

## New Ukiah Courthouse

Updated: 10/7/2022 (Grossing Factor/GSF Increased)

Projected Staff and Space Requirements Summary - FINAL - Performance Criteria Report

CannonDesing + Silling

### Space Program Summary

Division/Functional Area	Courtrooms	Total Staff	Total NSF <sup>2</sup>	Total CGSF <sup>3</sup>	Comments
1.0 Public Area - Lobby, Security Screening	-	3	2,220	<b>2,664</b>	
2.0 Court Sets	7	7	20,465	<b>26,605</b>	Refer to CTCFS 22.6 when reviewing the Courtroom spaces
3.0 Chambers & Courtroom Support	-	8	4,075	<b>5,501</b>	
4.0 Court Operations	-	8	250	<b>350</b>	
5.0 Clerk's Office	-	31	3,681	<b>4,969</b>	
6.0 Family Court Services	-	3	348	<b>470</b>	
7.0 Self Help	-	1	1,063	<b>1,435</b>	
8.0 Administration	-	15	2,638	<b>3,561</b>	
9.0 Jury Services	-	-	2,496	<b>3,120</b>	
10.0 Sheriff	-	-	1,195	<b>1,613</b>	
11.0 Central In-Custody Holding	-	3	1,680	<b>2,520</b>	
12.0 Staff Support	-	-	760	<b>950</b>	
13.0 Building Support	-	-	1,500	<b>1,875</b>	
<b>Subtotal</b>	<b>7</b>	<b>79</b>	<b>42,371</b>	<b>55,634</b>	
Grossing Factor <sup>1</sup>				<b>1.45</b>	Ensure All Emergency Exit Stairs are 20% Wider Than Required By Code
<b>Total Gross Square Feet (GSF)</b>				<b>80,669</b>	
GSF per Courtroom				11,524	

**Table Footnotes:**

1. The Grossing Factor includes space for staff and public restrooms, janitor's closets, electrical rooms, mechanical shafts, circulation, etc.
2. NSF = Net Square Feet.
3. CGSF = Component Gross Square Feet.

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Projected Staff and Space Requirements Summary 5.5.2022 - FINAL -  
CannonDesign + Silling

Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>1.0 Public Area - Lobby, Security Screening</b>					
<b>1.1 Public Area - Lobby, Security Screening</b>					
1.1.1 Entry Vestibule	250	-	1	250	Sized for approx. 25 persons
1.1.2 Security Screening Queuing	14	-	25	350	Sized for 25 persons
1.1.3 Weapons Screening Station	270	3	2	540	2 Sheriff Deputies per station
1.1.4 <i>staging/line</i>	35				
1.1.5 <i>x-ray machines</i>	70				
1.1.6 <i>metal detectors</i>	70				
1.1.7 <i>retrieval</i>	35		348		
1.1.8 <i>secondary screening/recovery area</i>	60				
1.1.9 Secure Public Lobby	1,000	-	1	1,000	
1.1.10 Information Kiosk	48	-	1	-	Within lobby
1.1.11 Security Staff Storage	80	-	1	80	Includes law enforcement gun lockers
Total Staff and NSF		3		2,220	
Grossing Factor	20%			444	
<b>Total CGSF</b>				<b>2,664</b>	

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Space/Component	Space sf	Staff	Count	NSF	Comments	
<b>2.0 Court Sets</b>						
<b>2.1 Court Sets</b>						
2.1.1	Multipurpose Courtroom	1,850	-	5	9,250	Includes ramps & entry vestibule, net area 35'-0" x 48'x6"
2.1.2	Multipurpose/Juvenile Courtroom	1,850	-	1	1,850	Includes ramps & entry vestibule, net area 35'-0" x 48'x6" less one spectator row and 4 flexible 30" x 60" tables in the well with Jury box
2.1.3	Large Trial Courtroom	2,050	-	1	2,050	Includes ramps & entry vestibule, net area 35'-0" x 58'x6"
2.1.4	Courtroom, Clerk Copy/Supply/Workroom	100	-	3	300	1 per 2 courtrooms
2.1.5	Courtroom, Clerk Workstation	-	-	14	-	Located in courtrooms
2.1.6	Bailiff (CSO) Workstation	-	7	-	-	Located in courtrooms
2.1.7	Exhibit/Evidence Storage	50	-	7	350	
2.1.8	Courtroom, A/V Server Closet	30	-	7	210	
2.1.9	Courtroom, Holding/Attorney Interview (Holding Core B)	605	-	3	1,815	Rated capacity 7 plus 1 interview room - Juvenile courtroom on the level one has direct in-custody access from central holding
2.1.10	Attorney/Client Conference Room	100	-	12	1,200	2 per ea. multipurpose courtroom
2.1.11	Jury Deliberation Room	400	-	4	1,600	1 per 2 courtrooms includes one toilet
2.1.12	Courtroom Waiting	220	-	7	1,540	
2.1.13	Civil Settlement Conference Room	300	-	1	300	Located on a courtroom floor with public access
Total Staff and NSF			7		20,465	
Grossing Factor		30%			6,140	
<b>Total CGSF</b>					<b>26,605</b>	

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Projected Staff and Space Requirements Summary 5.5.2022 - FINAL -  
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Space/Component	Space sf	Staff	Count	NSF	Comments
<b>3.0 Chambers &amp; Courtroom Support</b>					
<b>3.1 Chambers &amp; Courtroom Support</b>					
3.1.1 Judicial Chambers	400	7	-	2,800	Includes restroom and closet
3.1.2 Commissioner Office	275	1	-	275	
3.1.3 Judicial Conference Room	400	-	1	400	Seats 14 - adjacent to Executive Officer
3.1.4 Copy/Supply Alcove	80	-	3	240	1 per floor
3.1.5 Staff Toilet Room	60	-	6	360	2 per floor within secure corridor
Total Staff and NSF		8		4,075	
Grossing Factor	35%			1,426	
<b>Total CGSF</b>				<b>5,501</b>	

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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>4.0 Court Operations (Share Workroom)</b>					
<b>4.1 Court Reporters</b>					
4.1.1 Court Reporter Workstation	25	6	-	150	Hoteling WSs with large lockers for work items + power and data
4.1.1 Future Workstations	25	-	1	25	
<b>4.2 Interpreters</b>					
4.2.1 Interpreters - Shared Office	25	2	-	50	Hoteling WSs with large lockers for work items + power and data
4.1.1 Future Workstations	25	-	1	25	
Total Staff and NSF		8	348	250	
Grossing Factor	40%			100	
<b>Total CGSF</b>				<b>350</b>	

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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>5.0 Clerk's Office</b>					
<b>5.1 Service Counter - Public</b>					
5.1.1 Public Queuing Area	14	-	25	350	Provide a kiosk for the Quomatic ticketing system
5.1.2 Public Seating	14	-	25	350	
5.1.3 Printer/Drop Box/Forms Counter	100	-	1	100	
5.1.4 Public Records Viewing Room	25	-	2	50	2 hoteling work carrels
<b>5.2 Service Counter</b>					
5.2.1 Counter Workstation - Unassigned	48	-	4	192	
5.4.2 Collections Counter Workstaion -Unassigned	48	-	1	48	
5.2.3 Work Counter/Forms Storage	80	-	1	80	
5.2.4 Network Printer/Fax/Copier Alcove	15	-	1	15	
<b>5.3 Staff</b>					
5.3.1 Manager Office	120	1	-	120	CLETS computer terminal is required to be in a locked room.
5.3.2 Supervisor Office	100	2	-	200	
5.3.3 Analysis Manager	120	1	-	120	Relocated from Administration
5.3.4 Clerk Workstation	48	25	-	1,200	Includes Courtroom Clerks
<b>5.4 Court Collections</b>					
5.4.1 Collections Manager Office	120	-	-	-	To share office with on of the Managers
5.4.2 Collections Clerk Workstaion	48	2	-	96	
<b>5.5 Shared Functions</b>					
5.5.1 Copy/Work Room	150	-	1	150	Includes network printers/fax/copiers and supplies
5.5.2 Cash Safe	10	-	1	10	
5.5.3 Staff Toilet Room	60	-	2	120	
<b>5.6 Records Management - Records Area</b>					
5.6.1 Historic Record and Wills	160	-	1	160	8 x 20 room - see exhibits
5.6.2 Exhibts Room	200	-	1	200	10 x 20 room with 40 linear feet of shelving
5.6.3 Inactive Files Storage	120	-	1	120	Located in the Clerks Office - could be a future office
Total Staff and NSF		31		3,681	
Grossing Factor	35%			1,288	
<b>Total CGSF</b>				<b>4,969</b>	

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Projected Staff and Space Requirements Summary 5.5.2022 - FINAL -  
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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>6.0 Family Court Services (Co-located with Self Help Center)</b>					
<b>6.1 Staff - Family Court Services</b>					
Locate near Self-Help area					
6.1.1 Probate Investigator	100	1	-	100	Reduced
6.1.2 Small Conference Room	140	-	-	-	Removed
6.1.3 Family Mediator	100	1	-	100	
6.1.4 Family Law Facilitator	100	1	-	100	
<b>6.2 Service Counter - Family Court Services</b>					
348					
6.2.1 Counter Workstation - Unassigned	48	-	1	48	
6.2.2 Queuing Area	14	-	-	-	Shared w/ Self Help Center
6.2.3 Coppy Printer Alcove (Staff Support)	50	-	-	-	Shared w/ Self Help Center
6.2.4 Waiting/Reception Area	100	-	-	-	Shared w/ Self Help Center, two separate waiting areas and used by Juvenile Court
6.2.5 Active Files; 42" x 7 shelf unit	12	-	-	-	Provide storage/files within the offices
6.2.6 Shared Conference Room	300	-	-	-	Shared w/ Self Help Center
Total Staff and NSF		3		348	
Grossing Factor	35%			122	
<b>Total CGSF</b>				<b>470</b>	

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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>7.0 Self Help Center (Co-located with Family Court Services)</b>					
<b>7.1 Public Area</b>					
7.1.1 Court Services Technician	48	1	-	48	
7.1.2 Waiting Room	15	-	10	240	Shared with Family Court Services
7.1.3 Computer Workstation	20	-	4	80	Public use, includes printers
7.1.4 Work Table	40	-	2	80	Public use
7.1.5 Form Display	25	-	1	25	
<b>7.2 Staff Support</b>					
7.2.1 Bulk Form Storage	25	-	-	-	Removed
7.2.2 Copy/Printer/Supply (Staff Support)	100	-	1	100	Shared with Family Court Services
7.2.3 Interview Room	100	-	1	100	Confidential conversation with staff and public
7.2.4 Shared Conference Room	240	-	1	240	Seats 6-8
<b>7.3 Children's Waiting Room - staff visual access</b>					
7.3.1 Secure Check-In Station	60	-	-	-	included in the play area room
7.3.2 Play Area	150	-	1	150	Reading, television, computer areas up to 12 children and seating for adults
7.3.3 Restroom	64	-	-	-	Removed
Total Staff and NSF		1		1,063	
Grossing Factor	35%			372	
<b>Total CGSF</b>				<b>1,435</b>	

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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>8.0 Administration</b>					
<b>8.1 Court Executive Office</b>					
8.1.1 Court Executive Officer	300	1	-	300	Room to seat 8 in a conference
8.1.2 Admin. Technician	64	1	-	64	
8.1.3 Administrative Coordinator	120	1	-	120	
8.1.4 Chief Financial Officer	120	1	-	120	
8.1.5 Accounting Staff	64	3	-	192	
8.1.6 Human Resources Analyst	120	1	-	120	
8.1.7 Analysis Manager	120	-	-	-	Relocated to Clerk's office
8.1.8 HR Records Storage	100	1	-	100	
8.1.9 Accounting Records Storage	250	1	-	250	
8.1.10 Small Conference Room	120	-	1	120	Seats 4 -6
8.1.11 Reception Waiting Area	100	-	1	100	
8.1.12 Copy/Supply/Work Room	100	-	1	100	
<b>8.2 Information Technology</b>					
8.2.1 Manager Office	120	1	-	120	
8.2.2 IT Technician Workstation	48	4	-	192	
8.2.3 Central Computer Room	120	-	1	120	
8.2.4 IT Work Room/Storage	200	-	1	200	Include workbenches
8.2.5 IDF Rooms	140	-	3	420	1 per floor and room size per standards
Subtotal Staff and NSF			15	2,638	
Grossing Factor	35%			923	
<b>Total CGSF</b>				<b>3,561</b>	

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Projected Staff and Space Requirements Summary 5.5.2022 - FINAL -  
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Space/Component	Unit SF	Staff	Count	NSF	Comments	
<b>9.0 Jury Services</b>						
<b>9.1 Jury Processing</b>						
9.1.1	Check-In Counter Station	48	-	2	96	1 station can address hardships + plus 2 Kiosks
9.1.2	Queuing Area	10	-	25	250	25% of jury call
9.1.3	Forms Counter	5	-	10	50	10% of jury call
9.1.4	Copy/Printer/Supply Room	60	-	1	60	Reduced
<b>9.2 Jury Assembly/Waiting</b>						
				<b>348</b>		
9.2.1	General Seating	12	-	100	1,200	Total jury call-110
9.2.2	Computer Carrel	20	-	10	200	
<b>9.3 Juror Support</b>						
9.3.1	Vending Area	180	-	1	180	Vending machines, 2- 3 small tables plus counter with a sink
9.3.2	Storage Room	200	-	1	200	Increased for chairs, tables, equipment
9.3.3	Women's Restroom	160	-	1	160	3 toilets
9.3.4	Men's Restroom	100	-	1	100	1 toilet and urinals
Total Staff and NSF			-		2,496	
Grossing Factor		25%			624	
<b>Total CGSF</b>					<b>3,120</b>	

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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>10.0 Sheriff</b>					
<b>10.1 Staff</b>					
10.1.1 Management Office (Lieut., Sergeant)	100	1	-	100	
10.1.2 Copy/Work/Supply Alcove	80	-	1	80	
<b>10.2 Support</b>					
10.2.1 Central Control Room	240	2	1	240	Combined for building security and in-custody holding areas
10.2.2 Security Equipment Closet	100	-	1	100	Includes equipment racks and gun safe
10.2.3 Men's Locker/Shower/Toilet Room	300	-	1	300	
10.2.4 Women's Locker/Shower/Toilet Room	150	-	1	150	
10.2.5 Ready Room	225	-	1	225	Briefings, breaks plus 4 hoteling work carrels at 25 sf/ea
Total Staff and NSF		3		1,195	
Grossing Factor	35%			418	
<b>Total CGSF</b>				<b>1,613</b>	

# New Ukiah Courthouse



Projected Staff and Space Requirements Summary 4.4.2022 - FINAL -  
CannonDesign + Silling

Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>11.0 Central In-Custody Holding<sup>1</sup></b>					
<b>11.1 In-Custody Movement</b>					
11.1.1 Vehicular Sallyport/Patrol Vehicle Parking		-	-	-	Sallyport located outside of the building and not including in GSF
11.1.2 Pedestrian Sallyport	80	-	1	80	
11.1.3 Detainee Staging	100	-	1	100	
11.1.4 Remand Station	60	-	1	60	For judge's orders and includes a body scanner for remands
11.1.5 Remand Holding Cell	70	-	1	70	For remands; total rated capacity: 4
<b>11.2 Central Holding, Adult<sup>2</sup></b>					
	<b>Total Cells</b>		<b>6</b>		
11.2.1 Large Holding Cell - Male <sup>3</sup>	110	-	1	110	Total rated capacity: 8
11.2.2 Large Holding Cell - Female	110	-	1	110	Total rated capacity: 8
11.2.3 Small Holding Cell - Male <sup>3</sup>	70	-	1	70	Total rated capacity: 4
11.2.4 Small Holding Cell - Female	70	-	1	70	Total rated capacity: 4
11.2.5 Individual Holding - Male	50	-	1	50	Total rated capacity: 1
11.2.6 Individual Holding - Female	50	-	1	50	Total rated capacity: 1
<b>11.3 Central Holding, Juvenile (with sight/sound separation)</b>					
	<b>Total Cells</b>		<b>6</b>		
11.3.1 Small Holding Cell - Male	70	-	1	70	Total rated capacity: 4
11.3.2 Small Holding Cell - Female	70	-	1	70	Total rated capacity: 4
11.3.3 Individual Holding	50	-	4	200	Total rated capacity: 1 - accommodates age ranges and clasifications
<b>11.4 Attorney Visitation Areas</b>					
11.4.1 Attorney Vestibule/Waiting	80	-	1	80	Controlled access from public corridor/lobby
11.4.2 Attorney-Client Interview Room	80	-	2	160	Two adults and oneshared with juvenile
11.4.3 Courtroom Attorney-Client Interview Room	80	-	1	80	Dedicated to the 1st floor CR with Attorney access from the CR simalar to Holding Core B - study opreable divider to allow full contact
<b>11.5 Holding Support</b>					
11.5.1 Food Storage - In-custodies	20	-	1	20	Refrigerator for lunches
11.5.2 Storage Room	120	-	1	120	Trash, recycling and storage
11.5.3 Staff Restroom	60	-	1	60	
11.5.4 Janitor Closet	50	-	1	50	
Total Staff and NSF		-		1,680	
Grossing Factor	50%			840	
<b>Total CGSF</b>				<b>2,520</b>	

**Footnotes:**

1. Net square feet (NSF) and rated capacity is based on the JCC's metric-based calculation for holding capacity and cells, modified to address this facility's specific Hold-separates in-custody population. Current percentage for Hold-separates classification is XX percent of in-custody population.
2. Total number of holding cells and rated capacity is based on an Average Daily Transport (ADT) determined from in-custody transport data from the court. Current ADT is XX persons. Current percentage for Hold-separates classification is XX percent of in-custody population.
3. Four persons is the rated capacity for Small Cells and eight persons is the rated capacity for Large Cells as defined by the JCC's metric. The cell sizes are determined by the California Code of Regulations Titles 15 and 24 for temporary holding facilities, which requires 40 NSF for a single occupant and 10 NSF for each additional occupant.
4. Tranport Vehicle - CAL FIRE Crew Transporter 24'-6" length

## New Ukiah Courthouse

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CannonDesign + Silling



Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>12.0 Building Support</b>					
<b>12.1 Staff Support</b>					
12.1.1 Video Conference/Training Room	300	-	1	300	Seats 18- 24 - provide for flexible table arrangements
12.1.2 Staff Break Room	300	-	1	300	
12.1.3 Staff Shower/Restroom	80	-	2	160	
Total Staff and NSF		-		760	
Grossing Factor	25%			190	
<b>Total CGSF</b>				<b>950</b>	

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Space/Component	Unit SF	Staff	Count	NSF	Comments
<b>13.0 Building Support</b>					
<b>13.1 Public Area Support</b>					
13.1.1 Public Vending Alcove	80	-	1	80	4 vending machines
13.1.2 Public Lactation Room	50	-	1	50	Combined with staff lactation room
<b>13.2 Related Justice Agency Space</b>					
13.2.2 Multipurpose Room (Hoteling)	150	-	-	-	Removed
<b>13.3 Building Operations</b>					
13.3.1 Loading/Receiving Area	60	-	1	60	
13.3.2 Trash/Recycling Collection Area	80	-	1	80	
13.3.3 Mailroom	80	-	1	80	
13.3.4 General Building Storage (Court)	300	-	1	300	For Court's furniture, equipment, etc.
13.3.5 UPS Room	100	-	1	100	Per Standards (p. 17.4): UPS Room should not be adjoining MDF Room
13.3.6 Main Electrical Room <sup>1</sup>	150	-	1	150	
13.3.7 Main Telecommunications/MDF Room	200	-	1	200	First floor near loading dock; room size per Standards Table 17.1
13.3.8 Custodian Staff Area	100	-	1	100	
13.3.9 Housekeeping Storage	100	-	1	100	
13.3.10 JCC Facilities/Service Provider Office	100	-	1	100	
13.3.11 Building Maintenance Storage	100	-	1	100	Equipment and materials
<b>13.4 Secure Parking</b>					
13.4.1 Secured Judges Parking	300	-	9	-	Provide secure parking at grade (not in NSF)
13.4.2 Secured Court Management Staff Parking	300	-	4	-	Provide secure parking at grade (not in NSF)
13.4.3 Secured Law Enforcement Staff Parking	300	-	4	-	Provide secure parking at grade (not in NSF)
Total Staff and NSF		-	17	1,500	
Grossing Factor	25%			375	
<b>Total CGSF</b>				<b>1,875</b>	

**Footnotes:**

1. Grossing Factor includes space for Electrical Closets (one per floor) and Janitor Closets (one per floor).