, troweled-on, or otherwise applied to surfaces, such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, or other purposes.

- Miscellaneous materials include interior building material on structural or interior components, such as fixtures, floor and ceiling tiles, interior plasters, and does not include surfacing material or thermal system insulation.

EPA requires that Regulated Asbestos Containing Materials (RACM) be removed before demolition / renovation begins in accordance with the “National Emission Standards for Hazardous Air Pollutants” (NESHAP) 40 CFR 61 and Code of Maryland Regulations (COMAR) 26.11.21.

RACM includes the following:

- Friable ACM
- Category I non-friable ACM (flooring, roofing, packing’s, gaskets) that becomes friable
- Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading

- Category II non-friable ACM (non-friable other than Cat. I) that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by demolition activities.

Asbestos is further classified as either 'Friable' or 'Non-Friable'. Friable asbestos material is defined as more than 1% asbestos that, when dry, can be crumbled, pulverized or reduced to powder by hand pressure. Non-friable asbestos materials are also subcategorized as Category I and Category II where Category I includes resilient floor covering, mastic, asphalt roofing, packing, and gaskets. Category II includes all other non-friable asbestos materials.

1.2 Lead Based Paints

The Maryland Department of Environment (MDE) definition of lead-based paint (LBP) is used as the basis for this screening. Lead-based paint is defined as paint or coating that contains lead greater than 0.7 milligram per square centimeter, as determined by an X-Ray Fluorescence (XRF) instrument.

XRF is a common analytical technique used to quantitatively measure the concentration level of elements in solid or liquid materials. In this technique, the sample is bombarded by some form of ionizing radiation such as X-rays, or gamma-rays, which can cause the atoms of the sample to emit characteristic X-rays. These characteristic X-rays from the sample, known as the fluorescent X-rays, can be detected and analyzed to provide information as to what concentration of atoms are contained in the sample. Since this technique does not harm the sample in any way, it is considered a nondestructive testing technique.

Lead Based Paint is also defined by the MDE as paint chips containing greater than 0.5% by weight, as determined through laboratory analysis Method SW846-7420. Since removal of paint chips are required, this method is considered as a destructive testing technique.

1.3 PCB Containing Equipment

Polychlorinated Biphenyls (PCBs) are mixtures of synthetic organic chemicals with the same basic chemical structure and similar physical properties ranging from oily liquids to waxy solids. They are produced by attaching one or more chlorine atoms to a biphenyl molecule. Due to their non-flammability, chemical stability, high boiling point and electrical insulating properties, PCBs were used in hundreds of industrial and commercial applications including electrical, heat transfer, and hydraulic equipment; as plasticizers in paints, plastics and rubber products; in pigments, dyes and carbonless copy paper and many other applications. More than 1.5 billion pounds of PCBs were manufactured in the United States prior to cessation of production in 1977 (EPA, 2005).

Concern over the toxicity and persistence in the environment of Polychlorinated Biphenyls (PCBs) led Congress in 1976 to enact §6(e) of the Toxic Substances Control Act (TSCA) that included among other things, prohibitions on the manufacture, processing, and distribution in commerce of PCBs. Thus, TSCA legislated true "cradle to grave" (i.e., from manufacture to disposal) management of PCBs in the United States (EPA, 2005).

PCB Concentration in Material is defined by the EPA as containing greater than 50 parts per million (>50 ppm). PCBs were commonly sold in the United States of America under the trade name "Arocolor." However, companies that used PCBs in the manufacture of transformers and capacitors often used other trade names. According to the U.S. EPA, all ballasts manufactured prior to July 1978 have a greater than 50% chance of containing PCBs at 50 ppm or greater. Ballasts manufactured after July 1978 are required to bear a “No PCBs” label indicating they do not contain PCBs.

1.4 Universal Wastes

A universal waste is a common product, found in considerable quantities, that exhibits low-level hazards. Universal wastes include batteries, pesticides, thermostats, and lamps. All universal waste must be handled in a way as to prevent the release of the hazardous waste into the environment, contained in a secure manor, labeled, and safely transported to a destination facility. Definitions of universal waste are detailed in 40 CFR 273.9.

A battery is an electrochemical cell that receives, stores, and delivers electric energy. Batteries and thermostats containing mercury can be disassembled into cells and ampoules before removal and transportation as described in 40 CFR 273.13 (small quantity handlers) and 40 CFR 273.33 (large quantity handlers).

A universal waste lamp is bulb/tube part of an electric lighting device, including fluorescent, neon, mercury vapor, metal halide, and a variety of other lamps.

Pesticides are any substance/chemical designed to control and manage pests.

Thermostats are typically used to control a heating or cooling system. A thermostat is an electro-mechanical on/off switch that is activated by temperature changes. The sensing element is usually a spiral bimetallic strip that coils and uncoils in response to temperature changes because of differential expansion of the two bonded metals. In a mercury-switch thermostat, a ball of mercury rolls between contacts in one or more sealed glass ampoules, which are attached to a metal strip. The switch works when the mercury makes or breaks an electrical circuit, which creates a signal for heating or cooling from a furnace or central air conditioning system. Each glass ampoule contains approximately three grams of mercury, which is about the size of a dime. Mercury’s unique properties, high conductivity, high surface tension and

liquidity at room temperature, have made it a useful component in many electric switches (NEWMOA, 2006).

1.5 Miscellaneous Materials

Other hazardous materials that may be present include aboveground and underground storage tanks, pressurized cylinders, paints, solvent, and lubricants.

1.6 Limitations

EBA attempted to access all areas of the Subject Property as defined by the Client during the inspection process. Areas above and behind fixed substrates, (plaster, drywall, masonry block, concrete, etc.) were not accessed as the survey was limited to non-intrusive measures. Areas that were not accessed due to health and safety concerns are detailed below:

- Elevator Shafts.
- Janitorial Rooms.
- Basement, Storage and Archival Room

END OF SECTION

2.0 Asbestos Containing Building Materials

The National Emission Standard for Hazardous Air Pollutants (NESHAP) requires the building owner/operator to perform an asbestos inspection of affected portion(s) of facilities prior to demolition or renovation. This inspection must be performed by an AHERA-accredited building inspector.

Asbestos Hazard Emergency Response Act (AHERA) and State of Maryland accredited Asbestos Inspectors performed asbestos inspections of accessible interior and exterior portions of the Subject Property. Certificates of the inspectors are included in **Appendix C.**

2.1 Inspection and Analytical Methodology

The inspection consisted of performing a records review followed by a non-intrusive investigation to identify suspect asbestos-containing building materials in accessible building areas.

2.1.1 Research Review

Records review consists of reviewing previous asbestos inspections, reports, abatement records, and/or as-builts associated with the facility.

2.1.2 Onsite Investigation

The onsite investigation involved a combination of visual assessments and destructive sampling methodologies. Visual assessments primarily focused on identifying materials to be assessed. Destructive sampling was only employed where suspect ACBM was identified. Samples from non-friable materials were taken from inconspicuous locations. Samples from suspect friable materials were patched in a manner to limit the release of potential asbestos fibers.

2.1.3 Sample Collection and Analysis

EBA collected samples of materials that were suspected of containing asbestos in accordance to the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 Subpart E. All areas that consisted of the same color and texture were grouped into homogeneous areas and sampled according to the AHERA asbestos sampling protocol as shown in **Table 1** below.

Table 1: AHERA Asbestos Sampling Protocol		
Surfacing Materials	**Thermal System Insulation**	**Miscellaneous Materials**
3 samples per area ≤ 1,000 ft^2	3 samples for TSI	Sample in a manner sufficient to determine (Note – EBAs Standard Operating Procedures are to collect at least 2 samples per homogenous area)
5 samples per area > 1,000 ft^2	1 sample per area of patched insulation (<6 linear or squared feet)	
7 samples per area > 5,000 ft^2	Sample in a manner sufficient per mechanical system not assumed to be ACBM where cement or plaster is used on fittings such as tees, elbows, or valves	

Samples were submitted to Scientific Analytical Institute (SAI) for analysis by Polarized Light Microscopy (PLM) in accordance with the EPA Method for the Determination of Bulk Asbestos Samples (EPA 600M4-82-020).

In the event sample results were reported as "trace" by the PLM method, further analysis would be performed by Transition Electron Microscopy (TEM). There were no samples that required further analysis by TEM for the Subject Property.

SAI is accredited by the National Voluntary Accreditation Program (NVLAP) for the analysis of airborne asbestos by TEM and for the analysis of bulk asbestos by PLM (NVLAP Lab Code: 200664-0). Additionally, SAI is a fully-accredited AIHA Industrial Hygiene Laboratory (IHLAP) for asbestos analyses, including PCM, PLM, and TEM (AIHA IHPAT Lab ID: 173190).

2.2 Results

2.2.1 Records Review

The available records did not indicate the presence of ACBM.

2.2.2 Suspect Samples Collected & Analyzed

Asbestos Containing Building Materials were identified at the Subject Property during the survey. **Table 2** provided below denotes all of the positive ACBM materials while **Appendix D** provides a listing of all samples collected at the Subject Property. Laboratory analytical results are included in **Appendix E**.

Table 2: ACBM Positive Sample Listing and Results for Courthouse East								
Sample No.	**Result**	**Material Description**	**Floor**	**Room**	**RACM**	**Damaged**	**Friable**	**Material Type**
EA-05-01	5% Chrysotile	Exterior Window Glazing	5	528	Yes	Yes	Yes	Misc
EA-13-01	3% Chrysotile	FT 9X9 Green with Dark Green and Tan Streaks	5	526 Bathroom	Yes	No	No	Misc
EA-15-01	3% Chrysotile	16x16 FT Black	5	524	Yes	Yes	No	Misc
EA-17-01	5% Chrysotile	Brown FT Mastic for Cork 9x9 FT	5	509	Yes	No	No	Misc

Table 2: ACBM Positive Sample Listing and Results for Courthouse East

Sample No.	Result	Material Description	Floor	Room	RACM	Damaged	Friable	Material Type
EA-25A-01	3% Chrysotile	Amber FT Mastic for EA-25 (9x9 FT Black)	5	508 Bathroom	Yes	Yes	No	Misc
EA-28-03	10% Chrysotile	Pipe Elbow	6	627B	Yes	Yes	Yes	TSI
EA-28-01	10% Chrysotile	Pipe Elbow	5	5FSHPipe Chas	Yes	No	Yes	TSI
EA-34-01	5% Chrysotile	9x9 FT Brick Red w/Block Pattern	4	442 Vault	Yes	Yes	No	Misc
EA-35-01	5% Chrysotile	9x9 FT Black	4	442 Vault	Yes	Yes	No	Misc
EA-36-01	5% Chrysotile	9x9 FT OffwhiteWhite	4	442 Vault	Yes	Yes	No	Misc
EA-46-01	5% Chrysotile	9x9 FT White	4	451	Yes	Yes	No	Misc
EA-47-01	5% Chrysotile	9x9 FT Green	4	451	Yes	Yes	No	Misc
EA-48-01	15% Chrysotile	TSI found in 455 Storage Area Closet	4	455 Closet	Yes	Yes	Yes	TSI
EA-49-01	5% Chrysotile	9x9 FT Grayish OffWhite (very dirty)	4	402A	Yes	Yes	No	Misc
EA-54-01	3% Chrysotile	9x9 FT White w/Green Streaks	3	312	Yes	Yes	No	Misc
EA-55-01	3% Chrysotile	9x9 FT Yellow	3	302 Bathroom	Yes	Yes	No	Misc
EA-59A-01	8% Chrysotile	Black FT Mastic for EA-59 (12x12 FT Pink/Peach)	2	203 Kitchen	Yes	Yes	No	Misc
EA-75A-02	10% Chrysotile	Pipe Insulation Grayish Black	SB	NE Hallway G	Yes	Yes	Yes	TSI
EA-75A-03	10% Chrysotile	Pipe Insulation Grayish Black	SB	Cage 1	Yes	Yes	Yes	TSI
EA-75A-04	20% Chrysotile	Pipe Insulation Grayish Black	SB	Cage 1	Yes	Yes	Yes	TSI
EA-75A-05	15% Amosite	Pipe Insulation Grayish Black	SB	Cage 1	Yes	Yes	Yes	TSI
EA-80-01	5% Chrysotile	9x9 FT Tanish Gray w/Black Specs	6	632 Bathroom	Yes	No	No	Misc
EA-81-02	3% Chrysotile	9x9 FT Cream w/Brown and White Streaks	SB	SB West	Yes	Yes	No	Misc
EA-81-01	3% Chrysotile	9x9 FT Cream w/Brown and White Streaks	6	621	Yes	Yes	No	Misc
EA-82-01	5% Chrysotile	12x12 FT Tan/Beige	6	619	Yes	Yes	No	Misc
EA-83-01	8% Chrysotile	9x9 Floor Tile Biege with Brown Streaks	6	619 File Rm	Yes	Yes	No	Misc
EA-83A-01	5% Chrysotile	Black FT Mastic for EA-83	6	619 File Rm	Yes	Yes	No	Misc
EA-86A-01	8% Chrysotile	Black FT Mastic for EA-86 (12x12 FT Purple w/Maroon)	1	PrintAreaLob	Yes	Yes	No	Misc

Table 2: ACBM Positive Sample Listing and Results for Courthouse East

Sample No.	Result	Material Description	Floor	Room	RACM	Damaged	Friable	Material Type
EA-87-01	3% Chrysotile	12x12 FT Tan w/Brown and White Streaks	1	Freight Elevator Lobby for 9 and 10 (Fre 9,10 Lob)	Yes	Yes	No	Misc
EA-87A-01	5% Chrysotile	Black FT Mastic for EA-87	1	Freight Elevator Lobby for 9 and 10 (Fre 9,10 Lob)	Yes	Yes	No	Misc
EA-88-01	30% Chrysotile	Green Painted TSI on 2" Pipe	1	Print Area	Yes	Yes	Yes	TSI
EA-94B-01	20% Chrysotile	White Fibrous Material found beneath EA-94 (9x9 FT Black Marbled w/Gray, Green and Brown)	SB	SB West E-1	Yes	Yes	Yes	TSI
EA-96-01	8% Chrysotile	9x9 FT Gray with dark gray and tan streaks	SB	SB West F-1	Yes	Yes	No	Misc
EA-98-01	5% Chrysotile	Brick Fire Proofing	SB	North I	Yes	Yes	Yes	Surfacing
EA-102-01	80% Chrysotile	Black Pipe Packing	SB	Cage 1	Yes	No	Yes	Misc
EA-105-01	80% Chrysotile	White Fibrous Wrap	SB	Cage 1	Yes	No	Yes	TSI
EA-106-01	5% Chrysotile	Green Pipe Gasket	SB	Printing Room Main Area near Pump (MainNear Pmp)	Yes	No	No	Misc
EA-108-01	15% Chrysotile	Single Sheet Flooring w/Pebble Pattern	B	Municipal Post Office Bathroom (MPO B)	Yes	Yes	No	Misc
EA-110-01	5% Chrysotile	Aluminum Like HVAC Ducting	6	615	Yes	Yes	No	TSI
EA-112-01	10% Amosite 20% Chrysotile	Steam Tank TSI	B	Cage No. 2	Yes	No	No	TSI
EA-113-01B	10% Chrysotile	Water Chiller TSI	B	Cage No. 1	Yes	No	Yes	TSI

2.2.3 Presumed Asbestos Containing Materials

The following type of building materials on the Subject Property must be presumed asbestos containing unless specific testing is performed to disprove its presence.

- Chalk Board Mastic
- Electrical Wire Insulation

- Elevator Brakes: There are four freight elevators; four public elevators; two private elevators; one out of use dumb-waiter elevator; and, one abandoned elevator located in an abandoned tunnel within the basement.
- Fire Doors
- Gaskets
- Roofing Materials
- Yellow White Single Rolled Flooring

2.2.4 Quantities for Positive ACBM

Table 3 provided below is a summation of the positive ACBM grouped by the material (i.e. Pipe TSI) with the estimated quantities present at the Subject Property.

Table 3: Quantities for Positive ACBM at Courthouse East

Material Type	Quantity	Unit of Measure
Flooring	16190	SF
Window Glazing Compound	49680	LF
HVAC Duct Wrap	1440	SF
Chiller Tank TSI	300	SF
Steam Tank TSI	184	SF
Pipe TSI	9537	LF
Pipe Packing	200	LF
Pipe Fitting/Elbows	525	EA
Fire Brick	1840	SF
Chalk Boards with/Mastic	3	EA

Photographs of positive ACBMs are included in **Appendix A**.

END OF SECTION

3.0 Lead Based Paint Inspection

Lead Based Paint Inspectors, as certified through Maryland Department of Environment, performed LBP inspections of accessible interior and exterior portions of the Subject Property. Certificates of the inspectors are included in **Appendix F.**

3.1 Inspection and Analytical Methodology

EBA performed a limited (screening) survey to identify locations of LBP that may be disturbed by renovation/demolition activities. The survey was intended to determine:

- Whether lead-based paint is present in the structure including the exterior surfaces; and,
- If present, which building components contain lead-based paint.

Subject Property areas and components that appear to have a similar painting history and substrate shall be grouped together for sampling purposes. This survey was not intended to be comprehensive surface-by-surface inspection (i.e. HUD level inspection) survey of the Subject Property, nor is a survey of that type necessary or required. The inspection consisted of areas that are readily accessible.

3.1.1 XRF Instrumentation

Direct reading X-Ray Fluorescence (XRF) instrumentation was used to identify LBP. Specifically, the Lead Paint Analysis-1 instrument manufactured by RMD, Inc. was utilized. Surface coatings were considered LBP if the XRF result exceeds the State of Maryland definition of LBP of 0.7 milligrams per square centimeter (> 0.7mg/cm^2). An XRF performance characteristic sheet is included in **Appendix G**. The performance characteristic sheet specifies calibration tolerances, XRF indices for positive, negative, and inclusive results, and modes of operation.

3.1.2 Paint Chip Analysis

Lead Based Paint is also defined by the MDE as paint chips containing greater than 0.5% by weight, as determined through laboratory analysis Method SW846-7420. In the event readings from the XRF were reported as inconclusive, paint chip samples were collected and analyzed. Paint chip samples were also obtained in the event there was limited access to or irregular shaped surfaces of the substrate.

3.2 Results

3.2.1 XRF Results

Lead-based paints were identified at the Subject Property during the survey atop following Substrates:

- Exterior
  - Windows and Components, Wood
- Interior
  - Throughout
    - Baseboards, Wood
    - Bollards, Metal
    - Ceiling Supports, Concrete and Wood
    - Crown Molding, Wood
    - Stairs and Components, Metal
    - Structural Support Beams, Angle and 'I' Beam, Metal
    - Upper Wall Trim, Wood
    - Vault Doors and Components, Metal
    - Vertical Support Columns, Concrete
    - Walls/Ceiling, Plaster
  - Sub-Basement
    - Baseboards, Concrete
    - Doors and components, Metal and Wood
    - Piping, Metal
    - Radiators, Metal
    - Sinks, Metal
    - Windows and components, Wood

Appendix H contains the data sheets from all suspect LBP materials.

3.2.2 Paint Chip Analysis

Paint chips were neither collected nor analyzed from the Subject Property.

END OF SECTION

4.0 PCB Containing Equipment

The onsite inspectors investigated the Subject Property for potential PCB containing equipment during the course of the survey.

4.1 Inspection and Analytical Methodology

The Subject Property was inspected for historically known PCB containing equipment. Such equipment commonly includes light ballasts located within fluorescent light fixtures, electrical transformers, and hydraulic equipment. No analysis was performed in association with PCB containing equipment.

4.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain PCBs. If required, EBA performed limited dismantling of the equipment in order to visually confirm the presence or absence of PCBs.

4.1.2 Manufacturer Review

If the presence or absence of suspected PCB containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and/or obtaining information on the suspected equipment from other sources.

4.2 Results

4.2.1 Onsite Investigation

4.2.1.1 Transformers

EBA identified four (4) pad mounted high voltage transformers located in the Subbasement.

- Westinghouse Small Power Transformer. Three Phase, Silicon Insulated Subway Network Transformer Class 0A. Serial No. NAV7616-0101, Volts 13800 208Y/120, 60 Hz, Oil Filled Transformer, Manufactured in 5/91.
- Westinghouse Small Power Transformer. Three Phase, Silicon Insulated Subway Network Transformer Class 0A. Serial No. NAV7617-0101, Volts 13800 208Y/120, 60 Hz, Oil Filled Transformer, Manufactured in 5/91.
- Westinghouse Small Power Transformer. Three Phase, Silicon Insulated Subway Network Transformer Class 0A. Serial No. NAV7619-0101, Volts 13800 480Y/120, 60 Hz, Oil Filled Transformer, Manufactured in 6/91.

- Westinghouse Small Power Transformer. Three Phase, Silicon Insulated Subway Network Transformer Class 0A. Serial No. Not Recorded, Volts 13800 480Y/120, 60 Hz, Oil Filled Transformer, Manufactured 6/91.

These transformers had affixed to each a label indicating that they were not filled with PCB oils.

4.2.1.2 Concrete Staining

EBA photographed staining on the concrete adjacent to two of the transformers located in the Basement. These transformers are accessible from the electrical storage shop. While the transformers in question have a 'No PCB Oils' stamp affixed to the outer casing, a potential exists for the concrete to be impacted by PCB-containing oil prior to its replacement.

4.2.1.3 Ballasts

EBA identified three (3) types of ballasts suspected of containing PCBs at the Subject Property and include the following:

- Advance Ballast Cat No. RQB-251-2-TP
- Universal Ballast Cat. No. 205-BR
- Universal Ballast Cat. No. 944-LH-TC-P

Table 4 provided below details the location of each ballast examined and **Table 5** details the estimated quantity of ballasts at the Subject Property

Table 4 – Suspect PCB Ballast Inspection

Location	Ballast Manufacturer	Cat No.	"No PCB" Stamp (Yes or No)
1st Floor, Print Shop	Advance	REL-2P59-S-RH-TP	Yes
1st Floor, Large Storage Area	Universal	573-L-TC-P	Yes
2nd Floor	MagneTek	B232T120RH	Yes
3rd Floor, Exterior Roof Top Building	Advance	REL-2P52-RH-TP	Yes
5th Floor, West Hallway	Electronic Ballast Technology, Inc.	SSB2-120-2/231S LH	Yes
5th Floor, Suite 523	Advance	REL-4P32-RH-TP	Yes
5th Floor, Suite 523	Electronic Ballast Technology, Inc.	SSB2-120-4/3215 LH	Yes
5th Floor, Suite 528	Advance	REL-2P32-SC	Yes
6th Floor, North Judges Elevator Gear Room	Advance	R-2540-1-TP	Yes
6th Floor 627 Mechanical Loft	Universal	205-BR	No
6th Floor 619 Mechanical Loft	Advance	RQB-25102-TP	No
6th Floor 619 Mechanical Loft	Universal	944-LH-TC-P	No

Table 5 – Quantities for PCBs		
Equipment Type	**Quantity**	**Unit of Measure**
Ballasts with “No PCBs” Stamp	3815	Each
Ballasts without “No PCBs” Stamp	31	Each

4.2.2 Manufacturer Review

EBA identified approximately three hundred and forty (340) Sargent 40 Series Pot Belly hydraulic door closers suspected of containing PCBs at the Subject Property. EBA inquired with the manufacturer and was informed that they did not use PCB oils in this type of door closer.

Example photos of the suspected PCB containing equipment are included in **Appendix A**.

END OF SECTION

5.0 Ozone Depleting Compounds

The onsite inspectors investigated the Subject Property for equipment historically known to contain Ozone-Depleting Compounds during the course of the survey. Ozone-depleting compounds contain molecules of chlorine, fluorine, or bromine. Title VI of the United States Clean Air Act Amendments (CAA) of 1990 has defined ozone-depleting substances as belonging to Class I (most harmful) and Class II (less harmful).

5.1 Inspection and Analytical Methodology

The Subject Property was inspected for historically known Ozone-Depleting Compounds containing equipment. Such equipment commonly includes Chlorofluorocarbons (CFCs) within refrigerators, window air conditioning units, water fountains, and chillers. No analysis was performed in association with equipment containing Ozone-Depleting Compounds.

5.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain Ozone Depleting Compounds.

5.1.2 Manufacturer Review

If the presence or absence of suspected Ozone Depleting Compound containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and/or obtaining information on the suspected equipment from other sources.

5.2 Results

Potential Ozone-depleting compounds were identified throughout the Subject Property in the following forms:

- Household Refrigerators/Freezer Units /Vending Machines – Seventy-five (75) refrigerator/freezer units were observed, some of which contained refrigerants such as R12, R22, R134A, and R404. Based upon the working condition of these units, it is anticipated that these units still contain ozone-depleting compounds.

- Water Cooler Units – One hundred and seventy-five (175) free-standing water cooler units were observed, some of which contained the refrigerant R134A. Based upon the working condition of these units, it is anticipated that these units still contain ozone-depleting compounds. R134A is a refrigerant with low ozone depletion potential.

- Water Fountain Units – Five (5) free-standing water fountain units were observed, which based upon the working condition of these units, it is anticipated that these units still contain ozone-depleting compounds.

- Window Units – Twenty (20) units were observed, which based upon the working condition of these units, it is anticipated that these units still contain ozone-depleting compounds

- Central Chiller Units – One (1) chiller unit was observed. This unit was identified as containing R22 Refrigerant. R22, also known as HCFC-22, is a single component HCFC refrigerant with low ozone depletion potential. These units were reported as being temporarily stored at the site.

- Central A/C Units – Ten (10) units were observed. These units were identified as containing R22 Refrigerant. R22, also known as HCFC-22, is a single component HCFC refrigerant with low ozone depletion potential.

- Specific System A/C Units – Four (4) units were observed. These units were identified as containing R22 and R410A Refrigerant. R22, also known as HCFC-22, is a single component HCFC refrigerant with low ozone depletion potential. R410A is a blended refrigerant using HFC 32 and HFC 125 in an equal mix. These HFC's are refrigerants with low ozone depletion potential.

- R11 Refrigerant – Approximately one hundred and seventy (175) gallons of liquid Trichloromonofluoromethane (R11) where observed. R11 also known as CFC-11 has a high ozone depletion potential.

- R22 Refrigerant – Approximately five (5) gallons of liquid R22 refrigerant were observed. R22, also known as HCFC-22, is a single component HCFC refrigerant with low ozone depletion potential.

Example photos of the equipment or items containing ozone depleting compounds are included in **Appendix A**.

END OF SECTION

6.0 Universal Wastes

The onsite inspector investigated the Subject Property for items classified as Universal Wastes during the course of the survey.

6.1 Inspection and Analytical Methodology

The building was inspected for historically known equipment classified as Universal Wastes. Such equipment commonly includes mercury containing light fixtures, mercury containing thermostats, batteries, and pesticides. No analysis was performed in association with Universal Wastes.

6.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain universal wastes. If required, EBA performed limited dismantling of the equipment in order to visually confirm the presence or absence of a universal waste.

6.1.2 Manufacturer Review

If the presence or absence of suspected universal waste containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and obtaining information on the suspected equipment.

6.2 Results

6.2.1 Onsite Investigation

EBA identified suspected universal waste containing equipment at the Subject Property. **Table 6** provides the estimated quantities located at the Subject Property:

Table 6: Universal Waste Estimated Quantities

Equipment Type	Estimated Quantity (EA)
Thermostats	15
Mercoid Pressure/Temperature Switches	17
Mercury Vapor Lighting Bulbs	13521
Emergency Lighting Units	175
Metaline Biocide (55 Gallon Drum)	1
Exit Signs	138

6.2.2 Manufacturer Review

EBA did not identify any suspected universal waste at the Subject Property that required this type of review.

Example photos of the universal wastes are included in **Appendix A**.

6.0 Universal Wastes

The onsite inspector investigated the Subject Property for items classified as Universal Wastes during the course of the survey.

6.1 Inspection and Analytical Methodology

The building was inspected for historically known equipment classified as Universal Wastes. Such equipment commonly includes mercury containing light fixtures, mercury containing thermostats, batteries, and pesticides. No analysis was performed in association with Universal Wastes.

6.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of suspect equipment. The visual assessment focused on identifying suspected equipment that may contain universal wastes. If required, EBA performed limited dismantling of the equipment in order to visually confirm the presence or absence of a universal waste.

6.1.2 Manufacturer Review

If the presence or absence of suspected universal waste containing equipment could not be confirmed in the field, EBA conducted additional research by contacting the Manufacturer and obtaining information on the suspected equipment.

6.2 Results

6.2.1 Onsite Investigation

EBA identified suspected universal waste containing equipment at the Subject Property. **Table 6** provides the estimated quantities located at the Subject Property:

Table 6: Universal Waste Estimated Quantities

Equipment Type	Estimated Quantity (EA)
Thermostats	15
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Mercury Vapor Lighting Bulbs	13521
Emergency Lighting Units	175
Metaline Biocide (55 Gallon Drum)	1
Exit Signs	138

6.2.2 Manufacturer Review

EBA did not identify any suspected universal waste at the Subject Property that required this type of review.

Example photos of the universal wastes are included in **Appendix A**.

END OF SECTION

7.0 Miscellaneous Materials

The onsite inspector investigated the Subject Property for items classified as Miscellaneous Materials during the course of the survey.

7.1 Inspection and Analytical Methodology

The Subject Property was inspected for items that may be hazardous but not necessarily fit into prior classifications. Such miscellaneous materials include aboveground storage tanks, and underground storage tanks, cylinders, paints, and lubricants. No analysis was performed in association with Miscellaneous Materials.

7.1.1 Onsite Investigation

The onsite investigation involved a visual assessment of the area for miscellaneous materials that may be regulated under RCRA.

7.2 Results

Miscellaneous materials were observed at the Subject Property in the following forms:

- Lead Component Materials:
  - Roof top lead vent pipes (Presumed)
  - Wall-Mounted stone water fountain metal pans (Presumed)

- Lubricants/Oils, Coatings/Paints, and Solvent:
  - One hundred and five (105) gallons of paint in cans
  - One hundred and twenty (120) gallons of lubricants/oils in drums and containers
  - Fifty-five (55) gallons of solvents

- Pressurized Cylinders:
  - Fire extinguishers. - Approximately one hundred and ten (110)
  - Acetylene cylinders – Approximately one (1)

- Printing Supplies:
  - (52) 5 pound pots of printing ink
  - Fuji Developer Fluid Mixer containing approximately 4 gals of liquid

- Smoke detectors
  - Approximately forty-eight (48) ionization smoke detectors. These ionization smoke detectors typically have an Americium radioactive source

- Unknown Contents
  - Approximately two (2) unidentified 55 gallon drums were observed in the basement of building

- Various Cleaners, Strippers, Degreasers
  - Approximately one hundred and seventy (170) gallons.

It was reported that the miscellaneous materials identified above were utilized throughout the year in support of onsite activities. As such, day to day quantities are subject to change.

Example photos of the miscellaneous wastes are included in **Appendix A**.

END OF SECTION

8.0 Additional Potential Health Concerns

The results of the survey indicate the presence of additional health concerns do exist within the limits of the building that may impact current and future workers at the Subject Property.

8.1 Indoor Air Quality Concerns

8.1.1 Water Damaged Areas

The Subject Property was inspected for water damaged areas that have or might become impacted by mold. Water damaged materials were observed at the Subject Property in the following areas:

8.1.1.1 Sub-Basement, South Hallway

EBA observed visual evidence of mold growth located in South Hallway portions of the Sub-Basement. Approximately three hundred square feet (300ft^2) of mold impacted materials were observed.

8.1.1.2 Fourth Floor, Room 409

EBA observed visual evidence of water damaged plaster along the north wall. No mold growth was observed.

8.1.1.3 Throughout

EBA observed approximately eight hundred square feet (800ft^2) of water damaged ceiling tiles is scattered throughout the building.

8.1.2 Air Solvent Exposure

During the LHMS, EBA employees inspected the Print Shop located in the 1st floor on along the east wing of the Subject Property. During the course of the survey a noticeable solvent odor was detected in the air within the large print area. Solvent vapors may cause eye and throat irritation, headaches, and affect bodily organs.

END OF SECTION

9.0 Recommendations/Conclusions

The results of the survey indicate hazardous materials do exist within the limits of the building and will trigger Federal, State, and Local regulations during future renovation activities.

9.1 Asbestos Containing Building Materials

The results of the survey show that asbestos containing building materials are present at the Subject Property. The OSHA "Asbestos in Construction Standard" 29 CFR 1926.1101 imposes restrictions on the disturbance of asbestos during renovation activities. Removal of the following item identified in the building is considered Class I asbestos work by the OSHA regulation:

- Exterior window glazing compound
- Ventilation Ducting, Fabric Wrapping, Silver.
- Tank, Thermal System Insulation, Gray.
- Pipe, Thermal System Insulation, White/Gray.
- Pipe, Elbows and Fittings, White.
- Fire Brick, White.

Removal of the following items identified in the building are considered Class II asbestos work by the OSHA regulation:

- Pipe Packing.
- Floor Tile and Floor Tile Mastic, Multiple Sizes and Colors.
- Chalk Board Mastic (Presumed)
- Electrical Wiring Insulation (Presumed)
- Elevator Brakes (Presumed)
- Fire Doors (Presumed)
- Pipe and Tank Gaskets (Presumed)
- Roofing Materials (Presumed)

Class I & Class II asbestos work must be performed by trained employees using work practices required by the OSHA standard.

Electrical wires, elevator brakes, fire doors, pipe and tank gaskets, and roofing materials were presumed to contain asbestos to avoid damage of the system and eliminate undue risk to personnel safety. It may be cost effective to have these materials sampled and analyzed at an appropriate time to allow for them to be definitively categorized.

Quantities for Positive ACBMs		
Material Type	**Quantity**	**Unit of Measure**
Flooring	16190	SF

Quantities for Positive ACBMs		
Material Type	**Quantity**	**Unit of Measure**
Window Glazing Compound	49680	LF
HVAC Duct Wrap	1440	SF
Chiller Tank TSI	300	SF
Steam Tank TSI	184	SF
Pipe TSI	9537	LF
Pipe Packing	200	LF
Pipe Fitting/Elbows	525	EA
Fire Brick	1840	SF
Chalk Boards with/Mastic	3	EA

In any situation where ACBM remains in the building, it should be managed under a comprehensive operations and maintenance program (O&M). The procedures and guidelines described in an O&M program should be followed whenever building maintenance activities will disturb any ACMs present in the building.

9.2 Lead-Based Paints

The presence of lead based paints triggers EPA and OSHA regulatory standards (29 CFR 1926.62).

Lead-based paints (LBP) were identified throughout the Subject Property atop exterior and interior building components. Furthermore, LBP was identified atop plaster, masonry, metal, and wood substrates.

Demolition debris with LBP atop hand railings, posts, valves, valve handles, piping, and other elements may be disposed of in a Construction and Debris (C&D) landfill provided the material is not classified as a hazardous waste in accordance with 40 CFR Part 261 and SW-846 (Test Methods for Evaluating Solid Waste Physical/Chemical). Metal objects containing LBP can be recycled.

9.3 PCB Containing Equipment

EBA identified three (3) types of ballasts suspected of containing PCBs at the Subject Property. All of these ballasts did not have the “No-PCBs” stamp.

PCB containing equipment becomes a concern if they are leaking or they will be removed and disposed of as hazardous waste. According to EPA Toxic Substances Control regulations (TSCA) in 40 CFR Part 761, the material must be incinerated.

PCB ballast disposal does not require that the entire lighting fixture be specially handled and disposed of as long as the ballast is not leaking. The non-leaking ballasts can be removed and recycled or disposed of properly. Ballasts that have been removed from service and the containers that they are stored in must be

labeled according to EPA labeling requirements specified in 40 CFR Part 262 Subpart C (Jacobson, 2006).

Ballasts manufactured between 1979 and 1991 may also contain another dielectric fluid, Di (2-ethylhexyl) phthalate (or DEHP). DEHP in its raw form is a listed hazardous waste under RCRA and classified as a U028 characteristic hazardous waste. DEHP found within lighting ballasts that have been used is spent and therefore no longer considered hazardous (40 CFR 261.33). Used ballasts containing DEHP meant for disposal can be recycled (preferred), land filled, or incinerated.

Before PCB TSCA regulated waste is shipped off-site from a generator facility to a licensed TSDF, the facility shipping the PCB TSCA regulated waste must ensure that the waste is labeled in accordance with USDOT regulations. Even if a disposal vendor usually prepares the facility waste for shipment, the facility or site manager responsible for compliance is ultimately responsible for ensuring that all labeling requirements are met.

Quantities for PCBs	
With "No PCB" Stamp (EA)	**Without "No PCB" Stamp (EA)**
3815	31

9.4 Ozone-Depleting Compounds

Class I and Class II ozone-depleting compounds were identified in the form of household refrigerators/freezer units, commercial refrigerator/freezer/vending units, commercial central air cooling units, window air cooling units, water fountains, water cooler units, and containers of refrigerant. Under EPA's rule, equipment that is typically dismantled on-site before disposal (e.g., retail food refrigeration, central residential air-conditioning, chillers, and industrial process refrigeration) has to have the refrigerant recovered in accordance with EPA's requirements for servicing. However, equipment that typically enters the waste stream with the charge intact (e.g., motor vehicle air conditioners, household refrigerators, household freezers, and room air conditioners) is subject to special safe disposal requirements.

Under the safe disposal requirements, the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) is responsible for ensuring that refrigerant is recovered from equipment before the final disposal of the equipment. However, persons "upstream" can remove the refrigerant and provide documentation of its removal to the final person if this is more cost-effective. If the final person in the disposal chain (e.g., a scrap metal recycler or landfill owner) accepts appliances that no longer hold a refrigerant charge, that person is responsible for maintaining a signed statement from whom the appliance(s) is being accepted. The signed statement must include the name and address of the person who recovered the refrigerant, and the date that the refrigerant was recovered, or a copy of a contract stating that the refrigerant will be removed prior to delivery.

9.5 Universal Wastes

Universal wastes in the form of mercury containing compact fluorescent light bulbs, fluorescent light tubes, HID bulbs, thermometers, thermostats, pressure/temperature switches; lead-acid battery containing emergency lighting units and 'Exit' signs; and, the biocide Metaline.

All waste is to be placed in a container that: is structurally sound, will prevent damage to the contents, is compatible with its contents, and kept closed at all times (except when adding to or removing from the container). The container must be without damage, or evidence of spillage, that could lead to leakage of the waste contained inside. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

9.6 Miscellaneous Materials

Fire extinguishers were observed throughout the accessible areas. Should these fire extinguishers be permanently removed from service during renovation activities, It is recommended to dispose of fire extinguishers in accordance with "Guide to the Disposal of Condemned Fire Extinguishers" published by the Fire Extinguishing Trades Association, Fact File No. 108 dated February 2004.

Lubricants/Oils, Coatings/Paints, Printing Supplies, and Solvents (aerosols and varying capacity containers) were noted throughout the Subject Property. It is recommended that all items be collected, separated, and categorized in accordance to hazardous and non-hazardous waste. The disposal of hazardous waste is regulated by the EPA in 40 CFR 266. Non-hazardous materials can be disposed of in a municipal C&D facility.

Propane and Acetylene cylinders were observed throughout the Subject Property. Cylinders should be returned to the compressed gas distributor when emptied or no longer used. Disposal of controlled hazardous waste is outlined in Title 26, Subtitle 13 in the Code of Maryland Regulations (COMAR 26.13).

Ionization Smoke Detectors were observed throughout the Subject Property. These ionization smoke detectors may contain low-level radioactive materials, i.e. Americium. Where applicable all ionization smoke detectors shall be removed throughout the building and returned to the Manufacturer. If a manufacturer cannot be clearly identified then the low-level radioactive material shall be treated as low-level radioactive waste (LLRW) and its disposal shall be handled in accordance with Title 26, Subtitle 12 in the Code of Maryland Regulations (COMAR 26.12) Control of Ionizing Radiation.

Unknown drums of liquids were observed in the basement of the Subject Property. If these liquids are know then these should be properly labeled in order to classify the

type of hazardous material (if applicable). If the liquids are unknown then these liquids should be subjected to further laboratory testing in order to identify the material. After the material has been identified, proper waste disposal requirements should be followed in accordance with all Federal, State, and Local guidelines.

9.7 Additional Potential Health Concerns

During the survey EBA identified additional potential health concerns in the form of mold and printing solvents.

There are no health based standards for acceptable mold spore levels in air. Mold spores are present virtually everywhere.

Effects of mold exposures on human health are well-documented and include minor allergic reactions (such as the development of a runny nose, eye irritation, coughing, congestion, and the aggravation of asthma), toxic effects, and infections.

The South Hallway located in the Sub-Basement has over one hundred square feet ($100ft^2$) of mold damaged drywall. For areas of this size recommendation include the use of a trained mold abatement contractor, negative pressure enclosures, and respiratory protection

Water damaged ceiling tiles were identified throughout the Subject Property. It is recommended that the tiles be replaced by regular building maintenance personnel who have received training on proper cleanup methods following the New York City Department of Health and Mental Hygiene has prepared a guidance document for mold remediation (see http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml for the full document) for large areas.

To prevent the re-growth of mold, it is important to stop future water damage. It is recommended that the source of water be identified and remediated. There is a potential that the roof has leaked and additional mold growth is present on the rafters and roof decking.

Water damaged plaster was observed along the north wall of room 409. No mold growth was observed in this area.

EBA recommends that an indoor air quality survey be conducted in the Print Area. The survey should include a review of materials being used and testing the air for worker exposure levels.

The design of any future renovation for this area should include an evaluation of exhaust ventilation requirements.

END OF SECTION

E

Project & Construction Cost

Summary

The cost tables that are presented in Appendix E support the project costs that are presented and discussed in Chapter 9. Pages E-2 to E-13 provide a summary of how the project cost -construction and soft costs- were developed for each of the various options. Tables shown on pages E-14 to the end of the chapter are the detailed cost breakdowns prepared by DMS Intenational. These tables to not correlate with the final construction cost presented in Chapter 9 and the project cost in the appendix for the new building. Various new building scenarios were developed throughout the study and in lieu of continuing to refine the detailed DMS' construction cost, AECOM used the total construction cost for each option divided by the total building gross square foot to arrive at a constant construction cost per square foot based on 2030 dollars.

Project Budget Summary

Option - Standard Schedule			New Courthouse	East Courthouse	Mitchell Courthouse	Total
Option 1	**South - 4 Courts**	Construction	$ 233,075,136	$ 128,925,792	$ 120,206,207	$ 482,207,136
		Project	$ 57,325,193	$ 32,322,827	$ 30,171,304	$ 119,819,324
		Total	***$ 290,400,330***	***$ 161,248,620***	***$ 150,377,511***	***$ 602,026,460***
Option 2	**North - 4 Courts**	Construction	$ 226,409,486	$ 128,925,792	$ 120,206,207	$ 475,541,486
		Project	$ 63,730,859	$ 32,322,827	$ 30,171,304	$ 126,224,990
		Total	***$ 290,140,345***	***$ 161,248,620***	***$ 150,377,511***	***$ 601,766,475***
Option 3	**North - 8 Courts**	Construction	$ 215,716,945	$ 128,925,792	$ 120,206,207	$ 464,848,945
		Project	$ 61,640,467	$ 32,322,827	$ 30,171,304	$ 124,134,598
		Total	***$ 277,357,412***	***$ 161,248,620***	***$ 150,377,511***	***$ 588,983,542***

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

OPTION #1: South Site - 4 Courtrooms per Floor

Construction Cost				
New Courts Tower	*Area*	*Unit Cost*	*Total Cost*	
Courthouse	585,932	$355.96	$ 208,568,355	
Total Courts Building Cost	-		*$ 208,568,355*	$ 208,568,355
Subtotal Construction Cost				$ 208,568,355
Escalation MP January 2014			11.8%	$ 24,506,782
Total Construction Cost				**$ 233,075,136**
Soft Cost				
Site Testing Fees				$ 16,000
Building Testing Fees				$ 1,864,601
Basic Services for A/E Services	6.0%			$ 13,984,508
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)				$ 3,496,127
Construction Management	3% Construction cost			$ 6,992,254
Fixtures/Furnishing & Equipment ($16/DGSF)				$ 6,965,104
Security (4% of construction cost)				$ 9,323,005
Technology/Communications (4% of construction cost)				$ 9,323,005
Site Acquistion				$ 4,777,900
Permit & Regulatory Fees				$ 582,688
Subtotal Soft Cost				$ 57,325,193
Total Soft Cost				**$ 57,325,193**
Total Courthouse Project Cost				**$ 290,400,330**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

OPTION #2: North Site - 4 Courtrooms per Floor

Construction Cost				
New Courts Tower	*Area*	*Unit Cost*	*Total Cost*	
Courthouse	585,932	$345.78	$ 202,603,567	
Total Courts Building Cost	-		*$ 202,603,567*	$ 202,603,567
Subtotal Construction Cost				$ 202,603,567
Escalation MP January 2014			11.8%	$ 23,805,919
Total Construction Cost				**$ 226,409,486**
Soft Cost				
Site Testing Fee				$ 30,000
Building Testing Fees				$ 1,811,276
Basic Services for A/E Services (6%)				$ 13,584,569
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)				$ 3,396,142
Construction Management	3% Construction cost			$ 6,792,285
Fixtures/Furnishing & Equipment ($16/DGSF)				$ 6,965,104
Security (4% of construction cost)				$ 9,056,379
Technology/Communications (4% of construction cost)				$ 9,056,379
Site Acquistion				$ 12,472,700
Permit & Regulatory Fees				$ 566,024
Subtotal Soft Cost				$ 63,730,859
Total Soft Cost				**$ 63,730,859**
Total Courthouse Project Cost				**$ 290,140,345**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

OPTION #3: North Site - 8 Courtrooms per Floor

Construction Cost				
New Courts Tower	*Area*	*Unit Cost*	*Total Cost*	
Courthouse	585,932	$329.45	$ 193,035,297	
Total Courts Building Cost	-		*$ 193,035,297*	$ 193,035,297
Subtotal Construction Cost				$ 193,035,297
Escalation MP January 2014			11.8%	$ 22,681,647
Total Construction Cost				**$ 215,716,945**
Soft Cost				
Site Testing Fees				$ 30,000
Building Testing Fees				$ 1,725,736
Basic Services for A/E Services		6.00%		$ 12,943,017
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)				$ 3,235,754
Construction Management	3% Construction cost			$ 6,471,508
Fixtures/Furnishing & Equipment ($16/DGSF)				$ 6,965,104
Security (4% of construction cost)				$ 8,628,678
Technology/Communications (4% of construction cost)				$ 8,628,678
Site Acquisition				$ 12,472,700
Permit & Regulatory Fees				$ 539,292
Subtotal Soft Cost				$ 61,640,467
Total Soft Cost				**$ 61,640,467**
Total Courthouse Project Cost				**$ 277,357,412**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

East Courthouse Renovation

Construction Cost

East	*Area*	*Unit Cost*	*Total Cost*	
Construction Cost	368,315	$299.18	$ 110,192,985	
Total Courts Building Cost	368,315		*$ 110,192,985*	$ 110,192,985
Escalation April 2016			17.0%	$ 18,732,807
Total Construction Cost				**$ 128,925,792**

Soft Cost

Building Testing Fees		$ 644,629
Basic Services for A/E Services (7.5%)		$ 9,669,434
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)		$ 1,933,887
Construction Management	3% Construction cost	$ 3,867,774
Fixtures/Furnishing & Equipment ($16/DGSF)		$ 5,893,040
Security (4% of construction cost)		$ 5,157,032
Technology/Communications (4% of construction cost)		$ 5,157,032
Subtotal Soft Cost		$ 32,322,827
Total Soft Cost		**$ 32,322,827**

Total Courthouse Project Cost **$ 161,248,620**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

Mitchell Courthouse Renovation

Construction Cost

Mitchell Renovation Cost	*Area*	*Unit Cost*	*Total Cost*	
Construction Cost	308,000	$319.25	$ 98,328,186	
Total Courts Building Cost	308,000		*$ 98,328,186*	$ 98,328,186
Escalation November 2017			22.25%	$ 21,878,021
Total Construction Cost				**$ 120,206,207**

Soft Cost

Soils Testing & Survey Fees		$ 601,031
Basic Services for A/E Services (7.5%)		$ 9,015,466
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)		$ 1,803,093
Construction Management	3% Construction cost	$ 3,606,186
Fixtures/Furnishing & Equipment ($16/DGSF)		$ 4,928,000
Security (4% of construction cost)		$ 4,808,248
Technology/Communications (4% of construction cost)		$ 4,808,248
Permit & Regulatory Fees		$ 601,031
Subtotal Soft Cost		$ 30,171,304
Total Soft Cost		**$ 30,171,304**

Total Courthouse Project Cost **$ 150,377,511**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

OPTION #1: South Site - 4 Courtrooms per Floor (Fast Track)

Construction Cost				
New Courts Tower	*Area*	*Unit Cost*	*Total Cost*	
Courthouse	585,932	$355.96	$ 208,568,355	
Total Courts Building Cost	-		*$ 208,568,355*	$ 208,568,355
Subtotal Construction Cost				$ 208,568,355
Escalation MP January 2014			8.0%	$ 16,685,468
Total Construction Cost				**$ 225,253,823**
Soft Cost				
Site Testing Fees				$ 16,000
Building Testing Fees				$ 1,802,031
Basic Services for A/E Services	6.0%			$ 13,515,229
Construction Management	3% of Construction Cost			$ 6,757,615
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)				$ 3,378,807
Fixtures/Furnishing & Equipment ($16/DGSF)				$ 6,965,104
Security (4% of construction cost)				$ 9,010,153
Technology/Communications (4% of construction cost)				$ 9,010,153
Site Acquisition Cost				$ 4,777,900
Permit & Regulatory Fees				$ 563,135
Subtotal Soft Cost				$ 55,796,126
Total Soft Cost				**$ 55,796,126**
Total Courthouse Project Cost				**$ 281,049,950**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

OPTION #2: North Site - 4 Courtrooms per Floor (Fast Track)

Construction Cost				
New Courts Tower	*Area*	*Unit Cost*	*Total Cost*	
Courthouse	585,932	$345.78	$ 202,603,567	
Total Courts Building Cost	-		*$ 202,603,567*	$ 202,603,567
Subtotal Construction Cost				$ 202,603,567
Escalation MP January 2014			8.0%	$ 16,208,285
Total Construction Cost				**$ 218,811,852**
Soft Cost				
Site Testing Fee				$ 30,000
Building Testing Fees				$ 1,750,495
Basic Services for A/E Services (6%)				$ 13,128,711
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)				$ 3,282,178
Construction Management	3% of Construction Cost			$ 6,564,356
Fixtures/Furnishing & Equipment ($16/DGSF)				$ 6,965,104
Security (4% of construction cost)				$ 8,752,474
Technology/Communications (4% of construction cost)				$ 8,752,474
Site Acquisition Cost				$ 12,472,700
Permit & Regulatory Fees				$ 547,030
Subtotal Soft Cost				$ 62,245,521
Total Soft Cost				**$ 62,245,521**
Total Courthouse Project Cost				**$ 281,057,373**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

OPTION #3: North Site - 8 Courtrooms per Floor (Fast Track)

Construction Cost				
New Courts Tower	*Area*	*Unit Cost*	*Total Cost*	
Courthouse	585,932	$329.45	$ 193,035,297	
Total Courts Building Cost	-		*$ 193,035,297*	$ 193,035,297
Subtotal Construction Cost				$ 193,035,297
Escalation MP January 2014			8.0%	$ 15,442,824
Total Construction Cost				**$ 208,478,121**
Soft Cost				
Site Testing Fees				$ 30,000
Building Testing Fees				$ 1,667,825
Basic Services for A/E Services		6.00%		$ 12,508,687
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)				$ 3,127,172
Construction Management	3% of Construction Cost			$ 6,254,344
Fixtures/Furnishing & Equipment ($16/DGSF)				$ 6,965,104
Security (4% of construction cost)				$ 8,339,125
Technology/Communications (4% of construction cost)				$ 8,339,125
Site Acquisition Cost				$ 12,472,700
Permit & Regulatory Fees				$ 521,195
Subtotal Soft Cost				$ 60,225,277
Total Soft Cost				**$ 60,225,277**
Total Courthouse Project Cost				**$ 268,703,398**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

East Courthouse Renovation (Fast Track)

Construction Cost

East	*Area*	*Unit Cost*	*Total Cost*	
Construction Cost	368,315	$299.18	$ 110,192,985	
Total Courts Building Cost	368,315		*$ 110,192,985*	$ 110,192,985
Escalation April 2016			14.5%	$ 15,977,983
Total Construction Cost				**$ 126,170,968**

Soft Cost

Building Testing Fees		$ 630,855
Basic Services for A/E Services (7.5%)		$ 9,462,823
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)		$ 1,892,565
Construction Management	3% of Construction Cost	$ 3,785,129
Fixtures/Furnishing & Equipment ($16/DGSF)		$ 5,893,040
Security (4% of construction cost)		$ 5,046,839
Technology/Communications (4% of construction cost)		$ 5,046,839
Subtotal Soft Cost		$ 31,758,088
Total Soft Cost		**$ 31,758,088**

Total Courthouse Project Cost **$ 157,929,056**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

Mitchell Courthouse Renovation (Fast Track)

Construction Cost

Mitchell Renovation Cost	*Area*	*Unit Cost*	*Total Cost*	
Construction Cost	308,000	$319.25	$ 98,328,186	
Total Courts Building Cost	308,000		*$ 98,328,186*	$ 98,328,186
Escalation November 2017			19.25%	$ 18,928,176
Total Construction Cost				**$ 117,256,362**

Soft Cost

Soils Testing & Survey Fees		$ 586,282
Basic Services for A/E Services (7.5%)		$ 8,794,227
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)		$ 1,758,845
Construction Management	3% of Construction Cost	$ 3,517,691
Fixtures/Furnishing & Equipment ($16/DGSF)		$ 4,928,000
Security (4% of construction cost)		$ 4,690,254
Technology/Communications (4% of construction cost)		$ 4,690,254
Permit & Regulatory Fees		$ 586,282
Subtotal Soft Cost		$ 29,551,836
Total Soft Cost		**$ 29,551,836**

Total Courthouse Project Cost **$ 146,808,198**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

East Courthouse Renovation consolidated Renovation

Construction Cost

East	*Area*	*Unit Cost*	*Total Cost*	
Construction Cost	368,315	$299.18	$ 110,192,985	
Total Courts Building Cost	368,315		*$ 110,192,985*	$ 110,192,985
Escalation April 2016			15.75%	$ 17,355,395
Total Construction Cost				**$ 127,548,380**

Soft Cost

Building Testing Fees		$ 637,742
Basic Services for A/E Services (7.5%)		$ 9,566,129
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)		$ 1,913,226
Construction Management	3% Construction cost	$ 3,826,451
Fixtures/Furnishing & Equipment ($16/DGSF)		$ 5,893,040
Security (4% of construction cost)		$ 5,101,935
Technology/Communications (4% of construction cost)		$ 5,101,935
Subtotal Soft Cost		$ 32,040,458
Total Soft Cost		**$ 32,040,458**

Total Courthouse Project Cost **$ 159,588,838**

Baltimore City Circuit Courthouse Feasibility Study
Estimated Project Cost

Mitchell Courthouse Renovation consolidated Renovation

Construction Cost

Mitchell Renovation Cost	*Area*	*Unit Cost*	*Total Cost*		
Construction Cost	308,000	$319.25	$ 98,328,186		
Total Courts Building Cost	308,000		*$ 98,328,186*	$	98,328,186
Escalation November 2017			15.75%	$	15,486,689
Total Construction Cost				**$**	**113,814,875**

Soft Cost

Soils Testing & Survey Fees		$	569,074
Basic Services for A/E Services (7.5%)		$	8,536,116
Specialty Services for A/E Services (security/technology/interiors, etc @1.5%)		$	1,707,223
Construction Management	3% Construction cost	$	3,414,446
Fixtures/Furnishing & Equipment ($16/DGSF)		$	4,928,000
Security (4% of construction cost)		$	4,552,595
Technology/Communications (4% of construction cost)		$	4,552,595
Permit & Regulatory Fees		$	569,074
Subtotal Soft Cost		$	28,829,124
Total Soft Cost		**$**	**28,829,124**

Total Courthouse Project Cost **$ 142,643,999**

DMS Cost Estimate

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario
& Existing Courthouse Renovation

FEASIBILITY STUDY
Construction Cost Assessment

Prepared For:

AECOM
3101 Wilson Boulevard
Suite 900
Arlington, VA 22201

Prepared by:

DMS Construction Consulting Services, Inc
5550 Sterrett Place, Suite 300
Columbia, MD, 21044

410.740.1671

DMS Project # 2009-082

5/10/2010

D M S

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END OF REPORT

Notes and Clarifications

Baltimore City Circuit Courts
New Courthouse Occupancy Scenario
& Existing Courthouse Renovation
Feasibility Study
Construction Cost Estimate

May 10, 2010

Overview:

The following cost assessment for the "Construction of the New Baltimore City Circuit Courts and the renovation of the existing Mitchell & East Courthouse has been developed from ***"Feasibility Study/Program Report" prepared by AECOM dated November 02, 2009 and project information provided till April 13, 2010*** .

This cost estimate/project has been developed into 2 design schemes/options:

1. New Construction (North Site): This involves the construction of the new circuit court. This involves the demolition of three existing buildings on the North site, relocation of existing utilities, site improvements, building foundations, structural framing, interior construction, exterior building enclosure, conveying systems (elevators & escalators), fire suppression system (sprinkler systems), plumbing, HVAC and electrical systems.
   Three design schemes have been developed for the new construction option:
   i. North Site- 4 Courts per floor
   ii. North Site- 8 Courts per floor
   iii. South Site- 4 Courts per floor

2. Extensive building renovation: This involves a complete renovation of the interior finishes, replacement of the interior doors; replacement of the mechanical systems (plumbing & HVAC), fire suppression (sprinkler) and electrical systems for the:
   i. Mitchell Courthouse renovation
   ii. East Courthouse renovation

The level of pricing forming the basis of these cost assessments is representative of current day costs of construction in the Baltimore MD metropolitan area, assuming that the project will be procured in a competitive bid environment with a minimum of four bidders.

It should also be noted that the level of pricing assumes a fair and reasonable rate of return for overhead and profit for the General Contractor and his subcontractors and does take into consideration the present economic climate.

This estimate assumes the general contractor and his subcontractors will be permitted unrestricted access to the site of the works and will not be required to work outside of normal working hours.

Baltimore City Circuit Courts
New Courthouse Occupancy Scenario
& Existing Courthouse Renovation
Feasibility Study
Construction Cost Estimate

In preparing this cost assessment the following assumptions have been made for the extensive building renovation option:

- Interior partitions, finishes, interior doors and hardware will be demolished and replaced.
- Plumbing fixtures and equipments are assumed to be replaced unless otherwise stated.
- The existing supply/exhaust ductwork, air distribution equipments/devices, heating and cooling equipments are assumed to be removed and replaced as indicated in the documents.
- Installation of a new fire suppression (Sprinkler) system.
- All existing electrical power, lighting devices and special systems will be removed and replaced unless otherwise noted. This estimate also assumes that the electrical power distribution equipment, panel boards and feeders will be replaced to accommodate load increases from the new HVAC, lighting and power loads.

General:

Duration: The estimate is based upon 30 months construction schedule for the new building construction, 16 months for the Mitchell courthouse renovation and 16 months for the East courthouse renovation.

Contingency: We include an estimate design contingency of 15% for the new construction and 10% for the building renovation to cover items that are not designed or included in the estimate. This contingency will decrease in value with each design submission until the contingency reaches zero.

Escalation: We include an effective escalation rate of 11.8%, 22.5% and 17.0% for the new constructions, Mitchell courthouse and East courthouse options respectively. This has been calculated with an escalation rate 0% per annum for the year 2010, 2% per annum for the year 2011 and 3% per annum for consecutive years until the mid point of construction of each design option.

END OF CHAPTER

Baltimore City Circuit Courts
New Courthouse Occupancy Scenario
& Existing Courthouse Renovation
Feasibility Study
Construction Cost Estimate

General Conditions / General Requirements: These costs include setting up a temporary trailer on site; provide supervisory personnel, temporary electrical, temporary water, temporary construction fencing, etc. necessary to manage the construction process.

Exclusions: We do not include the following items in this estimate:

- Design Fees or other consultant fees
- Legal fees
- Permits
- Impact or other Government costs
- Costs of owners on site representation during the course of construction
- Costs resulting from owner requested changes or design changes arising during the course of construction
- Any overtime or night time work
- Utility company charges
- Any testing requirements or inspection costs
- Phasing requirements/premiums
- Repairs to adjacent buildings and roads
- Existing tenants relocation/Swing space
- Structural monitoring of any adjacent structures
- Owner furnished items and equipment – such as furniture, etc
- Cost of Building permit
- Artwork
- Food service equipment
- Display equipments

Further Notes & Clarifications:

We anticipate that the project will be **NOT** phased. Both the Mitchell and East Courthouses will be vacant for renovation.

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario
& Existing Courthouse Renovation
FEASIBILITY STUDY
Construction Cost Assessment **May 10, 2010**

Master Summary	GSF	Cost/ GSF	Option 1	Option 2
Mitchell Courthouse renovation	308,000	$390.28	$120,206,208	$120,206,208
East Courthouse renovation	368,315	$350.04	$128,925,792	$128,925,792
New Construction **North site**: 4 Courtroom per floor	605,159	$386.40	$233,835,609	
New Construction **North Site**: 8 Courtroom per floor	605,159	$368.16		$222,794,421
New Construction **South Site**: 4 Courtroom per floor	605,159	$397.79	$240,723,832	$240,723,832
OVERALL PROJECT CONSTRUCTION COST			**$723,691,440**	**$712,650,253**
COST/GROSS SF			**$383.59**	**$377.74**

BALTIMORE CITY CIRCUIT COURTHOUSE

New Courthouse Occupancy Scenario

& Existing Courthouse Renovation

FEASIBILITY STUDY

Construction Cost Assessment **May 10, 2010**

FAST TRACK OPTION	GSF	Cost/ GSF	Option 1	Option 2
Mitchell Courthouse renovation	308,000	$380.70	$117,256,363	$117,256,363
East Courthouse renovation	368,315	$342.56	$126,170,967	$126,170,967
New Construction **North site**: 4 Courtroom per floor	605,159	$373.44	$225,988,776	
New Construction **North Site**: 8 Courtroom per floor	605,159	$355.80		$215,318,098
New Construction **South Site**: 4 Courtroom per floor	605,159	$384.44	$232,645,851	$232,645,851
Adjusted Construction Cost Estimate (Fast track):			**$702,061,957**	**$691,391,279**
COST/GROSS SF			**$372.12**	**$366.47**

Master Summary

Page 2 of 2
5/10/2010

Mitchell Courthouse

Mitchell Courthouse Renovations **308,000 Gross SF**
Preliminary Cost Plan

Summary Of Estimated Costs		Cost	Cost/GSF
Div 2/Sitework/Demolition		4,341,203	$14.09
Div 3/Concrete Work		430,170	$1.40
Div 4/Masonry		1,505,200	$4.89
Div 5/Metals		1,288,909	$4.18
Div 6/Wood & Plastics		4,954,910	$16.09
Div 7/Thermal & Moisture		2,809,457	$9.12
Div 8/Door & Windows		7,108,700	$23.08
Div 9/Interior construction		7,558,922	$24.54
Div 10/Specialties		891,000	$2.89
Div 14/Conveying		1,760,000	$5.71
Div 15/Fire Protection		1,575,000	$5.11
Div 15/Plumbing		2,494,800	$8.10
Div 15/HVAC		13,736,800	$44.60
Div 16/Electrical		13,193,640	$42.84
Hazmat removal/abatement		1,303,648	$4.23
Sub Total		$64,952,358	$210.88
LEED Silver premium	2.00%	$1,299,047	$4.22
Design Contingency, allow	10.00%	$6,625,140	$21.51
General Requirements @	7.00%	$5,101,358	$16.56
Bonds & Insurance	2.00%	$1,559,558	$5.06
General Contractors OH&P @	7.50%	$5,965,310	$19.37
Construction contigency @	15.00%	$12,825,416	$41.64
Escalation allowance (to MP construction September 2018)	22.25%	$21,878,022	$71.03
Estimated Project Cost		**$120,206,208**	**$390.28**
Fast track option:			
Escalation allowance (to MP construction November 2017)	19.25%	18,928,176	
Adjusted Construction Cost Estimate (Fast track):		**117,256,363**	**$380.70**

Summary- Mitchell

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5/10/2010

D M S

Baltimore City Circuit Courts
MITCHELL COURTHOUSE RENOVATION
Cost Assessment

Mitchell Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 2/Sitework						
Selective Demolition *(includes hauling & disposal fees)* :						
interior demolition, ceilings	166,183	sf	1.50	249,275		
interior demolition, floors	166,183	sf	1.25	207,729		
interior demolition, walls	162,893	sf	2.50	407,231		
interior demolition, basement masonry walls	4,000	sf	15.00	60,000		
floor openings for elevators	1,440	sf	40.00	57,600		
floor opening for new light well	31,715	sf	25.00	792,875		
floor opening for new courtroom, m5	843	sf	40.00	33,720		
doors demolition	805	ea	85.00	68,425		
ext doors demolition	22	ea	300.00	6,600		
demo stairs for new ramp, m1	24	sf	40.00	960		
careful demolition for new courtroom, m2,4&6, floors	16,761	sf	2.00	33,522		
careful demolition for new courtroom, m2,4&6, walls	1,661	lf	15.00	24,915		
family courtroom, m4 & 6, minimal demolition, ceilings	4,348	sf	2.00	8,696		
family courtroom, m4&6 , minimal demolition, floors	4,348	sf	2.00	8,696		
family courtroom, m4&6 , minimal demolition, walls	373	lf	15.00	5,595		
demo walls for int windows at atrium, m4, assume 4'h	960	sf	6.00	5,760		
create openings in walls, basement level	6	loc	250.00	1,500		
elevator demo	5	ea	35,000.00	175,000		
windows demo, assume 8' high	13,840	sf	10.00	138,400		
roof demo	53,352	sf	2.00	106,704		
plumbing demolition	308,000	sf	1.00	308,000		
hvac demolition	308,000	sf	3.00	924,000		
electrical systems demolition	308,000	sf	2.00	616,000		
exterior improvements/modifications for ADA compliance- allowance	1	ls	100,000.00	100,000		
					4,341,203	
Total Div 2/Sitework						**$4,341,203**
Div 3/Concrete						
Misc Concrete Work:						
equipment pads	1,500	sf	25.00	37,500		
flash patching, allow	308,000	sf	1.00	308,000		
conc infill to stairs	14	ea	1,500.00	21,000		
concrete floor infills- M5	3,367	sf	10.00	33,670		
miscellaneous floor bracing/shoring/supports	1	ls	30,000.00	30,000		
					430,170	
Total Div 3/Concrete Work						**$430,170**

Baltimore City Circuit Courts
MITCHELL COURTHOUSE RENOVATION
Cost Assessment

Mitchell Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 4/Masonry						
Exterior Walls Repairs/Restoration:						
general cleaning brick/stone	68,000	sf	3.00	204,000		
general pointing-25%	17,000	sf	8.00	136,000		
repair cracks-10%	6,800	sf	10.00	68,000		
replace damaged stone/brk/sills-5%	3,400	sf	50.00	170,000		
recaulk exterior walls/wdws	68,000	sf	1.00	68,000		
scaffold/access	68,000	sf	2.00	136,000		
					782,000	
New elevator shaft/Misc. walls						
elevator shaft wall- 12" CMU	24,800	sf	22.00	545,600		
new basement masonry wall- 12" CMU w/conc infills	4,000	sf	30.00	120,000		
scaffold/access	28,800	sf	2.00	57,600		
					723,200	
Total Div 4/Masonry						**$1,505,200**
Div 5/Metals						
Allow for slab infills:						
structural steel allowance @ 10lbs/sf	17	tons	5,000.00	84,175		
metal decking	3,367	sf	2.00	6,734		
					90,909	
Mechanical Dunnage:						
dunnage, allow	10	tons	7,000.00	70,000		
					70,000	
Misc Metals:						
allow for new misc metals	308,000	sf	1.50	462,000		
restoration to existing metals	308,000	sf	2.00	616,000		
miscellaneous floor bracing/shoring/supports	1	ls	50,000.00	50,000		
					1,128,000	
Total Div 5/Metals						**$1,288,909**

Baltimore City Circuit Courts
MITCHELL COURTHOUSE RENOVATION
Cost Assessment

Mitchell Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 6/Wood & Plastics						
Rough Carpentry						
misc. blocking allow	308,000	sf	1.50	462,000		
					462,000	
Finish Carpentry						
allowance for built-in casework/millwork/trims	308,000	sf	4.00	1,232,000		
family courtroom, M4&6, minimal retrofit	4,348	sf	40.00	173,920		
family courtroom area	12,032	sf	80.00	962,560		
juvenile courtroom area (14 courtrooms)	21,549	sf	70.00	1,508,430		
restoration of existing wood	308,000	sf	2.00	616,000		
					4,492,910	
Total Div 6/Wood & Plastics						**$4,954,910**
Div 7/Thermal & Moisture						
Roofing Work:						
replace existing roof- green roof	42,461	sf	30.00	1,273,830		
new lightwells	10,091	sf	85.00	857,735		
raise roof at family courtrooms, M6, allow	3,200	sf	30.00	96,000		
clean skylights	800	sf	5.00	4,000		
roof accessories/misc.	42,461	sf	1.50	63,692		
					2,295,257	
Fireproofing:						
patch existing fireproofing	308,000	sf	0.50	154,000		
allow to new steel	3,000	sf	2.00	6,000		
					160,000	
Interior Sealants/Caulk:						
allowance for firesafing & stopping	308,000	sf	0.65	200,200		
allowance for caulking and sealing	308,000	sf	0.50	154,000		
					354,200	
Total Div 7/Thermal & Moisture						**$2,809,457**

Baltimore City Circuit Courts
MITCHELL COURTHOUSE RENOVATION
Cost Assessment

Mitchell Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 8/Doors & Windows						
Interior Doors- allowance						
new doors w/frames and hardware	805	ea	4,500.00	3,622,500		
door trims/casings	805	ea	1,000.00	805,000		
					4,427,500	
Windows						
new custom windows	13,840	sf	155.00	2,145,200		
refurbish entrances	8	ea	25,000.00	200,000		
interior windows at atrium, assume 4' h	3,360	sf	100.00	336,000		
					2,681,200	
Total Div 8/Windows						**$7,108,700**
Div 9/Interior Construction						
Allowance for interior floor, wall and ceiling finishes to:						
early intervention area	1,375	sf	20.00	27,500		
court medical area	2,248	sf	30.00	67,440		
partner for learn area	1,265	sf	35.00	44,275		
CINA area	515	sf	35.00	18,025		
family courtroom area	12,032	sf	40.00	481,280		
public defender area	3,509	sf	20.00	70,180		
CASA & CT support area	519	sf	25.00	12,975		
dept of JV justice area	1,309	sf	40.00	52,360		
juvenile courtroom area	21,549	sf	40.00	861,960		
juvenile judges chambers area	9,388	sf	40.00	375,520		
family judges chambers area	4,244	sf	40.00	169,760		
master chambers area	8,338	sf	45.00	375,210		
states attorney office area	3,293	sf	20.00	65,860		
family court admin area	3,293	sf	20.00	65,860		
judicial support area	1,836	sf	20.00	36,720		
family judges chambers w/ conference room area	3,644	sf	35.00	127,540		
beach head / dept of JV justice area	1,652	sf	35.00	57,820		
self assistance area	1,697	sf	20.00	33,940		
paternity clerk area	3,936	sf	20.00	78,720		
family clerk area	3,725	sf	20.00	74,500		
child support area	1,563	sf	25.00	39,075		
court support area	4,059	sf	25.00	101,475		
juvenile hearing area	913	sf	40.00	36,520		
family hearing area	4,293	sf	40.00	171,720		
family court mediation area	6,239	sf	40.00	249,560		
childroom area	5,900	sf	20.00	118,000		
juvenile court sec div area	5,075	sf	40.00	203,000		
juvenile clerk area	7,289	sf	20.00	145,780		
bathrooms	2,460	sf	52.00	127,920		
other areas	28,701	sf	25.00	717,525		
new corridor	4,760	sf	40.00	190,400		

Baltimore City Circuit Courts
MITCHELL COURTHOUSE RENOVATION
Cost Assessment

Mitchell Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
basement area	52,440	sf	4.00	209,760		
family courtroom, M4&6, minimal retrofit	4,348	sf	10.00	43,480		
existing corridors to remain, minor repairs	46,758	sf	10.00	467,580		
stairs, renovate	9,062	sf	11.00	99,682		
interior cleaning/plaster/painting/restoration work	308,000	sf	5.00	1,540,000		
					7,558,922	
Total Div 9/Interior Construction						**$7,558,922**
Div 10/Specialties						
Specialties						
toilet partitions, accessories and vanity counters	308,000	sf	0.45	138,600		
allowance for corner guards, wall rails etc.	308,000	sf	0.45	138,600		
allowance for fire extinguishers and cabinets	308,000	sf	0.10	30,800		
building directory, bulletin boards and signage	1	ls	125,000.00	125,000		
allowance for 1st floor lobby features	1	ls	150,000.00	150,000		
allowance for miscellaneous specialties	308,000	sf	1.00	308,000		
					891,000	
Total 10/Specialties						**$891,000**
Div 14/Conveying Systems						
Conveying Systems						
new elevators	48	stops	35,000.00	1,680,000		
cabs	8	ea	10,000.00	80,000		
					1,760,000	
Total Div 14/Conveying						**$1,760,000**
Div 15/Fire Protection						
Sprinkler System						
new fire protection	308,000	sf	5.00	1,540,000		
new fire pump	1	ls	35,000.00	35,000		
					1,575,000	
Total Div 15/Fire Protection						**$1,575,000**

Baltimore City Circuit Courts
MITCHELL COURTHOUSE RENOVATION
Cost Assessment

Mitchell Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 15/Plumbing						
New Plumbing						
plumbing fixtures & equipment	308,000	sf	2.40	739,200		
domestic water piping	308,000	sf	2.85	877,800		
ground (grey) water supply to flush valves	308,000	sf	0.80	246,400		
sanitary drainage	308,000	sf	1.20	369,600		
storm drainage	308,000	sf	0.35	107,800		
plumbing miscellaneous	308,000	sf	0.50	154,000		
					2,494,800	
Total Div 15/Plumbing						**$2,494,800**
Div 15/HVAC						
New HVAC						
HVAC major equipment	308,000	sf	11.00	3,388,000		
heating water piping	308,000	sf	3.05	939,400		
chilled water piping	308,000	sf	3.10	954,800		
steam & condensate return piping	308,000	sf	1.97	606,760		
condensate drain piping	308,000	sf	0.07	21,560		
air distubution	308,000	sf	12.00	3,696,000		
air & water balance	308,000	sf	1.16	357,280		
automatic temperature controls	308,000	sf	4.00	1,232,000		
HVAC miscellaneous	308,000	sf	8.25	2,541,000		
					13,736,800	
Total Div 15/HVAC						**$13,736,800**
Div 16/Electrical						
New Electrical						
new equipment/feeders	308,000	sf	3.00	924,000		
new lighting	308,000	sf	10.00	3,080,000		
dimmer stations/systems	19	ea	40,000.00	760,000		
power devices	308,000	sf	6.00	1,848,000		
power/mech connections	308,000	sf	1.00	308,000		
telcom/data-empty conduits	308,000	sf	1.75	539,000		
telcom/data-cabling	308,000	sf	2.75	847,000		
security system	308,000	sf	5.00	1,540,000		
fire alarm	308,000	sf	1.80	554,400		
PA system	308,000	sf	1.38	425,040		
AV equipment allowances-courts	19	ea	100,000.00	1,900,000		
emergency generator allowance	1	ls	120,000.00	120,000		
lightning protection	308,000	sf	0.15	46,200		
supervision/general conditions	18	mos	12,500.00	225,000		
grounding system/testing	308,000	sf	0.25	77,000		
					13,193,640	
Total Div 16/Electrical						**$13,193,640**

Courthouse East Renovation

Baltimore City Circuit Courts
EAST COURTHOUSE RENOVATION
Cost Assessment

East Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 2/Sitework						
Selective Demolition *(includes hauling & disposal fees)* :						
interior, demolition, ceilings	302,738	sf	1.50	454,107		
interior, demolition, floors	302,738	sf	1.25	378,423		
interior, demolition, walls	324,754	sf	1.50	487,131		
floor openings for elevators, stairs & escalators	2,400	sf	40.00	96,000		
doors demolition	1,154	ea	85.00	98,090		
ext doors demolition	5	ea	300.00	1,500		
overhead doors demolition	70	lf	15.00	1,050		
demo stairs	1,944	sf	40.00	77,760		
careful demo for new courtrooms, E2, E5, floors	22,181	sf	2.00	44,362		
careful demo for new courtrooms, E2, E5, ceilings	22,181	sf	2.00	44,362		
careful demo for new courtrooms, E2, E5, walls	26,354	sf	1.00	26,354		
careful demo for new judicial chambers, E2, floors	10,637	sf	2.00	21,274		
careful demo for new judicial chambers, E2, ceilings	10,637	sf	2.00	21,274		
careful demo for new judicial chambers, E2, walls	51,398	sf	1.00	51,398		
elevator demo	10	ea	35,000.00	350,000		
elevator shaft demo	10	ea	35,000.00	350,000		
windows demo, assume 8' high	27,920	sf	10.00	279,200		
create opening for new bridge	1	ls	30,000.00	30,000		
roof demo	60,680	sf	2.00	121,360		
plumbing demolition	368,315	sf	0.80	294,652		
HVAC demolition	368,315	sf	2.50	920,788		
electrical systems demolition	368,315	sf	1.50	552,473		
					4,701,557	
Total Div 2/Sitework						**$4,701,557**
Div 3/Concrete						
Misc Concrete Work;						
equipment pads	1,500	sf	25.00	37,500		
flash patching	368,315	sf	1.00	368,315		
concrete deck fill	5,224	sf	5.00	26,120		
					431,935	
Total Div 3/Concrete Work						**$431,935**
Div 4/Masonry						
Exterior Walls Repairs/Restoration:						
general cleaning brick/stone	110,640	sf	3.00	331,920		
general pointing-25%	27,660	sf	6.00	165,960		
repair cracks-10%	11,064	sf	10.00	110,640		
replace damaged stone/brk/sills-5%	5,532	sf	50.00	276,600		
recaulk exterior walls/wdws	110,640	sf	1.00	110,640		
scaffold/access	110,640	sf	2.00	221,280		
					1,217,040	

Baltimore City Circuit Courts
EAST COURTHOUSE RENOVATION
Cost Assessment

East Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
New elevator shaft						
elevator shaft wall- 12" CMU	7,818	sf	22.00	171,996		
new stair shaft- 12" CMU	2,576	sf	22.00	56,672		
					228,668	
Total Div 4/Masonry						**$1,445,708**
Div 5/Metals						
Allow for new structural decks:						
structural steel allowance @ 10lbs/sf	26	tons	5,000.00	130,600		
metal decking	5,224	sf	2.00	10,448		
					141,048	
Mechanical Dunnage:						
dunnage, allow	12	tons	7,000.00	84,000		
					84,000	
Misc Metals:						
allow for new misc metals	368,315	sf	1.50	552,473		
new stairs	12	flts	15,000.00	180,000		
restoration to existing metals	368,315	sf	2.00	736,630		
					1,469,103	
Bridge connections:						
allowance for new bridge connections	1	ls	50,000.00	50,000		
					50,000	
Total Div 5/Metals						**$1,744,151**
Div 6/Wood & Plastics						
Rough Carpentry						
misc. blocking allow	368,315	sf	1.50	552,473		
					552,473	
Finish Carpentry						
allowance for built-in casework/millwork/trims	368,315	sf	4.00	1,473,260		
courtroom area	6,592	sf	80.00	527,360		
orphans court area	6,019	sf	70.00	421,330		
restoration of existing wood	368,315	sf	2.00	736,630		
					3,158,580	
Total Div 6/Wood & Plastics						**$3,711,053**

Baltimore City Circuit Courts
EAST COURTHOUSE RENOVATION
Cost Assessment

East Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 7/Thermal & Moisture						
Roofing Work:						
new roof- green roof	60,680	sf	30.00	1,820,400		
roof accessories/misc.	60,680	sf	1.50	91,020		
					1,911,420	
Fireproofing:						
patch existing fireproofing	368,315	sf	0.50	184,158		
allow to new steel	4,500	sf	2.00	9,000		
					193,158	
Interior Sealants/Caulk:						
allowance for firesafing & stopping	368,315	sf	0.65	239,405		
allowance for caulking and sealing	368,315	sf	0.50	184,158		
					423,562	
Total Div 7/Thermal & Moisture						**$2,528,140**
Div 8/Doors & Windows						
Interior Doors						
new doors w/frames and hardware	1,150	ea	4,500.00	5,175,000		
door trims/casings	1,150	ea	1,000.00	1,150,000		
					6,325,000	
Windows						
new custom windows	27,920	sf	155.00	4,327,600		
refurbish entrances	5	ea	25,000.00	125,000		
					4,452,600	
Total Div 8/Windows						**$10,777,600**
Div 9/Interior Construction						
Allowance for interior floor, wall and ceiling finishes to:						
rentable area	88,539	sf	20.00	1,770,780		
hearing room area	2,601	sf	40.00	104,040		
court supports area	10,816	sf	25.00	270,400		
register of wills area	15,108	sf	35.00	528,780		
orphans court area	6,019	sf	40.00	240,760		
clerk of the court area	11,864	sf	25.00	296,600		
law library / self assistance area	11,050	sf	30.00	331,500		

Baltimore City Circuit Courts
EAST COURTHOUSE RENOVATION
Cost Assessment

East Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
jury assembly area	21,920	sf	35.00	767,200		
judicial support area	6,611	sf	25.00	165,275		
courtroom area	6,592	sf	40.00	263,680		
grand jury area	4,942	sf	40.00	197,680		
central housekeeping area	7,643	sf	10.00	76,430		
post office area	6,070	sf	20.00	121,400		
central loading area	10,827	sf	10.00	108,270		
vehicular sallyport area	2,555	sf	10.00	25,550		
central staff area	3,240	sf	10.00	32,400		
new corridor area	18,718	sf	40.00	748,720		
existing corridors to remain, minor repairs	20,112	sf	10.00	201,120		
stairs, renovate	2,092	sf	11.00	23,012		
painting/restoration	368,315	sf	5.00	1,841,575		
					8,115,172	
Total Div 9/Interior Construction						**$8,115,172**
Div 10/Specialties						
Specialties						
toilet partitions, accessories and vanity counters	368,315	sf	0.45	165,742		
allowance for corner guards, wall rails etc.	368,315	sf	0.45	165,742		
allowance for fire extinguishers and cabinets	368,315	sf	0.10	36,832		
building directory, bulletin boards and signage	1	ls	125,000.00	125,000		
allowance for 1st floor lobby features	1	ls	150,000.00	150,000		
allowance for miscellaneous specialties	368,315	sf	1.00	368,315		
					1,011,630	
Total 10/Specialties						**$1,011,630**
Div 14/Conveying Systems						
Conveying Systems						
new elevators	54	stops	35,000.00	1,890,000		
cabs	11	ea	10,000.00	110,000		
escalators	2	ea	175,000.00	350,000		
					2,350,000	
Total Div 14/Conveying						**$2,350,000**

Baltimore City Circuit Courts
EAST COURTHOUSE RENOVATION
Cost Assessment

East Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
Div 15/Fire Protection						
Sprinkler System						
new fire protection	368,315	sf	5.00	1,841,575		
new fire pump	1	ls	35,000.00	35,000		
					1,876,575	
Total Div 15/Fire Protection						**$1,876,575**
Div 15/Plumbing						
Plumbing						
plumbing fixtures & equipment	368,315	sf	2.40	883,956		
domestic water piping	368,315	sf	2.85	1,049,698		
ground (grey) water supply to flush valves	368,315	sf	0.80	294,652		
sanitary drainage	368,315	sf	1.20	441,978		
storm drainage	368,315	sf	0.35	128,910		
plumbing miscellaneous	368,315	sf	0.50	184,158		
					2,983,352	
Total Div 15/Plumbing						**$2,983,352**
Div 15/HVAC						
New HVAC						
HVAC Major equipment	309,945	sf	11.00	3,409,395		
heating water piping	368,315	sf	3.05	1,123,361		
chilled water piping	368,315	sf	3.10	1,141,777		
steam & condensate return piping	368,315	sf	1.97	725,581		
condensate drain piping	368,315	sf	0.07	25,782		
air distubution	368,315	sf	12.00	4,419,780		
air & water balance	368,315	sf	1.16	427,245		
automatic temperature controls	368,315	sf	4.00	1,473,260		
HVAC Miscellaneous	368,315	sf	8.25	3,038,599		
					15,784,779	
Total Div 15/HVAC						**$15,784,779**
Div 16/Electrical						
New Electrical						
new equipment/feeders	368,315	sf	3.00	1,104,945		
new lighting	368,315	sf	10.00	3,683,150		
dimmer stations/systems	12	ea	40,000.00	480,000		
power distribution/devices	368,315	sf	6.00	2,209,890		
power/mech connections	368,315	sf	2.00	736,630		

Baltimore City Circuit Courts
EAST COURTHOUSE RENOVATION
Cost Assessment

East Courthouse Renovations

Description	Quantity	Unit	Rate	Cost	Total	
telcom/data-empty conduits	368,315	sf	1.75	644,551		
telcom/data-cabling	368,315	sf	2.75	1,012,866		
security system	368,315	sf	5.00	1,841,575		
fire alarm	368,315	sf	1.80	662,967		
PA system	368,315	sf	1.38	508,275		
AV equipment allowances-courts	12	ea	100,000.00	1,200,000		
emergency generator allowance	1	ls	120,000.00	120,000		
lightning protection	368,315	sf	0.15	55,247		
supervision/general conditions	18	mos	12,500.00	225,000		
grounding system/testing	368,315	sf	0.25	92,079		
					14,577,175	
Total Div 16/Electrical						**$14,577,175**

D M S

North Site - 4 Courtrooms per Floor

BALTIMORE CITY CIRCUIT COURTHOUSE

New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North site: 4 Courtroom per floor

Construction Cost Assessment — **May 11, 2010**

New Construction North site: 4 Courtroom per floor		**GSF**	**605,159**
Summary			**Cost/ SF**
Total for Foundations:		$2,362,333	$3.90
Total for Substructure:		$4,345,898	$7.18
Total for Superstructure:		$14,987,754	$24.77
Total for Exterior Closure:		$13,384,300	$22.12
Total for Roofing:		$1,811,082	$2.99
Total for Interior Construction: Partitions & Doors		$12,349,297	$20.41
Total for Interior Construction: Finishes		$12,083,575	$19.97
Total for Interior Construction: Specialties		$9,657,643	$15.96
Total for Conveying:		$2,608,000	$4.31
Total for Mechanical Installations:		$35,231,557	$58.22
Total for Electrical Installations:		$28,706,163	$47.44
Total for Equipment/Furnisshings:		$1,410,318	$2.33
Total for Sitework:		$8,210,652	$13.57
Subtotal		$147,148,572	$243.16
Add: Premium for LEED Silver Certification	1.0%	$1,471,486	$2.43
Subtotal		$148,620,058	$245.59
Add: Price and Design Contingency	15.0%	$22,293,009	$36.84
Subtotal		$170,913,066	$282.43
Add; General Conditions, Insurance and Bonds	10.0%	$17,091,307	$28.24
Subtotal		$188,004,373	$310.67
Add: Overhead and Profit	6.0%	$11,280,262	$18.64
Subtotal		$199,284,635	$329.31
Add: Construction contigency	5.0%	$9,964,232	$16.47
Subtotal		$209,248,867	$345.78
Add: Escalation allowance (to MP construction March 2015)	11.8%	$24,586,742	$40.63
Projected Estimated Construction Cost:		**$233,835,609**	**$386.40**
Fast track option:			
Add: Escalation allowance (to MP construction January 2014)	8.0%	$16,739,909	
Adjusted Construction Cost Estimate (Fast track):		**$225,988,776**	**$373.44**

Summary - 4 courtroom

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5/11/2010

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

New Construction North site: 4 Courtroom per floor

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

May 10, 2010

01 Foundations:

Standard foundations:

Allowance for deep foundations	54,166	SF	18.00	974,988
Allowance for standard strip and spread foundations	54,166	SF	16.57	897,350
Elevator pits- allowance	10	EA	10,000.00	100,000
Foundation drainage system	54,166	SF	1.20	64,999
Allowance for miscellaneous foundation work	54,166	SF	6.00	324,996

Subtotal Foundations **2,362,333**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

02	**Substructure:**				
	Excavate for basement and remove off site	64,049	CY	18.00	1,152,875
	Excavation support systems	23,360	SF	45.00	1,051,200
	Backfill around structure	12,810	CY	22.00	281,814
	Basement walls including waterproofing, insulation etc	23,360	SF	32.00	747,520
	Reinforced slab on grade 8" thick including vapor barrier and gravel bed under, ground floor	54,166	SF	12.00	649,992
	Allowance for replacement of unsuitable material	1	LS	150,000.00	150,000
	Allowance for miscellaneous substructure work	54,166	SF	3.00	162,498
	Allowance for dewatering	1	LS	150,000.00	150,000
	Subtotal Substructure				**4,345,898**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

03	**Superstructure:**					
	Upper floor construction :					
	Basement 1 level	53,916	SF	30.00	1,617,480	
	Basement 2 level	54,166	SF	30.00	1,624,980	
	First floor level	48,831	SF	20.00	976,620	
	Second floor level	51,530	SF	20.00	1,030,600	
	Third -Sixth floor level (Offices/support spaces)	179,793	SF	20.00	3,595,860	
	Seventh -Tenth floor level (Courtrooms)	126,909	SF	20.00	2,538,180	
	Eleventh - Twelveth floor levels (Judicial suites)	61,070	SF	20.00	1,221,400	
	Penthouse level	23,000	SF	8.00	184,000	
	Subtotal Upper Floor Construction					12,789,120
	Roof Construction:					
	Roof level	51,530	SF	14.50	747,185	
	Subtotal Roof Construction					747,185
	Stair construction:					
	General stairs, including balustrades etc	26	FLT	15,000.00	390,000	
	Monumental stairs, ditto	3	FLT	35,000.00	105,000	
	Subtotal Stair Construction					495,000
	Miscellaneous construction:					
	Allowance for miscellaneous metal imbeds etc	1	LS	200,000.00	200,000	
	Allowance for miscellaneous blocking	605,159	SF	1.25	756,449	
	Subtotal Miscellaneous Construction					956,449
	Subtotal Superstructure					**14,987,754**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

04	**Exterior Closure:**				
	Building enclosure:				
	Stone/Brick/Metal wall system- allowance @ 60%	93,294	GSF	60.00	5,597,640
	Storefront/Window/Glazed system- allowance @ 40%	62,196	GSF	110.00	6,841,560
	Louvers	3,000	SF	55.00	165,000
	Entrances (allowance):				
	Double leaf glazed lobby doors	8	EA	15,000.00	120,000
	Double leaf hollow metal door	3	EA	2,200.00	6,600
	Single leaf glazed door	10	EA	5,500.00	55,000
	Automatic door controls	6	EA	5,000.00	30,000
	Loading dock door	1	EA	8,500.00	8,500
	Miscellaneous:				
	Allowance for caulking and sealing	100,000	SF	0.60	60,000
	Allowance for scaffolding	100,000	SF	1.00	100,000
	Allowance for mechanical equipment enclosure	1	LS	160,000.00	160,000
	Allowance for architectural features to exterior façade	1	LS	240,000.00	240,000
	Subtotal Exterior Closure				**13,384,300**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

05	**Roofing:**				
	Main roof level				
	Flat roofing system- Green roof	51,530	SF	30.00	1,545,900
	Flashings cants upstands etc	3,120	LF	10.00	31,200
	Coping, cast stone	1,148	LF	80.00	91,840
	Allowance for walkway pads	2,577	SF	4.00	10,306
	Miscellaneous:				
	Allowance for miscellaneous roof accessories	1	LS	30,000.00	30,000
	Allowance for miscellaneous wood blocking	10,306	BF	6.00	61,836
	Allowance for equipment pads, dunnage.	1	LS	40,000.00	40,000
	Subtotal Roofing				**1,811,082**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North site: 4 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

06 Interior Construction:

Partitions and doors:

Basement 1 level	53,916	SF	8.00	431,328
Basement 2 level	54,166	SF	8.00	433,328
First floor level	48,831	SF	14.00	683,634
Second floor level	51,530	SF	14.00	721,420
Third -Sixth floor level (Offices/support spaces)	179,793	SF	14.00	2,517,102
Seventh -Tenth floor level (Courtrooms)	126,909	SF	14.00	1,776,726
Eleventh - Twelveth floor levels (Judicial suites)	61,070	SF	14.00	854,980

Doors including frames and hardware.

Basement 1 level	53,916	SF	8.00	431,328
Basement 2 level	54,166	SF	6.00	324,996
First floor level	48,831	SF	12.50	610,388
Second floor level	51,530	SF	8.50	438,005
Third -Sixth floor level (Offices/support spaces)	179,793	SF	8.50	1,528,241
Seventh -Tenth floor level (Courtrooms)	126,909	SF	8.50	1,078,727
Eleventh - Twelveth floor levels (Judicial suites)	61,070	SF	8.50	519,095

Subtotal Interior Partitions and doors **12,349,297**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction North site: 4 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

Interior Floor, Wall and Ceiling Finishes:

Allowance for interior floor, wall and ceiling finishes to:

Basement 1 level	53,916	SF	12.00	646,992	
Basement 2 level	54,166	SF	12.00	649,992	
First floor level	48,831	SF	32.00	1,562,592	
Second floor level	51,530	SF	25.00	1,288,250	
Third -Sixth floor level (Offices/support spaces)	179,793	SF	18.00	3,236,274	
Seventh -Tenth floor level (Courtrooms)	126,909	SF	25.00	3,172,725	
Eleventh - Twelveth floor levels (Judicial suites)	61,070	SF	25.00	1,526,750	
Subtotal Interior Floor, Wall & Ceiling Finishes					**12,083,575**
Specialties:					
Allowance for built-in casework	605,159	SF	3.00	1,815,477	
Allowance for built-in casework- Courtrooms	605,159	SF	7.55	4,568,950	
Access flooring	1	LS	excluded	-	
Allowance for toilet partitions, accessories and vanity counters	605,159	SF	0.45	272,322	
Allowance for corner guards, wall rails etc.	605,159	SF	0.45	272,322	
Allowance for fire extinguishers and cabinets	605,159	SF	0.10	60,516	
Allowance for miscellaneous specialties	605,159	SF	1.00	605,159	
Allowance for firesafing & stopping	605,159	SF	0.65	393,353	
Allowance for caulking and sealing	605,159	SF	0.50	302,580	
Miscellaneous.					
Allowance for building directory, bulletin boards and signage	1	LS	250,000.00	250,000	
Allowance for 1st floor lobby features	1	LS	300,000.00	300,000	
Allowance for miscellaneous specialties	605,159	SF	0.70	423,611	
Allowance for miscellaneous wood blocking	605,159	SF	0.65	393,353	
Subtotal Specialties					**9,657,643**
Total for Interior Construction					**34,090,514**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

07 Conveying Systems

Passenger elevator #1, 4500# capacity, (Restricted service)	16	STOP	36,000.00	576,000
Passenger/ service elevator #2, 4500# capacity	17	STOP	40,000.00	680,000
Passenger elevator #3, 4500# capacity	16	STOP	36,000.00	576,000
Passenger elevator #4, 4500# capacity	16	STOP	36,000.00	576,000
Allowance for cab finish upgrade	4	EA	50,000.00	200,000
Total for Conveying Systems				**2,608,000**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction North site: 4 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

08 Mechanical Installations:

Plumbing Installations:

Plumbing fixtures & equipment	605,159	SF	3.45	2,087,799	
Domestic water piping	605,159	SF	1.85	1,119,544	
Rainwater collection supply to flush valves	605,159	SF	0.60	363,095	
Sanitary drainage	605,159	SF	1.97	1,192,163	
Storm drainage	605,159	SF	0.53	320,734	
Underslab drain tile piping	605,159	SF	0.35	211,806	
Subtotal Plumbing Installations					5,295,141

HVAC Installations

Allowance for HVAC cooling & heating equipment (incl. valves & accessories)	605,159	SF	8.00	4,841,272	
Allowance for HVAC piping (incl. valves & accessories)	605,159	SF	5.00	3,025,795	
Ductwork allowance (1.1lbs/gsf)	665,675	LBS	8.50	5,658,237	
Ductwork Insulation- infrastructure	465,972	SF	2.80	1,304,723	
Duct accessories	605,159	SF	2.60	1,573,413	
VAV/Fan coil units/Air boxes	605,159	SF	5.50	3,328,375	
Miscellaneous HVAC equipment	605,159	SF	1.50	907,739	
Vibration controls	605,159	SF	1.30	786,707	
Controls	605,159	SF	4.50	2,723,216	
Overhead, rigging, start-up	1	LS	200,000.00	200,000	
Refrigerant monitoring system	1	LS	85,000.00	85,000	
Coordination drawings	1,600	HRS	100.00	160,000	
Duct cleaning	1	LS	100,400.00	100,400	
Temporary Filters/controls	1	LS	60,000.00	60,000	
Testing & Balancing	605,159	SF	0.80	484,127	
Cutting/Patching/Fire stopping	605,159	SF	1.20	726,191	

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

Commissioning Support	605,159	SF	0.80	484,127	
Mechanical General Conditions	30	MTHS	12,000.00	360,000	
Subtotal HVAC Installations					26,809,320
Fire protection systems					
Fire Sprinkler System Allowance	605,159	SF	5.00	3,025,795	
Double Check Valve Assembly Allowance	2	EA	8,450.00	16,900	
Fire Pump Assembly Allowance	2	EA	32,200.00	64,400	
Start-Up & Testing	2	EA	10,000.00	20,000	
Subtotal Fire Protection					3,127,095
Total for Mechanical Installations					**35,231,557**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

09	**Electrical Installations:**					
	Service and Distribution					
	Allowance for service and distribution systems	605,159	SF	2.50	1,512,898	
	Distribution/load panel boards	605,159	SF	3.00	1,815,477	
	Secondary/ dry transformers	605,159	SF	1.20	726,191	
	Feeders/conduit	605,159	SF	3.20	1,936,509	
	Subtotal Service and Distribution					5,991,074
	Lighting and Power					
	Interior Lighting Allowance	605,159	SF	9.00	5,446,431	
	Exterior Lighting Allowance	605,159	SF	1.02	617,262	
	Branch Circuit Device Allowance	605,159	SF	3.20	1,936,509	
	Branch Circuit Conduit & Wire	605,159	SF	3.80	2,299,604	
	Cable tray system	605,159	SF	1.80	1,089,286	
	Subtotal Lighting and Power					$10,299,806
	Special Electrical Systems					
	Voice Large Fire Alarm System Allowance	605,159	SF	3.20	1,936,509	
	Lightening Protection/Grounding System Allowance	605,159	SF	0.80	484,127	
	Audio Visual System Allowance	605,159	SF	1.60	968,254	
	Communication System Allowance	605,159	SF	2.65	1,603,671	
	Security System Empty Conduit Allowance	605,159	SF	2.60	1,573,413	
	Security System equipment/devices/wiring-Allowance	605,159	SF	5.50	3,328,375	
	Emergency System Wiring Allowance	605,159	SF	1.22	738,294	
	Electrical General Conditions	30	MTHS	10,000.00	300,000	
	Electrical Screening Allowance	605,159	SF	0.15	90,774	
	Temporary power/lighting	605,159	SF	0.50	302,580	
	Subtotal Special Electrical Systems					$10,632,644
	Total for Electrical Installations					**28,706,163**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

010	**Equipment/Furnishings:**				
	Equipment.				
	Allowance for projection screens	1	LS	100,000.00	100,000
	Allowance for Detention/Screening equipment	605,159	SF	2.00	1,210,318
	Furnishings.				
	Furnishing allowance	1	LS	100,000.00	100,000
	Total for Equipment				**1,410,318**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction North site: 4 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

011	**Site work: ALLOWANCE**					
	Site Preparation:					
	Allowance for Sediment & Erosion control measures	30	MTHS	7,500.00	225,000	
	Allowance for general site demolition and clearing and grading	2	ACRE	45,000.00	90,000	
	Allowance for existing building demolition	1	LS	5,500,000.00	5,500,000	
	Allowance for miscellaneous utility relocations	1	LS	350,000.00	350,000	
	Subtotal Site Preparation					6,165,000
	Site Improvements:					
	Allowance for new footpaths and plaza paving	16,635	SF	10.00	166,352	
	Allowance for stepped construction/paving	2,000	SF	12.00	24,000	
	Allowance for parking/roadway pavement	3,000	SF	13.00	39,000	
	Allowance for Curb & Gutter	1,500	LF	22.00	33,000	
	Allowance for site walls and miscellaneous structures	1	LS	155,000.00	155,000	
	Allowance for connecting Bridge- Double storey	1	LS	500,000.00	500,000	
	Allowance general landscaping	1	LS	150,000.00	150,000	
	Allowance for miscellaneous site signage etc.	1	LS	60,000.00	60,000	
	Site Furnishing:					
	Site Furnishing allowance	1	LS	100,000.00	100,000	
	Subtotal Site Improvements					1,227,352
	Site Utilities:					
	Storm water management structure	1	EA	100,000.00	100,000	
	Telecomm Duct bank Allowance	500	LF	400.00	200,000	
	Transformer Pad w/ Grounding Grid	2	EA	5,400.00	10,800	

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BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North site: 4 Courtroom per floor
May 10, 2010

Electric Duct Bank Allowance	500	LF	380.00	190,000	
Site Lighting Allowance	1	LS	150,000.00	150,000	
Site Water Service Allowance	500	LF	100.00	50,000	
Site Sanitary Sewer Allowance	500	LF	85.00	42,500	
Site Storm Sewer Allowance	500	LF	150.00	75,000	
Subtotal Site Utilities:					818,300
Total Site work					**8,210,652**

North Site - 8 Courtrooms per Floor

BALTIMORE CITY CIRCUIT COURTHOUSE

New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Construction Cost Assessment — **May 10, 2010**

New Construction North Site: 8 Courtroom per floor		**GSF**	**605,159**
Summary			**Cost/ SF**
Total for Foundations:		$2,362,333	$3.90
Total for Substructure:		$5,074,522	$8.39
Total for Superstructure:		$14,921,196	$24.66
Total for Exterior Closure:		$9,564,300	$15.80
Total for Roofing:		$2,109,785	$3.49
Total for Interior Construction: Partitions & Doors		$12,171,355	$20.11
Total for Interior Construction: Finishes		$12,184,099	$20.13
Total for Interior Construction: Specialties		$9,657,643	$15.96
Total for Conveying:		$2,016,000	$3.33
Total for Mechanical Installations:		$35,140,557	$58.07
Total for Electrical Installations:		$25,377,789	$41.94
Total for Equipment/Furnisshings:		$1,410,318	$2.33
Total for Sitework:		$8,210,652	$13.57
Subtotal		$140,200,550	$231.68
Add: Premium for LEED Silver Certification	1.0%	$1,402,005	$2.32
Subtotal		$141,602,555	$233.99
Add: Price and Design Contingency	15.0%	$21,240,383	$35.10
Subtotal		$162,842,938	$269.09
Add; General Conditions, Insurance and Bonds	10.0%	$16,284,294	$26.91
Subtotal		$179,127,232	$296.00
Add: Overhead and Profit	6.0%	$10,747,634	$17.76
Subtotal		$189,874,866	$313.76
Add: Construction contigency	5.0%	$9,493,743	$15.69
Subtotal		$199,368,610	$329.45
Add: Escalation allowance (to MP construction March 2015)	11.8%	$23,425,812	$38.71
Projected Estimated Construction Cost:		**$222,794,421**	**$368.16**
Fast track option: Add: Escalation allowance (to MP construction January 2014)	8.0%	$15,949,489	
Adjusted Construction Cost Estimate (Fast track):		**$215,318,098**	**$355.80**

Summary - 8 courtroom

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BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment **May 10, 2010**

01	**Foundations:**				
	Standard foundations:				
	Allowance for deep foundations	54,166	SF	18.00	974,988
	Allowance for standard strip and spread foundations	54,166	SF	16.57	897,350
	Elevator pits- allowance	10	EA	10,000.00	100,000
	Foundation drainage system	54,166	SF	1.20	64,999
	Allowance for miscellaneous foundation work	54,166	SF	6.00	324,996
	Subtotal Foundations				**2,362,333**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

New Construction North Site: 8 Courtroom per floor

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

May 10, 2010

02	**Substructure:**				
	Excavate for basement and remove off site	64,049	CY	18.00	1,152,875
	Excavation support systems	33,472	SF	45.00	1,506,240
	Backfill around structure	12,810	CY	22.00	281,814
	Basement walls including waterproofing, insulation etc	33,472	SF	32.00	1,071,104
	Reinforced slab on grade 8" thick including vapor barrier and gravel bed under, ground floor	54,166	SF	12.00	649,992
	Allowance for replacement of unsuitable material	1	LS	100,000.00	100,000
	Allowance for miscellaneous substructure work	54,166	SF	3.00	162,498
	Allowance for dewatering	1	LS	150,000.00	150,000
	Subtotal Substructure				**5,074,522**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment **May 10, 2010**

03	**Superstructure:**					
	Upper floor construction :					
	Basement 1 level	53,916	SF	32.00	1,725,312	
	Basement 2 level	54,166	SF	26.00	1,408,316	
	First floor level	58,381	SF	20.00	1,167,620	
	Second floor level	60,651	SF	20.00	1,213,020	
	Third -Fifth floor level (Offices/support spaces)	174,986	SF	20.00	3,499,720	
	Sixth -Seventh floor level (Courtrooms)	113,046	SF	20.00	2,260,920	
	Eight- Ninth floor levels (Judicial suites)	61,070	SF	20.00	1,221,400	
	Penthouse level	23,000	SF	8.00	184,000	
	Subtotal Upper Floor Construction					12,680,308
	Roof Construction:					
	Main roof level	60,651	SF	14.50	879,440	
	Subtotal Roof Construction					879,440
	Stair construction (Allowance):					
	General stairs, including balustrades etc	20	FLT	15,000.00	300,000	
	Monumental stairs, ditto	3	FLT	35,000.00	105,000	
	Subtotal Stair Construction					405,000
	Miscellaneous construction:					
	Allowance for miscellaneous metal imbeds etc	1	LS	200,000.00	200,000	
	Allowance for miscellaneous blocking	605,159	SF	1.25	756,449	
	Subtotal Miscellaneous Construction					956,449
	Subtotal Superstructure					**14,921,196**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

04	**Exterior Closure:**				
	Building enclosure:				
	Stone/Brick/Metal wall system- allowance @ 60%	64,824	GSF	60.00	3,889,440
	Storefront/Window/Glazed system- allowance @ 40%	43,216	GSF	110.00	4,753,760
	Louvers	3,000	SF	55.00	165,000
	Entrances (allowance):				
	Double leaf glazed lobby doors	8	EA	15,000.00	120,000
	Double leaf hollow metal door	3	EA	2,200.00	6,600
	Single leaf glazed door	10	EA	5,500.00	55,000
	Automatic door controls	6	EA	5,000.00	30,000
	Loading dock door	1	EA	8,500.00	8,500
	Miscellaneous:				
	Allowance for caulking and sealing	85,000	SF	0.60	51,000
	Allowance for scaffolding	85,000	SF	1.00	85,000
	Allowance for mechanical equipment enclosure	1	LS	160,000.00	160,000
	Allowance for architectural features to exterior façade	1	LS	240,000.00	240,000
	Subtotal Exterior Closure				**9,564,300**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction North Site: 8 Courtroom per floor
May 10, 2010

05 Roofing:

Main roof level				
Flat roofing system- Green roof	60,651	SF	30.00	1,819,530
Flashings cants upstands etc	3,432	LF	10.00	34,320
Coping, cast stone	1,263	LF	80.00	101,024
Allowance for walkway pads	3,033	SF	4.00	12,130
Miscellaneous:				
Allowance for miscellaneous roof accessories	1	LS	30,000.00	30,000
Allowance for miscellaneous wood blocking	12,130	BF	6.00	72,781
Allowance for equipment pads, dunnage.	1	LS	40,000.00	40,000
Subtotal Roofing				**2,109,785**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

06 Interior Construction:

Partitions and doors:

Basement 1 level	53,916	SF	6.00	323,496
Basement 2 level	54,166	SF	6.00	324,996
First floor level	58,381	SF	14.00	817,334
Second floor level	60,651	SF	14.00	849,114
Third -Fifth floor level (Offices/support spaces)	174,986	SF	14.00	2,449,804
Sixth -Seventh floor level (Courtrooms)	113,046	SF	14.00	1,582,644
Eight- Ninth floor levels (Judicial suites)	61,070	SF	14.00	854,980

Doors including frames and hardware.

Basement 1 level	53,916	SF	8.00	431,328
Basement 2 level	54,166	SF	6.00	324,996
First floor level	58,381	SF	12.50	729,763
Second floor level	60,651	SF	8.50	515,534
Third -Fifth floor level (Offices/support spaces)	174,986	SF	8.50	1,487,381
Sixth -Seventh floor level (Courtrooms)	113,046	SF	8.50	960,891
Eight- Ninth floor levels (Judicial suites)	61,070	SF	8.50	519,095

Subtotal Interior Partitions and doors **12,171,355**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment **May 10, 2010**

Interior Floor, Wall and Ceiling Finishes:

Allowance for interior floor, wall and ceiling finishes to:

Basement 1 level	53,916	SF	12.00	646,992	
Basement 2 level	54,166	SF	12.00	649,992	
First floor level	58,381	SF	32.00	1,868,192	
Second floor level	60,651	SF	25.00	1,516,275	
Third -Fifth floor level (Offices/support spaces)	174,986	SF	18.00	3,149,748	
Sixth -Seventh floor level (Courtrooms)	113,046	SF	25.00	2,826,150	
Eight- Ninth floor levels (Judicial suites)	61,070	SF	25.00	1,526,750	
Subtotal Interior Floor, Wall & Ceiling Finishes					**12,184,099**
Specialties:					
Allowance for built-in casework	605,159	SF	3.00	1,815,477	
Allowance for built-in casework- Courtrooms	605,159	SF	7.55	4,568,950	
Access flooring		SF	excluded	-	
Allowance for toilet partitions, accessories and vanity counters	605,159	SF	0.45	272,322	
Allowance for corner guards, wall rails etc.	605,159	SF	0.45	272,322	
Allowance for fire extinguishers and cabinets	605,159	SF	0.10	60,516	
Allowance for miscellaneous specialties	605,159	SF	1.00	605,159	
Allowance for firesafing & stopping	605,159	SF	0.65	393,353	
Allowance for caulking and sealing	605,159	SF	0.50	302,580	
Miscellaneous.					
Allowance for building directory, bulletin boards and signage	1	LS	250,000.00	250,000	
Allowance for 1st floor lobby features	1	LS	300,000.00	300,000	
Allowance for miscellaneous specialties	605,159	SF	0.70	423,611	
Allowance for miscellaneous wood blocking	605,159	SF	0.65	393,353	
Subtotal Specialties					**9,657,643**
Total for Interior Construction					**34,013,097**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

07	**Conveying Systems**				
	Passenger elevator #1, 4500# capacity, (Restricted service)	12	STOP	36,000.00	432,000
	Passenger/ service elevator #2, 4500# capacity	13	STOP	40,000.00	520,000
	Passenger elevator #3, 4500# capacity	12	STOP	36,000.00	432,000
	Passenger elevator #4, 4500# capacity	12	STOP	36,000.00	432,000
	Allowance for cab finish upgrade	4	EA	50,000.00	200,000
	Total for Conveying Systems				**2,016,000**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction North Site: 8 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

08	**Mechanical Installations:**					
	Plumbing Installations:					
	Plumbing fixtures & equipment	605,159	SF	3.45	2,087,799	
	Domestic water piping	605,159	SF	1.85	1,119,544	
	Rainwater collection supply to flush valves	605,159	SF	0.60	363,095	
	Sanitary drainage	605,159	SF	1.97	1,192,163	
	Storm drainage	605,159	SF	0.53	320,734	
	Underslab drain tile piping	605,159	SF	0.35	211,806	
	Subtotal Plumbing Installations					5,295,141
	HVAC Installations					
	Allowance for HVAC cooling & heating equipment (incl. valves & accessories)	605,159	SF	8.00	4,841,272	
	Allowance for HVAC piping (incl. valves & accessories)	605,159	SF	5.00	3,025,795	
	Ductwork allowance (1.1lbs/gsf)	665,675	LBS	8.50	5,658,237	
	Ductwork Insulation- infrastructure	465,972	SF	2.80	1,304,723	
	Duct accessories	605,159	SF	2.60	1,573,413	
	VAV/Fan coil units/Air boxes	605,159	SF	5.50	3,328,375	
	Miscellaneous HVAC equipment	605,159	SF	1.50	907,739	
	Vibration controls	605,159	SF	1.30	786,707	
	Controls	605,159	SF	4.50	2,723,216	
	Overhead, rigging, start-up	1	LS	150,000.00	150,000	
	Refrigerant monitoring system	1	LS	44,000.00	44,000	
	Coordination drawings	1,600	HRS	100.00	160,000	
	Duct cleaning	1	LS	100,400.00	100,400	
	Temporary Filters/controls	1	LS	60,000.00	60,000	
	Testing & Balancing	605,159	SF	0.80	484,127	
	Cutting/Patching/Fire stopping	605,159	SF	1.20	726,191	
	Commissioning Support	605,159	SF	0.80	484,127	
	Mechanical General Conditions	30	MTHS	12,000.00	360,000	
	Subtotal HVAC Installations					26,718,320

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

Fire protection systems					
Fire Sprinkler System Allowance	605,159	SF	5.00	3,025,795	
Double Check Valve Assembly Allowance	2	EA	8,450.00	16,900	
Fire Pump Assembly Allowance	2	EA	32,200.00	64,400	
Start-Up & Testing	2	EA	10,000.00	20,000	
Subtotal Fire Protection					3,127,095
Total for Mechanical Installations					**35,140,557**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

New Construction North Site: 8 Courtroom per floor

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment **May 10, 2010**

09	**Electrical Installations:**					
	Service and Distribution					
	Allowance for service and distribution systems	605,159	SF	2.50	1,512,898	
	Distribution/load panel boards	605,159	SF	3.00	1,815,477	
	Secondary/ dry transformers	605,159	SF	1.20	726,191	
	Feeders/conduit	605,159	SF	3.20	1,936,509	
	Subtotal Service and Distribution					5,991,074
	Lighting and Power					
	Interior Lighting Allowance	605,159	SF	9.00	5,446,431	
	Exterior Lighting Allowance	605,159	SF	1.02	617,262	
	Branch Circuit Device Allowance	605,159	SF	3.20	1,936,509	
	Branch Circuit Conduit & Wire	605,159	SF	3.80	2,299,604	
	Cable tray system	605,159	SF	1.80	1,089,286	
	Subtotal Lighting and Power					$10,299,806
	Special Electrical Systems					
	Voice Large Fire Alarm System Allowance	605,159	SF	3.20	1,936,509	
	Lightening Protection/Grounding System Allowance	605,159	SF	0.80	484,127	
	Audio Visual System Allowance	605,159	SF	1.60	968,254	
	Communication System Allowance	605,159	SF	2.65	1,603,671	
	Security System Empty Conduit Allowance	605,159	SF	2.60	1,573,413	
	Security System equipment/devices/wiring (by owner)	605,159	SF	NIC	0	
	Emergency System Wiring Allowance	605,159	SF	1.22	738,294	
	Electrical General Conditions	30	MTHS	10,000.00	300,000	
	Electrical Screening Allowance	605,159	SF	0.15	90,774	
	Temporary power/lighting	605,159	SF	0.50	302,580	
	Subtotal Special Electrical Systems					$7,304,269
	Total for Electrical Installations					**25,377,789**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

010	**Equipment/Furnishings:**				
	Equipment.				
	Allowance for projection screens	1	LS	100,000.00	100,000
	Allowance for Detention/Screening equipment	605,159	SF	2.00	1,210,318
	Furnishings.				
	Furnishing allowance	1	LS	100,000.00	100,000
	Total for Equipment				**1,410,318**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction North Site: 8 Courtroom per floor

Concept Design - Construction Cost Assessment **May 10, 2010**

011	**Site work: ALLOWANCE**					
	Site Preparation:					
	Allowance for Sediment & Erosion control measures	30	MTHS	7,500.00	225,000	
	Allowance for general site demolition and clearing and grading	2	ACRE	45,000.00	90,000	
	Allowance for existing building demolitions	1	LS	5,500,000.00	5,500,000	
	Allowance for miscellaneous utility relocations	1	LS	350,000.00	350,000	
	Subtotal Site Preparation					6,165,000
	Site Improvements:					
	Allowance for new footpaths and plaza paving	16,635	SF	10.00	166,352	
	Allowance for stepped construction/paving	2,000	SF	12.00	24,000	
	Allowance for parking/roadway pavement	3,000	SF	13.00	39,000	
	Allowance for Curb & Gutter	1,500	LF	22.00	33,000	
	Allowance for site walls and miscellaneous structures	1	LS	155,000.00	155,000	
	Allowance for connecting Bridge- Double storey	1	LS	500,000.00	500,000	
	Allowance general landscaping	1	LS	150,000.00	150,000	
	Allowance for miscellaneous site signage etc.	1	LS	60,000.00	60,000	
	Site Furnishing:					
	Site Furnishing allowance	1	LS	100,000.00	100,000	
	Subtotal Site Improvements					1,227,352
	Site Utilities:					
	Storm water management structure	1	EA	100,000.00	100,000	
	Telecomm Duct bank Allowance	500	LF	400.00	200,000	
	Transformer Pad w/ Grounding Grid	2	EA	5,400.00	10,800	
	Electric Duct Bank Allowance	500	LF	380.00	190,000	

South Site - 4 Courtrooms per Floor

BALTIMORE CITY CIRCUIT COURTHOUSE

New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction South Site: 4 Courtroom per floor

Construction Cost Assessment — **May 10, 2010**

New Construction North site: 4 Courtroom per floor		**GSF**	**605,159**
Summary			**Cost/ SF**
Total for Foundations:		$2,387,103	$3.94
Total for Substructure:		$5,692,151	$9.41
Total for Superstructure:		$15,750,949	$26.03
Total for Exterior Closure:		$17,228,300	$28.47
Total for Roofing:		$1,166,440	$1.93
Total for Interior Construction: Partitions & Doors		$12,682,500	$20.96
Total for Interior Construction: Finishes		$12,149,375	$20.08
Total for Interior Construction: Specialties		$9,657,643	$15.96
Total for Conveying:		$3,680,000	$6.08
Total for Mechanical Installations:		$35,231,557	$58.22
Total for Electrical Installations:		$28,706,163	$47.44
Total for Equipment/Furnisshings:		$1,410,318	$2.33
Total for Sitework:		$3,035,652	$5.02
Subtotal		$148,778,150	$245.85
Add: Premium for LEED Silver Certification	1.0%	$1,487,782	$2.46
Subtotal		$150,265,932	$248.31
Add: Price and Design Contingency	15.0%	$22,539,890	$37.25
Subtotal		$172,805,821	$285.55
Add; General Conditions, Insurance and Bonds	12.0%	$20,736,699	$34.27
Subtotal		$193,542,520	$319.82
Add: Overhead and Profit	6.0%	$11,612,551	$19.19
Subtotal		$205,155,071	$339.01
Add: Construction contigency	5.0%	$10,257,754	$16.95
Subtotal		$215,412,825	$355.96
Add: Escalation allowance (to MP construction March 2015)	11.8%	$25,311,007	$41.83
Projected Estimated Construction Cost:		**$240,723,832**	**$397.79**
Fast track option:			
Add: Escalation allowance (to MP construction January 2014)	8.0%	$17,233,026	
Adjusted Construction Cost Estimate (Fast track):		**$232,645,851**	**$384.44**

Summary - 4 courtroom (South)

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BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

01 Foundations:

Standard foundations:

Allowance for deep foundations	31,000	SF	38.00	1,178,000
Allowance for standard strip and spread foundations	31,000	SF	28.58	885,903
Elevator pits- allowance	10	EA	10,000.00	100,000
Foundation drainage system	31,000	SF	1.20	37,200
Allowance for miscellaneous foundation work	31,000	SF	6.00	186,000
Subtotal Foundations				**2,387,103**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

02	**Substructure:**				
	Excavate for basement and remove off site	62,689	CY	18.00	1,128,400
	Excavation support systems	37,960	SF	45.00	1,708,200
	Backfill around structure	12,538	CY	22.00	275,831
	Basement walls including waterproofing, insulation etc	37,960	SF	32.00	1,214,720
	Reinforced slab on grade 8" thick including vapor barrier and gravel bed under, ground floor	31,000	SF	12.00	372,000
	Underpinning of adjacent buildings	1	LS	400,000.00	400,000
	Allowance for replacement of unsuitable material	1	LS	250,000.00	250,000
	Allowance for miscellaneous substructure work	31,000	SF	3.00	93,000
	Allowance for dewatering	1	LS	250,000.00	250,000
	Subtotal Substructure				**5,692,151**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

03	**Superstructure:**					
	Upper floor construction :					
	Basement 1 level	31,000	SF	32.00	992,000	
	Basement 2 level	31,000	SF	26.00	806,000	
	Basement 3 level	31,000	SF	26.00	806,000	
	Basement 4 level	31,000	SF	26.00	806,000	
	First floor level - Twelveth floor levels (Offices/support spaces)	306,000	SF	20.00	6,120,000	
	Thirteenth - Seventeenth floor level (Courtrooms)	125,000	SF	20.00	2,500,000	
	Eighteenth - Nineteenth floor levels (Judicial suites)	50,000	SF	25.00	1,250,000	
	Penthouse level	25,000	SF	8.00	200,000	
	Subtotal Upper Floor Construction					13,480,000
	Roof Construction:					
	Roof level	31,000	SF	14.50	449,500	
	Subtotal Roof Construction					449,500
	Stair construction:					
	General stairs, including balustrades etc	44	FLT	15,000.00	660,000	
	Monumental stairs, ditto	3	FLT	35,000.00	105,000	
	Subtotal Stair Construction					765,000
	Miscellaneous construction:					
	Allowance for miscellaneous metal imbeds etc	1	LS	300,000.00	300,000	
	Allowance for miscellaneous blocking	605,159	SF	1.25	756,449	
	Subtotal Miscellaneous Construction					1,056,449
	Subtotal Superstructure					**15,750,949**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

04	**Exterior Closure:**				
	Building enclosure:				
	Stone/Brick/Metal wall system- allowance @ 60%	121,764	GSF	60.00	7,305,840
	Storefront/Window/Glazed system- allowance @ 40%	81,176	GSF	110.00	8,929,360
	Louvers	3,000	SF	55.00	165,000
	Entrances (allowance):				
	Double leaf glazed lobby doors	8	EA	15,000.00	120,000
	Double leaf hollow metal door	3	EA	2,200.00	6,600
	Single leaf glazed door	10	EA	5,500.00	55,000
	Automatic door controls	6	EA	5,000.00	30,000
	Loading dock door	1	EA	8,500.00	8,500
	Miscellaneous:				
	Allowance for caulking and sealing	130,000	SF	0.60	78,000
	Allowance for scaffolding	130,000	SF	1.00	130,000
	Allowance for mechanical equipment enclosure	1	LS	160,000.00	160,000
	Allowance for architectural features to exterior façade	1	LS	240,000.00	240,000
	Subtotal Exterior Closure				**17,228,300**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

05	**Roofing:**				
	Main roof level				
	Flat roofing system- Green roof	31,000	SF	30.00	930,000
	Flashings cants upstands etc	3,120	LF	10.00	31,200
	Coping, cast stone	1,148	LF	80.00	91,840
	Allowance for walkway pads	1,550	SF	4.00	6,200
	Miscellaneous:				
	Allowance for miscellaneous roof accessories	1	LS	30,000.00	30,000
	Allowance for miscellaneous wood blocking	6,200	BF	6.00	37,200
	Allowance for equipment pads, dunnage.	1	LS	40,000.00	40,000
	Subtotal Roofing				**1,166,440**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

06 Interior Construction:

Partitions and doors:

Basement 1 level	31,000	SF	8.00	248,000
Basement 2 level	31,000	SF	8.00	248,000
Basement 3 level	31,000	SF	6.00	186,000
Basement 4 level	31,000	SF	6.00	186,000
First floor level - Twelveth floor levels (Offices/support spaces)	306,000	SF	14.00	4,284,000
Thirteenth - Seventeenth floor level (Courtrooms)	125,000	SF	14.00	1,750,000
Eighteenth - Nineteenth floor levels (Judicial suites)	50,000	SF	14.00	700,000

Doors including frames and hardware.

Basement 1 level	31,000	SF	10.00	310,000
Basement 2 level	31,000	SF	10.00	310,000
Basement 3 level	31,000	SF	6.00	186,000
Basement 4 level	31,000	SF	6.00	186,000
First floor level - Twelveth floor levels (Offices/support spaces)	306,000	SF	8.50	2,601,000
Thirteenth - Seventeenth floor level (Courtrooms)	125,000	SF	8.50	1,062,500
Eighteenth - Nineteenth floor levels (Judicial suites)	50,000	SF	8.50	425,000

Subtotal Interior Partitions and doors **12,682,500**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

Interior Floor, Wall and Ceiling Finishes:					
Allowance for interior floor, wall and ceiling finishes to:					
Basement 1 level	31,000	SF	12.00	372,000	
Basement 2 level	31,000	SF	12.00	372,000	
Basement 3 level	31,000	SF	12.00	372,000	
Basement 4 level	31,000	SF	12.00	372,000	
First floor level	25,550	SF	32.00	817,600	
First floor level - Twelveth floor levels (Offices/support spaces)	280,450	SF	19.50	5,468,775	
Thirteenth - Seventeenth floor level (Courtrooms)	125,000	SF	25.00	3,125,000	
Eighteenth - Nineteenth floor levels (Judicial suites)	50,000	SF	25.00	1,250,000	
Subtotal Interior Floor, Wall & Ceiling Finishes					**12,149,375**
Specialties:					
Allowance for built-in casework	605,159	SF	3.00	1,815,477	
Allowance for built-in casework- Courtrooms	605,159	SF	7.55	4,568,950	
Access flooring	1	LS	excluded	-	
Allowance for toilet partitions, accessories and vanity counters	605,159	SF	0.45	272,322	
Allowance for corner guards, wall rails etc.	605,159	SF	0.45	272,322	
Allowance for fire extinguishers and cabinets	605,159	SF	0.10	60,516	
Allowance for miscellaneous specialties	605,159	SF	1.00	605,159	
Allowance for firesafing & stopping	605,159	SF	0.65	393,353	
Allowance for caulking and sealing	605,159	SF	0.50	302,580	
Miscellaneous.					
Allowance for building directory, bulletin boards and signage	1	LS	250,000.00	250,000	

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

Allowance for 1st floor lobby features	1	LS	300,000.00	300,000	
Allowance for miscellaneous specialties	605,159	SF	0.70	423,611	
Allowance for miscellaneous wood blocking	605,159	SF	0.65	393,353	
Subtotal Specialties					**9,657,643**
Total for Interior Construction					**34,489,518**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction South Site: 4 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

07 Conveying Systems

Passenger elevator #1, 4500# capacity, (Restricted service)	22	STOP	36,000.00	792,000
Passenger/ service elevator #2, 4500# capacity	24	STOP	40,000.00	960,000
Passenger elevator #3, 4500# capacity	24	STOP	36,000.00	864,000
Passenger elevator #4, 4500# capacity	24	STOP	36,000.00	864,000
Allowance for cab finish upgrade	4	EA	50,000.00	200,000
Total for Conveying Systems				**3,680,000**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction South Site: 4 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

08	**Mechanical Installations:**					
	Plumbing Installations:					
	Plumbing fixtures & equipment	605,159	SF	3.45	2,087,799	
	Domestic water piping	605,159	SF	1.85	1,119,544	
	Rainwater collection supply to flush valves	605,159	SF	0.60	363,095	
	Sanitary drainage	605,159	SF	1.97	1,192,163	
	Storm drainage	605,159	SF	0.53	320,734	
	Underslab drain tile piping	605,159	SF	0.35	211,806	
	Subtotal Plumbing Installations					5,295,141
	HVAC Installations					
	Allowance for HVAC cooling & heating equipment (incl. valves & accessories)	605,159	SF	8.00	4,841,272	
	Allowance for HVAC piping (incl. valves & accessories)	605,159	SF	5.00	3,025,795	
	Ductwork allowance (1.1lbs/gsf)	665,675	LBS	8.50	5,658,237	
	Ductwork Insulation- infrastructure	465,972	SF	2.80	1,304,723	
	Duct accessories	605,159	SF	2.60	1,573,413	
	VAV/Fan coil units/Air boxes	605,159	SF	5.50	3,328,375	
	Miscellaneous HVAC equipment	605,159	SF	1.50	907,739	
	Vibration controls	605,159	SF	1.30	786,707	
	Controls	605,159	SF	4.50	2,723,216	
	Overhead, rigging, start-up	1	LS	200,000.00	200,000	
	Refrigerant monitoring system	1	LS	85,000.00	85,000	
	Coordination drawings	1,600	HRS	100.00	160,000	
	Duct cleaning	1	LS	100,400.00	100,400	
	Temporary Filters/controls	1	LS	60,000.00	60,000	
	Testing & Balancing	605,159	SF	0.80	484,127	
	Cutting/Patching/Fire stopping	605,159	SF	1.20	726,191	
	Commissioning Support	605,159	SF	0.80	484,127	
	Mechanical General Conditions	30	MTHS	12,000.00	360,000	
	Subtotal HVAC Installations					26,809,320

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction South Site: 4 Courtroom per floor

Concept Design - Construction Cost Assessment

May 10, 2010

Fire protection systems					
Fire Sprinkler System Allowance	605,159	SF	5.00	3,025,795	
Double Check Valve Assembly Allowance	2	EA	8,450.00	16,900	
Fire Pump Assembly Allowance	2	EA	32,200.00	64,400	
Start-Up & Testing	2	EA	10,000.00	20,000	
Subtotal Fire Protection					3,127,095
Total for Mechanical Installations					**35,231,557**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY

New Construction South Site: 4 Courtroom per floor

Concept Design - Construction Cost Assessment **May 10, 2010**

09	**Electrical Installations:**					
	Service and Distribution					
	Allowance for service and distribution systems	605,159	SF	2.50	1,512,898	
	Distribution/load panel boards	605,159	SF	3.00	1,815,477	
	Secondary/ dry transformers	605,159	SF	1.20	726,191	
	Feeders/conduit	605,159	SF	3.20	1,936,509	
	Subtotal Service and Distribution					5,991,074
	Lighting and Power					
	Interior Lighting Allowance	605,159	SF	9.00	5,446,431	
	Exterior Lighting Allowance	605,159	SF	1.02	617,262	
	Branch Circuit Device Allowance	605,159	SF	3.20	1,936,509	
	Branch Circuit Conduit & Wire	605,159	SF	3.80	2,299,604	
	Cable tray system	605,159	SF	1.80	1,089,286	
	Subtotal Lighting and Power					$10,299,806
	Special Electrical Systems					
	Voice Large Fire Alarm System Allowance	605,159	SF	3.20	1,936,509	
	Lightening Protection/Grounding System Allowance	605,159	SF	0.80	484,127	
	Audio Visual System Allowance	605,159	SF	1.60	968,254	
	Communication System Allowance	605,159	SF	2.65	1,603,671	
	Security System Empty Conduit Allowance	605,159	SF	2.60	1,573,413	
	Security System equipment/devices/wiring-Allowance	605,159	SF	5.50	3,328,375	
	Emergency System Wiring Allowance	605,159	SF	1.22	738,294	
	Electrical General Conditions	30	MTHS	10,000.00	300,000	
	Electrical Screening Allowance	605,159	SF	0.15	90,774	
	Temporary power/lighting	605,159	SF	0.50	302,580	
	Subtotal Special Electrical Systems					$10,632,644
	Total for Electrical Installations					**28,706,163**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY
Concept Design - Construction Cost Assessment

New Construction South Site: 4 Courtroom per floor
May 10, 2010

010	**Equipment/Furnishings:**				
	Equipment.				
	Allowance for projection screens	1	LS	100,000.00	100,000
	Allowance for Detention/Screening equipment	605,159	SF	2.00	1,210,318
	Furnishings.				
	Furnishing allowance	1	LS	100,000.00	100,000
	Total for Equipment				**1,410,318**

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction South Site: 4 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

011	**Site work: ALLOWANCE**					
	Site Preparation:					
	Allowance for Sediment & Erosion control measures	30	MTHS	7,500.00	225,000	
	Allowance for general site demolition and clearing and grading	2	ACRE	45,000.00	90,000	
	Allowance for demolition of existing brick building	1	LS	250,000.00	250,000	
	Allowance for existing pavement demolition	1	LS	75,000.00	75,000	
	Allowance for miscellaneous utility relocations	1	LS	350,000.00	350,000	
	Subtotal Site Preparation					990,000
	Site Improvements:					
	Allowance for new footpaths and plaza paving	16,635	SF	10.00	166,352	
	Allowance for stepped construction/paving	2,000	SF	12.00	24,000	
	Allowance for parking/roadway pavement	3,000	SF	13.00	39,000	
	Allowance for Curb & Gutter	1,500	LF	22.00	33,000	
	Allowance for site walls and miscellaneous structures	1	LS	155,000.00	155,000	
	Allowance for connecting Bridge- Double storey	1	LS	500,000.00	500,000	
	Allowance general landscaping	1	LS	150,000.00	150,000	
	Allowance for miscellaneous site signage etc.	1	LS	60,000.00	60,000	
	Site Furnishing:					
	Site Furnishing allowance	1	LS	100,000.00	100,000	
	Subtotal Site Improvements					1,227,352
	Site Utilities:					
	Storm water management structure	1	EA	100,000.00	100,000	
	Telecomm Duct bank Allowance	500	LF	400.00	200,000	

BALTIMORE CITY CIRCUIT COURTHOUSE
New Courthouse Occupancy Scenario

FEASIBILITY STUDY — **New Construction South Site: 4 Courtroom per floor**

Concept Design - Construction Cost Assessment — **May 10, 2010**

Transformer Pad w/ Grounding Grid	2	EA	5,400.00	10,800	
Electric Duct Bank Allowance	500	LF	380.00	190,000	
Site Lighting Allowance	1	LS	150,000.00	150,000	
Site Water Service Allowance	500	LF	100.00	50,000	
Site Sanitary Sewer Allowance	500	LF	85.00	42,500	
Site Storm Sewer Allowance	500	LF	150.00	75,000	
Subtotal Site Utilities:					818,300
Total Site work					**3,035,652**

END OF REPORT