**COMMITTEE FOR PUBLIC COUNSEL SERVICES (CPC)**

**Pittsfield**

**Project Number 202609900**

# SECTION B-3
# SPACE ALLOCATION AND FINISH SCHEDULE

**A TOTAL OF APPROXIMATELY 5,600 USABLE SQUARE FEET**

**November 2026**

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE**

**DCAMM Project Number: 202609900**

**Committee for Public Counsel Services (CPC)**

**November 2026**

**Location: Pittsfield**

**SUMMARY OF SPACE ALLOCATION**

| | Staff Count | Seat Count | Usable Area |
|---|---|---|---|
| Staff Areas | 28 | 28 | 3,455 |
| Support Areas | - | - | 763 |
| Entry & Meeting Areas | 1 | 1 | 1,428 |
| TOTAL: | 29 | 29 | 5,646 |
| | | **RFP for** | **5,600** |

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: Committee for Public Counsel Services (CPC)**
Pittsfield

**DCAMM PROJECT NO: 202609900**

| TYPE OF ROOM OR AREA | STAFF | PERSONNEL SPACE SEATS | SF | SUBTOTAL | SUPPORT SPACE UNITS | SF | SUBTOTAL | TOTAL SF | PARTI-TIONS | FLOOR COVER | NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| STAFF AREAS | | | | | | | | | | | |
| Senior Manager | 2 | 2 | 120 | 240 | | | | 240 | Full | CPT | Lock, Sidelight |
| Manager | 19 | 19 | 100 | 1,900 | | | | 1,900 | Full | CPT | Lock, Sidelight |
| Administrative Assistant | 3 | 3 | 48 | 144 | | | | 144 | UA-Wkstn | CPT | |
| Intern | 4 | 4 | 36 | 144 | | | | 144 | UA-Wkstn | CPT | |
| Subtotal Staff Areas | 28 | 28 | | 2,428 | | | | 2,428 | | | |
| EQUIPMENT IN OPEN AREAS | | | | | | | | | | | |
| Shredding Bins | | | | | 10 | 4 | 40 | 40 | Open | CPT | |
| Subtotal Equipment in Open Areas | | | | | | | 40 | 40 | | | |
| Subtotal | | 28 | | 2,428 | | | 40 | 2,468 | | | |
| Circulation | | | | | | | 40% | 987 | | | |
| **TOTAL USABLE AREA** | | | | | | | | **3,455** | | | |

**List of Abbreviations**

| | |
|---|---|
| SF | Usable Square Feet |
| Full | Office or room with full height partitions and door |
| UA-Wkstn | Open area with user agency-installed systems furniture |
| Open | Open area with no partitions |
| CPT | Carpet |
| RTF | Resilient Tile Flooring |
| SDT | Static Dissipative Tile |
| V/D/P | Combination Voice, Data, Power Outlet |

**Staff Areas**

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: Committee for Public Counsel Services (CPC)**
Pittsfield

**DCAMM PROJECT NO: 202609900**

| TYPE OF ROOM OR AREA | PERSONNEL SPACE STAFF | SF | SUBTOTAL | SUPPORT SPACE UNITS | SF | SUBTOTAL | TOTAL SF | PARTI-TIONS | FLOOR COVER | NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2) |
|---|---|---|---|---|---|---|---|---|---|---|
| SUPPORT AREAS | | | | | | | | | | |
| Copy/Mail | | | | 1 | 50 | 50 | 50 | Open | CPT | Alcove configuration, no door, lower and upper cabinets with counter |
| Main Distribution Frame (MDF) | | | | 1 | 100 | 100 | 100 | Full | SDT | Card Access by tenant, door prep by landlord, 24/7 cooling, vision panel |
| Staff Support Area | | | | 1 | 175 | 175 | 175 | Open | RTF | Counter, sink, cabinets, paper towel dispenser |
| Wellness Room | | | | 1 | 100 | 100 | 100 | Full | CPT | Counter, sink, base cabinet, in-use indicator lock |
| Records Room | | | | 1 | 100 | 100 | 100 | Full | RTF | Lock, vision panel, perimeter shelving |
| Coat Closet | | | | 1 | 20 | 20 | 20 | Full | CPT | |
| Subtotal Support Areas | | | | | | 545 | 545 | | | |
| Subtotal | | | | | | 545 | 545 | | | |
| Circulation | | | | | | 40% | 218 | | | |
| **TOTAL USABLE AREA** | | | | | | | **763** | | | |

**Support Areas**

**List of Abbreviations**

| | |
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| Open | Open area with no partitions |
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**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: Committee for Public Counsel Services (CPC)**

Pittsfield

**DCAMM PROJECT NO: 202609900**

| TYPE OF ROOM OR AREA | PERSONNEL SPACE STAFF | SF | SUBTOTAL | SUPPORT SPACE UNITS | SF | SUBTOTAL | TOTAL SF | PARTI-TIONS | FLOOR COVER | NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2) |
|---|---|---|---|---|---|---|---|---|---|---|
| MEETING AREAS | | | | | | | | | | |
| Conference Room | | | | 1 | 500 | 500 | 500 | Full | CPT | Sidelight, chair rail, floor core V/D/P, wood blocking and V/D/P outlet for UA provided TV |
| Interview Room | | | | 2 | 100 | 200 | 200 | Full | CPT | Sidelight, chair Rail, 2nd door into secure space in one room |
| Subtotal Meeting Areas | | | | | | 700 | 700 | | | |
| ENTRY AREAS | | | | | | | | | | |
| Waiting/Seating | | | | 1 | 160 | 160 | 160 | Open | CPT | Chair Rail |
| Reception | 1 | 80 | 80 | 1 | 80 | 80 | 160 | Open | CPT | Reception desk assembly by Landlord (see Exhibit 2), fixed transaction window, remote door release, card access by Tenant, door prep by landlord |
| Subtotal Entry Areas | | | 80 | | | 240 | 320 | | | |
| Subtotal | 1 | | | | | 940 | 1,020 | | | |
| Circulation | | | | | | 40% | 408 | | | |
| **TOTAL USABLE AREA** | | | | | | | **1,428** | | | |

**Entry & Meeting Areas**

**List of Abbreviations**

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