

Office Count						
Office	Type	Quantity	ASF	Total ASF	Comments	
1.0 SHARED RESOURCES						
Peer Mentor Office	C	1	120 ASF	120 ASF	Includes one work area, two-four lockable cubbies for students (can be under counter or adjacent)	
SHARED RESOURCES SUBTOTAL		1	120 ASF	120 ASF		
2.0 LIBRARY						
Faculty and Staff Work Area						
Head Librarian's Office	E	1	160 ASF	160 ASF		
Faculty Office	-	4	120 ASF	480 ASF		
TLC and Distance Education						
Faculty + Staff Office	-	2	120 ASF	240 ASF	Desk, table for 3, file cabinet	
LIBRARY SUBTOTAL		7	400 ASF	880 ASF		
3.0 STUDENT SERVICES AND ACADEMIC SUPPORT						
EOPS						
EOPS Faculty + Staff Office	B	2	90 ASF	180 ASF	Desk, file cabinet	
EOPS Counselor Office	-	2	130 ASF	260 ASF	Accommodate two chairs and a stroller; Bookshelf; 4 drawer file cabinet; L-desk and dual monitors	
CalWORKS						
CalWORKS/Fresh Success Counselor Office	-	1	130 ASF	130 ASF	Accommodate two chairs and a stroller; Bookshelf; 4 drawer file cabinet; L-desk and dual monitors	
Staff Office	-	2	90 ASF	180 ASF	Office + Meeting Room, Desk, Table, 2-chairs	
Faculty + Staff Office	-	1	120 ASF	120 ASF	Desk, table for 3, file cabinet	
EI Centro						
Flex Staff Office	C	1	120 ASF	120 ASF		
Veteran's Resource Center						
Staff Office	B	1	90 ASF	90 ASF	Desk, books shelf, printer, guest chair, 2 filing cabinets	
Counselor Office	B	1	120 ASF	120 ASF	Table and 4 chairs, Bookshelf, Sofa and Lounge Chairs	
Accessible Education Center (AEC)						
Associate Dean/Director Office	E	1	160 ASF	160 ASF	Desk/Table w/chairs for at least 6	
Counselor Office	-	3	130 ASF	390 ASF	Workability Counselor & PT Job Developer 4 stations + 1 pt station	
Office	B	4	90 ASF	360 ASF	Office for off-campus faculty + Swing Office	
High-Tech Center						
Office	B	1	90 ASF	90 ASF	Instructor office	
LS Open Lab						
Office	B	2	90 ASF	180 ASF	FFT Off campus, adjacent to DRC, directly adjacent to DRC / Confidential; must see lab and classroom; view to the classroom. One assessment office.	
Counseling						
Office	D	10	130 ASF	1,300 ASF	Able to accommodate two visitor chairs and a stroller; Bookshelf; 4 drawer file cabinet; L-desk and dual monitors- 7 FT STAFF, 2 PT	
Mental Health Services						
Office	D	1	120 ASF	120 ASF		
Dean of Student Services Office	E	1	160 ASF	160 ASF	Needs to be close to Enrollment Services	
Enrollment Services						
FA Supervisor Office	E	1	160 ASF	160 ASF	Need door to students as well as to open office area	
Student Accounts Office	C	1	90 ASF	90 ASF	Window counter, adjacent to FA and A&R	
Admissions & Records and Financial Aid						
A&R Registrar Office	E	1	160 ASF	160 ASF	Need door to students as well as to open office area	
STUDENT SERVICES & ACADEMIC SUPPORT SUBTOTAL		37	2,180 ASF	4,190 ASF		
TOTAL OFFICES		45	2,700 ASF	5,190 ASF		