



**PUBLIC WORKS / FACILITIES MANAGEMENT DEPARTMENT  
SPACE ALLOCATION QUESTIONNAIRE**

Approved by Commissioners Court 10/17/2011

**Please answer shaded areas and submit to the Facilities Management Department.**

Date 6-1-2018

Department Eighth Court of Appeals

Contact Person Denise Pacheco

Phone # 546-2240

- Additional Space Request  
 Modify/Renovate Existing Space Request

1 Have you identified funds to pay for expenses associated with renovating existing space, adding space, moving expenses, and/or providing additional furniture/equipment? Please explain and specify account:

Yes, the Eighth Court of Appeals will reimburse the County for the costs related to the renovation. Costs for the project have been estimated and provided by Facilities Management and/or County IT to be approx. \$14,659.76

2 If the need for additional/renovated space is the result of a grant award, does the grant cover expenses to renovate/add space or purchase equipment/furniture? If yes, please provide details of funding. If no, please provide details of approved County funding to accommodate space/equipment needs of grant award:

Not a result of any grant award.

3 Where is your department currently located? Please specify if you have more than one location:

12th Floor of the El Paso County Courthouse

4 What is your existing space primarily used for? Example: offices, public services, court, storage, archives etc.

Office

5 Please provide a brief explanation of changes that have occurred necessitating additional/renovation space. Example: Additional staffing needs, increased storage/archiving needs, increased number of customers.

Additional staff

6 What have you done so far to accommodate the needs of your department without increasing or renovating existing space? Example: Employees sharing offices, splitting shifts, reconfiguring office layout, removing unnecessary equipment, digitizing records, etc.

Utilized existing office space

7 If the space request is due to increased public service activity, please provide statistical data:

N/A



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8 If the space request is due to increased storage/archival or any type of non-staffing needs, please explain:

N/A

9 If the space request is due to a new program, service, grant, or other type of initiative, please provide a brief description of how this will impact your space needs:

N/A

10 If the space request is due to increased staffing, please answer the following:

No. of Current Employees: 17

No. of NEW Employees 1

Date NEW positions approved by Comm Court: already here

11 Please indicate the type and quantity of furniture and equipment you need for the new/renovated space:

Desks
Credenzas
Cubicles
Chairs
Filing Cabinets
Shelving Units

Computers
Printers
Scanners
Copiers
Fax Machines
Phones

12 Please describe any other special requirements needed for the space:

All furniture, computer and printers to be provided by the 8th Court of Appeals. The phone costs has been quoted by County IT in the event it is necessary.

13 Will this new location generate revenue or save money for the County? Please explain:

No

14 Please describe any other important information that should be taken in to consideration for space allocation:

Currently, one of the work areas that is set up as a library with 4 small open work spaces will be converted into two closed offices.

PUBLIC WORKS SECTION

15 Current Total SF
SF/Employee
Est SF Increase Need

Options Considered: