

Exhibit A: Space Requirements

In this example of space requirements, the list is divided into two parts representing space with significantly different construction costs.

Happy Valley Children's Museum

ID No.	Space/Activity	Existing Space	Where is existing space?	Space Criteria SF/item	No. of People or Items	Space Sub-Total	No. of Spaces	Square Feet Required	Notes
1.0	Entry, Lobby, Admission, Store								
1.1	Entry Vestibule	0				150	1	150	
1.2	Lobby/ Orientation	240	Main Floor			500	1	500	includes sculpture
1.3	Admissions/Tickets	0				50	1	50	
1.4	Museum Store	320	Main Floor			420	1	420	
1.5	Back Storage for Museum Store	0				80	1	80	
	Sub-Total Net Assignable Square Feet							1,200	

2.0	Activity/Program Areas								
2.1	Exhibit Floor	2770	Main Floor			4000	1	4000	Approx. 1.5 times
2.2	Art Space	396	Main Floor			700	1	700	
2.3	(not used)								
2.4	Toddler Area	384	Admin Off.			700	1	700	
2.5	Birthday Room	440	Admin Off.	25	28	700	1	700	
2.6	Multi-Purpose Room	0		0	0	0	1	0	
2.7	Kitchen	218	Admin Off.			120	1	120	
	Sub-Total Net Assignable Square Feet							6,220	

3.0	Administration: Finance and PR								
3.1	Reception/Waiting	0		80	1	80	1	80	
3.2	Executive Director	240	Admin Off.	200	1	200	1	200	
3.3	Executive Toilet	35	Admin Off.	50	1	50	1	50	
3.4	Associate Director of Administrative	80	Admin Off.	100	1	120	1	120	
3.5	Office Manager	64	Admin Off.	80	1	80	1	80	
3.6	Bookkeeper	64	Admin Off.	75	1	75	1	75	
3.7	Store Manager	64	Admin Off.	75	1	80	1	80	
3.8	Director of External Affairs	80	Admin Off.	80	1	100	1	100	
3.9	PR Coordinator	64	Admin Off.	75	1	75	1	75	
3.1	Future Staff	0		75	1	75	2	150	
3.11	Copy/Work Room/ Mail	210	Admin Off.	180	1	180	1	180	
3.12	Small Meeting/Planning Area	0		100	1	100	1	100	
3.13	Filing and Storage	0		80	1	80	1	80	
	Sub-Total Net Assignable Square Feet							1,370	

4.0	Administration: Programs								
4.1	Operations Associate	80	Admin Off.	100	1	100	1	100	
4.2	Youth Programs Coordinator		Upstairs	70	1	70	1	70	
4.3	Museum Educator		Upstairs	70	1	70	1	70	
4.4	Earthworks Coordinator		Admin Off.	70	1	70	1	70	
4.5	Earthworks Educator/Facilitator		Upstairs	80	1	80	1	80	
4.6	Earthworks Garden Manager		Upstairs	70	1	70	1	70	
4.7	Floor Managers		Upstairs	40	1	40	4	160	
4.8	Museum Artist		Upstairs	70	1	70	1	70	
4.9	Volunteer Coordinator		Upstairs	70	1	70	1	70	
4.10	Future Staff	0		70	1	70	2	140	
4.11	Volunteer Break Area/Planning/Meeting		Upstairs	25	14	350	1	350	
4.12	Volunteers' Personal Storage		Upstairs	4	12	48	1	48	
	Sub-Total Net Assignable Square Feet							1,298	

Total Net Assignable Square Feet of Type A space; 70% of Gross	10,088
Tare at 30%	4,323
Gross Square Footage of Type A Space	14,411

Exhibit A: Space Requirements (continued)

Happy Valley Children's Museum (continued)

ID No.	Space/Activity	Existing Space	Where is existing space?	Space Criteria SF/item	No. of People or Items	Space Sub-Total	No. of Spaces	Square Feet Required	Notes
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Type B Space (Unfinished Space)

5.0 Exhibit Shop & Warehouse									
5.1	<i>Exhibit Shop</i>	0		0	1	0	1	0	
5.2	<i>Design Area</i>			0	1	0	1	0	
5.3	Flammable Storage	0		60	1	60	1	60	
5.4	Warehouse	1500	rented	1700	1	1700	1	1700	
5.5	Facilities Manager	0		80	1	80	1	80	
5.6	Near Exhibit Floor Supply Storage	0		80	1	80	2	160	
Sub-Total Net Assignable Square Feet								2,000	

6.0 Earthworks Buildings									
6.1	Greenhouse/Classroom	900	Outside	400	1	400	1	400	
6.2	Aviary	inc. above		300	1	300	1	300	
6.3	Seedlings	inc. above		200	1	200	1	200	
6.4	Kids' Shop	0		400	1	400	1	400	
6.5	Storage for Kid's Shop	0		200	1	200	1	200	
Sub-Total Net Assignable Square Feet								1,500	

Total Net Assignable Square Feet of Type B space; 80% of Gross	3,500
Tare Area at 20%	875
Gross Square Feet	4,375

Total Gross Squaqre Feet

18,786