

PRODUCTION SERVICES

This unit does reproduction work for all divisions of the Department. Because of the type work, packing and storage areas are required and should be located on the ground or sub-basement floor level.

Loading requirements for the storage area should be in the 250 lbs./sq. ft. region if located on the first floor. If on grade, then this factor can be reduced.

Design for floor in the working areas should be similarly designed.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Officer	1	150	P.O.
Staff	4	570	G.O. including reception area and counter.
<u>Composing Section</u>			
Proof Reading		180	G.O. with S.P. @ 90.
Typing Pool	7	825	G.O.
Varitype	4	550	G.O. to include sink.
<u>Production Section</u>			
Supervisor	1	120	S.P.
Xerox	3	370	G.O.
Adheograph	2	380	G.O.
Photostat	2	600	G.O. 1 photostat at 215. 1 headliner @ 30 1 duplicator @ 60 3 compartment s/s sink. 30" x 24" x 8" exhaust fan. store room @ 100.
Multilith	5	1,810	G.O. Space for 6 machines @ 300. Area required for large deep sink for cleaning plates. Electric knife @ 200 Electric drill @ 100 Slacker @ 100 Stapler @ 100.
<u>Collating and Binding</u>	5	1,850	G.O. automatic collator including work areas in area of 50 x 20.
Mail	1	300	G.O.
Secure Storage		120	Fire door.