

**APPENDIX D**

**Program Validation Questionnaire**



Dodson-Stilson, Inc.

A DLZ Company

ENGINEERS • ARCHITECTS • SCIENTISTS

## CITY OF PORTSMOUTH, OHIO

### PROGRAM VALIDATION QUESTIONNAIRE

**1. Executive Summary (Summarize the program requirements for the following:)**

Project:

Departmental:

**2. Project and design goals (Identify the goals to be achieved through the undertaking of this project:)**

Project (design) Goals:

Performance

Value

Image

Flexibility

Time

Department (design) Goals:

Performance

Value

Image

Flexibility

# Dodson-Stilson, Inc.

Time

### 3. **Space Program (Define spatial requirements based on the following:)**

Space Requirements:

Dimensions

Ceiling height

Proportions

Service and storage

Access

Flexibility

Utility

Building Requirements:

Parking

Access

Security

Degree of publicness or privacy

Symbolic

Aesthetic

### 4. **Fundamental Relationships (Define and identify relationship requirements based on the following categories:)**

Functional:

User components

Departments

# Dodson-Stilson, Inc.

Building components and outside community or visitors

Grouping requirements

Spatial:

User components

Departments

Building components and outside community or visitors

Grouping requirements

Visual:

User components

Departments

Building components and outside community or visitors

Grouping requirements

# Dodson-Stilson, Inc.

## **4. Planning and design criteria**

- A. Workstation, office, and conference room standards
- B. Clustering and layout criteria
- C. Space planning module
- D. Dimensional criteria
- E. Systems interface criteria
- F. Envelope Interface
- G. Human factors
- H. Physical accessibility

## **5. Building performance criteria**

- A. General notes
- B. Building envelope
- C. Structure
- D. Interior construction
- E. Plumbing systems
- F. Fire suppression system
- G. Heating, ventilating, and air-conditioning systems
- H. Electrical systems
- I. Energy savings issues

## **6. Site requirements**

## **7. Budget**

## **8. Schedule**

Appendix  
BOCA definitions  
List of applicable codes and regulations  
Opinion survey summary  
Participants in the programming process



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ENGINEERS • ARCHITECTS • SCIENTISTS

## CITY OF PORTSMOUTH, OHIO

### PROGRAM VALIDATION QUESTIONNAIRE

**1. Executive Summary (Summarize the program requirements for the following:)**

Project:

Departmental: *Engineering*

**2. Project and design goals (Identify the goals to be achieved through the undertaking of this project:)**

Project (design) Goals: *Engineering consists of:*

Performance *Design Div.*

Value *Inspection Div.*

Image *Bldg. Maint Div. We need enough room to add to our current staff. We also need*

Flexibility *an actual paint storage area*

Time

Department (design) Goals:

Performance

Value

Image

Flexibility

# Dodson-Stilson, Inc.

Time

### 3. Space Program (Define spatial requirements based on the following:)

#### Space Requirements:

Employee  
 Engineer  
 Office Manager  
 Three (3) Inspectors  
 One (1) Maint person  
 Secretary  
 We want to add  
 1 More Maint person

- Dimensions Double current area now being used by Eng. & County Development. Eng. has Bldg. Maint Div. which is now in Shiffi Hall. - Also -
- Ceiling height
- Proportions room to expand for 3 CAD -
- Service and storage - Inspector's & Bldg. Maint Div. need large storage
- Access - Citizens purchase Bldg. permits - need easy access -
- Flexibility
- Utility

#### Building Requirements:

2 CAD Assistant  
 Engineer  
 Mapping file  
 Drafting table  
 Private Office Engineer  
 City Computer System  
 Computers

- Parking } Citizens need easy access to
- Access } purchase Bldg. Permits
- Security
- Degree of publicness or privacy
- Symbolic
- Aesthetic

### 4. Fundamental Relationships (Define and identify relationship requirements based on the following categories:)

#### Functional:

User components

Departments

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## CITY OF PORTSMOUTH, OHIO

### PROGRAM VALIDATION QUESTIONNAIRE

1. Executive Summary (Summarize the program requirements for the following:)

Project:

Departmental:

2. Project and design goals (Identify the goals to be achieved through the undertaking of this project:)

Project (design) Goals:

Performance *Employees need to be comfortable in work area, with space to store equipment/materials*

Value

Image - *Efficient, organized, non-stressed*

Flexibility

Time - *Correct design will save a time required to perform work tasks*

Department (design) Goals:

Performance *To increase productivity through efficient use of space + enhanced pride in work area*

Value

Image *room is neat clean conference room w/ privacy and confidential case closing with housing*

Flexibility *appropriate*

*off storage*

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Time To allow more work to be performed in the new 5 hours day, more functional space will allow for this.

### 3. Space Program (Define spatial requirements based on the following:)

#### Space Requirements:

Dimensions 30' x 57' - total office.

Ceiling height 7'6" to 8'0"

Proportions 12' x 2' office for staff, 256 sq ft reception area, 12' x 14' meeting room, 15' x 15' plan for reception, 477 sq ft file storage & copy, 168 sq ft kitchen area

Service and storage Adequate storage is critical

Access easy access to storage & work areas is critical to enable employees to know where to go

Flexibility Each employee work space needs to be designed for small meetings in the event the meeting area is being small.

Utility Each plain needs to be equipped with 2 phone lines, and dedicated circuit for communications lines for computers

#### Building Requirements:

Parking 4 dedicated member spaces plus visitor

Access Handicap access for clients and public.

Security Need to secure entire office, this is because each staff member can be due to confidential records being used

Degree of publicness or privacy Each office & meeting room needs to be private. There are many conf. conversations regarding income, etc. of housing clients.

Symbolic

Aesthetic must provide an image of quality, professionalism, and efficiency.

### 4. Fundamental Relationships (Define and identify relationship requirements based on the following categories:)

#### Functional:

User components Relationship between the user and the building is critical.

Departments No need to be located for easy access for other departments as we may as well let the general administration

# Dodson-Stilson, Inc.

Building components and outside community or visitors

Grouping requirements

Spatial:

User components *each typical area should be accessible to other departments and members*

Departments

Building components and outside community or visitors *need some place to accommodate visitors*

Grouping requirements

Visual:

User components *Must be pleasing to the eye.*

Departments

Building components and outside community or visitors *Must welcome the visitors and community to our office with arch, canopy & colors pleasing to the eye.*

Grouping requirements *The reception area, clerks typist and mobile specialist should be grouped for best access to the public.*

**Needs Assessment  
Executive Department  
April 4, 1997**

Mayor's Office:

Private Office (Out of view of the meeting area)  
Private Rest Room  
Reception/Staff Meeting Room (Not as a shared private office area)  
Larger Waiting Room Area  
More Filing/Storage Area

Central Copier/Mail Area

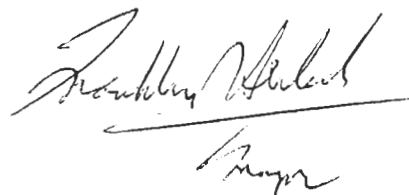
Larger area needed for Copier, Fax, Mail Distribution, Working Area  
User Supplies and Bulk Supplies

Additional Rooms

Room for Commissions and Boards to meet such as:  
City Planning, Nuisance Appeals, Hardship  
Work Room for State Audit by State Auditors  
City Council Chambers/Visitor Reception  
News Media Room/Press Area/Photos  
Smoking Lounge Area  
Employee Lounge/Lunch Room for Brown Baggers  
Food Snack Bar (Like at the County Courthouse)

Public Access Needs

Waiting Area Outside Court Rooms  
Secured Area to Receive Prisoners Separated from the Public  
More Public Parking  
Public Smoking Area

  
Mayor

Auditor/Finance Dept

Items we have presently:

- 5 desks
- 4 typing tables
- 20 filing cabinets
- letter filing system
- 1 copier
- 2 printers
- 2 conference tables
- 2 vaults
- 1 signer/burster
- 5 personal computers

Special needs:

- Storage for record retention
- Area for public access
- Privacy for handling money
- Separate office for Auditor
- Employee break-time area

4 PEOPLE  
4 AUDITORS  
STORAGE  
RETENTION  
NO ADDITIONAL ST

**Specific Needs of Employees:** (Assuming furniture to be modular)

**Director:**

- . Private office due to confidential case files and meetings with clients to discuss their qualifications for our programs. Also to allow for confidential meetings with employees.
- . Lockable space in work area for confidential files.
- . Adequate work space for computer and printer.
- . "U" shaped work surface with one side acting as a peninsula to allow for small meetings with contractors and homeowners or free standing furniture to allow the same.
- . Task lighting as well as proper general lighting.
- . Overhead and standard storage for easy access to commonly used items or files.

**Housing Rehabilitation Specialist:**

- . Private office due to confidential case files and meetings with clients to discuss their qualifications for our programs.
- . Lockable space in work area for inspection equipment.
- . Small drafting area for design work related to housing rehabilitation specifications.
- . Adequate work space for computer and printer.
- . "U" shaped work surface with one side acting as a peninsula to allow for small meetings with contractors and homeowners.
- . Task lighting as well as proper general lighting.
- . Overhead and standard storage for easy access to commonly used items or files.

**Grants Technician:**

- . Private office due to confidential case files and meetings with clients to discuss their qualifications for our programs.
- . Lockable space in work area for grants files.
- . Adequate work space for computer and printer.
- . "U" shaped work surface with one side acting as a peninsula to allow for small meetings with clients and other department heads to assist with the submission of grant applications.
- . Task lighting as well as proper general lighting.
- . Overhead and standard storage for easy access to commonly used items or files.

**Clerk Typist:**

- . Office that is readily accessible to all other members of the department as well as the public. This office does however need to be private enough to complete confidential paper work such as case files and payroll.
- . Lockable space in work area for confidential files.
- . Adequate work space for computer and printer.
- . "U" shaped work surface with one side acting as a peninsula to allow for proper layout of files and daily tasks.
- . Task lighting as well as proper general lighting.
- . Overhead and standard storage for easy access to commonly used items or files.

CITY OF PORTSMOUTH INCOME TAX DIVISION

CURRENT FLOOR SPACE 800 SQ FT +

CURRENT NUMBER OF EMPLOYEES 3

CURRENT NUMBER OF DESK:

TAX COMMISSIONER 1 REG DESK  
1 COMPUTER DESK  
DEPUTY TAX COMM 1 L-DESK  
ASST TAX COMM 1 L-DESK  
WORK AREA 1 DESK  
CUSTOMER AREA 1 COMPUTER DESK  
MAIL ROOM 1 TABLE

OTHER OFFICE EQUIPMENT:

POSTAGE METER  
MAILING MACHINE  
SCALES  
A300

COPIER

CUSTOMER WAITING CHAIRS:

4 LOBBY  
2 TAX COMMISSIONER  
2 DEP TAX COMM  
12 4 DRAW FILE CAB  
2 3 DRAW FILE CAB  
5 LARGE STORAGE CAB  
1 LARGE SAFE  
3 PC COMPUTERS  
2 COMPUTER TERMINALS  
4 PRINTERS  
1 LARGE PAPER SHREDDER

SPECIAL NEEDS:

SECURED AREA FOR EMPLOYEES!

PRIVATE AREA FOR AUDITS!

JOHN F QUEEN TAX COMMISSIONER 614-353-3111

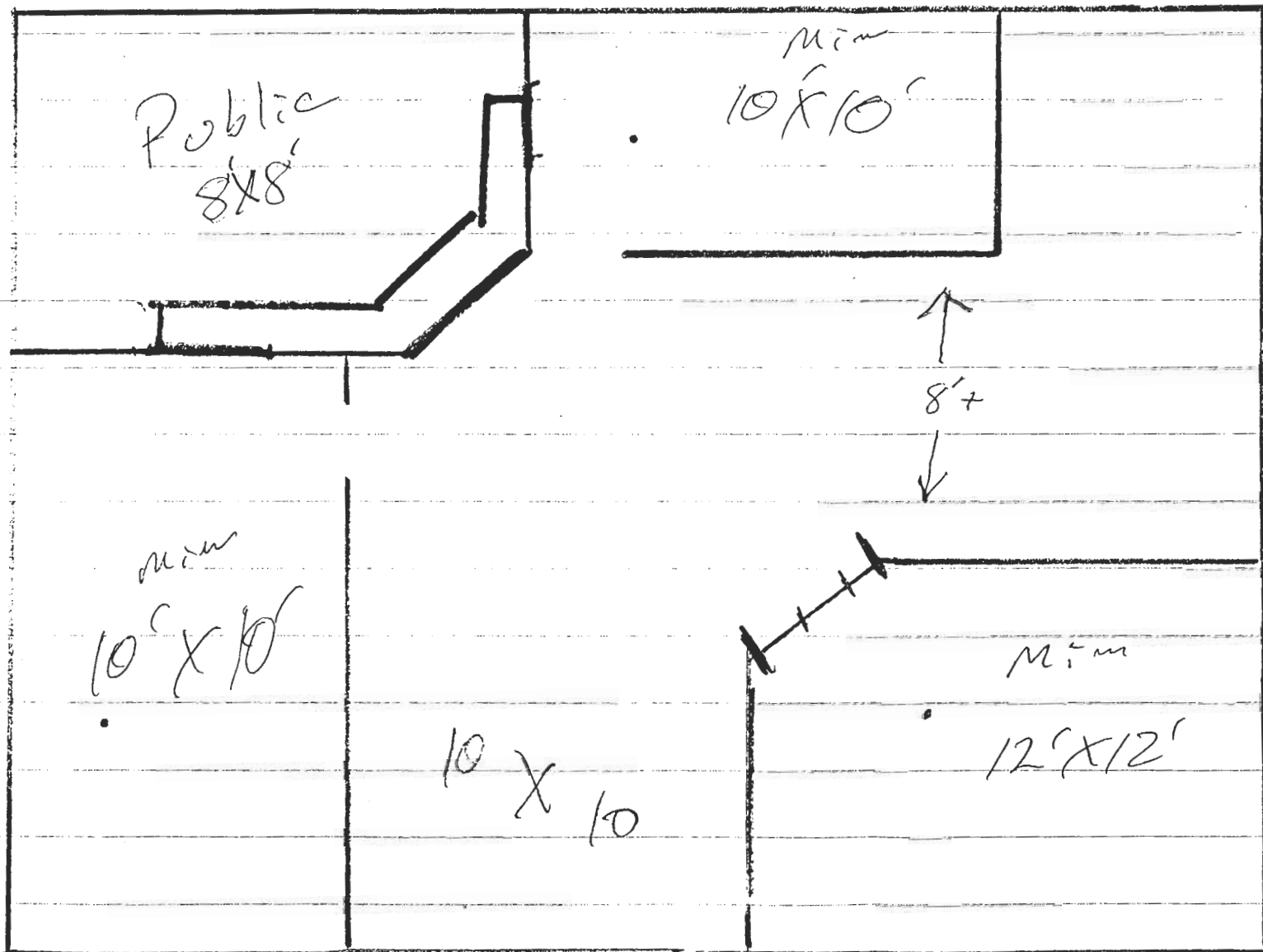
1 TO TWO EMPLOYEES

DEPARTMENT NEED

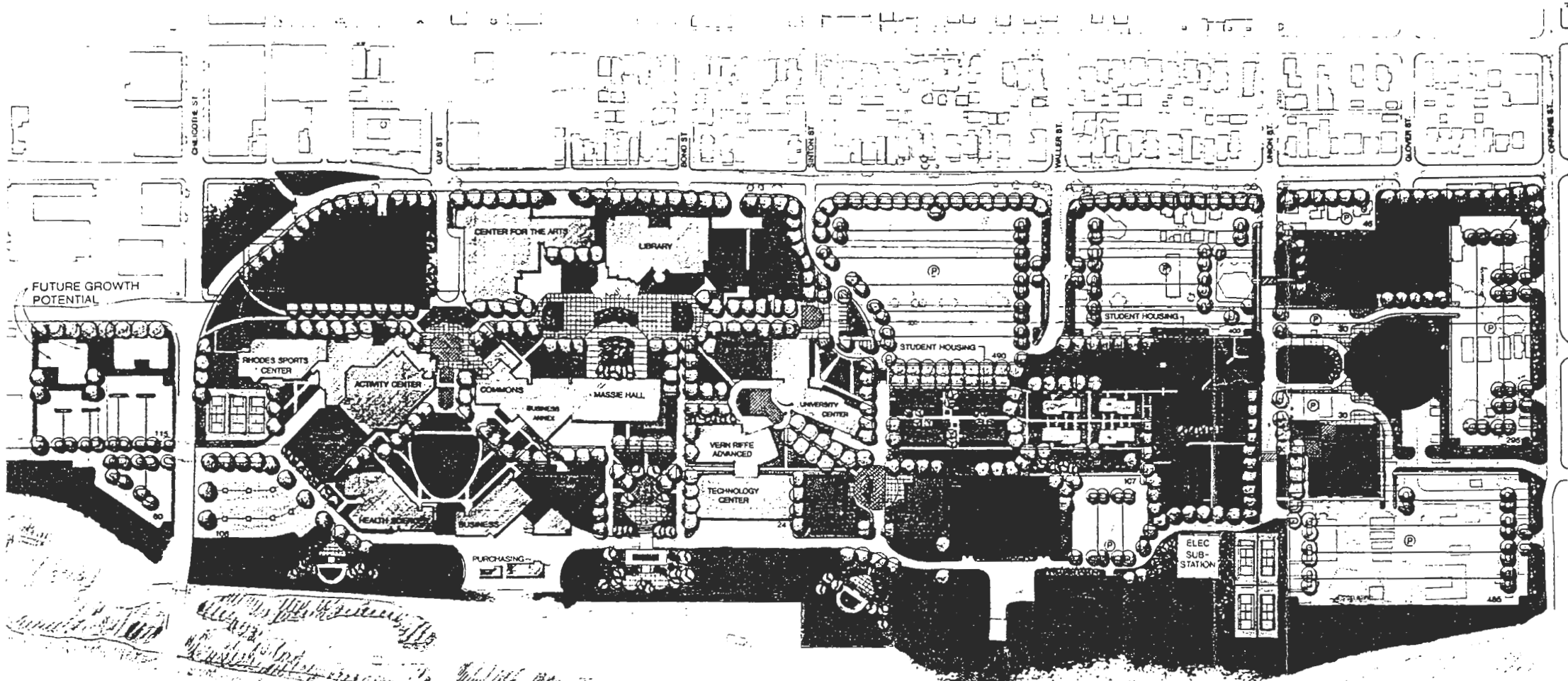
TOTALLY SEPARATE AREAS

AUDITORS - DON'T INTER

# INCOME TAX







FUTURE GROWTH  
POTENTIAL

*Handwritten notes and signatures in the lower-left corner of the plan, including names like 'M. J. ...' and 'J. ...'.*



River Oasis Plan 2000

Shawnee State University • Portsmouth, Ohio

*Handwritten notes and signatures in the lower-right corner of the plan, including names like 'M. J. ...' and 'J. ...'.*