

Powder Springs City Hall Schematic Design

Estimated Overall New Building Square Footage	15,000-20,000 SF
Estimated Overall Current Building Square Footage	0000 SF
# Current Employees	TBD

Existing Space Name	Square Footage	Building	Room Number	Shared? (if so how many people occupy this space e.g. is this a shared office with two people?)	Seats/workstations? (how many actual chairs in room eg. conference room has 12 chairs or two desk in an office)	Notes
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EXISTING CITY HALL						
Existing Space Name	Square Footage	Building	Room Number	Shared? (if so how many people occupy this space e.g. is this a shared office with two people?)	Seats/workstations? (how many actual chairs in room eg. conference room has 12 chairs or two desk in an office)	Notes
Lobby	1176	Existing City Hall / 1st Floor	101	1	1	enclosed reception area in lobby lth desk. Additionally there are 2 sofas, 2 arm chairs, 2 coffee tables and lamps.
Office	150	Existing City Hall / 1st Floor	102	4	4	There is a small conference table, 4 chairs and a desk. Additionally council keeps their file cabinets in this space. 6 cabinets. Council meeting space
Office	129	Existing City Hall / 1st Floor	103	1	1	asst to Mayor; shelves;
Office	145	Existing City Hall / 1st Floor	104	1	3	city clerk's office; shelves and 2 file cabinets; 1 desk; 3 chairs
Office	124	Existing City Hall / 1st Floor	105	1	1	vacant office space; unneeded; 1 desk and 1 chair
Office	132	Existing City Hall / 1st Floor	106	1	1	vacant office space; unneeded; 1 desk and 1 chair
Office	63	Existing City Hall / 1st Floor	107	1	1	communications office (consultant); shelves; 1 desk and 1 chair
Office	94	Existing City Hall / 1st Floor	127	1	1	deputy clerk's office; shelves; 1 desk 3 chairs
Closet	11	Existing City Hall / 1st Floor	128			small storage area (Christmas tree)
City Manager Office	235	Existing City Hall / 1st Floor	108	1	1	mayor's office; also contains small conference table with 4 chairs; bookshelves; mayors desk and chair
Mayor Office	239	Existing City Hall / 1st Floor	109	1	1	city manager's office. Includes love seat, coffee table, lamp tables; book shelves; 2 arm chairs; desk and credenza
Restroom	100	Existing City Hall / 1st Floor	110	-		old bathroom when bank site; used for storage; 3 shelves
Restroom	43	Existing City Hall / 1st Floor	111	1	1	1 occupant
Restroom	43	Existing City Hall / 1st Floor	112	1	1	1 occupant
Restroom	82	Existing City Hall / 1st Floor	113	2	2	women's restroom
Restroom	42	Existing City Hall / 1st Floor	114	1	1	men's restroom
Elevator	72	Existing City Hall / 1st Floor	115			old bathroom when bank site; used for storage; 3 shelves
Elevator Ctr Room	49	Existing City Hall / 1st Floor	116			
Elevator	49	Existing City Hall / 1st Floor	117			
Elevator Ctr Room	29	Existing City Hall / 1st Floor	118			
Old Bank Vault	190	Existing City Hall / 1st Floor	119			storage; shelves and file cabinets
Closet / Electrical Room	41	Existing City Hall / 1st Floor	120			
Closet	46	Existing City Hall / 1st Floor	121			storage
Teller Desks	138	Existing City Hall / 1st Floor	122	2	2	2 teller windows and counter; only 1 employee occupies (billing)
Storage Room	81	Existing City Hall / 1st Floor	123	1		supply/copy room
Hallway 1	408	Existing City Hall / 1st Floor	124			
Hallway 2	174	Existing City Hall / 1st Floor	125			
Hallways 3	189	Existing City Hall / 1st Floor	126			
Alarm Panel	40	Existing City Hall / 1st Floor	129			
Stairs	42	Existing City Hall / 1st Floor	130			
Office	112	Existing City Hall / 2nd Floor	201	1	1	sr accountant; desk; credenza; 3 chairs
Office	126	Existing City Hall / 2nd Floor	202	1	1	accounting clerk; desk; credenza; 3 chairs
Office	116	Existing City Hall / 2nd Floor	203	1	1	sr accountant; desk; credenza; 3 chairs
Office	112	Existing City Hall / 2nd Floor	204			mechanical room
Office	145	Existing City Hall / 2nd Floor	205	1	1	fin director; desk; credenza; 3 chairs; work table
Office	215	Existing City Hall / 2nd Floor	206	1	1	desk; 2 credenzas; 3 chairs; work table
Elevator	112	Existing City Hall / 2nd Floor	208			

Elevator	62	Existing City Hall / 2nd Floor	214			
Lobby	212	Existing City Hall / 2nd Floor	207	4		2 benches for seating
Open Sitting Area	86	Existing City Hall / 2nd Floor	225	4	4	love seat; two chairs
Copy Room	96	Existing City Hall / 2nd Floor	223			copier
Electrical Room	125	Existing City Hall / 2nd Floor	219			
Storage	147	Existing City Hall / 2nd Floor	220			AP storage with 7 file cabinets
Electrical Room	100	Existing City Hall / 2nd Floor	215			computer server
Closet	20	Existing City Hall / 2nd Floor	216			sink
Office	143	Existing City Hall / 2nd Floor	217			city clerk files - approximately 6 file cabinets
Office	114	Existing City Hall / 2nd Floor	218	1	1	desk; 2 credenzas; 3 chairs;
Office	112	Existing City Hall / 2nd Floor	221	1	1	desk; 1 chair; 2 file cabinets
Office	126	Existing City Hall / 2nd Floor	222	0	0	HR file cabinets - approximately 5; large shelving on wall
Office	108	Existing City Hall / 2nd Floor	224	0	0	used as storage for some party favors; supplies - 4 wall storage shelves
Bathroom	41	Existing City Hall / 2nd Floor	212	1	1	1
Bathroom	44	Existing City Hall / 2nd Floor	213	1	1	1 (ADA)
Mech Room	136	Existing City Hall / 2nd Floor	211			
Lunch Room	249	Existing City Hall / 2nd Floor	210	10	3	3 tables; 12 chairs
Conference Room	487	Existing City Hall / 2nd Floor	209		12 around conference table	additional chairs by guests can fit around the room [15] ; screen on wall for document sharing
Hallways	660	Existing City Hall / 2nd Floor	227			
Media Room	207	Existing City Hall / 2nd Floor	226			built for training with 12 training monitors; no longer used. Currently used by auditor as office space. Thought was to use Office 217 and 222 as office if just sell Comm Dev and
Stair	119	Existing City Hall / 2nd Floor	228			

COMMUNITY DEVELOPMENT

Chambers	1448	Community Development	101			Chambers - 75 public seats; Dais with 9 seats; sound system and streaming in rear of room; podium at front of room
Men's Restroom	108	Community Development	102			3 stalls and 1 sink
Women's Restroom	108	Community Development	103			2 stalls and 2 sinks
Lounge	114	Community Development	104			table 2 chairs, microwave, fridge, sink, 2 desks, plotter,
Office	161	Community Development	105	N- 1 employee		bookshelf, file cabinet, Shauna
Office	178	Community Development	106	N- 1 employee		L- shaped desk, offic chair, 2 guest chairs, 2 Tina
Office	125	Community Development	107	N- 1 employee		Desk, desk chair, bookshelf, file cabinet, 2 AJ
Work / Files	162	Community Development	108	N- 1 employee		Printer, file cabinet, table and 2 chairs.
Storage	123	Community Development	109			13 file cabinets, boxes, built in shelves. Common Area (storage)
Office	101	Community Development	110	N- 1 employee		L- shaped desk, chair, 1 bookshelves, 2 guest Tiffany
Office	136	Community Development	111	N- 1 employee		2 desks, 2 bookshelves, file cabinet, 2 guest Jackie
Permit Dept	396	Community Development	112	N- 1 employee		4 large flat file cabinets, table with 2 chairs, desk Common Area (Permit area)
HC Toilet	58	Community Development	113			1 stall and 1 sink
Storage	124	Community Development	114			Office supply storage
Permit Reception	96	Community Development	115			Common area (front of permit area) service window, file cabinet, files for blank applications.
Lobby	310	Community Development	116	1 employee and commonspace.		credenza, end table, ~10 chairs, L shaped lobby and receptionist office
Central Reception	50	Community Development	117			NA
Hallways	712	Community Development	118			Hallway and art gallery space.
Conference	197	Community Development	119			table with 4 chairs, guest arm chair and BLT Meeting space
Office	101	Community Development	120			12 file cabinets, misc. storage Storage
Office	147	Community Development	121	N- 1 employee		2 desks, 1 desk chair, 2 guest chairs, bookshelf, Ashley
Office	142	Community Development	122	N- 1 employee		2 desks, desk chair, 2 guest chairs, credenza Shaun

Large Conference	383	Community Development	123		Conference room table, 15 chairs, built in	Conference Room
Janitor	12	Community Development	124		Sink, storage	Janitors closet

COURT BUILDING

Courtroom	1955	Court Building	124	25	25	during covid 19 25 chairs; judges bench; 2 tables; podium / Not covid 125 chairs; flat screen tv	
Pay Window	57	Court Building	125	1	1 workstation	computer; receipt printer' credit card machine	
Office	146	Court Building	126	1	1	table; 2 chairs; audio equipment; shelves	
Mens Bathroom	89	Court Building	127			2 stalls and 1 sink	
Womens Bathroom	84	Court Building	128			2 stalls and 1 sink	
Office	276	Court Building	106	1	workstation	Include a toilet, 1 toilet and 1 sink	
Office	119	Court Building	105	1	workstation	computer; desk; phone; printer; shelves; shredder	
Judge's Office	111	Court Building	104	1	workstation	lap top; desk; 3 chairs	
Electrical Room	55	Court Building	109				
Jail Cell A	48	Court Building	110A			1 bench; 1 sink; 1 toilet	
Jail Cell B	48	Court Building	110B			1 bench; 1 sink; 1 toilet	
Office	105	Court Building	112	1	1 workstation		
Break Room	105	Court Building	113	2		1 refrigerator; toaster oven; coffee pot; table; 4 chairs	
Telephone Room	57	Court Building	114				
File Room	301	Court Building	115	1	multiple shelves	multiple shelves with records	
Interview Room	76	Court Building	116				
Womens Bathroom	125	Court Building	118			3 stalls and 2 sink	
Mens Bathroom	110	Court Building	120			2 stalls and 2 sink	
Courtroom & Meeting Room	982	Court Building	121	25	25	overflow room" flat screen tv	
Sally Port	430	Court Building	122			City vehicle	
Lobby	590	Court Building	101			metal detector; 6 chairs; desk	
Corridor	100	Court Building	102				
Corridor	356	Court Building	103				
Corridor	174	Court Building	107				
Corridor	54	Court Building	108				
Corridor	174	Court Building	117				
Corridor	82	Court Building	123				
Janitor	27	Court Building	119				
Lobby	590	Court Building	101				
Current Total	10,123						