

ATTACHMENT E



New AO Project - Storage Inventory Survey
09/15/17

Dept.	Storage Description	Width x Height	Linear Ft.	N-Narrow W-Wide	Qty	Description
Administrative Services						
	Open shelves	8'-0" width x 1'-0" depth x 8'-0" high	56	N	1	Perimeter built-in bookcases outside Stefan/Ana offices
Administrative Services - Reception						
	3 high lateral file cabinet	2'-6" width x 1'-6" depth x 3'-6" high	7.5	W	1	Behind reception
	Mail holding storage					Behind reception
	Equipment/storage cabinet	2'-6" width x 1'-6" depth x 2'-6" high	5	W	1	Behind reception
Budget & Analysis and Finance						
	5 high vertical file cabinet - Accounting	1'-6" wide x 2'-6" depth x 5'-0" high	76	W	7	File cabinets in corridor
	Equipment/storage cabinet	3'-0" wide x 1'-6" depth x 6'-0" high	15	W	1	Storage cabinet with doors in corridor
	File box - Accounting	12" wide x 16" depth x 1'-0" high			21	Boxes piled on file cabinets
	4 high lateral file cabinet	3'-6" wide x 1'-6" depth x 4'-6" high	14	W	1	Lateral file in corridor
Engineering & Construction						
	3 high lateral file cabinet	3'-0" wide x 1'-6" depth x 3'-6" high	9	W	1	Behind Leigh's desk
General Counsel's Office						
	Equipment/storage cabinet	4'-0" wide x 2'-0" depth x 8'-0" high	20	W	1	In corridor across from plotter
	Equipment/storage cabinet	2'-6" wide x 1'-6" depth x 6'-0" high	12.5	W	1	In corridor across from plotter
	5 high vertical file cabinet	1'-6" wide x 29" depth x 5'-0" high	50	W	4	File cabinets in corridor behind Sue Voiss's station
	Open shelves	6'-6" wide x 1'-0" depth x 6'-6" high	39	N	1	Bookcases in corridor behind Sue Voiss' station
	Open shelves	9'-0" wide x 1'-0" depth x 5'-6" high	45	N	1	Bookcase in legal library
	2 high pedestal file cabinet	1'-6" wide x 29" depth x 2'-0" high	5	W	1	File cabinet in legal library
	File box	12" wide x 16" depth x 1'-0" high			36	Boxes in legal's area including Lisa Tulee's old office
	5 high lateral file cabinet	2'-6" wide x 1'-6" depth x 5'-0" high	12.5	W	1	In corridor across from plotter
General Manager's Office						
	5 high vertical file cabinet - Clerk	1'-6" wide x 2'-6" depth x 5'-0" high	75	W	6	File cabinets in corridor next to Accounting's file cabinets
	File box - Clerk	12" wide x 16" depth x 1'-0" high			6	Boxes in corridor
Human Resources						
	4 high vertical file cabinet	1'-6" width x 2'-6" depth x 5'-0" high	62	W	5	Fire safe file cabinets against wall
	5 high vertical file cabinet	1'-6" width x 2'-0" depth x 4'-6" high	40	W	5	Regular file cabinets against wall
	2 high lateral file cabinet	3'-0" width x 1'-6" depth x 2'-6" high	24	W	2	Laterals in corridor
	Open shelves	2'-6" width x 1'-0" depth x 4'-0" high	10	N	1	In first work station
	Open shelves	3'-0" width x 1'-0" depth x 4'-0" high	12	N	1	In training area
	Copier cabinet with storage	2'-6" width x 1'-6" depth x 2'-6" high	11	W	1	In between file cabinets
	Storage closet	3'-0" width x 2'-6" depth x 9'-0" high				Built-in closet next to entry

Information Systems & Technology

Open shelves - IST	4'-0" wide x 2'-0" depth x 8'-0" high			3	Pallet shelving in server room
Open shelves - IST	3'-0" wide x 1'-6" depth x 5'-0" high			1	Pallet shelving in server room

Land and Facilities

Equipment / storage cabinet	3'-0" width x 1'-6" depth x 5'-0" high	12	W	1	In Deborah's work station
4 high lateral file cabinet	3'-0" width x 1'-6" depth x 4'-6" high	36	W	3	One in Deborah's, two in reception
5 high lateral file cabinet	3'-0" width x 1'-6" depth x 5'-6" high	15	W	1	In reception
Sliding door storage cabinet	5'-0" width x 1'-6" depth x 4'-0" high	15	W	1	IKEA sliding door unit
Open shelves	3'-0" width x 1'-0" depth x 3'-0" high	6	N	1	
	2'-6" width x 1'-6" depth x 4'-0" high	7.5	W	1	In Omar's office
Facilities closets	4'-6" width x 3'-0" depth x 8'-0" high	64	W	2	AO's M and W restrooms
IT closet	7'-0" width x 3'-0" depth x 8'-0" high				In AO electrical room

Natural Resources

3 high lateral file cabinet	3'-0" width x 1'-6" depth x 3'-6" high	42	W	4	In open area outside kitchen
Open shelves	3'-6" width x 1'-0" depth x 6'-6" high	30	N	2	IKEA bookcases in corridor
Secured Storage	2'-6" width x 2'-6" depth x 5'-0" high			2	Secured storage by Julie's workstation
Storage Cabinet	3'-0" width x 1'-6" depth x 3'-6" high	21	W	2	Storage file cabinets in Julie's workstation
Storage Cabinet 1/2	2'-6" width x 1'-6" depth x 2'-6" high	5	W	1	Kirk's storage cabinet /combo
Bookshelf 1/2	2'-6" width x 1'-6" depth x 2'-6" high	5	W	1	Kirk's bookcase /combo
Storage Cabinet 1/2	2'-6" width x 1'-6" depth x 4'-0" high	7.5	W	1	Cindy/ Amanda's office storage cabinet / combo
Bookshelf 1/2	2'-6" width x 1'-6" depth x 2'-6" high	5	W	1	Cindy/ Amanda's office bookcase/ combo
Storage Cabinet	2'-6" width x 1'-6" depth x 4'-0" high	7.5	W	1	Matt's office storage cabinet
Storage in Clayton's cubicle	3'-0" width x 1'-6" depth x 4'-0" high	12	W	1	Storage in Clayton's cubicle
Plastic Sheds	5'-0" width x 2'-6" depth x 4'-0" high			2	Outside AO
Storage room	10'-0" width x 10'-0" depth x 8'-0" high			1	seed storage (currently offsite at FFO)

Planning

Open shelves	3' wide x 1' depth x 4'-0" high	9	N	1	Bookcase outside Meredith's office
Open shelves	2' wide x 1' depth x 6'-0" high	10	N	1	Bookcase
Open shelves	3'-6" width x 1' depth	10.5	N	3	Hanging shelves in corridor by meeting rooms
Open shelves	3' wide x 1' depth x 5'-6" high	15	N	2	Bookcase
Open shelves	8'-0" width x 1' depth	8	N	1	Surface of cabinets in corridor
Equipment/storage cabinet	3'-0" width x 2'-0" depth x 6'-0" high	18	W	1	Next to Purisima Creek room
Map holder	3'-0" width x 2'-0" depth x 3'-0" high			2	Outside Jay's office and outside of Meredith's office
Equipment/storage cabinet	3'-0" width x 1'-6" depth x 3'-0" high	9	W	5	Planning's field equipment cabinets
3 high lateral file cabinet	3'-0" width x 3'-0" high	18	W	2	In corridor
4 high lateral file cabinet	3'-6" width x 4'-6" high	84	W	6	In corridor
5 high lateral file cabinet	3'-6" width x 5'-6" high	87.5	W	5	In Purisima Creek
Display boards storage	3'-0" width x 5'-0" depth x 8'-0" high	3			In Purisima Creek - Mt. Um displays Stored in hallway across from Meredith's office, used for field
Plastic storage bin (field equipment)			W	1	equipment/supplies occasionally
Plastic storage bin (meeting materials)			W	1	Stored inside Melissa's office, beneath her desk
Metal storage cabinet	3'wide x 18' depth x 3'high		W	2	Tina and Meredith's offices
Plastic storage bin (field equipment)					

Plastic storage bin (meeting materials)

Public Affairs					
Tall storage cabinets	8'-0" width x 1'-6" depth x 6'-0" high	32	W	1	IKEA storage unit in Josh's office
Storage unit with sliding doors	6'-6" width x 2'-0" depth x 8'-0" high	33	W	1	IKEA closet unit in Josh's office
2 high lateral file cabinet	2'-6" width x 1'-6" depth x 2'-0" high	5	W	1	In volunteer station in corridor
Open shelves	7'-6" wide x 1' depth x 1'-0" high	7.5	N	1	In volunteer station in corridor
File box	12" wide x 16" depth x 1'-0" high			12	In corridor
Storage room	7'-6" wide x 7'-0" depth x 8'-0" high			1	Work station next to Jordan
Storage shed / unit	5'-0" wide x 5'-0" depth x 6'-0" high			1	Annex shed
Storage shed / unit	10'-0" wide x 10'-0" depth x 8'-0" high			1	Annex pod
Storage shed / unit	10'-0" wide x 10'-0" depth x 10'-0" high			1	Rental storage unit
Storage shed / unit	10'-0" wide x 12'-0" depth x 8'-0" high			1	Shed next to side entry near GMO
Sample wardrobe unit	5'-0" wide x 1'-6" depth x 5'-6" high			1	In corridor outside Johnny's office - holds District clothing
Real Property					
3 high lateral file cabinet	3'-0" width x 1'-6" depth x 3'-6" high	21	W	2	Lateral files in reception area
3 high lateral file cabinet	3'-0" width x 1'-6" depth x 3'-6" high	42	W	4	In open area outside kitchen
Open shelves	2'-0" width x 1'-0" depth x 3'-6" high	6	N	1	Bookcase in reception area by the Puma Room
Open shelves	2'-6" width x 1'-6" depth x 4'-0" high	7.5	W	1	Bookcase next to Elish's work station
Open shelves	19'-6" width x 1'-0" depth x 1'-0" high	20	N	1	Overflow on top of cabinets or on floor
5 high vertical file cabinet	1'-6" width x 2'-0" depth x 5'-0" high	130	W	13	In open area outside kitchen
File box	12" wide x 16" depth x 1'-0" high			4	
Visitor Services					
5 high vertical file cabinet	1'-6" width x 2'-6" depth x 5'-0" high	25	W	2	In corridor
Open shelves	5'-0" width x 1'-0" depth x 8'-0" high	35	N	1	Bookcase
Open shelves	10'-6" width x 1'-6" depth x 8'-0" high	63	W	1	Copy printing storage
Open shelves	2'-6" width x 1'-0" depth x 6'-6" high	15	N	1	Bookcase
Open shelves	5'-0" width x 2'-0" depth x 8'-0" high	50	W	2	Shelving in copy printing area
5 high lateral file cabinet	3'-0" width x 1'-6" depth x 5'-0" high	45	W	3	In corridor
File boxes				6	In Renee's work station
Sliding door storage cabinet	5'-0" width x 1'-6" depth x 4'-0" high	30	W	2	IKEA cabinets under Montebello Room's window