

# RCJFS Reconfiguration Proposal - 2025



# Identified Problem

Major renovations were completed in the annex building in 2002-2003 to renovate and complete what is now the OhioMeansJobs Center. Additionally, the basement in the main building was remodeled to eliminate a smoker's lounge and to create a kitchenette area with dining tables and tile flooring. Doorways and restrooms were reconfigured to ensure ADA compatibility, an elevator was installed and a stairway leading to the basement was remodeled. In January - February of 2014, carpeting was replaced in the main building and the OhioMeansJobs Center. No renovations have been completed since that time.

Day-to-day operations have changed and the total number of employees has decreased from 125 to 47-50 over the past 18 years. The way the space in the building is being utilized needs to change. Increased use of online systems and telephone contact has created growth in the Intake department and a need for more space for supportive staff and ancillary services and limited space for face-to-face interactions with customers.

# Scope of Project

## Maximizing Work Space

In an effort to increase efficiencies and maximize workspaces and ancillary support spaces, I am proposing the following changes to the main level of the building:

- Move the IT area to the area beside the Admin Kitchen - [Photos](#)
- Move Youth and Family Council to the IT area - [Photos](#)
- Merge the mailroom and the Training Lab - [Photos](#)
- Cluster the IM units into one quadrant of the main floor - [Photos](#)
- Move the Social Service unit adjacent to the new IT area - [Photos](#)
- Add three cubicles to the Intake Department - [Photos](#)
- Reconfigure the current Social Service unit into a quiet break area - [Photos](#)



# Scope of Project

## General Maintenance of the Space

During the reconfiguration of the space:

- Flooring throughout the main level (with the exception of the front lobby) will be replaced with vinyl plank flooring to minimize allergens, dirt and mold
- Upholstered cubicle walls, interior walls and baseboards in the main building and OMJ Center will undergo a deep cleaning and/or repair - [Photos](#)



# Project Deliverables

Deliverables	Timeframe
Develop Plan to Reconfigure Space	03/2024 - 07/2024
Seek Guidance from Darrell and Andrew	07/2024 - 08/2024
Develop Proposal	08/2024 - 09/2024
Present Proposal to the BOC	2/2025
Schedule and Implement Work	3/2025 - 9/2025



# Project Schedule and Budget

Proposed Work	Projected Cost	Justification
County Maintenance (Main Bldg) <ul style="list-style-type: none"> <li>Remove extraneous cubicle walls</li> <li>Rehang doors</li> <li>Patch Drywall</li> <li>Prep &amp; Paint Interior Walls</li> </ul>	\$14,768	<u>Materials</u> \$163 x 13 (5 gallon buckets) = \$2,119 + \$481 (spackling, drop cloths, etc) = \$2,600 <u>Labor:</u> 260 hrs x 46.80 = \$12,168 (2,600 + 12,168 = 14,768)
Contracted Cleaning (Main & OMJ) <ul style="list-style-type: none"> <li>Deep clean upholstered cubicle walls</li> <li>Clean interior walls/ baseboards</li> </ul>	\$2000.00	<u>Labor Estimate</u> Cleaning of both sides of cubicle partitions (110)
Contracted Flooring Install <ul style="list-style-type: none"> <li>Prep (lifting cubicle walls)</li> <li>Installation of vinyl plank flooring</li> </ul>	\$168,100.00	<u>Labor/Materials/Prep Estimate</u> 19,034 sq ft @ \$8.83 sq ft
<b>Total</b>	<b>\$184,868.00</b>	<u>Request to BOC</u> - 15% of the total - up to a maximum of \$27,730  <u>RCJFS Local Funds</u> - 85% of the total (\$184,868 - \$27,730 = \$157,138)

# Main Building Change - Move IT Dept. to Area Beside Admin. Kitchen

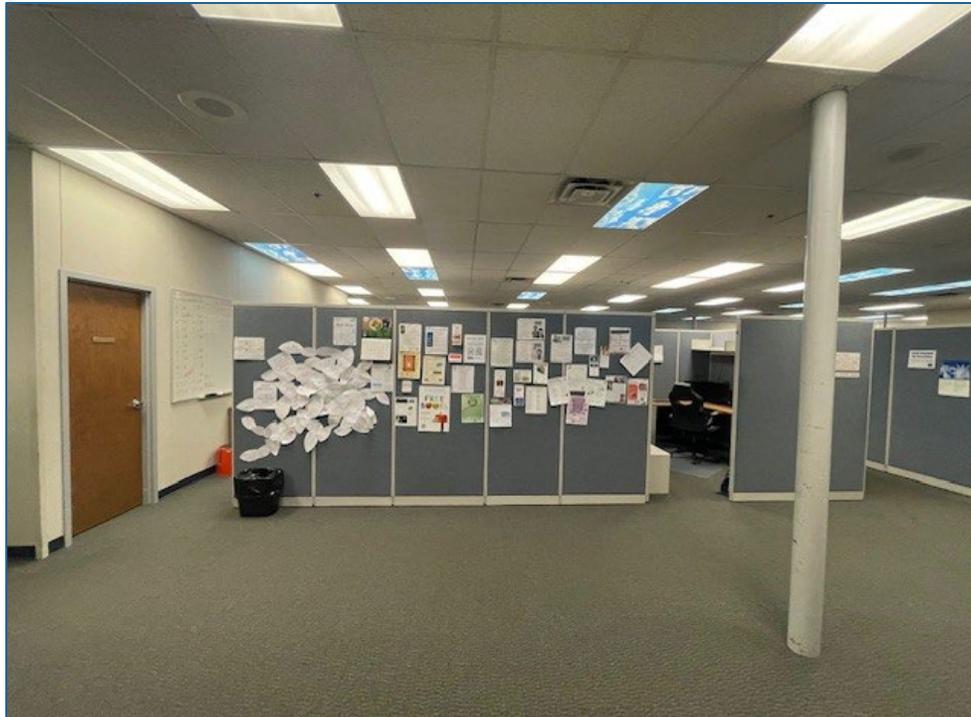
From

To

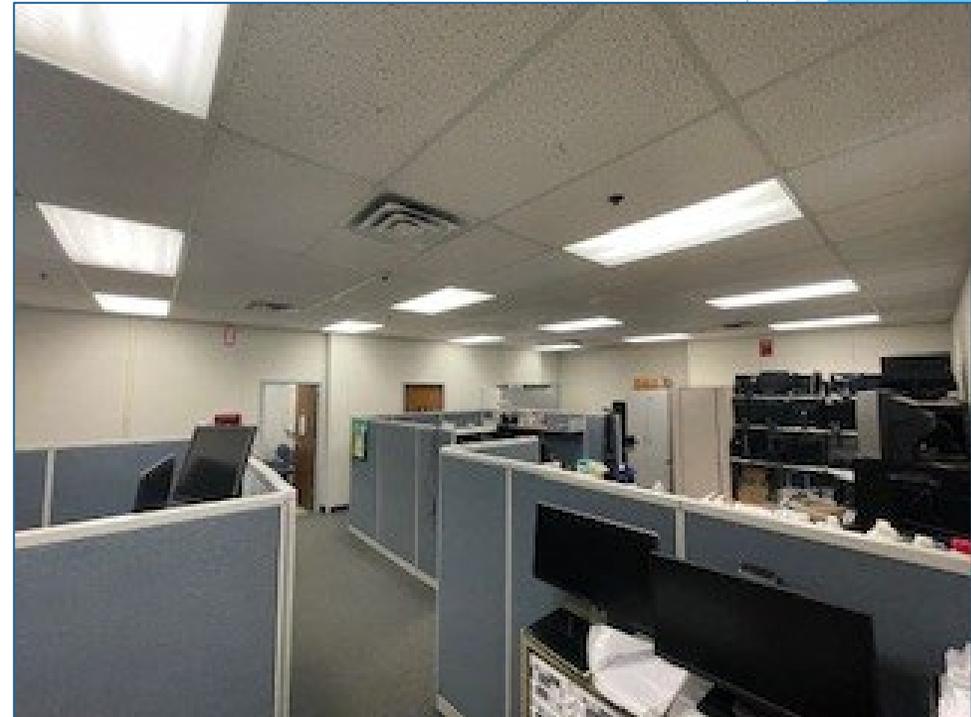


# Main Building Change - Move Youth & Family to Current IT Area

From

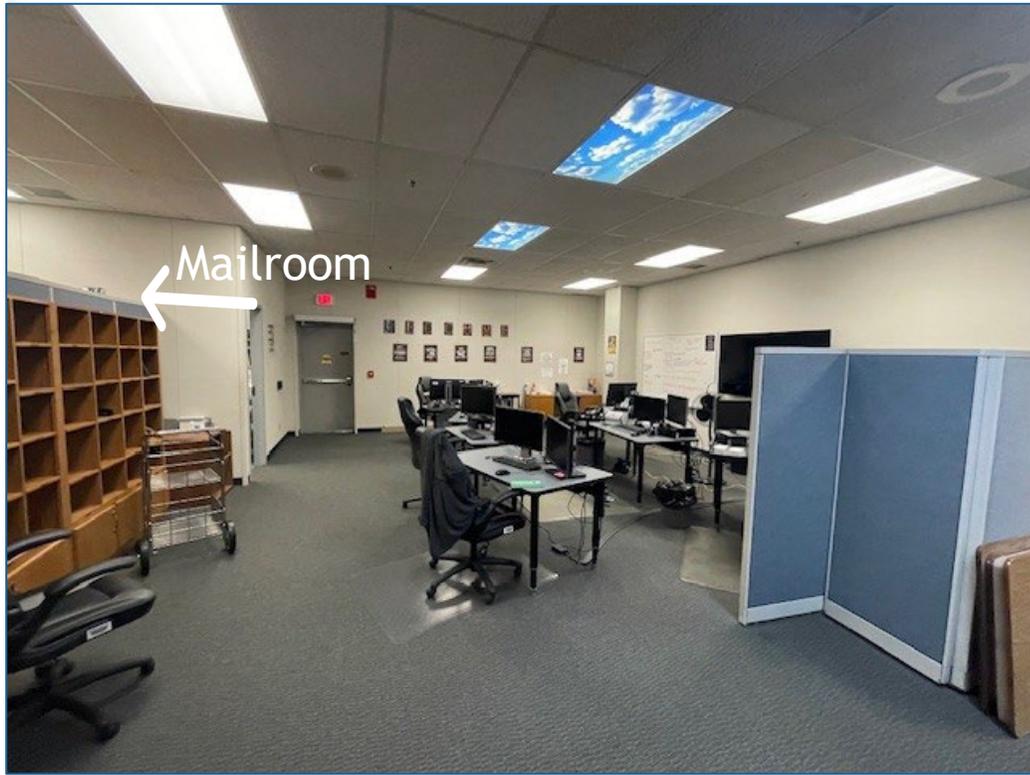


To



# Main Building Change - Merge Mail Room and Training Lab

Training Lab



Merge with Mail Room

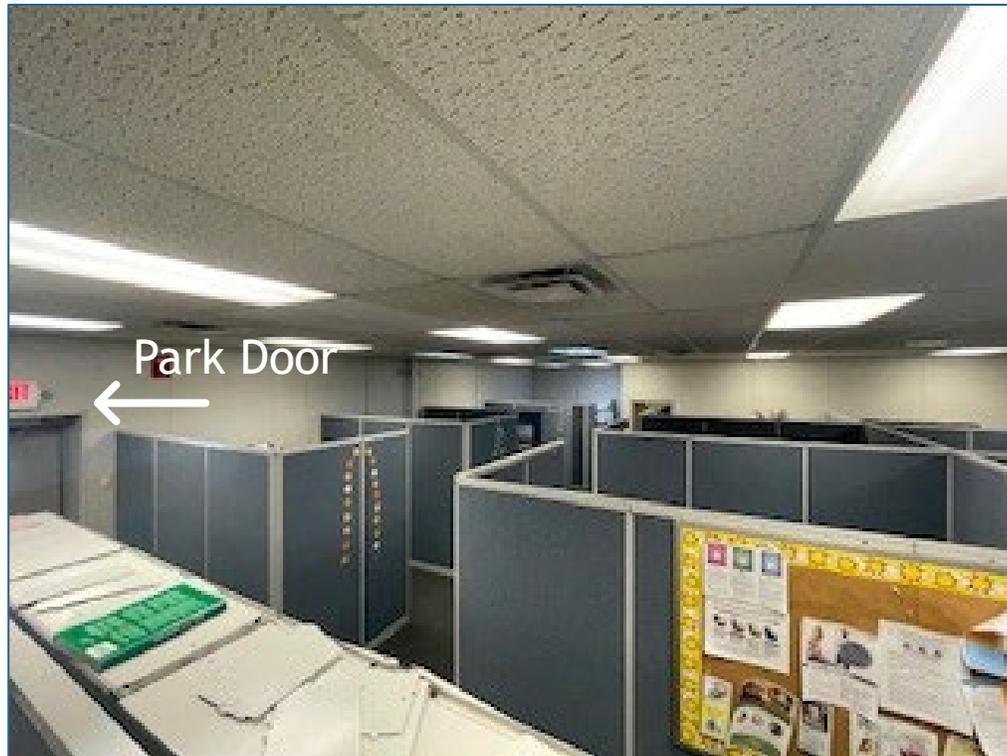


# Main Building Change - IM Units Clustered in One Quadrant

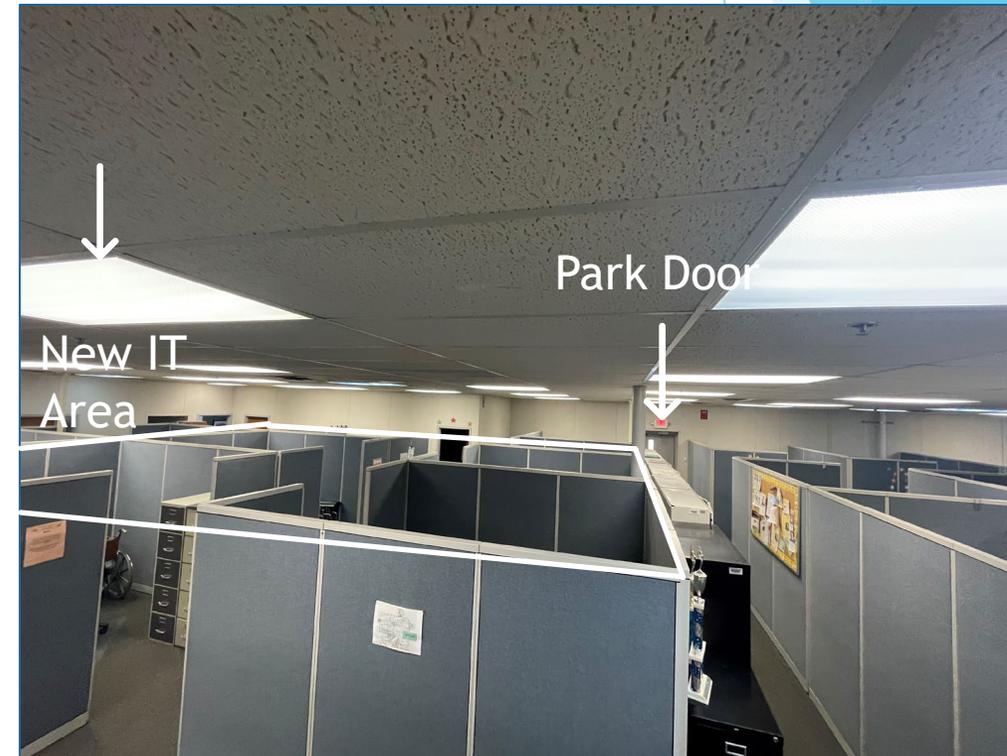


# Main Building Change - Social Service Unit Will Move to the Area Adjacent to the New IT Area

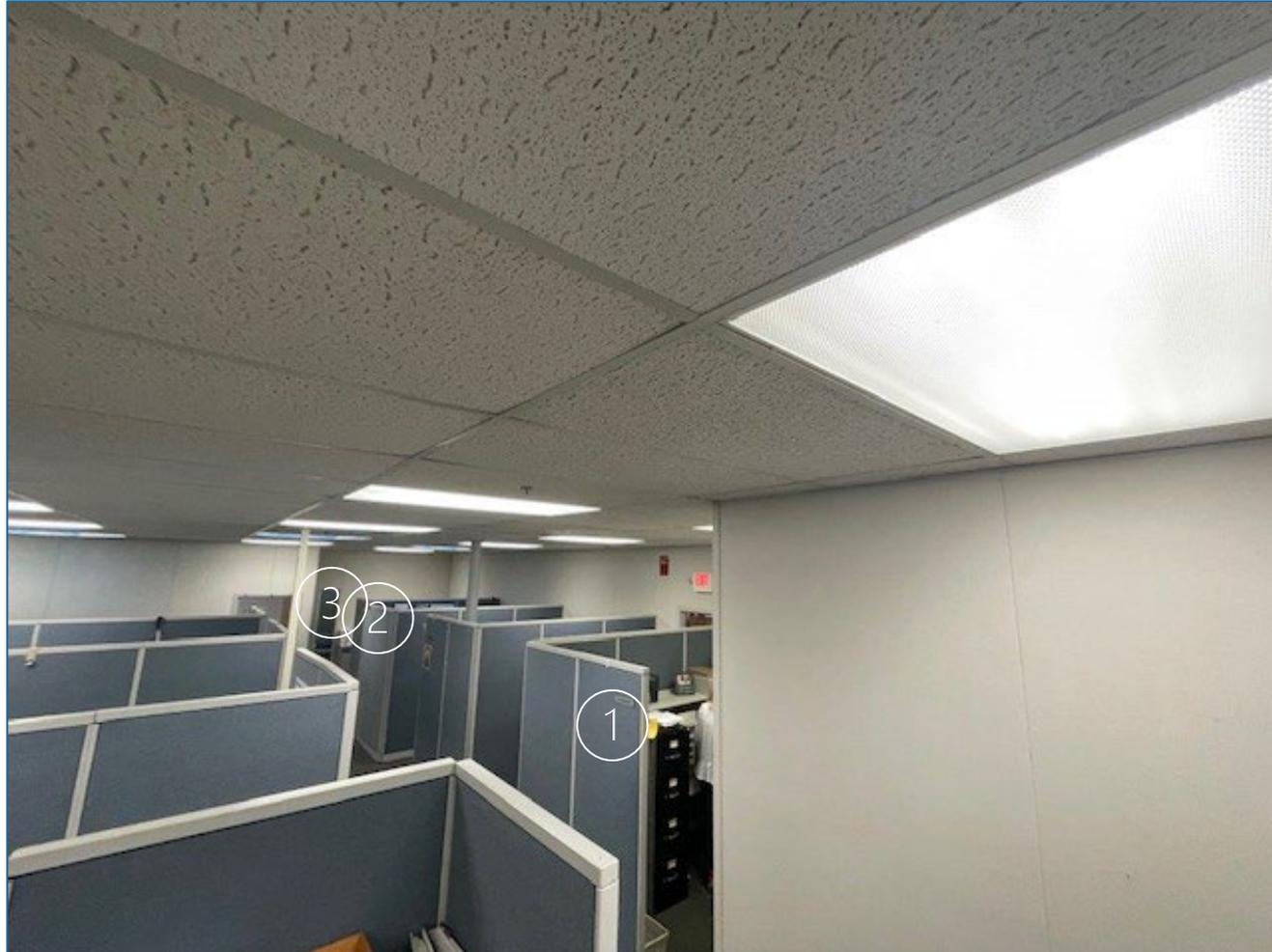
Social Services - Now



New Social Service Area



# Main Building Change - The Intake Department will expand to include three additional cubicles



# Main Building Change - Social Service Unit will be reconfigured as an open area (quiet break area)

Social Service



Panographic



# Main Building Change - General Maintenance

## General Maintenance



- Spackling/repairing walls/replacing ceiling tiles
- Painting walls (excludes main lobby and basement)
- New flooring (excludes main lobby and basement)

