

HOUSE OF REPRESENTATIVES SPACE ANALYSIS  
Allocation as of August 28, 1986 (Attachment "A")

GRAND TOTAL (in square feet):

<u>Republican</u>	<u>Democrat</u>
80,603 (100 members)	93,060 (101 members)

By excluding Leadership Offices of both caucuses (1st floor, Main Capitol and 4th floor, Main Capitol) the allocation is:

<u>Republican</u>	<u>Democrat</u>
80,603	93,060
- 8,868 (4th Floor)	- 11,341 (1st Floor)
<u>71,735</u> (94 Members)	<u>81,719</u> (94 Members)

Democrat Caucus presently has 9,984 square feet of space more than Republican Caucus with two member vacancies.

Factors which will change space allocation in near future.

1. Completion of Capitol Extension will require utilization of floor hallway, Main Capitol Rotunda. Loss to Republican Caucus of 971 square feet.
2. Completion of Capitol Extension will mean the Capitol Annex must be vacated for renovation for Governor. Space loss is as follows:

<u>Republican Caucus</u>	<u>22,285</u>
CORE	6,401
Curator	2,980
Unused/Available	<u>11,601</u>
TOTAL	<u>43,267</u>

3. Assumption: Completion of Capitol Extension will require North Wing (Senate Side) of Main Capitol to be turned over to the Senate. This will mean the loss of House space on the 5th floor presently assigned to the House Democrat Caucus, (Offices of Representatives' Gallagher, Cawley and Tighe) as follows:

Room 637	1,122
Room 649 A & B	488
Room 649 C & D	<u>530</u>
TOTAL	<u>2,140</u>

4. Assumption: Rooms presently assigned to House of Representatives in the center section of the Capitol will remain under House control.

Total change is space allocation due to above factors:

<u>Republican</u>	<u>Democrat</u>
71,735 Presently	81,719
- 971 First Floor Hall	- <u>2,140</u> Main Capitol Fifth Floor
<u>-22,285 Capitol Annex</u>	
48,479	79,579

Changes will result in deficiency for Republican Caucus of 31,100 square feet.

## Proposal for Space Allocation

Completion of the Capitol Extension will provide 88 office spaces split evenly between the caucuses. Of these 88, 12 are Committee Chairman Offices, 4 are of a different configuration (with present plans utilizing 2 of these as meeting rooms) and 72 are of the same configuration. Thus, there is a minimum of 42 members' offices (6 chairman and 36 rank and file) per caucus and a maximum of 43 if one of the odd shaped rooms is used as a member's office.)

Republican space deficit would remain at 31,100 square feet.

Proposal to achieve parity and resolve problem areas:

1. Rooms 615-622, Fifth Floor, Main Capitol presently assigned House Democrat Caucus would be assigned to Republican Caucus.  
(Republicans) Gain of 3,694 square feet  
(Democrats) Loss of 3,694 square feet
2. Third Floor, South Office Building would be assigned to the Republican Caucus.  
(Republicans) Gain of 11,824 square feet  
(Democrats) Loss of 11,825 square feet
3. Rooms G-51, G-53 and G-55 in the South Office Building presently occupied by High Speed Rail Commission would be allocated to Democrat Caucus for computer services.  
(Democrats) Gain of approximately 1400 square feet
4. Room G-30, South Office Building (669 square feet) would be assigned to CORE for mailroom and Building Manager. Room B-33 - 34, 35 South Office Building would be assigned to CORE for storage (1,694 square feet)
5. Room G-32, South Office Building would be assigned to Republican Caucus.  
(Republicans) Gain of 535 square feet
6. Room G-28, South Office Building would be assigned to Democrat Caucus.  
(Democrats) Gain of 419 square feet

### Summary of Sqaure Foot Allocation With Proposed Changes:

<u>Republican</u>		<u>Democrat</u>	
48,479		79,579	
+	11,824 Third Floor SO.B	-	11,824
	G-51,G-53,G-55 SO.B	+	1,400
	G-28 SO.B		419
+	535 G-32 SO.B		
+	3,694 Rooms 615 - 622 M.C.	-	3,694
	<u>64,532</u>		<u>65,880</u>

Democrat Caucus would have 1,348 square feet in excess of Republican Caucus. Two vacancies at present time.

Additional space which will become available for House use.

Short Range (next 6 months):

Completion of Capitol Extension will free up the cafeteria and Capitol Police space in the basement of the Main Capitol (approximately 5 - 6000 square feet)

Unallocated space exists on the concourse level of the Capitol Extension (approximately 6000 square feet)

The Capitol Extension will have a new Media Center eliminating the need for the present Media Center located on the fifth floor of the Main Capitol (approximately 1,100 square feet).

Long Range

The Governor's Office presently occupies the second floor, south wing, a portion of the third floor, south wing, a portion of the third floor, south wing and Room 603 (fifth floor) of the Main Capitol. When the Governor's Office is relocated to the Annex this space should become available to the House.

1986  
HOUSE OF REPRESENTATIVES  
EXISTING SQUARE FOOTAGE

TOTALS INCLUDE ALL OFFICE, CONFERENCE ROOMS, HOUSE CHAMBER, STORAGE, UNASSIGNED SPACE

MAIN CAPITOL BUILDING

FLOOR	REPUBLICAN	DEMOCRAT	CORE	LEGISLATIVE/AVAILABLE SPACE	TOTAL
Basement	10,635 (15 Members)	- 0 -	5,984	- 0 -	16,619
1ST Floor	5,869 (9 Members)	11,341 (7 Members)	5,623	- 0 -	22,833
2ND Floor	- 0 -	6,626 (6 Members)	890 Cal/Amendment	436 Members Lounge	7,952
3RD Floor	5,191 (7 Members)	- 0 -	273 P.O./Roll Call	9,987	15,451
4TH Floor	6,202 (12 Members)	7,712 (13 Members)	836 Storage	- 0 -	14,750
5TH Floor	8,868 (6 Members)	1,238 (2 Members)	- 0 -	765 #401 Conference Room	10,871
6TH Floor	3,061 (1 Member)	15,840 (22 Members)	355 Storage	- 0 -	19,256
T O T A L	39,826 (50 Members)	42,757 (50 Members)	13,961	11,188	107,732

CAPITOL ANNEX

Basement	1,007	- 0 -	5,047 Storage	2,980 Curator	13,559
1ST Floor	10,023 (15 Members)	- 0 -	- 0 -	4,525 Available Space	10,023
2ND Floor	11,255 (10 Members)	- 0 -	- 0 -	1,354 #22 Conference Room	12,609
3RD Floor	- 0 -	- 0 -	- 0 -	7,076 Available Space	7,076
T O T A L	22,285 (25 Members)	- 0 -	5,047	15,935	43,267

OUTH OFFICE BUILDING

Basement	- 0 -	990 Storage	6,062 Storage	- 0 -	7,052
Ground Floor	8,090	11,655	909 Leg. Nurse	- 0 -	20,654
1ST Floor	- 0 -	14,291 (24 Members)	- 0 -	1,623 Unassigned space	1,623
2ND Floor	- 0 -	11,543 (11 Members)	- 0 -	431 #123 Conference Room	14,722
3RD Floor	- 0 -	11,824 (16 Members)	- 0 -	737 #200 Conference Room	12,280
4TH Floor	10,402 (25 Members)	- 0 -	- 0 -	698 #302 Conference Room	12,522
T O T A L	18,492 (25 Members)	50,303 (51 Members)	6,971	311 #407 Conference Room	10,713
				3,800	79,566

RAND TOTAL:	80,603 (100 Members)	93,060 (101 Members)	25,979	30,923	230,565
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REVISED:

983: 2/22, 3/15, 5/20, 8/31, 10/3, 11/1, 12/1

984: 1/3, 2/1, 3/19, 5/4, 6/7, 7/9, 8/6, 9/4, 10/1, 11/1

985: 1/11, 2/15, 3/1, 4/1, 5/1, 6/1, 8/5, 9/3

986: 2/10, 3/21, 5/12, 6/11, 8/28

## House of Representatives Space Analysis

Caucus space allocation as of December 5, 1990:  
Grant total (in square feet):

**Republican**

106,070

**Democrat**

113,877\*

\*NOTE: Total does not include space to be acquired from L.O.R.L. or  
Conference Room 113-A in the East Wing (297 square feet).

Proposal for Member space allocation:

East Wing - Plaza level

Member's Office 184 square feet

Secretary 142 square feet

Minimum space needed for 326  
Member and Secretary

Total minimum Member space needed = 66,178 (326 x 203)

**Republicans:**

96 x 326 = 31,296

**Democrats**

107 x 326 = 34,882

Total Caucus Space Presently Available	219,947
Minus minimum Member space	<u>66,178</u>
Space available for staff and additional Member space	153,769

If balance is divided equally between the Caucuses each would be entitled  
to 76,884 square feet

Equitable space allocation

Republicans

31,296

+ 76,884

108,180

Democrats

34,882

+ 76,884

111,766

Actual 106,070

113,877



HOUSE OF REPRESENTATIVES  
COMMONWEALTH OF PENNSYLVANIA

MEMORANDUM

December 10, 1990

TO: Representative Fred Belardi  
Democratic Caucus Administrator

Representative Howard Fargo.  
Republican Caucus Administrator

FROM: Robert N. Hendershot, Executive Director  
W. Russell Faber, Co-Executive Director

SUBJECT: Core Space Utilization and Requirements

We have been asked to prepare an analysis of existing space utilized by the Core Operations and future needs we envision.

As you might expect, we are stressing the need to maintain the existing space. Any reduction to the space currently used by Core will only have a detrimental affect on the services currently provided to the membership.

In addition, we are strongly recommending that the old cafeteria be assigned to Core. This space would be used for the Personnel Department, relocation of the Post Office, consolidation of Publications Inventory & Distribution and creation of an additional conference room.

We have attached a more detailed analysis substantiating the need for this space to prevent deterioration of the level of service to the members and provide the foundation to improve service in three critical areas.

We hope you will consider this carefully. We are available to discuss this report at your convenience.

cc: Honorable Robert W. O'Donnell  
Honorable H. William DeWeese  
Honorable Matthew J. Ryan  
Dick Dario  
Roger Nick

## DISCUSSION OF CORE SPACE REQUIREMENTS

In conjunction with a discussion of the anticipated space needs of the Core Operations, we feel it is important to reemphasize the importance of the existing space. It is for this reason that our discussion is divided into the three general areas of space use.

The space allocated to the Core Operations is broken down into three groups.

- 1/ Service Departments
- 2/ Storage Areas
- 3/ Committee Rooms

### SERVICE DEPARTMENTS

We don't believe anyone questions the existing use of space for the Service Departments. These departments provide the day-to-day operations of the House as an institution. Generally, these areas are strategically located to provide the most efficient and effective service within the constraints of staff and equipment.

Due to increased workload, three of these service departments require additional space just to maintain the current level of service to the members. These departments are the Office of the Comptroller, the Post Office and Publications Inventory and Distribution.

In order to maintain and improve the level of service to the members, we recommend that the old cafeteria be assigned to Core to be used by the Personnel Department, the Post Office and Publications Inventory & Distribution. We have attached a design drawing that was prepared for the Bipartisan Management Committee two years ago.

A detailed discussion substantiating our recommendation is contained in the following paragraphs.

#### Office of the Comptroller

While we all have an idea of the duties of the Comptroller, we don't believe people appreciate the magnitude of work processed through the office. This office runs payrolls for the 1,700 employees of the House. Because of the nature of the appropriation accounts, the Comptroller is required to file various taxing authority forms for each of ten payroll accounts.

Discussion of Core Space Requirements  
December 10, 1990  
Page 2

In addition to the payrolls, the Comptroller also processes reimbursement requests for a variety of expense accounts. The four primary accounts include the Home Office, Accountable, Postage and the Incidental Account for per diems, vehicle and home office rentals. During 1990, this office processed over 16,000 vouchers for these accounts alone. This does not include the vouchers processed for other accounts of the House.

With the changes necessary to ensure compliance with the new IRS regulations, this number should increase next year. The new requirement to withhold taxes on some of these payments has increased the man hours required to process these vouchers.

In addition, the expansion of the Home Office cap to allow utilities and equipment rentals has increased the time required to process vouchers to ensure that duplicate payments are not made.

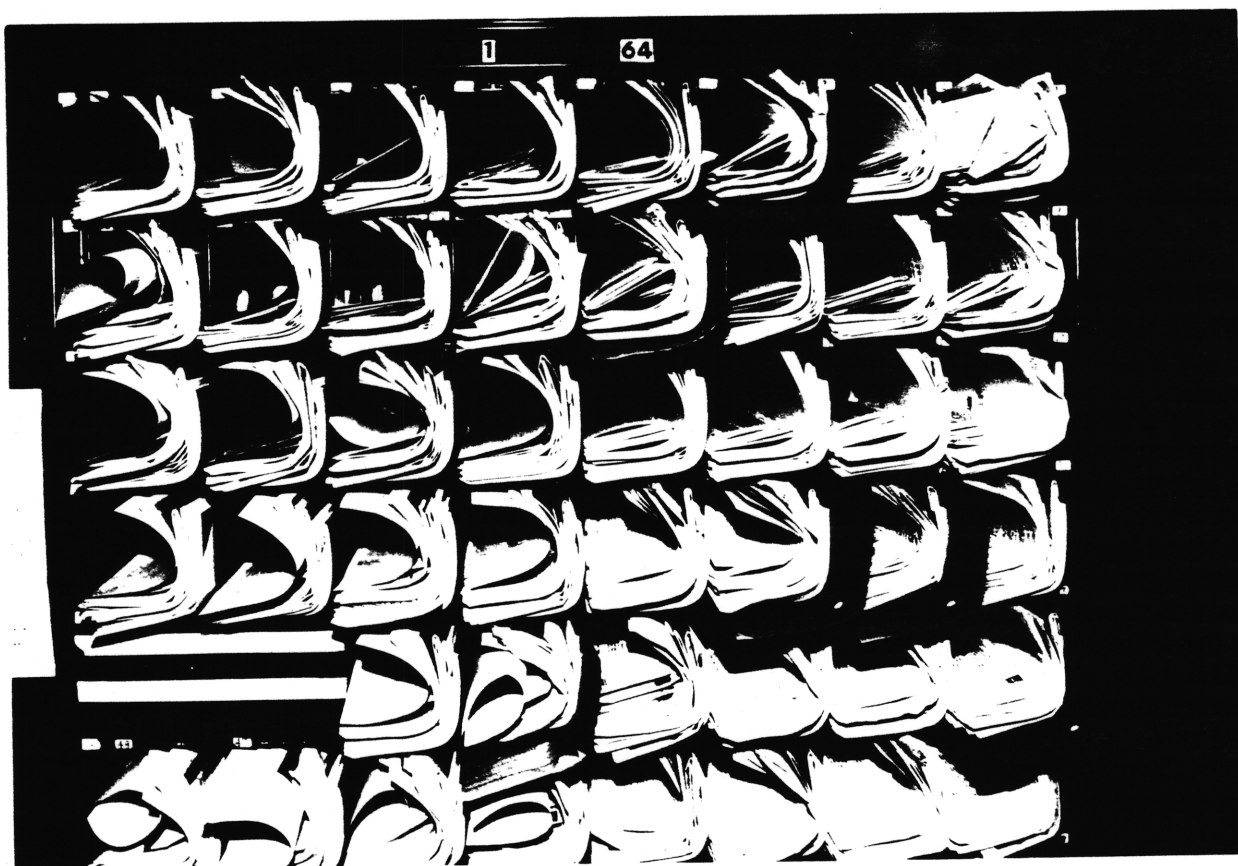
Currently, we have only two staff processing these vouchers. We strongly recommend that this number be increased to four. This will help reduce the potential for error in processing and allow us to improve the turnaround time for reimbursement.

To accomplish this, additional space is required for the staff. We propose to move the Personnel Department presently located in Room 131, to a portion of the old cafeteria in the basement. This will allow the Comptroller's Office to expand into Room 131, thereby providing the additional space for additional staff and to maintain the necessary accounting records.

#### Post Office

An analysis conducted in 1989 showed that the Post Office processes over 4,000 pieces of first class mail per day. This does not include 3rd and 4th class mail, inter-office memos, questionnaires being returned by constituents, UPS, and overnight mail delivery.

The boxes currently available are 5 1/2" x 5 1/2". On a regular basis, the staff must stop sorting mail and wait for messengers to pick up mail because the boxes cannot hold any additional mail (See pictures attached). Because first class mail must be sorted before other mail, the remaining mail is delayed. In addition, because of the limited space in the room, it is not uncommon to have 5 to 10 trays of mail stacked outside the door to the Post Office in an unsecured area.



To alleviate the delays in delivery and provide the security necessary for unsorted mail, we recommend that the Post Office be relocated to the front portion of the old cafeteria. This would provide room to install larger boxes to hold the sorted mail and provide additional space to properly secure the mail delivered.

A floor layout of the space to be used in the cafeteria is attached.

#### **Publications Inventory & Distribution**

The Office of the Chief Clerk maintains and distributes a variety of Commonwealth and House publications to members for dissemination to their constituents.

These publications are generally ordered in bulk lot to ensure adequate quantities to meet the member's needs and obtain favorable pricing. The inventory turnover is fairly quick. As a result, there is a need to maintain a sizable quantity in reasonable proximity to provide for an efficient and timely distribution to the members.

Currently, publications are stored in several different areas in three buildings, including a portion of the old cafeteria. Because the Annex is not accessible by anything other than small hand carts, bulk storage is not practical in that area.

We propose to take the remaining space in the old cafeteria and consolidate most of the publications inventory in that area. This would provide for a central location and quicker delivery response to the members.

As noted earlier, a design drawing for the use of the old cafeteria is attached.

#### **STORAGE AREAS**

Before discussing the current use of storage space, it is important to understand what is stored and why. Most of our storage space is used for temporary storage of furniture and some equipment. This furniture is generally in good shape and reusable. It is accumulated when members move into new offices and decide that, although the furniture is in good shape, it is not to their liking. As a result, we have to buy new furniture and store the other furniture until we can find a new use for it or surplus it to the Department of General Services.

Were it not for this "used" furniture, we would not need quite the storage space currently used. With the exception of space used in the old cafeteria, the furniture and equipment is generally stored in non-prime space in the South Office basement.

Another use of storage space is for transition when offices are being refurbished or members are being moved.

Because of the temporary nature of the storage time and the limited access and security, storage in the basement of the Annex is not practical.

#### COMMITTEE ROOMS

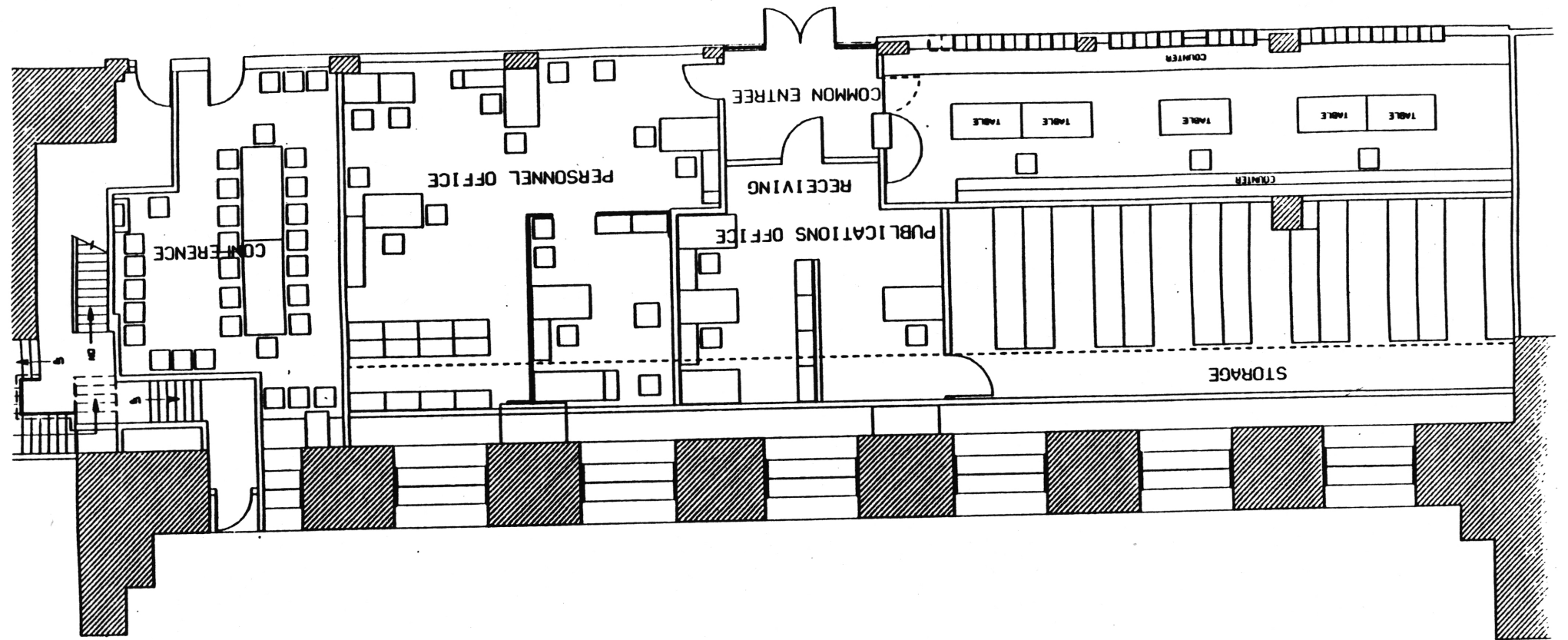
Although most of the Committee Rooms are not assigned to Core, scheduling is administered by the Chief Clerk's Office. The Chief Clerk has noted that in the last five years, seven Committee Rooms have been converted to office space, while only two rooms were created with the completion of the East Wing.

While the Core Operations only handles the scheduling of these rooms, we feel it important to call to your attention the increasing frequency with which the Chief Clerk's Office must inform members that there are no meeting rooms available.

This increasing problem is a result of the decline in Committee Rooms over the last few years and allowing outside agencies and departments to schedule the rooms.

To further reduce the number of Committee Rooms will cause increasing tension with the members when requests must be denied because of a lack of rooms.

HOUSE OF REPRESENTATIVES  
POST OFFICE



## ANALYSIS OF CURRENT CORE SPACE

This report presents a detailed list of the space currently used by the Core Operations, including location, square feet and use. The analysis is arranged by building. We would be happy to arrange a tour of any space listed herein.

<u>ROOM</u>	<u>SQ FT</u>	<u>DEPARTMENT &amp; USE</u>
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### MAIN CAPITOL - BASEMENT

B-24	194	Telecommunications - this office has two staff persons.
B-25	630	Duplicating - this office has four staff persons. There are two high capacity photocopiers located in the room.
B-26	586	Mail Room - this office has four staff persons. It handles all outgoing mail for members and Core for both the Main Capitol and the East Wing. A smaller Mail Room is also located in the South Office Building to serve the members in that building.
B-27	1,004	Office Services & Procurement -this office has seven staff persons including the House Superintendent.
B-31	1,746	Office Supplies Storeroom - This office has ten staff persons. The staff maintains an inventory of office supplies for delivery and use by all members. In addition, the staff handles delivery and relocation of furniture, etc.
B-35	2,006	Document Room - This office has nine staff persons.

### MAIN CAPITOL - FIRST FLOOR

129	1,763	Office of the Chief Clerk - this office has 13 staff persons.
130	659	Office of the Comptroller - this office has five staff persons.
131	555	Personnel Office - this office has four staff persons.
133	1,303	Official Reporter's Office - this office has ten staff persons.

<u>ROOM</u>	<u>SQ FT</u>	<u>DEPARTMENT &amp; USE</u>
<b>MAIN CAPITOL - E FLOOR</b>		
520-21	890	Calendar & Amendment Room - this office has eight staff persons.
<b>MAIN CAPITOL - 2ND FLOOR</b>		
215	164	House Post Office - this office has four staff persons.
RC Room	109	Roll Call Room - this room houses the roll call equipment, portable telephones for the Sgt's at Arms and supplies for the Member's Lounge.
<b>MAIN CAPITOL - 3RD FLOOR</b>		
Gallery	836	Storage - this area is located under the House Gallery. It is used to store items used in the Chamber as well as current year invoices and purchase orders for Office Services & Procurement.
<b>MAIN CAPITOL - 5TH FLOOR</b>		
Closet-614	120	Storage - this closet is used to store publications distributed to members.
Closet-630	235	Storage - this closet is used to store publications distributed to members.
<p>NOTE: Rooms 600, 601 &amp; 602 were loaned by the Democrats to the Lt. Governor's Office. Rooms 613, 614 &amp; 615 were loaned by the Democrats to the Governor's Office.</p>		
<b>SOUTH OFFICE - BASEMENT</b>		
2&3	546	Storage - furniture & equipment. Pipes hanging from the ceiling prevent use of this space for anything but storage.

<u>ROOM</u>	<u>SQ FT</u>	<u>DEPARTMENT &amp; USE</u>
<b>SOUTH OFFICE - BASEMENT (cont)</b>		
4 & 6	1,032	Records Center - this office is used for required storage of House financial records, Committee records & files delivered by outgoing members. The office is in the midst of program to microfilm records to prevent the need for future growth in space. The office has two full time staff.
21	541	Storage - furniture & core supplies.
23	807	Storage - furniture & equipment.
25	720	Storage - furniture & equipment.
29-A	342	Mail Room - this is a satellite office to the main Mail Room located in the Main Capitol. This office serves all members in the South Office Building.
32	698	Publications Storage - this area is used to store publications distributed to all members.
34	741	Publications Storage - this area is used to store publications distributed to all members.
37	1,577	Storage - equipment & supplies. Pipes hanging from ceiling prevent use other than limited storage.
38	413	Records Storage - this area is used to store records delivered to the Records Center.
43	1,235	Office Supplies Storeroom - this is a satellite office used to service the members in the South Office Building.

**SOUTH OFFICE - GROUND FLOOR**

49	909	Legislative Nurses Office
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**SOUTH OFFICE - 1ST FLOOR**

123-A	698	Conference Room - this office was taken by Democrats during the week of 12/7/90 for use by a member.
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<u>ROOM</u>	<u>SQ FT</u>	<u>DEPARTMENT &amp; USE</u>
<b>SOUTH OFFICE - 3RD FLOOR</b>		
302-B	431	Conference Room - although this room is <u>not</u> charged to Core, it is used by Jackie Jumper to schedule meetings.
<b>SOUTH OFFICE - 4TH FLOOR</b>		
407	311	Conference Room - although this room is <u>not</u> charged to Core, it is used by Jackie Jumper to schedule meetings.
<b>EAST WING - CONCOURSE</b>		
39	770	Conference Room - scheduled by Chief Clerk.
40	770	Conference Room - scheduled by Chief Clerk.
60	1,800	Multipurpose Room - used as a dining area off the Cafeteria and for meetings.
Dock	2,022	This area is immediately off the new receiving dock in the basement. It is used as the primary receiving point for items shipped to the House and for temporary storage.
<b>EAST WING - PLAZA</b>		
113-A	297	Conference Room - this room was recently taken over by the Democrat Caucus.

NOTE: Fitness Center is not charged to anyone.

#### **ANNEX - BASEMENT**

While the basement has areas that could be utilized for storage, it would have to be for more permanent storage versus temporary storage. Inside access is limited to small hand carts. Outside access is only gained through the ramp leading to the area between the Annex and the Main Capitol. In addition, it is not accessible to tractor trailers which deliver most of our publication.

The present condition of most areas in basement is deplorable. It includes exposed wiring, peeling paint, very limited controls over environmental conditions and general filth. Extensive work would be necessary to make it suitable for general access storage.

**ANNEX - BASEMENT (cont)**

Areas 7a, 7b, 7c, 18 listed as "Available" are unusable because they are considered walkway corridors. To use for storage would prevent access to the adjoining areas.

Area 5 is unusable because it houses the elevator motor and equipment.

Area 21 is the open area at the base of the north and south stairways providing emergency exit to the outside. In its present condition, it is not suitable for secured storage. A small area could be partitioned off to provide some storage.