

FEB 6 1967

PRELIMINARY COMMENTS

The attached material is based upon recent observations and measurements. The column which indicates the number of employees in a room during peak periods should be considered in view of two considerations:

1. Not all employees work in one of the offices listed. For example, the Chief Clerk of the House, docket clerks, calendar clerks, sergeants-at-arms, doorkeepers, some committee secretaries, etc.

2. Some rooms may be centers of rather heavy traffic but are only the location of a few employees. Examples: the steno pool areas, the Revisor of Statutes Offices and certain offices in the Research Department.

No information is included on the committee meeting load for the committee rooms at this time, although the interview material, included in the notebook gives some indication concerning their feelings on this matter. Some examples of committee rooms with several assignments to substantive committees are: Room 505, seven committees, Room 21, four committees, and Room 535, five. There are, however, 29 house committees which do not have regular room assignments to the 13 or 14 committee rooms currently available for both House and Senate use.

The dimensions shown on the tables do not accurately indicate floor space area in rooms which are not rectangular.

PHYSICAL DATA ON ROOMS USED BY LEGISLATURE

TABLE I.

A Offices Floor 3	B Dimensions	C Sq. ft.	D Number in Office at Peak Work Periods	E Sq. ft. of floor space per person
1. Office of Clerks-Southwest corner of West wing	23'4" x 14'6"	338.3	6	56.4
2. Office of Secretary to Speaker of House	12' x 7'6"	90.0	1	90.0
3. Room in Northwest corner of West Wing (divided into two work rooms)	9'3" x 14'3" 15' x 14'	131.8 210.0	8	42.7
4. West Wing - South Side - Mail room and cloak and Page area	15' x 24'3"	363.8	4	91.0
5. West Wing - Telephone switchboard and booth area	11' x 21'4"	234.6	1	234.6
6. West Wing - North - Cloak room	14'6" x 24'6"	355.3	doorkeepers only	355.3
7. Concession Stand Area	6'10" x 17'6"	119.5	2	59.8
8. West Wing - Revisor of Statutes - John Weeks - Office	12' x 26'	312.0	1	312.0
9. West Wing - Office of Arden Ensley	11'6" x 21'	241.5	2	120.8
10. West Wing - Reception Area to Revisor's office	11'9" x 13'6"	158.6	3	52.9
11. West Wing - North- Office of Revisors' Secretarial Staff	14'3" x 26'	370.5	3	123.5
12. West Wing - Office of Fred Carmen	11' x 9'6"	104.5	1	104.5
West Wing - North - Work area of Revisors' office and adjacent to vault	20'6" x 11'	225.5	5	45.1

	A	B	C	D	E
	Offices Floor 3	Dimensions	Sq. ft.	Number in Office at Peak Work Periods	Sq. ft. of floor space per person
14.	House Documents Room	24'3" x 18'6"	448.6	11	40.8
15.	East Wing - Office of Secretary to Lieutenant Governor	9' x 12'4"	111.0	1	111.0
16.	Office of Secretary of Senate	25'3" x 11'	277.8	5	55.6
17.	Committee on Employees Room - East Wing	17' x 10'6"	178.5	2	89.3
18.	Senate Mail Room	19' x 7'6"	142.5	2	71.3
19.	Senate Documents Room	19'6" x 10'6"	204.8	3	68.3
20.	Office of Speaker of House	15' x 12'	180.0	1	180.0
21.	Office of Lieutenant Governor	15'9" x 20'	315.0	1	315.0
22.	Office of President Pro- Tem of Senate	14'6" x 12'	174.0	2	87.0
23.	Office of Majority Floor Leader	10'6" x 8'6"	89.3	1	89.3
<u>Floor 4</u>					
1.	West Wing - Northwest corner	24' x 14'	336.0	10	33.6
2.	West Wing - Hall Area Steno Pool Area	15'8" x 9'9"	152.7	1	152.7
3.	West Wing - Southwest Room	24' x 14'	336.0	8	42.0
4.	East Wing - Senate Journal Clerks	11' x 16'6"	181.5	4	45.4
5.	East Wing - Enrolling Clerks of Senate Room 6	14'6" x 12'	174.0	2	87.0
	Proofreaders - Northeast corner	26' x 12'	312.0	5	62.4

A	B	C	D	E
Offices Floor 4	Dimensions	Sq. ft.	Number in Office at Peak Work Periods	Sq. ft. of Floor space per person
7. East Wing - Room 10 (Senator Warren)	16'6" x 11'	181.5	1	181.5
8. Room 9 - Southeast end of corridor	8' x 10'	80.0	1	80.0
9. Room 8 - East Wing Office of Senator Joseph	15'6" x 12'	186.0	1	186.0
<u>Floor 5</u>				
1. Research Department - Typing Area and Mr. Ryan's Office	31' x 27'6"	852.5	6	142.1
2. Research Department Office of Director	14'4" x 11'10"	169.5	1	169.5
3. Research Department - Office Opposite that of Director	10'8" x 12"	128.0	2	64.0
4. Research Department - Northeast corner of building	23'3" x 31'2"	724.6	5	144.9
5. Research Department - Filing area	48' x 11'9"	564.0	1	564.0
6. Room 521 - State Library	24'6" x 18'6"	453.3	3	151.1
7. Caged Area	(a) 28'3" x 22" (b) 50' x 37'6"	621.5 1,875.0	40	62.4
8. Room 534	31' x 13'3"	410.8	4	102.7

PHYSICAL DATA - COMMITTEE ROOMS

TABLE II

A	B	C	D	E
Room Floor 3	Dimensions	Sq. ft.	Apparent seating Capacity	Equipment
Senate Ways and Means	12'6" x 11'6"	143.8	12	2-B, 13-C, 2-D, 2-E, 1-H
<u>Floor 4</u>				
Room 7 Southeast Wall	9'9" x 12'	117.0		
Room 21 Northwest of Senate Gallery	19'8" x 11'4"	222.9	17	17-C
<u>Floor 5</u>				
Room 505	20'9" x 24'6"	508.4	14	1-A, 18-C, 1-F, 1-G
Room 520	24' x 19'	456.0	16	1-A, 3-B, 26-C, 2-D, 2-E, 1-G, 2-H
Room 522	24'9" x 20'6"	507.4	16	2-B, 21-C, 1-D, 1-E
Room 523	30'9" x 13'6"	415.1	20	1-B, 25-C
Room 524	31' x 13'	403.0	14	1-B, 11-C
Room 525	14'6" x 12'3"	177.6	Sec. Room	2-B, 4-C, 4-D, 3-E, 4-H
Room 526	23'6" x 22'	517.0	12	1-B, 22-C, 1-D, 1-E, 1-H
Room 528	23' x 24'	552.0	21	1-A, 2-B, 25-C, 1-D, 1-E, 1-H
Room 529	37'6" x 26'	975.0	26	1-A, 2-B, 51-C, 1-D, 1-E
Room 530	26' x 13'9"	357.5	14	2-B, 17-C, 1-D, 1-E
m 532	37'6" x 26'6"	993.8	23	1-A, 3-B, 26-C, 3-D, 3-E, 1-F, 1-H, 2-I
Room 533	13' x 31'	403.0	20	1-B, 22-C

Room Floor 5	Dimensions	Sq. ft.	Apparent seating Capacity	Equipment
Room 535	25' x 21'	525.0	16	1-B, 30-C, 1-D, 1-E, 1-G

A = Kansas Statutes Annotated

B = File Cabinet

C = Chairs

D = Desks (Secretarial)

E = Desk Chairs

F = Chalkboard

G = Coat Rack

H = Typewriters

I = Telephone

Rooms 527, 531 and the meditation and two lounge rooms are not included on this table as they are not used for Committee rooms or for employee work areas.

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TABULATION OF COMMONLY DISCUSSED ITEMS
IN INTERVIEWS OF COMMITTEE CHAIRMEN

<u>Rooms</u>	<u>Lighting</u>	<u>Ventil- ation</u>	<u>Filing Area</u>	<u>Space</u>	<u>Scheduling for use of Rooms</u>	<u>Access to Adeq- uate Sec- retarial Service</u>	<u>Use as Private Office</u>	<u>Rostrum</u>
11				I				
21		I	I			I		
505		I	I	A				
	A	A	I	I	I	I	I	I
				I				
520			I	I				
522		I		I			I	
			I	I		I		
528	(completely satisfied)							
530	I	I	I			I	I	I
	A	A	A	A	I		A	
533		I	I	I		I	I	
		I				I		
535			I	I		I		
			I		I			

I = Inadequate

A = Adequate

Items left blank were not commented on directly by the committee chairmen.

The interviewing was done on a random sampling basis. Six senators and eleven representatives interviewed and various committee sizes are represented on the table.

The attached list of comments, mostly critical in nature, indicates comments made which did not lend themselves easily to the table shown above. Some comments are of a general nature and others, specific, but they may reflect general feeling of committee chairmen about the use of committee rooms.

1) All committee chairmen and members of the legislature should have easy access to recording and dictating equipment.

2) All of the chairs in the committee rooms should have cushions for the longer meetings.

3) More privacy for the chairmen, either in committee rooms or in office space would be useful.

4) The rooms are generally too small for hearings and it is difficult to schedule for hearings.

5) The room does not have enough chairs in it.

6) A couple of small tables are needed so that all members of the committee could sit at a central table area.

7) The decorum of committee rooms as well as the legislative hall in general is inadequate.

8) The ventilation and lighting is generally poor.

9) All committee rooms should have access to a telephone.

10) The equipment in room 505 is generally satisfactory.

11) Some members complain about scheduling difficulties but the committee room is completely satisfactory.

12) A ventilation system is needed or some way to open the window without risking a long fall would be helpful.

13) A chalk board is needed for illustrative purposes.

14) The room should have a bookshelf arrangement to store statute books or reference books.

15) It is too hot in the room, and if a door is opened for ventilation purposes, the outside noises are too distracting.

16) The committee rooms should not be disturbed when the legislature is not in session.

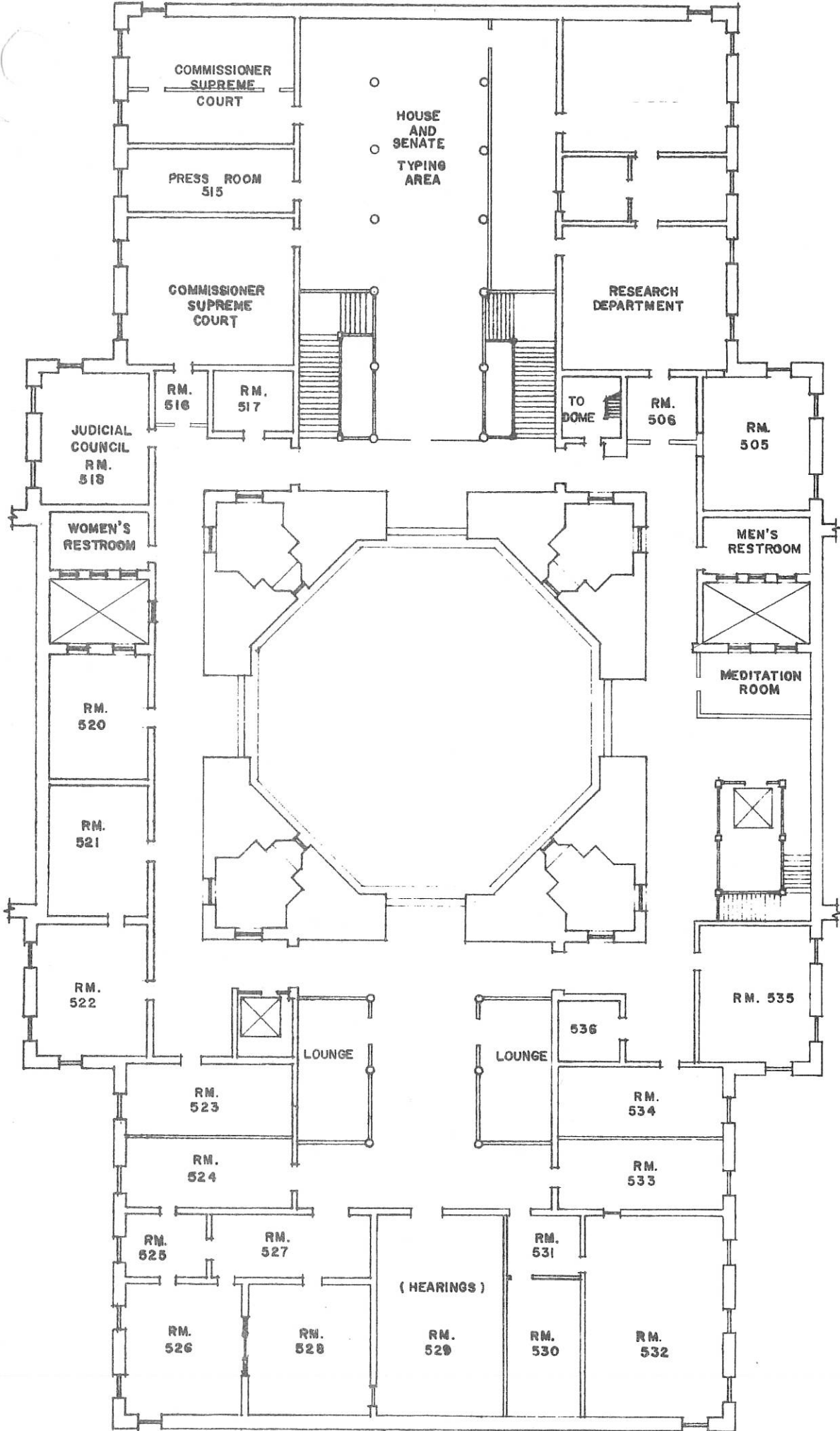
17) Each major committee should have its own private room.

18) The acoustics need improvement in the committee rooms.

19) The state should make more space available immediately by purchasing the Masonic building and transferring offices from the Capitol building and retaining the vacated space for legislative use.

20) The present system and facilities are generally inadequate.

21) Some sort of office space or reasonably private consultation space is needed for use by the committees and legislators.



FIFTH FLOOR

