

CHAPTER 3 RESOURCES

EXAMPLES OF MANAGING THE PROCESS OF DEVELOPING APPROPRIATE PHYSICAL FACILITIES

Attachment 3-A. One-Stop Implementation Plan: Facilities Details	3-A-1
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EXAMPLES OF DESIGNING PHYSICAL FACILITIES THAT SUPPORT SHARED FUNCTIONS

Attachment 3-B. Physical Layout of the Waukesha County Workforce Development Center in Pewaukee, Wisconsin	3-B-1
Attachment 3-C. Physical Layout of the Connecticut Works Career Center in Willimantic, Connecticut.....	3-C-1

ATTACHMENT 3-A
CONNECTICUT ONE-STOP IMPLEMENTATION PLAN:
FACILITIES DETAILS

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One Stop Implementation Plan

Facilities Details

Advertising

- ◆ Newspaper Prep
- ◆ Newspaper Run

Site Visit

- ◆ Proposal Review

Landlord Negotiations

- ◆ Conceptual Print Work
- ◆ Conceptual Print Review
- ◆ Conceptual Print Revision
- ◆ Landlord presentation
- ◆ Landlord Cost Proposal

Lease Signoff

- ◆ Agency Site Approval
- ◆ Lease Preparation

OPM Approval

Pass on proposed site and negotiated lease rates to the Property Review Board

Final Interior Design Signoff

- ◆ LL CAD Preparation
- ◆ Interior Design
- ◆ Interior Design Presentation
- ◆ Interior Design LMT Review
- ◆ Interior Design CMT Review
- ◆ Interior Design Revision
- ◆ Interior Design Landlord Review
- ◆ Interior Design Revisions

Approve Construction Documents

- ◆ Prepare Construction Documents
- ◆ Review Construction Documents
- ◆ Revise Construction Documents

Const. Punch List / Construction Completed

- ◆ Construction To Begin
- ◆ Construction Permit
- ◆ Site Construction Demo
- ◆ Site Construction Ruff-Out
- ◆ Site Const. Mechanical
- ◆ Site Const. Close-Up
- ◆ Site Const. Finish Work

Workstation Installation

- ◆ Ceiling Tile Installed
- ◆ Site Const. Touch Up
- ◆ Site Const. Clean-up
- ◆ Carpet Vendor Review
- ◆ Carpet Selection
- ◆ Carpet Order
- ◆ Carpet Delivery
- ◆ Carpet Installation
- ◆ Workstation Specification
- ◆ Workstation Order
- ◆ Workstation Delivery

Move-In

- ◆ Workstation Powered
- ◆ Workstation Punch List
- ◆ LL Submit Samples
- ◆ DOL Approve Samples
- ◆ Signage Review

One Stop Implementation Plan

Facilities Details

- ◆ Signage Specified
- ◆ Signage Approval
- ◆ Signage Order
- ◆ Int. Signage Delivery
- ◆ Ext. Signage Delivery
- ◆ Int. Signage Installation
- ◆ Ext. Signage Delivery
- ◆ T&D Eval
- ◆ T&D Rm. Size Report
- ◆ T&D Site Visit
- ◆ T&D Rm. Loc. Report
- ◆ T&D Rm. Deisgn
- ◆ T&D W/O & Layout
- ◆ OIT Review and Approval
- ◆ DAS Review and Award
- ◆ T&D Ven. Site Review
- ◆ T&D Ven. Equip Order
- ◆ T7D Installation Scheduled
- ◆ T&D Rm. Equip Installation
- ◆ T&D Ruff. Cable Installation
- ◆ T&D Inwall Drops
- ◆ T&D System Furniture Hookup
- ◆ T&D Hookup Test
- ◆ SNET Cross Over
- ◆ T&D Station Installation
- ◆ T&D Punch List
- ◆ T&D Revisions
- ◆ File System Site Visit
- ◆ File System Analysis
- ◆ File System Approval
- ◆ File System Order
- ◆ File System Delivery
- ◆ File System Installation
- ◆ Art & Plant Analysis
- ◆ Art & Plant Approval
- ◆ Art & Plant Order
- ◆ Art Delivery
- ◆ Art Installation
- ◆ Plant Delivery
- ◆ Plant Installation
- ◆ Copier Analysis
- ◆ Copier Order
- ◆ Copier Delivery
- ◆ Copier Installation
- ◆ Mail Area Analysis
- ◆ Mail Area Approval
- ◆ Mail Area Order
- ◆ Mail Area Delivery
- ◆ Mail Area Installation
- ◆ TV Support Order
- ◆ TV Support Delivery
- ◆ TV Support Installation
- ◆ Std Alone Furniture Order
- ◆ Conf. Rm. Furniture Delivery
- ◆ Conf. Rm. Furniture Installation
- ◆ JCD Furniture Delivered

One Stop Implementation Plan

Facilities Details

- ◆ JCD Furniture Installed
- ◆ Training Room Delivery
- ◆ Training Room Installation
- ◆ Ergo Chair Analysis
- ◆ Ergo Chair Order
- ◆ Ergo Chair Delivery
- ◆ Ergo Chair Installation
- ◆ Side Chair Analysis
- ◆ Side Chair Order
- ◆ Side Chair Delivery
- ◆ Side Chair Installation
- ◆ Waiting Chair Analysis
- ◆ Waiting Chair Order
- ◆ Waiting Chair Delivery
- ◆ Waiting Chair Installation
- ◆ Kiddie Furniture Order
- ◆ Kiddie Furniture Delivery
- ◆ Kiddie Furniture Installation
- ◆ Self-Serv. Analysis
- ◆ Self-Serv. Approval
- ◆ Self-Serv. Order
- ◆ Self-Serv. Delivery
- ◆ Self-Serv. Installation
- ◆ Stock Rm. Sys Analysis
- ◆ Stock Rm. Sys Approval
- ◆ Stock Rm. Sys Order
- ◆ Stock Rm. Sys Delivery
- ◆ Stock Rm. Sys Installation
- ◆ Bulletin Board Analysis
- ◆ Bulletin Board Approval
- ◆ Bulletin Board Order
- ◆ Bulletin Board Delivery
- ◆ Bulletin Board Installation
- ◆ Refuge Container Analysis
- ◆ Refuge Container Order
- ◆ Refuge Container Delivery
- ◆ Refuge Container Installation
- ◆ Rest Room Item Analysis
- ◆ Rest Room Item Order
- ◆ Rest Room Item Delivery
- ◆ Rest Room Item Installation
- ◆ Vending Analysis
- ◆ Vending Prep
- ◆ Vending Bid
- ◆ Vending PO
- ◆ Fac Serv. Contract Analysis
- ◆ Fac Serv. Contract Prep
- ◆ Fac Serv. Contract Bid
- ◆ Fac Serv. Contract PO
- ◆ Move In Analysis
- ◆ Moving Specs Prepared
- ◆ Moving Specs Bid
- ◆ Moving Bid Walk-Through
- ◆ Moving Company PO
- ◆ Move-In Scheduled
- ◆ Moving Company Notified

One Stop Implementation Plan

Facilities Details

- ◆ Moving Company WalkThrough
- ◆ Moving Box Analysis
- ◆ Moving Box Delivery
- ◆ Pack

Final Tasks

- ◆ Old Office Clean Up
- ◆ Telephone Directory Notification

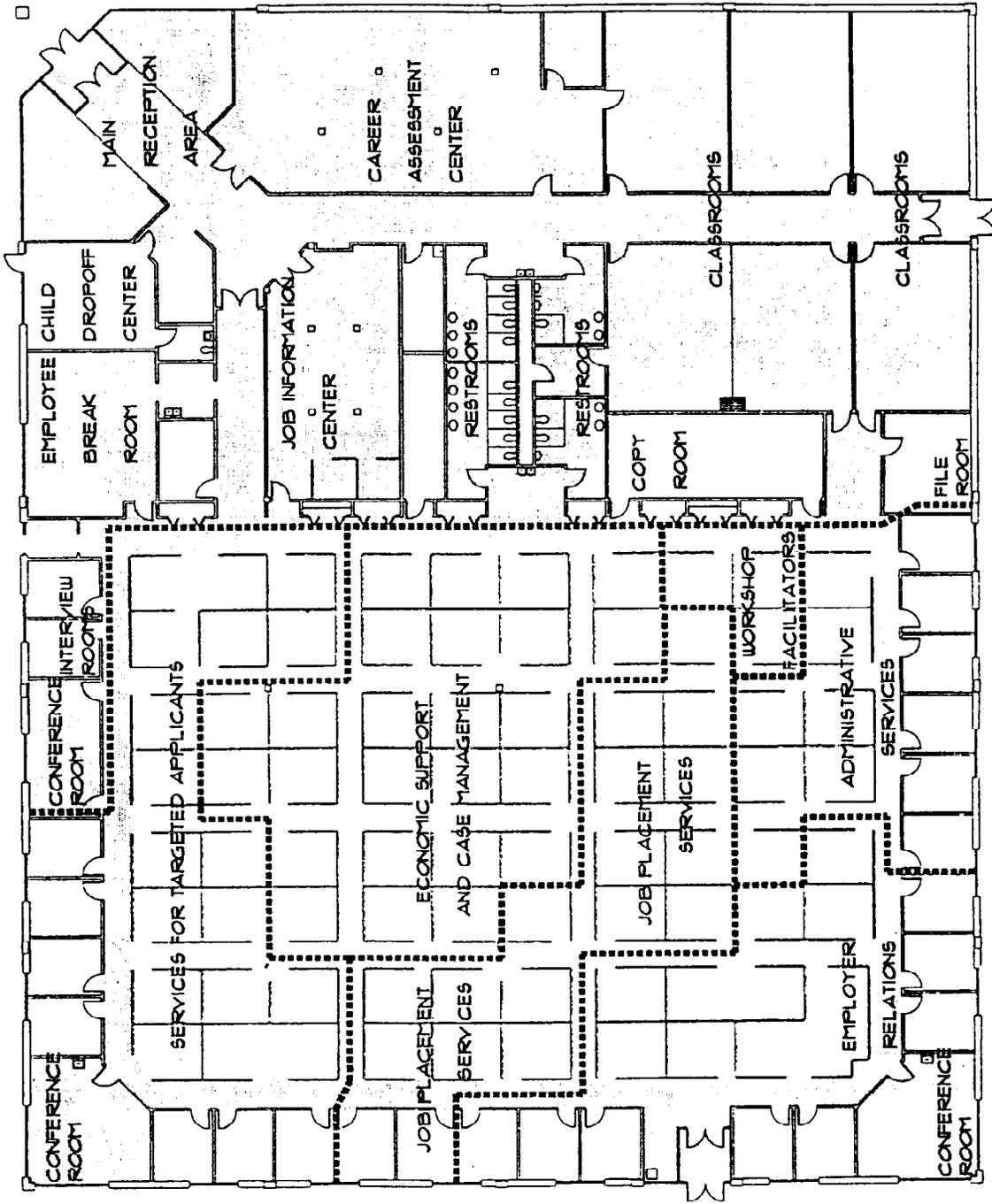
ATTACHMENT 3-B
PHYSICAL LAYOUT OF THE WAUKESHA COUNTY
WORKFORCE DEVELOPMENT CENTER IN
PEWAUKEE, WISCONSIN

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WORKFORCE DEVELOPMENT CENTER

(Functionally Integrates the Services of 9 Agencies + 110 Employees)



SHADED AREAS

OPEN TO PUBLIC

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ATTACHMENT 3-C
PHYSICAL LAYOUT OF THE CONNECTICUT WORKS
CAREER CENTER IN WILLIMANTIC, CONNECTICUT

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