




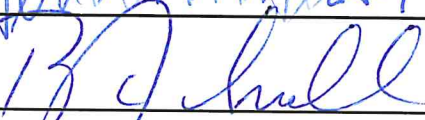
CAO FACILITIES DIVISION

CAPITAL IMPROVEMENT / SPECIAL REQUEST FORM

3000 Fairlane Court, Suite One
Placerville, CA 95667
(530) 621-59802-3364

Department: Public Defender	Request Date: 12/06/2018
Funding Source: ACO Funding (BT from 2300000-3000 for project amount)	Org/Project: 0640450 / 06B19004
Funding Dates: January 2019 (Board approval for Budget Transfer anticipated on 01/29/19)	
Type of Project: <input type="checkbox"/> Mandate (required by law) <input type="checkbox"/> Health & Safety <input type="checkbox"/> Asset Preservation <input checked="" type="checkbox"/> Capital Improvement	
1. Project Requested (attach contractor proposal if necessary): Public Defender's Leasehold Improvement Projects File Room to Office Space Conversion - \$12,580 Lowering the Privacy Wall - \$5,540 Cabinet Move - \$4,180 Ceiling Insulation - \$1,500	
2. Project Justification: Creation of an additional office from the existing file room makes the existing space more usable for staff and caseload needs, especially as the office goes towards a "paperless" environment. The project will also create flexibility for the future in that the remaining file room space can later be converted to an additional office, or two additional offices. Lowering the privacy wall at the support staff stations addresses staff's concerns of an unsafe environment, by improving their line of sight and their ability to communicate with one another. Lowering the wall will make the area more ADA-compliant and will improve customer service, as then support staff can see who is waiting in the reception area. The ceiling over the Investigations area currently has no insulation, which causes significant temperature fluctuations. The swap of existing built-in cabinets will gain space in the conference room for installation of the smart boards, while still maintaining space for office functions. This project utilizes existing built-in cabinets elsewhere in the office, for maximum cost efficiency. The project also maintains necessary storage space.	
3. Impact if Project Not Approved: Support staff has reported feeling unsafe because they have no "line of sight" for who comes in the front door. Reducing the height of the privacy wall is a simple task which will improve line of sight and also make the area more usable from an ADA perspective. As the file room is in the same area near support staff, and as additional office space is already needed in the department, converting the existing file room is cheaper than waiting to do it as a standalone project. The Investigations Unit currently has no insulation above their space, leading to uncomfortable temperature fluctuations. Insulation will hopefully also reduce HVAC costs. Installation of the smart boards without any modification of existing cabinetry will result in inadequate space for office meetings and functions and does not allow for optimal work conditions or work space configuration that meets the needs of the Public Defender's office.	
*Estimate: \$ \$ 23,800.00	This is an estimate only and actual charges may vary. The requesting Department is responsible for the actual charges incurred. 19-0052 B 1 of 2

*This is only an estimate. Actual costs may fluctuate due to changes in the scope of work, material costs, unforeseen conditions or other unexpected difficulties that are uncovered once construction begins. You will be responsible for all costs incurred in performance of the work.

Authorized Signature: 	Date: 1/3/19
Facilities Approval: 	Date: 1/9/19

Facilities Staff Only

CAMS Project # B19004	CAMS Service Request#
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