



Space Needs Request  
Department of General Services  
Building Space Utilization Analysis

**SAMPLE**

Date of request: 5-31-2011 Department: Health and Social Services  
Division: Children's Mental Health Budget code: 7540  
Department point of contact: Anita Smaller-Place Phone: 707-784-1111  
Email: asp@solanocounty.com

Which best describes your program need:  Re-org.  Expansion  Contraction  Consolidation  New Program  
 Other \_\_\_\_\_  
Purpose for request: Downsizing due to budgetary constraints, lease is expiring, opportunity to maximize operating efficiencies  
Is the need  Permanent (>5 yrs)  Temporary (<5 yrs)  Cyclical Est. start date 9-30-2011 Est. end date \_\_\_\_\_  
Type of space:  Clinic  Office  Warehouse  Other \_\_\_\_\_  
Approx. square feet: 9500 Approx. number of staff: 48 Approx. number of clients served daily: 40-50  
Preferred location: H&SS Campus/Fairfield Parking needs/number of spaces: 75  
Funding source:  General Fund  Grant  Other \_\_\_\_\_ Operating budget: 1234  
Additional comments:  
21 individual clinical offices needed to preserve confidentiality. 27 workstations needed. Prefer 2 large conference rooms.

Department Head Designee: Patrick Duterte Date: 05-31-2011  
CAO Analyst Approval: Ronald Grassi Date: 05-31-2011

After obtaining CAO analyst approval, please send completed form to:

Michael J. Lango, Director of General Services  
Department of General Services  
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