

# PROGRAM STATEMENT

FOR



## MILWAUKEE COUNTY MEDICAL EXAMINER FACILITY STUDY

933 West Highland Avenue Milwaukee, WI 53233-1458

October 9, 2014

*Prepared For:*

**Milwaukee County**

**Project No. PSC-VA08292014**

Department Of Administrative Services

Economic Development

City Campus Building

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### A. BACKGROUND

In early 2014, the Milwaukee County Medical Examiner's Office met with the Milwaukee County Economic Development Director to explore options for building a new Medical Examiner facility. At that time, discussions began with members of the Wisconsin Department of Justice - Division of Law Enforcement Services regarding the possibility of building a combined forensic sciences center to meet the needs of Milwaukee County and the Department of Justice.

In August of 2014, Venture Architects was hired to provide a Program Statement for a new joint-located facility. Venture Architects toured the existing Medical Examiner facility and met with members of the Medical Examiner's office and members of the Milwaukee County Department of Architectural and Engineering to gather information on the program requirements.

The Milwaukee County Medical Examiner's office has requested new autopsy and toxicology facilities, citing concerns with the current location, including inadequate space for current and future programs, and current facilities that do not meet industry standards. Reconfigured space is required due to expanded operations, workload, biohazard safety concerns, as well as ADA requirements that obligate us to provide barrier-free access throughout the facility. The expansion of referral autopsy and toxicology services to surrounding counties is a major driving factor to the increased need for adequate space.

The existing facilities were converted from an abandoned hospital to a Medical Examiner's Office in 1989. The patient area of the hospital was retrofitted to a correctional facility to house low-risk prisoners. The correctional facility was closed in 2010, and that portion of the building is now vacant. Both the Medical Examiner facility and the vacant correctional facility share common HVAC systems, as well as plumbing and utilities.

The current system of combination card key and traditional metal keys does not provide adequate control, tracking and monitoring of access to secured areas. Evidence storage does not include secure capacity for various types of materials, tracking and documentation of intake and release, as well as maintain chain of custody documentation and lacks ease of release to law enforcement and/or referral counties.

Increased importance of educational efforts has expanded our training programs for graduate and undergraduate medical education. Teaching and consulting pathologists require additional space for students for direct visualization of procedures during autopsy observation, participation and assistance with specialized dissection techniques, and modern audiovisual capacity for teaching.

Current facilities do not meet upcoming Centers for Disease Control (CDC) requirements for autopsy facilities. Specifically, no restricted ventilation for the autopsy suite and no space or equipment for dealing with contaminated/infectious bodies. The current structure does not include space for additional remains processing including embalming and defleshing.

Deficiencies have also been noted in body storage, including long-term body storage for unidentified and/or unclaimed decedents. Body storage limit has been exceeded routinely several times per year, and freezer space is limited to approximately four bodies.

The shared office and work areas are not conducive to employee safety, morale, or effective supervisory interaction with employees. The sensitivity and frequency of the telephone investigation process requires environmental acoustic improvements to protect family privacy and improve investigator efficiency and productivity through distraction reduction.

### B. PROGRAMMING PROCESS

The programming process was built around taking advantage of an identified, fast moving opportunity to establish a path towards a modern facility capable of supporting current and identified near term best practices in Medical Examiners' offices and forensic pathology.

#### Initial Meeting and Tour

An initial meeting and existing facilities tour occurred at the current Milwaukee County Medical Examiner facility on August 27, 2014. The tour focused on existing conditions and operations. As noted elsewhere, the current facility was repurposed from a vacant hospital structure of significant age. The tour quickly identified the inadequacies of the elderly structure to current best practices in autopsy and medical examiner services.

The meeting was split by the tour into two primary discussions. The first portion was high level and identified high level goals and best practices targets as well as reviewed images and plans of recently completed Surgical Pathology and Autopsy facility by Venture staff. The second part of the meeting after the tour focused on developing the initial space program document.

The Medical Examiner and Venture Architects staff lead the conversations with departmental leaders from the Medical Examiner's office.

#### Follow-Up Meeting

On September 4, 2014 a follow-up meeting to discuss the space program was held. The program was rearranged in presentation to align more completely with operational areas. Further discussion on forward looking functionalities were also held. Preliminary discussions on siting opportunities were then initiated.

#### Concluding Efforts

Remaining efforts were focused on project development strategies. Venture Architects assisted with identifying site size requirements and potential facility sharing strategies with the proposed Southeast Wisconsin Regional Law Enforcement Services Center.

### C. PURPOSE AND SCOPE OF PROJECT

The purpose of this project is to accommodate existing staff with adequate areas and conditions to perform their work, as well as providing facilities that meet upcoming CDC requirements regarding containment of biohazard materials.

This project would achieve cost and space efficiencies through the co-location of the Milwaukee Crime Laboratory. The Milwaukee County Forensic Toxicology Laboratory shares many common characteristics with the Milwaukee Crime Laboratory and efficiencies would be obtained through shared HVAC, gas/reagent storage, and similar construction materials required by standard laboratory building requirements.

Additionally, co-locating with the Crime Lab would create efficiencies in crime investigating. Numerous specimens identified as evidence are recovered during the autopsy procedure, and information is shared routinely between the Medical Examiner's Office and the Crime Lab. Co-locating the facilities would facilitate the transfer of evidence and information with the common goal of solving and suppressing crime. The co-locating of both facilities also offers a great opportunity for collaboration and examination of the evidence and necessary discussions to make conclusions.

### D. OCCUPANTS AND ACTIVITIES

The Milwaukee County Medical Examiner's Office is charged with investigating and determining the cause, circumstances and manner in each case of sudden, unexpected or unusual death. Additional activities important to the public health and safety function of the Medical examiner include:

- Detect tuberculosis, hepatitis, meningitis and other infectious diseases to assist in prevention against the spread of communicable disease;
- The activities and purpose of this department and facility requires that we:
  - Be prepared for cases presenting novel infectious agents such as, anthrax, Ebola, etc.;
  - Be prepared to handle (and decontaminate) bodies exposed to chemical or nuclear agents;
- Coordinate with other public health and safety organizations and entities to reduce the incidence of preventable deaths;
- Participate as part of the governmental response team for emergency management services;
- Issue death certificates for deaths investigated by this office;
- Conduct cremation investigations for all Milwaukee County deaths in which cremation is selected as a means of disposition;
- Maintain a forensic toxicology (drug) laboratory for testing blood and body fluid specimens for the presence of drugs, poisons or other toxic agents; and,
- Host an annual seminar designed to educate pathologists, coroners, attorneys, law enforcement officers, and other health professionals on a variety of topics related to forensic science.

Section 979.01 Wisconsin Statutes requires that any person having knowledge of an unexplained, unusual, or suspicious death, or a death due to homicide, or suicide, or a death following an accident, whether the injury is or is not the primary cause of death, a death without a physician in attendance within 30 days preceding death, a death in which the attending physician refuses to sign the death certificate, etc., shall report such death to the medical examiner for investigation. Investigations are conducted by the office for certifying cause and manner of death. Furthermore, if a death appears to be a result of unlawful means, it is reported to the District Attorney pursuant to §979.04 (2), as well as the appropriate local law enforcement agency, for further investigation, and possible criminal prosecution.

Additional investigative responsibilities described in §979.10 direct the medical examiner to view the remains, and make an investigation into the cause and manner of all deaths in which the next-of-kin selected cremation for disposition.

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### E. BASIC DESIGN REQUIREMENTS

The following information was discussed and assumed for basic building design for a one-story building. This information is for reference only and should not be implied to be conclusive to the final design. Building design to comply with all applicable codes and municipal ordinances as well as accessible codes as required.

- Site Criteria:
  - One-story building or two-story building on a four acre minimum site.
  - Located in close proximity of major vehicle transportation artery in the southeast region of the state.
  - Located in Milwaukee County in a primarily non-residential area.
  - Located near allied academic and healthcare facilities not a requirement but would afford beneficial long-term synergies.
- Exterior walls to be rain-screen construction.
- Interior walls in the following area but not exclusive are to be concrete masonry wall construction: corridors, evidence storage rooms, receiving, receiving storage areas, general building storage, department division walls, all areas identified in the Autopsy and Wisconsin Tissue Network program areas and building components. All others to be gypsum board partitions. Additionally, walls in Autopsy and Wisconsin Tissue Network areas to be sealed and wash down cleanable with aggressive cleaning agents.
- Floors: All floors in Autopsy and Wisconsin Tissue Network program areas, but not exclusive, to be monolithic and cleanable with aggressive cleaning agents. Flooring to be continuous covered up concrete masonry wall construction 8 inches minimum above finish floor.
- Ceilings: All ceilings in Autopsy and Wisconsin Tissue Network program areas, but not exclusive, to be monolithic and cleanable with aggressive cleaning agents. Joints to wall to be sealed. Light fixtures and other devices should be tolerant of a wet environment.
- Typical roof structure: steel joist.
- Day-lighting: Office to be on exterior walls, Skylights where required for day-lighting interior offices and multi-purpose/break room. Autopsy rooms for proper color rendition.
- Fire Protection: typical building areas to have zoned pre-action system.
- Plumbing: general design per occupancy. Central Deionization and softening systems. See Appendix i. Space Program for additional information. For Autopsy and Wisconsin Tissue Network, at a minimum, confirmation must be made with local jurisdictions on liquid waste streams from the Autopsy and Wisconsin Tissue Network areas. Separate acid waste should be considered.
- Mechanical System: general design per occupancy. Heating system to operate with hot boilers, humidification & de-humidification where required, cooling system: cooling tower with two chillers. See Appendix i. Space Program for additional requirements to specific rooms. Autopsy and Wisconsin Tissue Network Areas to be fully exhausted (no return air) with dilutive, high velocity stack exhaust systems. HEPA filtering of isolation room exhaust is a consideration.
- Electrical System: general design per occupancy, additional per equipment, centralized UPS system and two generators @ 60% capacity for some redundancy, located in the building. Autopsy and Autopsy isolation room exhaust to be on emergency power circuits.
- Network Wiring: all offices/cubicles/workstations to have minimum of 2 data jacks for each. CAT 6 wiring.
- Security:
  - Surveillance system at exterior perimeter, general office lobby, and main corridors. Electronic access control for audit trail for exterior and departmental access, evidence storage, cadaver storage and laboratory areas at a minimum.
  - Proximity-card access locks to be electric locks. Single card creating system location TBD.

## E. Basic Design Requirements

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- Staff parking areas to have chain link fence with card access sliding vehicle gate and man-doors where required.
- Laboratory spaces: See Appendix i. Space Program for additional information.



## F. Site Development And Utility Services

### F. SITE DEVELOPMENT AND UTILITY SERVICES

The existing facility and site of the Milwaukee County Medical Examiner cannot provide the area required for the facility therefore a new site will be required. Additionally, to reuse the current site would require demolition of the existing facility which is an impossibility to maintaining current operations.

Existing utilities should be provided and able to support the building type and size in order to keep land development costs at a minimum. The following was assumed for building type and size for cost estimation only but should not by any means be construed as a calculation: 8" combined water pipe, 6" sanitary pipe, and three (3) 15" storm pipes were assumed to be coming out of building. Existing utilities were assumed to attach to these pipes within ten feet of building.

Vehicle parking will need to accommodate 70 vehicles for staff, conferring Law Enforcement Agencies, and public visitors. Service and Loading dock will be required attached "Appendix i. Space Program". Site fencing with sliding vehicle gate, man-gates and access control around staff parking areas will be required. Medical Investigators operate in multiple shifts which means at times they are the only building occupants.

The new site/building should not be inhibited by any flood plain or conservancy restrictions, existing buildings that would require razing, or to be a brownfield site.

Note: an Environmental Impact Statement (EIS) is expected to be required for this project. Note: an EIS may impact the project schedule.

#### Site Requirements

<u>Description</u>	<u>Area</u>
Building Area	56,207 SF
Public Parking - 10 stalls with circulation	3,000 SF
Staff Parking/Visiting Investigators - 60 stalls with circulation	18,000 SF
Landscape Site Area 30% (Depends on Municipality)	52,272 SF
Storm Water Management (Depends on Site and State & Municipal regulations)	8,712 SF
Undisturbed Site Area - Approximately 10%	17,424 SF
<b>Total</b>	<b>155,615 SF</b>
<b>Minimum Property Area Required (For One Story Building)</b>	155,615 SF
4 acre minimum recommended	<b>3.57 acres</b>

Note: Verify with Municipality Floor Area Ratio required.

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**G. SPECIAL CONSIDERATIONS**

**Standards and Guidelines**

NAME – National Association of Medical Examiners

ABFT – American Board of Forensic Toxicology

CDC BMBL (5<sup>th</sup> edition) – Centers for Disease Control Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5<sup>th</sup> Edition.

Centers for Disease Control and Prevention, Morbidity and Mortality Weekly Report, Supplement/Vol.61, January 6, 2012: Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories, Recommendations of a CDC-convened, Biosafety Blue Ribbon Panel; Part 5. Autopsy/Necropsy, Surgical Pathology, pp. 38-46.

**Electrical**

The new facility will require centralized UPS system for all analytical equipment and computers in the Toxicology Laboratory.

Two (2) generators @ 60% capacity should be provided for redundancy. Generators are to be sized for the entire facility but only health and safety requirements for areas outside of Autopsy, Wisconsin Tissue Network and Toxicology Lab program areas. Autopsy and Wisconsin Tissue Network exhaust systems to be on emergency power.

**LEED**

This project should include sustainable goals for good design and to keep annual operational and maintenance costs to a minimum. However Leadership in Energy and Environmental Design (LEED) certification was discussed but was not endorsed by programming group.

**Environmental Impact Statement (EIS) and Environmental Assessments (EAs)**

The Wisconsin Environmental Policy Act (WEPA) requires that all state agencies prepare Environmental Impact Statements (EIS) and Environmental Assessments (EAs) for every project that is “significantly affecting the human environment”. The policy is to assure governmental consideration of the short and long term environmental effects.

Depending on which Action Type is required, this process once an application is received potentially take 3-6 months. An EIS/EA is assumed to be required for this project.

**Commissioning**

It is assumed per the complexity of this project, a Level 2 Commissioning will be required. This process is to ensure that systems are designed, installed, functionally tested and performing in conformity with the project requirements and that the building operator has received complete equipment and systems documentation and training.

The following Divisions are assumed to be required: Concrete, Masonry, Thermal and Moisture Protection, Exterior Building Envelope, Equipment, Special Construction, Fire Suppression, Plumbing, HVAC, Electrical, Communications, Electronic Safety and Security and Utilities.

**IT / Data**

Note: IT / Tele / Data cabling within the building is to be provided in the project; however, secure IT/ Tele / Data utility lines and connecting equipment coming into the building is to be provided by operator. The Medical Examiner’s office is connected to the Milwaukee County Data Network System. It is anticipated that the county enterprise server will provide network computer services. Local IT infrastructure is primarily local routers.

H. CONSTRUCTION BUDGET

<u>Budget Based on Bidding 2015</u>	<u>Cost / SF</u>	
Site Work		\$500,000.00
– Site Development, Landscape, Site Lighting		
General Construction (58,000 SF one story building)	\$190.00	\$11,020,000.00
Fire Protection	\$3.16	\$183,280.00
Plumbing	\$9.50	\$551,000.00
HVAC	\$50.00	\$2,900,000.00
Electrical	\$45.00	\$2,610,000.00
– Power/Data, Lighting, Access Control/CCTV/IT/AV		
<b>Sub Totals</b>	<b>\$297.66</b>	<b>\$17,764,280.00</b>
 <u>Other Project Costs</u>		
Design Contingency (2.5%)		\$444,107.00
<b>TOTALS</b>	<b>\$305.10</b>	<b>\$18,208,387.00</b>

Project Costs Not Included

- Land Survey
- Soil Testing
- Land Cost
- Environmental Assessment
- Construction Contingency
- DOA Management Fees
- Furniture Budget
- Equipment Budget
- Commissioning
- Moving Costs
- Phone System
- IT Equipment

### Construction Budget Assumptions

1. Budget assumes existing utilities are current on site. Hook-up at building to existing utilities are included in budget.
2. Budget assumes building is one story and will be on a minimum of a 4 acre site. Site to be within 5 minute drive time from major highway in Milwaukee County.
3. Budget assumes all coolers/freezers are stand-alone and to be provided in Equipment Budget. No walk-in coolers/freezers in Construction Budget.
4. Budget includes tele/data cable in the building. Head-end equipment and cable to building is not provided in Construction Budget.
5. Cable/fiber for security monitoring of new building to outside monitoring station is not included in Construction Budget.
6. Laboratory fume hoods are included in the Construction Budget.
7. Ceiling mounted A/V equipment is included in the Construction Budget.
8. Project is not to be LEED Certified but sustainable practices are to be followed.
9. Moving Costs to be provided by Operating Budget and not Project Budget.

The above Construction Budget is based on past projects with similar components such as, Wisconsin Institute for Medical Research, U.W. Mechanical Engineering, UWHCA Surgical Pathology/Autopsy Addition, Elkhorn Police Department and West Bend Police Department.

A design contingency has been included in the Construction Budget for items not included in program and for unforeseeable inflation.

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I. PROGRAM PROJECT BUDGET

	<u>Budget</u>
Construction Budget	\$18,210,000.00
A/E Design Fee (7%)	\$1,274,700.00
DFD Fee (4%)	\$728,400.00
Contingency (7%)	\$1,274,700.00
Survey / Geotech / EIS	\$75,000.00
Commissioning	\$250,000.00
Equipment / Furniture	\$1,700,000.00
Land	<u>\$500,000.00</u>
TOTAL	\$24,012,800.00

**Project Budget Assumptions:**

1. Assumes inclusion in 2013-2015 Capital Budget and Bidding in 2015.
2. Design Fees based on 7%.
3. Assumes DFD Fee to be 4%.
4. Since the site has not been chosen, Survey and Geotechnical Services are budget amounts.
5. Level 2 Commissioning is assumed to be required for this project.
6. Detailed Equipment and FF/E information not available at this time. Budget based upon like project experience. All autopsy related equipment assumed to be new. Toxicology Lab assumed to be existing, relocated at this time. Office and cubicles assumed to be new.
7. Site location not yet known. Land cost strictly a placeholder.

**J. APPENDIX**

i. Space Program

i. SPACE PROGRAM

**SUMMARY**

<b>ADMINISTRATIVE SERVICES</b>	Existing NSF	Total Department NSF	x Grossing Factor =	Total Department GSF
Public Areas	1,171	1,220	1.40	1,708
Administrative Offices / Medical Examiner	2,955	5,218	1.40	7,305
Education and Training	1,178	1,900	1.40	2,660
Medical / Legal Investigators	<u>636</u>	<u>1,505</u>	1.40	<u>2,107</u>
<b>Total Administrative Services</b>	<b>5,940</b>	<b>9,843</b>		<b>13,780</b>
<b>AUTOPSY SERVICES</b>				
	Existing NSF	Total Department NSF	x Grossing Factor =	Total Department GSF
Autopsy	5,870	9,670	1.40	13,538
Wisconsin Tissue Network	267	1,120	1.40	1,568
Laboratory	<u>1,830</u>	<u>4,000</u>	1.40	<u>5,600</u>
<b>Total Autopsy Services</b>	<b>7,967</b>	<b>14,790</b>		<b>20,706</b>
<b>SUPPORT SERVICES</b>				
	Existing NSF	Total Department NSF	x Grossing Factor =	Total Department GSF
Building Services	<u>5,033</u>	<u>6,800</u>	1.40	<u>9,520</u>
<b>Total Support Services</b>	<b>5,033</b>	<b>6,800</b>		<b>9,520</b>
<b>GRAND TOTALS</b>				
	Existing NSF	2014 Study NSF		2014 Study GSF
	18,940	31,433		44,006
				<u>0</u>
				<u>44,006</u>
				<u>1.05</u>
				<b>46,207</b>
		<b>UW-Milwaukee Anthropology +</b>		<u>10,000</u>
				<b>56,207</b>

i. **Appendix: Space Program**

**ADMINISTRATIVE SERVICES**

**Public Areas**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
001	Public Entry Vestibule	80	1	80	80	Swing doors with power assist needed if existing vestibule is to stay. Automatic sliding doors are not required due to low volume. CCT?V camera at entry. Intercom at entry. Single 3' Door.
002	Public Lobby	760	1	500	500	Existing Lobby is 760 NSF. New Lobby should accommodate 12 chairs @ 20 SF / chair. Two seating groupings are required.
003	Public Toilet	90	2	180	360	Male Toilet Room to have 1 water closet, 1 urinal, and 2 sinks. Femail Toilet Room to have 2 water closets and 2 sinks. Both rooms to be disabled accessible. Baby changing facilities in both rooms.
004	Check In Counter ?	11	1	30	30	6' counter.
005	Press Support	0	1	80	80	Counter with telephones. Adjacent to Main Conference Room (in Education and Training Program). Alcove With Counter.
006	Family Lounge / Bereavement	230	1	140	140	Sized to accommodate 4 family members and 2 investigators. CCTV monitor for remote body identification in this room. Should we consider two?
007	Soda Machine	0	1	30	30	Soda machine, coffee machine @ 15 SF each. Currently in corridor, not alcove.
<b>Sub Total NSF</b>		<b>1,171</b>			<b>1,220</b>	
		<b>Grossing Factor</b>			<b>1.40</b>	
		<b>TOTAL GSF</b>			<b>1,708</b>	



i. **Appendix: Space Program**

**ADMINISTRATIVE SERVICES**

**Administrative Offices / Medical Examiner**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
101	Reception	110	1	80	80	Reception Desk with disabled accessible counter. Master switchboard system. Functions as register of visitors and "gatekeeper" to Medical Examiner's Office. Not currently staffed. Gatekeeper function is a challenge.
102	Waiting	0	1	200	200	Sized to accommodate 4 people at 20 SF each. Larger, regional.
103	Clerical Workstation	0	1	65	65	Computer, printer, file cabinet. Acts as the "gatekeeper" to the office component. 6'x7' workstation plus 2 lateral files at 12 SF each. This could be the future workstation shown in Administrative Services program. Administrative Assistant, or ?
104	Operations Manager Office	203	1	180	180	Desk and chair, credenza, small conference table and chairs, computer, file cabinet, supply cabinet, and 2 visitor chairs. Lateral files and a safe.
105	Medical Examiner Office	314	1	240	240	Desk (4'x8'), credenza, 2-4' lateral file cabinets, 3-4' bookcases, table, and four chairs and a computer. 2 head microscope, work counter with file cabinet and bookshelves.
107	Assistant Medical Examiner Office	382	5	150	750	Desk and return, credenza, wall storage unit, 2 visitor chairs, bookcase, lateral file cabinet, computer. 2 headed microscope, work counter with file cabinet, bookshelves. 2 headed scope.
108	Medical Records Coordinator	0	1	120	120	"U" shaped work surface, computer, shelves, file cabinet, and 2 visitor chairs.
109	Business / Development Manager	0	1	150	150	Program Development / Seminar / Education Coordinator.
110	Initiatives Office	0	1	120	120	Programs/Initiatives come and go, but usually need one.
111	Forensics Supervisor Office	124	1	120	120	Desk and chair, computer, bookcase, credenza and file cabinet. This area should be close to the Educational Area.
112	Forensic Assistant Workstation	0	1	330	330	Five workstations at 42 SF each plus 10'x12' open space for common work area. This area should be close to the Educational Area.
113	Fellow Office	0	2	150	300	Desk and chair, file cabinet, 2 visitor chairs, TV / VCR, bookcase, sleeping system (hide-a-bed, sofa, or similar furniture). Computer. 2 headed scope
114	Odontology Workstation	0	1	35	35	6' work counter with wall storage and file cabinet. 5x7 Cubicle.
115	Resident Work Cubical	0	4	35	140	6' work counter with wall storage and file cabinet. Should be adjacent to Consultant and Medical Student work cubical. 5x7 Cubicle.

i. **Appendix: Space Program**

**ADMINISTRATIVE SERVICES**

**Administrative Offices / Medical Examiner**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
116	Medical Student Cubicle	0	4	35	140	6'work counter with wall storage and file cabinet. Should be adjacent to Consultant and Resident work cubical. 5x7 Cubicle.
117	Medical Examiner Library / Conference Room	192	1	300	300	Existing Library / Conference Room to be remodeled to provide direct access from Medical Examiner's Office. Depositions and possible press conference function.
118	Deposition Consulting Room	0	2	80	160	Locate between both Deposition Rooms and include window with blinds to both Deposition Rooms. Huddle Rooms adjacent to Conference Room.
119	Flexible Workstation	0	4	42	168	Computer, 2 drawer file cabinet Management Assistant and 3 Interns.
120	Active Files	120	1	20	20	Lateral files that would be located in an alcove.
121	Current Files	376	1	400	400	High density file system. <i>Verify if system will be reused if moved.</i>
122	Supply Area	32	1	80	80	Closed shelving. Existing area is supply cabinets outside of Library.
123	Computer Room	144	1	120	120	Routers / Switches / PC.
124	Photocopy Alcove / Work	115	1	80	80	Work counter with storage below. Large floor mounted copier. Fax machine. Several Printers
125	Staff Mailboxes	19	1	20	20	40 mailboxes, adjustable sizes.
126	Pathology Archives	250	1	200	200	Common storage for remaining slides, files, film.
127	Staff / Lounge / Kitchenette	228	1	300	300	8' counter with sink, microwave, undercounter refrigerator, coffee maker @ 16 SF. Three tables and 12 chairs @ 64 SF each. Wall telephone. Full size refrigerator as well.
128	Staff Toilet	132	2	50	100	Male and Female Toilet Rooms. Accessible.
196	Deputy Chief Medical Examiner	214	2	150	300	Desk, Credenza, wall storage unit, 1 lateral file cabinet, 1 bookcase, 2 visitor chairs, small table. Computer. 2 headed microscope, work counter with file cabinet, bookshelves. 2 headed scope
<b>Sub Total NSF</b>		<b>2,955</b>		<b>5,218</b>		
		<b>Grossing Factor</b>		<b>1.40</b>		
		<b>TOTAL GSF</b>		<b>7,305</b>		

i. **Appendix: Space Program**

**ADMINISTRATIVE SERVICES**

**Education And Training**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
201	Main Conference Room	712	1	750	750	Sized to accommodate 35 people in a seminar table / chair arrangement at 20 SF / person. 8' counter with sink and coffee machine. 8' coat rack. Recessed ceiling projection screen. Audio / visual capability. Lecture display cabinet with whiteboard and tack surface. Existing Conference Room is 712 SF. Can support larger press conferences.
202	Chair / Table Storage	202	1	200	200	Storage room for excess seminar tables and
203	Student Preparation Area	0	1	200	200	Locate 20 student lockers here. Lockers are to accommodate protective clothing and student street clothes. Provide separate coat alcove space. Hooks for coats and backpacks. Secure.
204	Educational Autopsy Viewing Room	264	1	550	550	Capacity of 20-25 student in seminar table / chair arrangement @ 20 SF / person. Main podium area. Audio / video capability, including CCTV & video. Recessed project screen. Lecture display cabinet with whiteboard and tack board. Provide area for reviewing brain specimens. Functions as lounge for students and police. May have tiered seating.
205	Educational Autopsy Toilet Room	0	2	100	200	One for each male and female. Disabled accessible.
	<b>Sub Total NSF</b>	<b>1,178</b>		<b>1,900</b>		
		<b>Grossing Factor</b>		<b>1.40</b>		
		<b>TOTAL GSF</b>		<b>2,660</b>		

**ADMINISTRATIVE SERVICES**  
**Medical I / Legal Investigators**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
301	Forensic Investigator In Charge Office	137	1	120	120	Desk and chair, computer, file cabinet, 2 visitor chairs.
302	Investigator Workstation	220	15	35	525	Modular workstation with counter, 2-drawer pedestal file unit, task lighting, telephone, shelving (?). County maps located along perimeter of room. Existing space is 6 workstations.
303	Common Work Area	50	2	150	300	Long work counter at standing height for collating reports. Existing space is counter along north edge of investigator workstations. Common investigator workspace integral to workstations.
304	Police Liaison Office	20	1	120	120	Office sized work area with work surface along one 12' wall. Camera and general storage.
305	Medical Photographer Office	0			0	Locate adjacent to Records / Evidence Rooms.
306	Autopsy Viewing Room	0	1	120	120	Sized to accommodate 8 people @ 15 SF / person. Locate to provide viewing into general, educational, and referral autopsy. One door to lead to less restricted corridor. One door to lead to autopsy room itself. Provide microphone and speakers for communication to autopsy room. For Professional / Investigative Viewing.
307	Site Visit Equipment Storage Area	137	1	160	160	Sized to accommodate (20) lockers, (football locker style), with doors. Storage lockers for site bags and supplies.
308	Lockers	72	1	160	160	Sized to accommodate (20) lockers 18" wide x 20" deep x 72" high at 8 SF / locker. Share lockers with administrative clerical staff. Existing area includes corridor space.
<b>Sub Total NSF</b>		<b>636</b>			1,505	
		<b>Grossing Factor</b>			1.40	
		<b>TOTAL GSF</b>			<b>2,107</b>	

**AUTOPSY SERVICES****Autopsy**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
401	Body Intake (Sally Port)	0	1	400	400	2 Vehicles, secure, enclosed, ventilated. Capable of large event decontamination support.
402	Receiving Room	450	1	200	200	Adjacent to Loading Dock, Body scale, stainless steel counter and sink, CCTV.
403	Intake Workroom	0	1	200	200	Workroom for staff adjacent to Receiving Room, Funeral Director.
404	Decontamination Room	0	1	200	200	Decontamination of body. Adjacent to Loading Dock and acts as an entry lock to Infectious/Biohazard Autopsy Room. Ability to wash down room. Negative pressure. Stainless steel counter and sink.
405	Radiography Room	275	1	300	300	Existing equipment. Lead lined walls. Locate adjacent to refrigerated body storage. Includes area for control booth.  2 portable systems, 1 room
406	Body Cooler	880	1	1,000	1,000	Refrigerated storage only. Sized to accommodate 20 carts (verify number). Need separate in and out traffic flow.  40 boxes max, 20-25 carts, wall shelf brackets. Secure.
407	Evidence Storage Room / Drying	1185	1	700	700	Includes 12 vented lockers at 24" wide x 24" deep x 7' high with low shelf and hooks on sides of each locker. Balance of room for bulky evidence storage, temporary evidence property storage with lock boxes for drug storage and long term evidence storage. The temporary storage would include (20) 18" high x 18" wide x 18" deep lockers to separate evidence while in storage.  Drying of clothes / materials, packing.
408	Body Freezer	54	1	360	360	Currently within walk-in body cooler. Sized to accommodate 4 carts at 21 SF / cart  20 bodies, wall shelf brackets.

**AUTOPSY SERVICES**

**Autopsy**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
409	Flash Freezer	0	1	60	60	Single or dual compartment for body freezing, prior to storage freezer.
410	Body Lift Park / Charge Station	0	1	80	80	Could be alcove adjacent to coolers / freezers. Mobile lift from body trays used with shelf and cart system.
411	Body Holding Room	0	1	80	80	CCTV for remote viewing of body.
412	General Autopsy Station	1167	1	1,800	1,800	Equipment needed at each station: stainless steel counter with sink and garbage disposal, handsfree dictation equipment, photography stand, autopsy table, fluorescent lighting in ceiling, glass doored supply cabinets.  Ten stations, docking cart style, 5 / 5. A/V capable  Negative pressure to surrounding areas.
413	Dictation Alcove	0	4	20	80	Alcove and room off of Autopsy. 4 dictation cubbies.
414	Isolation Autopsy	0	4	300	1,200	Equipment needed; stainless steel counter with sink and garbage disposal, hands free dictation equipment, photography stand, autopsy table, fluorescent lighting in ceiling, glass doored supply cabinets.  Ante room access, negative pressure to all other surrounding areas.
415	Tissue Preparation Room / Histo	634	1	120	120	Space required for two direct exhaust fume hoods and work counters with deep sinks and centrifuge.  <u>This area will house five different functions:</u> 1) Wet Storage 2) Hoods for demonstration setup 3) Consult tissue storage 4) Brain preparation area 5) Tissue cutting supplies
416	Soiled Cart Storage Room	0	1	180	180	Sized to accommodate 7 carts at 21 SF each. Large 4' door. Locate off main corridor outside of secured autopsy suite.  Wash down capable.

i. **Appendix: Space Program**

**AUTOPSY SERVICES**

**Autopsy**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
417	Clean Cart Storage Room	0	1	320	320	Sized to accommodate 15 cars at 21 SF each. Large 4' door. Locate off main corridor outside of secured autopsy suite.
418	Cart Washing Room	117	1	80	80	Walls and floor to be able to withstand steam pressurized washing system. Floor drain. No door required if floor sloped to contain water within room.  Pass through cart sterilizer soiled cart → cart wash → clean wash
419	Equipment Storage Room	867	1	800	800	Room to house supplies and disaster equipment. 400 SF would be for supplies and 400 SF would be for disaster equipment.  PC for materials management.
420	Block Storage Room	?	1	360	360	Specimens retained for 25 years. (100) units required at 10" wide x 18" deep x 88" high required. Each unit at 4 SF. This room needs to be fireproofed.  Wet Pathology, specimen storage.
421	Recycling Room	0	1	80	80	Recycling containers, red bag waste. Locate close to loading dock.
422	Female Locker Room	85	1	220	220	Twenty lockers required. Access from restricted corridor to secured evidence corridor. Vestibule into room to restrict line of sight from corridor to change area. Scrub suit cart and soiled linen container. Includes toilet and shower.
423	Male Locker Room	100	1	220	220	Twenty lockers required. Access from restricted corridor to secured corridor. Vestibule into room to restrict line of sight from corridor to change area. Scrub suit cart and soiled linen container. Includes toilet and shower.

i. **Appendix: Space Program**

**AUTOPSY SERVICES**

**Autopsy**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
424	Pathology Breakroom	0	1	120	120	Counter with sink, microwave, undercounter refrigerator, coffe machine. Table and 4 chairs. This area should be adjacent to a bathroom or the locker room spaces and close to the Educational Area.  Separate from main break room for facility.
425	Anthropology / Odontology Storage Room	0	1	120	120	Examination and storage room to house an 8' hood, 4' of work counter, x-ray viewing and 12 LF of full height, closed shelving for storage. There should be room to wheel in a cart.  Part of UW-Milwaukee program????
426	Janitor Closet	56	1	40	40	Service sink.  Spill supplies.
427	Funeral Director Waiting and Work Room	0	1	200	200	Room with seating and work surface adjacent to receiving room and body holding room. Also immedicately next to a toilet room.
428	Future Technology / Imaging	0	1	500	500	Shell for future Imaging or Technology Applications. Locate near Receiving / Intake / Radiography to serve as surge space as well.
429	Funeral Director / Body Identification Toilet Room	0	1	50	50	Unisex, disabled accessible.
<b>Sub Total NSF</b>		<b>5,870</b>		<b>9,670</b>		
		<b>Grossing Factor</b>		<b>1.40</b>		
		<b>TOTAL GSF</b>		<b>13,538</b>		



**AUTOPSY SERVICES**  
**Wisconsin Tissue Network**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
501	Tissue Procurement Room	267	2	250	500	Room requires access from restricted corridor, but also access directly into the autopsy suite. Verify if a fixed table or movable autopsy cart is desired. Stainless steel counter and large deep sink or relocated scrub sink.
502	Tissue Procurement Support Room	0	1	200	200	Ice machine, refrigerated storage, stable environment.
503	Embalming Room	0	1	180	180	
504	Tissue Procurement Staff Room	0	1	240	240	Staff work, data logging, 4-6 workstations.
<b>Sub Total NSF</b>		<b>267</b>		<b>1,120</b>		
		<b>Grossing Factor</b>		<b>1.40</b>		
		<b>TOTAL GSF</b>		<b>1,568</b>		

**AUTOPSY SERVICES****Laboratory**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
601	Accessioning	49	1	200	200	Include 8' work counter, vertical transport for specimens from autopsy tissue preparation, sink, wall hung telephone, computer, bar coding machine, biological hood. Shipping/Receiving function with outsourcing from others and to others.
602	Routine Extraction Room	215	1	200	200	Existing room is 215 SF. Flammable full size refrigerator. Work counter around perimeter of room with 2 centrifuges, biological hood, large deep sink, and dishwasher.
603	Toxicology Lab	682	1	2,000	2,000	Two gas chromatographs / mass spectrometers, four gas chromatographse, one high performance liquid chromatograph and two integrators. Combination of fixed and mobile casework. Large sinks required. 80 SF per instrument. Dedicated exhaust hoods per instrument. Work counters with biological hood, thin layer chromatography system, electrolyte instrument, large sink, possible co-oximeter, double glass door refrigerator for reagents. Combined with Toxicology Lab. Pure water system. 3 fume hoods, 2 BSC.
604	Cold Storage Room	124	1	300	300	Adjacent to Accessioning and Routine Extraction Room. Multiple - 20 freezers and coolers, chest style and uprights
605	Standards Storage Room	70	1	120	120	Secured access to this room. Cold storage for reference standards. Several freezers, coolers, Secured.
606	Scientific Director Office	103	1	120	120	Desk and chair, computer, bookshelves, file cabinet, 2 visitor chairs.
607	Technical Director Office	252	1	120	120	Desk and chair, computer, bookshelves, file cabinet, 2 visitor chairs.
608	Fellows Office	0	2	80	160	Desk and chair, computer, bookshelves, file cabinet, and visitor chair. Fellows and interns / flex.

**AUTOPSY SERVICES**

**Laboratory**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
609	Chemist Shared Workroom	65	1	250	250	Sized to accommodate 4-6 forensic chemists at 40 SF. 6' work counter, file cabinet, computer, telephone. Workstations central work/conference table.
610	Conference Room / Library	122	1	180	180	Sized to accommodate 6-7 people at 20 SF. Perimeter library shelving.
611	Staff Lockers	30	1	60	60	Staff lockers at 6 SF each. Lab coat hooks, closet.
612	Staff Toilet	30	1	50	50	Disabled accessible. Off main corridor.
613	Gas Room		1	120	120	Multiple gases/cylinder: Helium, argon, nitrogen, hydrogen, pure air system.
614	Storage Room	88	1	120	120	Supplies, etc.
	<b>Sub Total NSF</b>	<b>1,830</b>		<b>4,000</b>		
		<b>Grossing Factor</b>		<b>1.40</b>		
		<b>TOTAL GSF</b>		<b>5,600</b>		

**SUPPORT SERVICES**

**Building Services**

FD No.	SPACE DESCRIPTION	EXISTING SF	Qty	Size	Total	REMARKS
701	Mechanical Equipment Room	4,200	1	5,000	5,000	Existing lower level space is 4,200. 800 SF new mechanical room for new phasing and connections.
702	Electrical Service Room	538	1	600	600	Existing space is both electrical services rooms in Basement.
703	Generator Room	120	1	200	200	Existing space is generator room not used.
704	Refrigerant Compressor Equipment Room	175	1	200	200	
705	Telecommunications Room	?	2	80	160	One for First / Second Floor.
706	Electrical Distribution Closet	0	2	80	160	One for First / Second Floor. Basement served from main Electrical Room.
707	Janitor Closet	?	2	40	80	One per room. Does not include Secured Autopsy Area Janitor Closet.
708	General Building Loading Dock	0	1	400	400	Not fully enclosed.
<b>Sub Total NSF</b>		<b>5,033</b>			<b>6,800</b>	
		<b>Grossing Factor</b>			<b>1.40</b>	
		<b>TOTAL GSF</b>			<b>9,520</b>	