

## CULTURE BUILDS COMMUNITIES SPACE PLANNING WORKSHEET CALCULATIONS

Enter "o" if you are not using a space listed. Estimate all other anticipated square footage. The worksheet will calculate your entries.

Space	Square Feet	Notes/Description of Space
<b>1. PUBLIC AREAS</b>		
Foyer		
Reception		
Gift Store/Retail		
Auditorium (100 seats or more)		
Small theatre (100 seats or less)		
Permanent Exhibit Space		
Temporary Exhibit Space		
Restricted Space		
Sacred/Prayer Room		
Art Studio		
Classroom 1		
Classroom 2		
Classroom 2		
Community Room		
Community Kitchen		
Recording Studio		
Restrooms		
Storage		
Other		
Other		
<b>Total Public Space SF</b>		
<b>2. ADMINISTRATIVE</b>		
Director's Office		
Administrative Assistant		
Accounting/Finance		
Curatorial Office		
Education Office		
THPO Office		
Digital Asset Management		
Information Technology		
Human Resources		
Marketing		
Fund raising		
Copy room/mail room		
Staff break room		
Staff rest rooms		
Board room		
Storage		
Other		
Other		
<b>Total Administrative Space SF</b>		

<b>3. LIBRARY</b>		
Library, Research		
Library, Circulating		
Children's Reading area		
Computer Lab		
Children's Area		
Special Collections		
Librarian's Office		
Storage		
Other		
Other		
<b>Total Library Space SF</b>		
<b>4. ARCHIVES</b>		
Archives Storage		
Reading/Research Space		
Records		
Processing area		
Storage		
Other		
Other		
<b>Total Archives Space SF</b>		
<b>5. FACILITIES MANAGEMENT/BUILDING OPERATIONS</b>		
Janitorial		
Security		
Facilities Management Office		
Storage		
HVAC/Mechanical		
Elevator		
Other		
Other		
<b>Total Facilities Space SF</b>		
<b>6. COLLECTIONS MANAGEMENT</b>		
Collections Processing		
Collections Storage		
Materials Storage		
Emergency Response Storage		
Conservation Lab		
Quarantine Area		
Other		
Other		
<b>Total Collections Space SF</b>		
<b>7. EXHIBIT PREP</b>		
Exhibit Workshop		
Storage		
Other		
Other		
<b>Total Exhibit Prep Space SF</b>		
<b>8. FOOD SERVICE</b>		
Kitchen		
Dining area		
Storage		

Office		
Other		
Other		
<b>Total Food Service Space SF</b>		
<b>9. OUTDOOR SPACES</b>		
Veterans' areas		
Performing space		
Structures		
Other		
Other		
<b>Total Outdoor Space SF</b>		
<b>TOTAL INDOOR SPACE</b>		
<b>TOTAL OUTDOOR SPACE</b>		